



STRATEGIC ADVISORY GROUP CHARTER

CENTRAL HIGHLANDS

ACCELERATE AGRIBUSINESS

1. ADVISORY GROUP OBJECTIVE

The objective of the Advisory Group is to support and guide the Central Highlands Accelerate Agribusiness (CHAA) initiative to grow, promote and realize value and opportunity for all businesses producing agricultural and food products, processing and other value-adding services in the Central Highlands region of Queensland, Australia.

2. BACKGROUND

Central Highlands Development Corporation (CHDC) is a non-profit, lead economic and tourism development agency for the Central Highlands region of Queensland, Australia.

CHDC facilitates a wide range of projects and initiatives across the region and is proactive in providing relevant advice, statistical information, workshops and networks to support business, industry, government and community.

As an organisation, CHDC is dedicated to:

- Advocating for sustainable regional and economic growth
- Proactively marketing and promoting the Central Highlands as a 'region of choice'
- Enhancing workforce development
- Supporting business development, innovation and capacity
- Supporting community organisations to develop skills and knowledge

See more at: www.chdc.com.au

In the heart of Queensland, the Central Highlands region is an important centre for a diverse range of crops and animal production, underpinned by best practice quality and environmental programs and supported by a strong regional workforce. A gateway for access to Asia through the Gladstone and Brisbane port facilities for central and western Queensland, the Central Highlands also provides a strategic link to established service industry, research and manufacturing capabilities for northern Australia.

To ensure that the Central Highlands region is positioned to exploit its long-term potential as well as gain maximum benefits from a number of significant events occurring in 2018 including the Commonwealth Games and Beef Australia, some key strategies have been identified:

- Strengthen and shorten supply chains to reduce supply chain leakage, risk and support the local consumption of Central Highlands produce
- Cultivate agricultural and service industry capability to grow production, advance the region's economy and create connectivity through trade partnerships
- Grow investment-ready, supply-chain ready Central Highlands businesses; harness local, national and global investment opportunities



- Build on Central Highlands comparative advantages with high quality products and services through smart market specialisation strategies
- Power future jobs and desirable liveability by skilling Central Highlands for the knowledge intensive and high tech communities

These strategies will position Central Highlands' agribusiness for the future by building its regional identity and reputation, community understanding and pride in the sector, and support the growth of its value and employment.

3. FUNCTIONS

As a dynamic, ambitious leadership group, the CHAA Advisory Group will support the CHDC Agribusiness Development Coordinator with best practice commercial and technical advice and information to achieve the following outcomes:

- Identify, develop, and progress the Central Highlands Accelerate Agribusiness Initiative and Strategy
- Monitor and review agribusiness capacity and capability to identify and develop sustainable agriculture-based economic opportunities to implement commercially viable projects and initiatives
- Inform, liaise and seek input from agricultural stakeholders, relevant industry groups, commercial agribusiness and the broader rural sector with regard to agriculture and agribusiness
- Attract investment and encourage the adoption of best practice in the delivery and development of innovative and commercially viable projects within the Central Highlands
- Establish collaborative, innovative approaches in response to rural industry development barriers; and
- Provide advice, make recommendations or provide comment to CHDC on issues considered appropriate by the Advisory Group or matters referred by CHDC to the Advisory Group.

The CHAA Advisory Group will meet twice a year for a full day, in the Central Highlands, augmented by video or teleconferencing as required.

4. MEMBERSHIP, APPOINTMENT AND DURATION

The Advisory Group will be selected through an open call process with a selection panel made up of two (2) CHDC Directors, the CHDC General Manager and the Agribusiness Development Coordinator.

The Advisory Group will consist of up to of eight members, including the Chairperson and CHDC Agribusiness Development Coordinator. It is a skills-based group; a description of the cross-section of desired high-level skills and experience is listed in Appendix A.

It will include at least four members who are residents in the Central Highlands region. The group ideally will comprise a level of age and cultural diversity that reflects agribusiness end-markets and consumers.

An initial appointment will be made for the period of three (3) years.

A member of the Committee may resign his or her position at any time. Vacant positions will be advertised. Non-attendance at two (2) consecutive meetings will trigger an Advisory Group vacancy.

The Advisory Group will wind up at the end of the initial (3) three year term unless otherwise agreed with CHDC.



5. REMUNERATION AND INSURANCE

Advisory Board members will be remunerated in accordance with the rates set under the Queensland Government guidelines on Remuneration of Part-time Chairs and Members of Government Boards, Committees, and Statutory Authorities. The CHDC has established a cap on the total available remuneration.

