

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

16 June 2020

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2020/12619



FRIENDS OF THE AUSTRALIAN
BOTANIC GARDENS
SHEPPARTON INC

ABN 36 251 101 849
INC NO. A0040 869F

FRIDAY 28TH FEBRUARY 2020

Mr Paul Dainton,

Establishment of an Advisory Committee for the Australian Botanic Gardens Shepparton:

Dear Paul,

On behalf of the Friends of ABGS, we wish to suggest that now would be an appropriate time for Council to establish an Advisory Committee to assist Council and Staff with decisions regarding the ongoing development and maintenance of the ABGS.

Members of the Friends have up to 10 years experience in carrying out a great variety of roles at the Gardens, so it is felt that they can have a continuing positive input for further advancement of the site.

The informal discussions that have been occurring between you and Friends representatives since July 2019, have been productive and cordial; we therefore believe the present is the right time to formalise the arrangement by forming an Advisory Committee.

We should be pleased if you would take this recommendation forward to Council for implementation. It would be good if this could be achieved by 1st July this year.

Please find attached a list of the aspects and features of the Gardens which the Advisory Committee would be expected to address.

Kind Regards,

Jill Grant President

Collier McCracken Secretary.

2020/12619

Australian Botanic Gardens Shepparton - Recommendation for Advisory Committee 2020**Advisory Committee Role:**

Advise GSCC with the ongoing development of an Australian Botanic Garden
Implementation of guidelines and policy: Australian plants, sustainability, community involvement, accessibility, local materials and themes, healthy lifestyles, tourism, appreciation of our rivers, public art.

Collection

Botanic Gardens Australia and New Zealand - Care for the Rare Program.
Documentation of Collection

Themed Gardens on Honeysuckle Rise - Master Plan

Continued implementation of new Garden Beds

Outstanding Items for existing Garden:

Residence Garden – shade shelter, Planting Refugee Garden Stage II

Terrace Garden (Western End) – Finish Planting and sculptures or something of interest

Themed Gardens at Entry

Botanic Gardens Ave Landscape

Turtle Garden – Maintained by Friends

Rockwall Garden - Care for the Rare Garden through BGANZ (Botanic Gardens Australia and New Zealand) and Melissa Stagg.

Bench Road :Wattle Walk (GO TAFE CVGT or FABGS to develop)

River Plain Gardens and Walks

Preservation of rare and threatened species within the local EVCs.

Implementation of Natural Vegetation Restoration Plan by Sally Mann

Clearing for emergency vehicle and fire truck access in narrow areas.

Bridge and Pathways through RiverConnect

Labyrinth

One Tree Per Child

Outstanding Items: Children's Garden signage, retaining wall and gardens for Oombly Goombly tree.

Continuation of Weed Warriors after Breathing Life into the Bushland grant is acquitted

Wetlands

ABGS Committee had commenced investigation into the design of a constructed wetlands

Water supply for Honeysuckle Rise Gardens

Infrastructure and Services

Electricity, Water, Toilets, Hydration Station and Car Park

Interpretive Centre

Shade shelter for picnic table overlooking wetlands

Signage updates

FABGS

Propagation

Project – Wattle Walk already commenced, need guidelines from Council

Tourism and Marketing

Transition from FABGS to Council

Increase GSCC branding to reflect Council ownership and management, eg. Signage, Themed Cow.

Council Events - Activities in the Park, Seniors Bus Tours expanded to include other days/groups

RiverConnect – events, spotlight tours, walks, monitoring. BGANZ Day – Friends and Council.



Greater Shepparton City Council
Welsford Street
Shepparton
26th May, 2019

ABGS Special Committee resignation notice

Dear Council,

We, the community members of the Australian Botanic Gardens Shepparton Special Committee, wish to inform Council that we are resigning from the ABGS Special Committee, effective from the close of business June 30th, 2019.

The reasons for the resignations and a suggested timeline for the transfer of roles from the Committee to Council staff were outlined in the Committee's submission to the 2019/20 Draft Budget. It was also noted that the current members, whose names are listed below, would be willing to serve on a Greater Shepparton Advisory Committee for the Australian Botanic Gardens Shepparton, should Council elect to establish that form of Committee.

