

# Terms of Reference

## North Coast Regional Botanic Garden Advisory Committee

### PREAMBLE

The North Coast Regional Botanic Garden (The Garden) is funded by Coffs Harbour City Council, in its capacity as Crown Land Manager, with significant assistance from the volunteer based “Friends of the North Coast Regional Botanic Gardens Inc”. The Garden is a significant environmental, cultural and community resource for the region and is charged with the collection, preservation, display, research and interpretation of a wide range of native and ornamental plants.

The Committee will act in an advisory capacity during the drafting of a Plan of Management developed under the Local Government Act.

### 1. THE VISION

**“A collaborative advisory committee to provide input into the preparation of the draft North Coast Regional Botanic Garden Plan of Management.”**

The purpose of the Advisory Committee is to assist with the preparation of the draft North Coast Regional Botanic Garden Plan of Management. Once adopted by Council the Plan will provide clear strategic direction for the Garden and establish strategic and operational priorities that will ensure that the Garden continues to deliver high quality conservation and community outcomes.

### 2. SCOPE/ROLE

To:

- Provide strategic and operational advice during the preparation of the draft North Coast Regional Botanic Garden Plan of Management for adoption by Council.
- Engage with the stakeholders and the community as required.

### 3. DELEGATIONS

As an Advisory Committee, there are no delegations.

#### Media and communication

It is envisaged that the committee will make recommendations directly to the CHCC Manager of Holiday Parks and Reserves who will be considered as the primary Council contact officer. Members of the committee are not authorised to make public comment, or to communicate in relations to items discussed by the committee to the media.

### 4. COMPOSITION OF THE COMMITTEE

Committee members will comprise of:

Community members

- Two representatives nominated by the “Friends of the North Coast Regional Botanic Garden (NCRBG) Inc. Committee.
- Two community members with relevant skills.

## Council Members

- Manager Holiday Parks & Reserves
- Botanic Garden Curator

### 5. MEETINGS OF THE COMMITTEE

Meetings shall be held monthly on a day and at a time to be determined by the Committee.

### 6. OFFICE BEARERS

Chair – Manager Holiday Parks & Reserves

Council to provide secretariat support for meetings of the Committee.

### 7. TERM OF OFFICE

Membership will be until such time as the final Plan of Management is completed and presented to Council for adoption.

Community members will be recruited on a merit based expression of interest, with the exception of the two Friends of the North Coast Regional Botanic Gardens (NCRBG) Inc. members who will be nominated by their committee.

Council reserves the right to dissolve the Committee at any time by a resolution of Council.

Membership of the Committee will be a decision of Council.

### 8. REVOKING MEMBERSHIP

Committee members hold membership until they:

- fail to attend three consecutive meetings without leave of absence; or
- move their permanent place of residence outside the Council or surrounding local government areas; or
- deliver their written resignation to Council; or
- receive written notification from Council that their membership of the Committee has been terminated.

### 9. EXPENDITURE

The Committee has no powers to commit or expend any Council funds.

### 10. RECORD KEEPING

Record keeping is the responsibility of the secretariat.

Members must declare in writing any interest in any report tabled at the meeting.

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

### 11. RULES, REGULATIONS AND PROCEDURES

Refer Coffs Harbour City Council guidebook for Community Committees.