

Terms of Reference –

Central Coast Food Alliance Steering Committee

1. Purpose

The purpose of Central Coast Food Alliance (CCFA) is to foster the development of a thriving Food, Agriculture and Beverage industry that contributes to the social and economic development of the NSW Central Coast.

A Steering Committee has been set up to provide guidance and support to the Manager of the Central Coast Food Alliance and the Executive Director of Central Coast Industry Connect.

2. Role

The role of the CCFA Steering Committee will focus on the delivery of the strategic framework and Food innovation Australia Ltd initiatives under the current CCFA business plan for 2021.

There are common activities and programs that cut across all manufacturing sectors. This will include but not restricted to Continuous Improvement programs, Supply Chain initiatives, Circular economy activities.

Where sub sector steering committees are in place (For e.g., CCIC Manufacturing Steering Committee) there will be a concerted effort not to duplicate activities or programs and the committee will work in harmony with those groups for the good of industry.

The Key function of the committee will be to:

- Provide guidance and support to the CCFA Manager and Executive Director on its annual programs and projects.
- Regularly track progress against established timelines/milestones on initiated activities and projects and report regularly to the CCIC Board via the CCFA Manager.
- Provide input into the marketing plan for CCFA.
- Engage with other working groups under CCIC where required.
- Collectively work to engage with other like organisations within NSW and Australia.
- Work collectively to ensure that CCFA is sustainable into the future.
- Support the fundraising efforts of CCFA
- Collectively act as ambassadors for CCFA particularly within your organisation.
- Promote the region as a Food Innovation Region.

The strategic intent of CCFA must also be approved by the CCIC board.

3. Steering Committee Participants

Mandatory Participants include:

- 3 Representatives from the Manufacturing Sector whose organisations employ more than 75 people.
- 3 Representatives from the Manufacturing Sector whose organisations employ less than 75 people.
- Business Advisor, Entrepreneur's Program, Food and Ag.
- CCFA Manager
- Representative from University of Newcastle
- Representative from the Education Sector

Supporting organisations are able to attend

- Representative from a research organisation other than the university.
- Board member from Central Coast Industry Connect.
- Executive Director of CCIC
- Representative from the Local government
- Representative from State Government.

Core Number: 10

Maximum number 15 people

There will be a concerted effort to provide diversity within the committee.

Chairperson

The Chairperson is to have precedence at the meeting and shall determine the order of proceedings, generally as set out in the Agenda. The Chairperson will be elected from the Industry representatives and can hold the position for 12 months with an option of a further 12 months.

Voting

No formal voting rules apply.

The Committee recommendations are to be made by consensus. Where consensus cannot be reached, a vote may be taken at the request of the Chair. The vote will be carried by a majority of the committee members. The meeting record will reflect this process.

Any recommendations that involve financial requirements must go to the Central Coast Industry Connect Board for approval via the Executive Director, if it is not within the budget that is allocated to the group.

The Steering Committee Chair may agree to allow participation in meetings through conference calls and other technology. As no formal voting rules apply, there is no proxy voting.

Quorum

The Steering Committee can only proceed to meet if 50% (3) of the Industry members are present

- Meetings are to be held on a 3monthly basis.
- The Chairperson has the authority to call additional meetings.
- The agenda, minutes and actions will be distributed to participants on an ongoing basis using an electronic platform.
- Meetings will be recorded by the taking of minutes (meeting record) and video in the case of virtual meetings – the minutes will document agreed actions/outcomes. The meeting minutes will be signed by the Chair and Executive Director.
- Meeting agendas and minutes will be available to committee members prior to each meeting.

4. Communications and reporting

The agendas and meeting records of the Steering Committee will be electronically stored as a permanent record of Central Coast Food Alliance.

Any reporting of progress against milestones or completion of projects must be done via Central Coast Industry Connect communication policies as noted below:

Website Linking Policy:

A website link must be validated through the following test:

- The content must be related to helping the Manufacturing community.
- It must identify a generic service and not a specific commercial product or service unless approved by the CCIC governance committee.

- Links must be directly to source information and not to general landing pages that contain advertising or endorsements which require the user to search further for the specified information.
- Training and education links will wherever possible, will be to free courses unless CCIC/ CCFA is providing and hosting a paid course.
- CCIC sponsors are allowed to be promoted but content must be approved by the Executive Director.

Social Media Policy:

- The same test as website linking applies with the addition that comments made for re-posting information should be limited to highlighting benefits of information
- Original posts should be checked for any inappropriate comments and any specific political views or opinions

5. Conduct

Each member of the Steering Committee will abide by the Code of Conduct of their organisation.

For the avoidance of doubt, members of the Steering Committee are not permitted to speak to the media on behalf of the Steering committee unless approved by the Executive Director. Social media posts are only allowed via sharing of CCFA posts.

6. Conflicts of Interest

Conflicts of interest must be declared and listed against any agenda item or discussion not identified on the agenda at each meeting. Conflict of interest is defined in Appendix 1. These are to be documented in the minutes. Declaration of conflicts of interest will be periodically reviewed by the Governance committee at its meetings to ensure consistency and risk is managed. Those that do have conflicts of interest cannot vote on any decision where they have an interest.

7. Review

This Terms of Reference will be reviewed annually and need to be approved by the CCIC board via its governance committee.

Appendix 1

Conflict of interest.

All members of involved in the Steering committee have a responsibility to declare a conflict of interest.

A conflict of interest occurs when a person's personal interests' conflict with their responsibility to act in the best interests of CCFA. A conflict of interest may be actual, potential or perceived and may be financial or non-financial

In particular a conflict of interest is any situation where:

- Your personal interest or those of a close friend, family member, business associate, corporation or partnership in which you hold a significant interest, or a person to whom you owe an obligation could influence your decisions and impair your ability to
 - act in CCFA's best interest or
 - represent CCFA fairly, impartially and without bias.
- A decision is taken by the committee to favour you or your business and this has been made without the knowledge that the decision benefits you.

If there is a concern of inappropriate behaviour concerning this it should be reported to the Executive director of Central Coast industry Connect Ltd.

Version	Date	Approved CEO	Next Review
2021-1	24/2/2021	FS	February 2023