
South Burnett Botanical Advisory Committee Terms of Reference

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1. INTRODUCTION

Council’s Botanical Advisory Committee is established to ensure the South Burnett Region is a highly regarded industry leader in botanical and horticultural excellence.

2. OBJECTIVES

- To review and advise Council on master planning of parks, town entrances, open spaces and recreation facilities; and
- To review and advise Council on botanical and horticultural outcomes in parks, gardens and streetscapes including species selection.

3. DUTIES & RESPONSIBILITIES

The purpose of the Botanical Advisory Committee is to provide recommendations to Council on any matter referred to it and specifically relating to botanical and horticultural activities.

4. MEMBERSHIP

Council will appoint the individual members of the Botanical Advisory Committee with the following membership being established:

- Chairperson – Mayor
- Councillor - Parks and Gardens Portfolio Member
- General Manager – Community
- Manager – Parks
- Co-ordinator – Parks and Gardens
- Supervisors – Horticulturalists
- Community Members - appointed based on knowledge and expertise.

5. MEETINGS

Notice of Meetings – the Chairperson may determine the dates, times and places for its meetings. The agenda will be prepared and circulated to members and attendees at least two (2) days prior to meetings.

Quorum – a quorum shall consist of at least half of the members of the committee, plus one.

Report – Council shall provide secretarial functions and prepare a written report about the recommendations of the Advisory Committee.

The Parks Manager is primarily responsible for administering the committee and presenting reports to Council.

6. ETHICAL CONDUCT

Committee members must exercise transparency, integrity, honesty, objectivity and ethical conduct in the fulfilment of their duties and responsibilities. Members must ensure confidentiality, exercise prudence, care and due diligence in the handling of Council and personal information acquired in the course of their duties.

Members must immediately declare to the chairperson any interest that may represent a real, potential or apparent conflict of interest related to their committee membership. In case of a conflict of interest involving the chairperson, declaration to the Chief Executive Officer is required. The declaration must be made on appointment to the committee and in relation to specific agenda items at the outset of each meeting and be updated as necessary.

7. COMMITTEE EVALUATION

The committee will conduct an annual self-assessment to evaluate its performance and ensure the efficient and effective achievement of goals. The assessment will confirm that all duties and responsibilities indicated in these terms of reference have been performed. The chairperson will take necessary action to ensure that enhancements and recommendations highlighted in the assessment are properly implemented.

8. LEGISLATIVE REFERENCE

Local Government Act 2009

Local Government Regulation 2012

9. RELATED POLICIES/PROCEDURES

Conduct of Council & Committee Meetings Policy

Employee Conflict of Interest Policy

Level of Service Plan – Natural Resource Management & Parks

10. NEXT REVIEW

June 2022