Remuneration will be made by CHDC directly to individual Advisory Group members on a contract basis. Advisory group members are not permanent employees of the CHDC and will not accrue leave, superannuation or other benefits in this role.

Where possible travel, accommodation and meals will be provided by CHDC; expenses may also be recompensed with prior approval from the CHDC.

CHDC will arrange and maintain the following insurances for all Advisory Group members during the term of their appointment:

- WorkCover
- Professional Indemnity
- Public Liability
- Travel is included in the CHDC business policy

6. MANAGEMENT AND REPORTING

The Agribusiness Development Coordinator will have management responsibility as the key contact for the CHAA Advisory Group, with reporting responsibilities to the CHDC General Manager and CHDC Board.

Minutes for each meeting of the CHAA Advisory Group will be prepared and distributed to members of CHAA and to the CHDC Board.

7. FINANCIAL RESPONSIBILITY

The CHAA Advisory Group sits under the CHDC entity in an advisory capacity only, without any financial responsibility.

8. CODE OF CONDUCT

As leaders in the agribusiness sector, the CHAA Advisory Group recognises that there are fundamental ethical values that underpin their role. All members will:

- Act honestly, in good faith, with impartiality, and in the best interests of the Central Highlands region as a whole
- Be open and honest with each other, the Chairperson, and the CHDC staff at all times
- actively participate in all business of the Advisory Group
- Be accountable for the way in which resources and services provided to fund the activities of the Advisory Group are used
- Ensure, to the maximum extent possible, that they do not engage in any other activities that may lead to an unreasonable conflict of interest with their responsibilities to the Advisory Group
- Work cooperatively and collaboratively among themselves and with CHDC staff
- Avoid any behaviour that is likely to reflect badly on the Advisory Group, CHDC or the Central Highlands Accelerate Agribusiness initiative.



9. CONFLICT OF INTEREST

All CHAA Advisory Group members are expected to bring an independent judgement to decision making and discussion. CHDC recognises the potential for actual and perceived conflicts of interest in respect of members of the Advisory Group. As a result, members must:

- Declare any interests or business or other relationship that could, or could reasonably be perceived to, impact upon their ability to act in the best interests of the Advisory Group, CHDC and/or the Central Highlands region as a whole
- These can be completed as a standing notice (Register of Interests)(Appendix B), and
- Keep the Advisory Group informed of any changes in their interests and business or other relationships on an ongoing basis.

The Register of Interests for CHAA will be maintained by the Agribusiness Development Coordinator.

Should a matter arise during a meeting, the CHAA member must advise the Chairperson immediately and comply with the Chairperson's guidance on appropriate procedures.

The standing notice will also be tabled on the appointment of new Committee members.

10. REVIEW

The CHAA Charter will be reviewed in two years following the establishment of the Advisory Group.

The Charter may be amended when the CHAA Advisory Board is formed to meet particular needs of the Advisory Board through negotiation with the Chairperson.

Any changes to the Charter will be subject to the approval of the CHDC Board.



APPENDIX A

Membership of the Central Highlands Accelerate Agribusiness Strategic Advisory Group will be comprised of representatives with the following experience and skills to guide best practice in the delivery of innovative and commercially viable projects:

- Information technology skills, ideally with exposure to technology and/or social media and marketing in an agricultural context
- Broad perspective and strong business acumen from the development and achievement of strategic and operating plans at an enterprise level, with a deep understanding of the commercial and financial drivers of agribusiness enterprises;
- Commercial experience in market development and trade issues
- Commercial experience in the management and development of food and/or liquor retail enterprises
- Understanding of new and innovative food science and product development including energy, pharmaceuticals, animal genetics
- Production and supply chain systems, both domestic and international
- Knowledge of Central Highlands agribusiness production and service industries
- Passion and enthusiasm for the region and agribusiness precinct



APPENDIX B - REGISTER OF INTERESTS

Central Highlands Accelerate Agribusiness DISCLOSURE BY ADVISORY GROUP MEMBER

Date	
Full Name	
Title	
Appointed	
Qualifications	
Occupation	
Other Directorships, Committees & Affiliations	
Disclosure of Interests	

DECLARATION BY MEMBER

I, [Name of member], certify that to the best of my knowledge and belief, this declaration represents all significant interests or entities related to me that may create a potential conflict of interest with the CHAA Advisory Group.

I further acknowledge that I will immediately advise the Advisory Group of any changes to this declaration.

Signed:

Dated: