



Shire of  
Serpentine  
Jarrahdale

# Terms of Reference

## Food Security and Peri-Urban Agriculture Advisory Group





## 1.0 Introduction

The Shire of Serpentine Jarrahdale is undergoing a period of significant transformation, characterised by sustained population growth, increasing urbanisation, and rising community expectations regarding access to fresh, locally produced food. Within this evolving context, the Shire seeks to enhance its strategic capacity to support local food systems, protect peri-urban agricultural land, and promote food security for current and future residents.

In recognition of these priorities, the Shire has established the Food Security and Peri-Urban Agriculture Advisory Group (the Advisory Group) as a formal mechanism to engage with community and industry representatives on matters affecting the viability, resilience, and accessibility of local food production. The Advisory Group will provide Council with informed advice, local insights, and practical recommendations to help shape policy, planning, and advocacy efforts that address the challenges and opportunities associated with food security and peri-urban agriculture.

The Group's establishment reflects the unique geographic and socio-economic characteristics of the Shire, where a strong agricultural heritage intersects with the pressures of urban transition. It is intended to support evidence-based decision-making across a range of intersecting themes, including land use planning, water access, economic diversification, supply chain sustainability, and community health.

This Terms of Reference outlines the purpose, scope, membership, governance, and operating principles of the Advisory Group.

## 2.0 Objectives and Scope

### 2.1 Objectives

The primary objective of the Food Security and Peri-Urban Agriculture Advisory Group (the Advisory Group) is to provide strategic advice and informed perspectives to assist the Shire in developing and implementing policies, strategies, and initiatives that promote:

- Enhanced local food security, through improved access to fresh, nutritious, and locally produced food;
- Protection and sustainable use of peri-urban agricultural land, recognising its value for food production, economic development, and community resilience;
- Support for emerging and existing local food producers, including consideration of land use planning, water access, and economic viability;
- Increased community awareness and participation in local food systems, including urban agriculture, community gardening, and food education programs;
- Integrated planning and policy development, that aligns land use, environmental sustainability, infrastructure, and economic development objectives with food system priorities;
- Identification of barriers and opportunities related to supply chain resilience, climate change adaptation, technological innovation, and skills development.



## 2.2 Scope of Work

The Advisory Group will focus on the following areas of interest and responsibility:

- Providing advice on local and regional planning matters that affect agricultural viability, land use conflict, and urban encroachment on productive land;
- Reviewing and advising on draft policies, strategies or submissions relevant to food security, agriculture, and land use;
- Identifying opportunities to support food-based community initiatives, education programs, and partnerships with schools, community groups, and local businesses;
- Exploring the implications of water policy and access on small to medium scale growers and emerging urban agriculture initiatives;
- Advising on economic and regulatory barriers to the growth of a diverse and resilient local food economy;
- Facilitating engagement with key stakeholders, including producers, industry bodies, community organisations, and relevant state government agencies;
- Providing input into advocacy efforts, including responses to State and Federal policies that affect peri-urban agriculture and local food resilience.

The Advisory Group is a non-decision-making body and operates in an advisory capacity to Council only. It does not have delegated authority to act on behalf of Council or commit Council resources.

## 3.0 Membership and Representation

### 3.1 Composition

The Food Security and Peri-Urban Agriculture Advisory Group shall be comprised of up to 16 members, representing a cross-section of community, industry, education, and government stakeholders with a demonstrated interest in advancing local food security and peri-urban agricultural outcomes. The composition is intended to ensure a broad range of perspectives, technical expertise, and community insight are brought to the Advisory Group's deliberations.

Membership shall include:

- Elected Member Representatives (2)  
Two Councillors of the Shire of Serpentine Jarrahdale, appointed by Council resolution, to provide governance insight and ensure alignment with the Shire's strategic direction.
- Community Representatives – Food and Farm Alliance (2)  
Two representatives nominated by the Food and Farm Alliance, with a focus on community food systems and agricultural advocacy.
- Shire Officers (2)  
Two Shire officers appointed by the Chief Executive Officer to facilitate meetings, provide technical and policy input, and serve as a conduit to internal service areas and relevant State agencies.



- **Education Sector Representatives (2)**  
Two individuals representing the education sector - one from a high school education setting and one from a primary school education setting. They will provide insight into curriculum, food education, youth engagement, and future skills development.
- **Local Producers (2)**  
Two representatives from the local agricultural or horticultural sector to provide practical knowledge of on-ground challenges, production constraints, and emerging opportunities.
- **Local Business Representatives (2)**  
Two local business owners or operators involved in the food supply chain (e.g., retail, logistics, hospitality) to offer perspectives on economic, commercial, and supply-side considerations.
- **Not-for-Profit Sector Representatives (2)**  
Two representatives from local or regional not-for-profit organisations, particularly those involved in addressing food insecurity, community welfare, or social enterprise initiatives.
- **Regional Economic Development Bodies (2)**  
One representative from the Peel Development Commission and one from Business SJ, to provide strategic regional development insights and economic alignment.

### 3.2 Appointment and Term

- All members shall be appointed by Council resolution following a public expression of interest process.
- Membership shall be for a two-year term, with the option for renewal upon Council endorsement.
- Vacancies occurring during the term may be filled through the same process, subject to Council approval.

### 3.3 Observers and Guests

From time to time, the Advisory Group may invite subject matter experts, government agency representatives, or other stakeholders to attend meetings as observers or presenters, where relevant to the matters under discussion.

