



Sustainable Farm Families Advisory Group

TERMS OF REFERENCE

ROLE OF ADVISORY GROUP:

The role of the Advisory Group is to act as a strategic committee to assist Western District Health Service (WDHS) by providing recommendations in relation to policy development and strategic planning of policies and the development of the program in relationship to:

- ❖ Advocate for the needs of farming families to SFF Program decision-makers;
- ❖ Monitoring that project goals are reached in a timely manner;
- ❖ Act as ambassadors for all the Sustainable Farm Families projects;
- ❖ Provide support, and encourage the SFF team in the development of the program;
- ❖ To build capacity
- ❖ Oversee completion of current SFF projects; and
- ❖ Develop a framework of governance and cross sector collaboration for transferability across other States and countries, whilst maintaining WDHS program protocols.

The function of the Advisory Group is to:

- ❖ To provide input into the delivery of the Sustainable Farm Families program business plan and achievement of outcomes;
- ❖ To ensure the Sustainable Farm Families project's scope aligns with the requirements of the stakeholder groups;
- ❖ To provide those directly involved in the Sustainable Farm Families project with guidance on project business issues;
- ❖ To ensure effort and expenditure are appropriate to stakeholder expectations;
- ❖ To address any issue that has major implications for the Sustainable Farm Families project;
- ❖ To keep the Sustainable Farm Families project scope under control as emergent issues force changes to be considered;
- ❖ To reconcile differences in opinion and approach, and resolve disputes arising from them;
- ❖ To report on Sustainable Farm Families project progress to those responsible at a high level, such as funding bodies and WDHS Board as lead agency; and
- ❖ To communication "good news" back to their community, organisations and industry



MEMBERSHIP:

The Advisory Committee will comprise:

Chairman:

Name	Organisation (and/or Position)
John Martin	❖ Latrobe University

Voting members:

Name	Organisation (and/or Position)
Western District Health Service	❖ Susan Brumby, Director Community Services
Department of Primary Industries	❖ Warren Straw, Portfolio Manager, Agriculture Development Services
	<ul style="list-style-type: none"> ❖ Gardiner Foundation ❖ Western District Health Service ❖ Department Human Services ❖ Dairy Australia ❖ Department of Sustainability and Environment ❖ WorkCover Victoria ❖ Deakin University ❖ Victorian Farmers Federation ❖ Department of Health and Ageing
Farming Community Representative	<ul style="list-style-type: none"> ❖ Angus Howell ❖ Pam Oddie ❖ Jamie Rammage

Non-voting members:

Name	Organisation (and/or Position)
Department of Primary Industries	❖ Emily Moule, SFF Project Manager
Western District Health Service	<ul style="list-style-type: none"> ❖ Cate Mercer-Grant, Program Manager ❖ Stuart Willder, Principal Researcher

The Advisory Committee may make recommendations regarding the appointment of community representatives or other industry or agency representatives; such appointments are subject to approval by Western District Health Service.



MEETINGS:

Meetings will be held quarterly in February, May, August and November. A minimum of four (4) meetings per year shall be held.

A quorum shall be a minimum of 50% of members plus one. Teleconference attendance may be available.

Minutes will be distributed to all Advisory Group Members within ten working days of the meeting. Agendas will be circulated at least ten days prior to the scheduled meetings; and items for Advisory Group to be sent to the Sustainable Farm Families Program Manager (Cate.Mercer-Grant@wdhs.net) at least 14 days before scheduled meetings.

REPORTING:

Advisory Group recommendations will be submitted to Western District Health Service for determination.

SUNSET CLAUSE:

Unless otherwise extended by Western District Health Service, this Advisory Group shall cease after two years.