



Rural City of  
**Wangaratta**

**AGRICULTURE  
AND AGRIBUSINESS ADVISORY  
COMMITTEE**

**CHARTER**

**Revised - July 2019**

**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 (the 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 Advisory Committee. It shall remain in existence until such time as the Council resolves to revoke this charter (refer 15.3).

**3. OBJECTIVES OF THE COMMITTEE**

3.1 To ensure that the Council is kept informed of:

3.1.1 opportunities for the establishment, growth and/or further development of agriculture and agribusiness within the municipality.

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

3.1.3 enhancing an understanding of agriculture's role in the local and/or regional economy;

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

3.3 To advise on the future development of agricultural land, water resource issues, research and education opportunities.

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 Making recommendations on all aspects of the agricultural industry, including land use, economic development and cultural matters;
- 4.3 Facilitate, liaise and advocate for education skills and pathways within the agriculture sector.
- 4.4 Review initiatives to enhance the agricultural economy and promote Agri-business and Agri-tourism opportunities;
- 4.5 To advise on the development of strategies to address the impact of climate change and adverse weather events.
- 4.6 To identify challenges and promote wellbeing issues relating to the hardship faced by local farmers and their families.
- 4.7 To inform, liaise and seek input from agricultural stakeholders, relevant industry groups and broader rural sector with regard to agriculture and agribusiness.
- 4.8 To provide advice on impacts of Government Policy and programs related to agriculture and agribusiness.
- 4.9 To highlight and encourage further research and advocacy of agriculture initiatives and branding within the municipality.
- 4.10 To help identify new investment opportunities 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 A Chairperson as elected by the committee;  
(Chairperson)
  - 5.1.2 Councillor holding the Agriculture Portfolio;
  - 5.1.3 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 an Economic Development Officer or Officers from the Council to support meetings of the Committee.
  - (a) Appointed officers do not have voting rights.

- 5.4 A quorum requires the attendance of a minimum of 5 voting members at formal committee meetings called.

**6. TERM OF APPOINTMENT**

- 6.1 Initial appointment to the Committee will be for a 3-year term. 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 may trigger a committee vacancy.

**7. CHAIRPERSON AND SUB-COMMITTEES OF THE COMMITTEE**

- 7.1 The Chair will be elected at the discretion of the committee by vote.
- 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.

15.3 Council will give 30 days' notice and consult with the committee of any changes to the structure, function and/or the abolition of the committee.

SIGNED by the RURAL CITY OF WANGARATTA  
by its authorised officer

.....  
*Chief Executive Officer*

.....  
*Date*

Agriculture and Agribusiness Advisory Committee - Skills Matrix

Members									
Relevant Experience:	Term Expires 2019			Term Expires 2020			Term Expires 2021		
Selection Criteria									
Livestock									
Horticulture									
Viticulture									
Dairy									
Cropping									
Meat and Wool Production									
Agribusiness									
Agricultural Services									
Natural Resource Management									
Alternative / Niche									
Timber									
Agricultural Science and Research									