

Terms of Reference: S355 Agricultural Advisory Committee



PREAMBLE

This committee has been established to provide strategic direction to Council in relation to the management and future direction of agricultural and rural lands throughout the Coffs Harbour Local Government Area.

1. THE VISION

To provide Council with stakeholder driven strategies that promote, protect and manage rural lands for long-term economic sustainability while being sensitive to the social, cultural and environmental factors prevalent in these areas.

2. SCOPE/ROLE

1. Provide input into issues arising during the preparation of the draft Coffs Harbour Rural Lands Strategy.
2. Provide stakeholder advice on agricultural and rural land use related topics.
3. Provide a link between the community and Council.
4. Ensure adequate dialogue and liaison between relevant authorities and stakeholders.

3. DELEGATIONS

To provide strategic advice on rural land use related topics, in particular:

1. Preparation of the draft Coffs Harbour Rural Lands Strategy.
2. Act as both a focus and forum for the discussion of technical, social, economic, environmental and cultural issues and for the distillation of possibly differing viewpoints on these issues into relevant rural lands policies, plans and procedures.

4. COMPOSITION OF THE COMMITTEE

The committee comprises a balanced representation of stakeholders such as Government agencies, groups and/or individuals effecting, affected by or coordinating agricultural and rural land management. It comprises:

- Two (2) Councillors;
- Up to four (4) community representatives;
- One (1) NSW Farmers member;
- One (1) Department of Primary Industries (Agriculture) member;
- One (1) Department of Primary Industries (Fisheries) member;
- One (1) Solitary Islands Marine Park Authority member;
- One (1) Office of Environment and Heritage member;
- One (1) Office of Water member;
- One (1) Local Aboriginal Land Council member.

More than the above number of staff from agencies and organisations may attend as guests.

5. MEETINGS OF THE COMMITTEE

The committee shall meet on an as needs basis at a time to be determined by the Committee. A quorum of members is required at all meetings and shall be over 50% of all voting members.

6. OFFICE BEARERS

A Councillor is the elected Chairperson.

All members of the Committee are entitled to vote.

Coffs Harbour City Council are to provide a secretariat for the meeting.

7. TERM OF OFFICE

The primary purpose of the Committee is to provide input into the preparation of the draft Coffs Harbour Rural Lands Strategy. Accordingly, the Committee will be reviewed upon the delivery of this milestone.

8. SUB-COMMITTEE(S)

The establishment of any sub-committees or working groups will be delegated by the Committee to provide advice and/or direction, based on their investigations, on the specific matters they are tasked with, only within the limitations of the terms of reference for the Committee.

9. EXPENDITURE

Unless expressly resolved by Council, the Committee (including any sub committees) has no powers to commit, nor expend any Council funds.

10. RECORD KEEPING

Record keeping is the responsibility of the secretariat.

Agendas are to be circulated 3 days prior to the meeting. Minutes are to be circulated within 7 days.

11. ANNUAL REPORT

No annual report is required.

12. RULES, REGULATIONS AND PROCEDURES

Refer to the Coffs Harbour City Council guidebook for S355 Community Committees.