



RURAL CITY OF
WANGARATTA

**AGRICULTURE
AND AGRIBUSINESS
ADVISORY COMMITTEE**

CHARTER

June 2011

Amended 15 November 2011

1. BACKGROUND

This Charter has been developed under the Local Government Act 1989.

2. CONSTITUTION

2.1 The Wangaratta Rural City Council ("Council") has resolved to appoint an Advisory Committee to be known as the Agriculture and Agribusiness Advisory Committee.

2.2 The Committee shall comprise of appropriately skilled representatives of the community as appointed by Council.

2.3 The Council has set no time limit on the life of the Committee. It shall remain in existence until such time as the Council resolves to revoke this charter.

3. OBJECTIVES OF THE COMMITTEE

3.1 To ensure that the Council is kept informed of:

3.1.1 opportunities for the establishment and/or development of agriculture and agribusiness

3.1.2 risks to the operation or future of agriculture / agribusiness.

3.2 To provide input into planning and policy development relating to agriculture and agribusiness.

3.3 To advise on agricultural land and water resource issues.

3.4 To provide all sectors of the agricultural community within the Rural City of Wangaratta with the opportunity of input into the directions and issues considered by Council to do with agriculture and agribusiness.

4. FUNCTIONS OF THE COMMITTEE

The Committee shall have the following functions:

4.1 To provide advice, make recommendations or provide comment to Council on issues considered appropriate by the Committee or matters referred by Council to the Committee.

4.2 To provide input into the Wangaratta Saleyards Business Plan and livestock marketing initiatives.

4.3 To advise on the development of strategies to address the impact of climate change and adverse weather events.

- 4.4 To inform, liaise and seek input from agricultural stakeholders, relevant industry groups and broader rural sector with regard to agriculture and agribusiness.
- 4.5 To provide advice on impacts of Government Policy and programs related to agriculture and agribusiness.
- 4.6 To provide oversight and further development of the Alpine Valleys Agrifood initiative.
- 4.7 To attract new investment and encourage the adoption of agricultural best practice within the Rural City of Wangaratta.

5. COMMITTEE MEMBERSHIP

- 5.1 The Council has resolved that the Committee shall consist of:
 - 5.1.1 Councillor holding the Economic Development portfolio (Chairperson)
 - 5.1.2 Up to 9 appropriately skilled representatives of the community based on an established skills matrix (**Appendix 1**)
- 5.2 The Committee may co-opt as many persons as it sees fit in order to undertake specific tasks identified by the Committee or the Council. Co-opted members have no voting rights;
- 5.3 The Chief Executive Officer of the Council shall appoint the Director Sustainability and the Executive Manager Economic Development to regularly attend meetings of the Committee. Appointed officers do not have voting rights.
- 5.4 A quorum requires the attendance of the majority of members at formal committee meetings called.

6. TERM OF APPOINTMENT

- 6.1 Initial appointment to the Committee will be for 1, 2 & 3 year terms, thereafter for 3 year terms. At the conclusion of the nominated period the position will be declared vacant.
- 6.2 Members of the Committee shall be eligible for re-nomination for a further term or terms of three years each.
- 6.3 Such appointment will be made to provide for three (3) year appointments on a staggered basis.
- 6.4 A member of the Committee may resign his/her position at any time.

6.5 All vacant positions shall be publicly advertised.

6.6 Non attendance at three (3) consecutive meetings without registering apologies will trigger a committee vacancy.

7. CHAIRPERSON AND SUB-COMMITTEES OF THE COMMITTEE

7.1 The Councillor holding the Economic Development portfolio shall act as a Chairperson to the Committee.

7.2 The role of the Chairperson shall be:

- (a) To chair all meetings of the Committee at which they are in attendance;
- (b) To act as the liaison person between the Committee, Council and the community;
- (c) To represent the Committee as and where appropriate.

7.3 If the chairperson is unable to attend a scheduled committee meeting for any reason the committee must appoint an acting chairperson.

7.3.1 Any election for the appointment of an acting chair will follow the same procedure as that for an election of Mayor as specified in Council's Local Law No. 2.

7.4 The Chief Executive Officer of the Council will appoint an officer of the Council to act as executive to the Committee.

The appointed executive does not have voting rights.

8. REPORTING

The minutes for each meeting of the Agriculture and Agribusiness Advisory Committee shall be prepared and distributed to members of the Committee and to the Council.

9. STAFF

As an advisory committee of the Council the Committee has no delegated authority to employ staff.

10. FINANCES

As an advisory committee of the Council the Committee has no delegated authority to expend monies.

11. INSURANCES

Council shall arrange and maintain a portfolio of insurances to cover all possible risk, including a Personal Accident Policy, a Voluntary Worker's Policy and an Indemnity Policy for Committee members.

12. MEETINGS OF THE COMMITTEE

Meetings will be held at least quarterly or as convened by the Chairperson.

13. CONFLICT OF INTEREST

13.1 Where members of the Committee have a direct or indirect conflict of interest in a matter (as defined in the Local Government Act 1989) the committee member must:

13.1.1 Disclose the interests:

- Advise the meeting of a conflict of interest in the matter,
- State the type (or types) of interest, and
- Describe the nature of the interest.

13.1.2 Abstain from the proceedings:

- Notify the Chairperson that you are leaving the meeting because you have a conflict of interest,
- Leave the room and any area where you can see or hear the proceedings,
- Stay outside until all discussion and voting on the matter is completed, and
- The Chairperson must ensure you are told when the matter is concluded so you can return to the meeting.

Members of the Committee are not required to submit primary and ordinary returns.

14. MISUSE OF POSITION

No member can use information obtained through their position on this advisory committee for private purposes or private gain.

15. REVIEW

15.1 Council shall review the Charter at least every four years. If changes are proposed at least one month's notice in writing of the proposed changes will be forwarded to members of the Committee.

15.2 In addition to Council's regular reviews, the Council may carry out a review of the Charter at the written request of the Committee.

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- 15.3 The Council will consult with the Committee prior to giving its consideration to any proposals to amend the Charter.
- 15.4 All changes to the Charter shall be subject to the approval of the Council.

SIGNED by the RURAL CITY OF WANGARATTA
by its authorised officer

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Chief Executive Officer

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Date