## 4.0 Governance and Meeting Procedures

### 4.1 Chairperson

- The Chairperson shall be appointed by Council from among the Elected Member representatives.
- The Deputy Chairperson may be any member of the Advisory Group, and shall be elected via simple majority of voting at the first Advisory Group meeting.
- In the absence of the Chairperson, the Deputy Chairperson shall preside over the meeting.





#### 4.2 Role of Chairperson

- The Chairperson will chair all meetings at which and ensure:
  - Meetings are conducted in a timely manner;
  - Facilitate open discussion while at all times ensuring such discussion are expressed politely and respectfully to all members present;
  - Adequate discussion time is devoted to issues of significance;
  - Relevant unanticipated items of business are considered for discussion;
  - All members have the opportunity to contribute to group discussions.

#### 4.3 Role of Shire Officers

- Shire officers appointed to the Advisory Group will:
  - Coordinate meeting logistics and agendas;
  - Provide policy and technical support to the Advisory Group;
  - Prepare and disseminate agendas and minutes;
  - Facilitate the flow of information between the Advisory Group and Council.

#### 4.4 Meeting Frequency

- The Advisory Group shall meet **quarterly**.
- Additional meetings may be scheduled to respond to time-sensitive matters or emerging policy priorities, subject to availability.

#### 4.5 Quorum

- A quorum shall consist of **50% plus one** of the appointed members.
- If quorum is not achieved within 15 minutes of the scheduled meeting time, the meeting may proceed for discussion purposes only, with no formal recommendations recorded.

#### 4.6 Decision-Making and Recommendations

- The Advisory Group operates in an advisory capacity and does not hold delegated decision-making authority.
- Recommendations shall be made by consensus wherever possible. Where consensus cannot be reached, a majority view shall be recorded, with any dissenting views also noted.
- Recommendations will be documented in meeting minutes and referred to Council or the for consideration through appropriate reporting channels.

#### 4.7 Confidentiality and Conflict of Interest



- Members must disclose any actual, perceived, or potential conflict of interest at the commencement of each meeting, in accordance with the *Local Government Act 1995* and relevant Council policies. Conflicts of interest are to be managed in accordance with the Act.
- Failure to adhere to the provisions related to interests may result in Council removing the member from the Advisory Group.
- Where sensitive or confidential information is presented, members must treat such material with due confidentiality, and must not disclose it outside the Advisory Group without the prior consent of the Chairperson of the Advisory Group and the Shire.

#### 4.8 Reporting to Council

- A summary of meeting outcomes and recommendations will be provided to Council after each meeting, through a formal Council report.
- The Advisory Group may be requested to provide input into strategic planning reviews, policy development processes, or public consultation activities at Council's direction.

### 5. Review, Reporting and Sunset Provisions

#### 5.1 Review of Terms of Reference

- These Terms of Reference shall be formally reviewed by the Shire at least **once every two years**, or sooner if deemed necessary by Council, to ensure alignment with strategic priorities, statutory obligations, and operational needs.
- Amendments to the Terms of Reference must be endorsed by Council resolution.

#### 5.2 Reporting and Performance Evaluation

- The Advisory Group will provide a brief **annual summary report** to Council outlining key activities, trends, issues raised, and recommendations advanced over the preceding 12-month period.
- The report may also identify strategic opportunities or constraints requiring further policy development, funding consideration, or intergovernmental advocacy.
- Council may request specific reporting from the Advisory Group on matters of emerging significance or in support of planning and budgetary processes.

#### 5.3 Sunset Clause

- The Advisory Group is established as an ongoing advisory body. However, Council reserves the right to **suspend, disband or reconstitute** the group at any time via Council resolution.
- In particular, the Advisory Group may be dissolved if:
  - It is deemed that its objectives have been fulfilled or are no longer relevant;
  - A new governance mechanism or integrated advisory structure is introduced; or



- The group is no longer able to maintain a functional quorum or meaningful contribution.

## **6.0 Code of Conduct**

### **6.1 Meeting Etiquette**

All members attending a meeting should:

- Make every effort to arrive prior to the commencement of the meeting.
- Put mobile phones on silent and leave the meeting room to take any urgent phone calls.
- Respect the opinions of all present.
- Discuss and exchange information and views in an informative and open manner. Where differences of opinion arise, these will be debated in a respectful and constructive manner and may be noted in the minutes where requested by a member.
- Follow meeting etiquette determined by the Chairperson.
- Not discuss confidential information outside of the meeting.

### **6.2 Media**

In accordance with the *Local Government Act 1995*, no person (including Chairperson or Deputy Chairperson unless either is the President of the Shire of Serpentine Jarrahdale) is permitted to speak to the media.

## **7.0 Cases not provided for in the Terms of Reference**

These Terms of Reference are intended to provide a framework for the efficient and effective operations of the Working Group. In cases not provided for in the Terms of Reference, the Chairperson in consultation with the Chief Executive Officer is to determine the appropriate response to enable the Advisory Group to perform its functions.

## **8.0 Acknowledgement of membership**

I, \_\_\_\_\_, representing \_\_\_\_\_,  
confirm that I have read and understood this Terms of Reference and agree to abide by the duties and obligations set forth herein.

Member Signature

\_\_\_\_\_ / /

Chairperson Signature

\_\_\_\_\_ / /