Julia Barnes (barnes.julia.e@gmail.com)..... *Barnes*

Geoff Dobson (g_dobson@bigpond) *Geoff Dobson*

Jill Grant (jillatthepalace@yahoo.com.au)..... *Jill Margaret Grant*

Jenny Houlihan (jenny.houlihan3630@gmail.com)..... *Jenny Houlihan*

Audrey Hurst (audreyhurst46@gmail.com)..... *Audrey E Hurst*

Karen Kilgour (rkkilgour@bigpond.com)..... *Karen Kilgour*

Collier McCracken (colliermccracken@gmail.com)..... *Collier W McCracken*



AUSTRALIAN BOTANIC GARDENS SHEPPARTON ADVISORY COMMITTEE
TERMS OF REFERENCE

Adopted by Resolution of Council on [insert date]

For Review June 2022

1. Purpose

The purpose of the Australian Botanic Gardens Shepparton Advisory Committee is to provide advice to Council in relation to the ongoing development, functioning and performance of Australian Botanic Gardens Shepparton.

2. Role of the Australian Botanic Gardens Shepparton Advisory Committee

The Australian Botanic Gardens Committee is appointed in an advisory capacity to perform the following roles:

- make recommendations to Council on development, plant collections, procedures, rules and conditions of use necessary for the proper management of the Gardens
- provide advice on specific issues as required
- propose capital works for Council consideration
- assist Council with the resolution of conflicts between users as they occur
- arrange meetings, forums, seminars or other activities to assist the committee in meetings its objectives
- liaise with Council and its staff to ensure continuing cooperation and coordination of the Gardens
- publicise and promote interest in the facility
- maintain relationship with Botanic Gardens Australia and New Zealand (BGANZ)
- act consistently with the objectives of the committee
- not commit, or permit to be committed, any act which will render the operation of any of the Council's insurance policies invalid

3. Committee Membership

The Committee can comprise of up to 6 members representative of the community and one Councillor. A Council Officer will also be present at meetings. All Seven members will be appointed by resolution of the Council and have voting rights.

Council will call for applications to fill vacant community positions by way of notice in the public notice section of the Shepparton News before appointing community representatives to the committee.

Community representatives will be appointed for a period of two years commencing on 1 January, but may be removed by the Council at any time. Vacated community positions will be subject to a public call for applications with the outgoing member/s eligible for reappointment. In the case of a casual vacancy on the committee, any appointment will be for the remainder of the term of the original appointment.

Trim Ref: M20/37685

If a member does not attend a scheduled meeting of the committee for more than three consecutive meetings, membership may be reviewed by the Committee and may prompt a vacancy on the committee.

4. Committee Meeting Procedure

Meetings of the Committee shall be conducted in accordance with the following procedures:

- Meetings of the committee will be held approximately every month.
- The Chairperson must chair all meetings at which he or she is present. In the Chairperson's absence, the Committee must appoint an Acting Chairperson who will chair that meeting.
- At the first meeting of each year, the committee will elect office bearers to the positions of Chairperson and Secretary.
- The Committee's position on any issue under consideration will be made upon a majority vote by members present. In the event of a tie, the Chairperson will have an additional casting vote.
- The quorum at any Committee meeting shall be a majority of the voting members of the Committee (half plus one) in attendance for the meeting to take place.
- When the Committee's business involves a matter in which one or more members have a conflict of interest, or when their presence may inhibit full discussion, those members should withdraw from that portion of the meeting. All committee members must comply with the *Local Government Act 1989* with respect to Conflict of Interest requirements.

5. Committee Conduct Principles

Committee members are expected to:

- a. actively participate in Committee discussions and offer their opinions and views
- b. treat all persons with respect and have due regard to the opinions, rights and responsibilities of others
- c. act with integrity
- d. attend each meeting at a venue to be confirmed
- e. avoid conflicts of interest
- f. refrain from releasing confidential information

6. Assemblies of Councillors

In accordance with the *Local Government Act 1989* the definition of an Assembly of Councillors includes any meeting of an advisory committee of the Council, if at least one Councillor is present.

Any Councillors in attendance at committee meetings are required to declare all conflicts of interest. Following each meeting, a Record of Assembly of Councillors must be completed stating:

- The names of all Councillors and members of Council staff in attendance
- The matters considered
- Any conflicts of interest disclosures made by a Councillor attending, and
- Whether the Councillor who has disclosed the conflict of interest leaves the assembly.

The Record of Assembly of Councillors must be submitted to Council in accordance with the *Assembly of Councillors CEO Directive 37.CEOD2* (Trim Ref: M13/51766) within 7 days of the date of the committee meeting so that it can be included in the next available Ordinary Council Meeting agenda.

7. Review

The terms of reference for the Australian Botanic Gardens Advisory Committee will be reviewed on a biennial basis prior to recruitment of community members.