



Local Land  
Services

# Riverina Regional Weeds Committee Terms of Reference

2015

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## **PART 1 – PRELIMINARY**

### **1. COMMITTEE**

This Committee will be called the Riverina “Regional Weeds Committee (RWC)”.

### **2. PURPOSE AND ESTABLISHMENT**

The purpose of the RWC is to provide ‘tenure neutral’ strategic planning and coordination of weed management activities at the regional level. These activities play an integral part in an overall state weed management framework.

The RWC is established to:

- support implementation of the weeds components and underlining principles of the NSW Biosecurity Strategy, Noxious Weeds Act 1993, NSW Biosecurity Act and the NSW Invasive Species Plan 2015-2022;
- provide advice to the Board regarding delivery of weed functions for the Local Land Services (LLS) consistent with the Local Strategic Plan;
- to develop innovative and effective regional weed management strategic plans that consider risks, include all land tenure, and major stakeholders in the landscape;
- provide a forum for the community and stakeholders in decision making, and develop a communication, education, training and awareness program based on local and/or regional priority weeds and issues.
- prioritise target weed species and recommend weed policy, declaration, control and promotion to member organisations.
- promote effective and efficient collaboration and co-ordination of weed programs, and promote resources and information sharing between member organisations.
- Liaise, where necessary, with other RWC to develop and deliver weed management plans.

### **3. RELATIONSHIP OF THE LLS BOARD, THE RWC AND STATE WEEDS COMMITTEE**

The RWC is a local community advisory group under the provisions of Section 33 of the *Local Land Services Act 2013*.

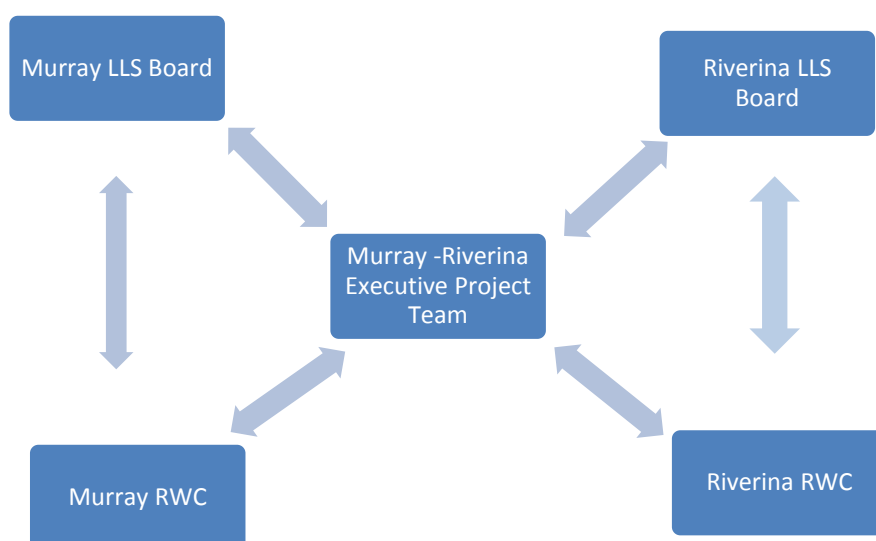
The LLS Board is accountable for ensuring that a functional RWC is established and has appropriate representation for their region.

The RWC has autonomy to make decisions that are consistent with the Riverina LLS *Local Strategic Plan*. The requirement for member participation in the planning process is critical in ensuring that planning documents and legislative tools are appropriate, equitable and enforceable. Plans that meet this test will be endorsed by the Riverina LLS Board as regional weed management plans.

The RWC can raise significant weed policy issues to the State Weeds Committee for consideration relating to declaration, control and promotion for the Region. Similarly, the NSW State Weeds Committee or its members can liaise directly with the RWC.

The Riverina RWC relationship structure is shown at Figure1:

**Figure 1: RWC relationship structure.**



## PART 2 – MEMBERSHIP

### 4. MEMBERSHIP

The RWC will typically comprise representatives from the following key stakeholder groups listed in Item 5. The Riverina LLS Board may amend this membership and seek representation from additional stakeholder groups as appropriate to ensure appropriate regional representation to address the characteristics of the region.

Member representation is to be at the appropriate decision making level and members should have a strategic knowledge of weed management approaches and the obligations of their respective stakeholder group.

## 5. COMPOSITION OF MEMBERSHIP

The following organisations will be eligible to become members of the RWC and nominate representatives:

Stakeholder Groups
1. Representatives of the Local Control Authorities (LCA) - one member per LCA
2. Local Land Services – one member
3. NSW DPI – one member
4. OEH – one member
5. Crown Lands – one member
6. Roads and Maritime Services – one member
7. Forestry Corporation – one member
8. Landcare – one member
9. Local Aboriginal Land Council – one member
10. NSW Farmers – one member
11. Local Environment Groups – one member
12. State Water – one member
13. Murrumbidgee Irrigation Limited – one member
14. John Holland Rail – one member

Members will be appointed to the RWC for a term up to 4 years.

## 6. ROLE OF MEMBERS

Role of individual members of RWC will include:

- Promoting a strategic and coordinated approach to regional weed management.
- Having the support of and ability to represent their stakeholder group,

- Being a conduit for information flow between their respective stakeholder group and the RWC,
- Building a cooperative, collaborative and effective RWC,
- Having a broad understanding of the issues relevant to the regional management of weeds,
- Developing background knowledge on relevant emerging weed issues and communicating this to the RWC,
- Addressing barriers to effective implementation and willingness to assist in the development of appropriate solutions.

## 7. ORGANISATIONAL STRUCTURE

The Committee will have a Chair appointed by the Riverina Local Land Services Board. The Chair will be appointed for a 2 year term.

A Deputy Chair, who will fill the Chair's role when the Chair is not available, will be elected by the Committee annually.

LLS identified staff will support the RWC functions and Executive Project Team administration support. External specialists may be invited to meetings as guests when their expertise is required.

Appropriate local arrangements will be made for the recruitment of project support and coordination services with the nominated Lead Agency.

### **Inter-Regional Arrangements**

As the Regional Weeds Project Officer will be shared between the Riverina and Murray Regional Weeds Committees, the two committees will collaborate to maintain continuity and consistency and promote efficiency through a combined Riverina-Murray Executive Project Team.

The Executive Project Team will comprise the following members:

- Project Officer – Riverina and Murray Regional Weeds Committee
- Chair Riverina RWC
- Chair Murray RWC
- LCA representative – one from each LLS region
- MBES Riverina LLS
- MBES Murray LLS
- Lead Agency – one member

The Executive Project Team will:

- Remain as a component of their respective Regional Weeds Committees and report to their respective LLS board and RWC.

- Have the authority to make day to day decisions on the implementation of activities associated with the project as detailed in the approved regional Weeds Action Program (WAP) budget.
- Provide strategic direction to the RWC for the WAP project and monitor the progress against the submission and its associated budget.
- Meet prior to RWC meetings as determined by the Executive Project Team

## **8. CONFLICT OF INTEREST**

A member of the RWC who has a pecuniary or non-pecuniary interest in any matter before the RWC, and who is present at a meeting where the matter is being considered, must disclose and identify the nature of the interest to the meeting as soon as practical.

## **9. RESIGNATION OF MEMBERSHIP**

Resignation shall be in writing and effective upon the date of receipt by the Riverina LLS Board.

## **10. CONDUCT UNBECOMING**

The Riverina LLS Board and/or RWC may expel from the RWC any representative whose conduct is, in the opinion of the RWC, discreditable or injurious to the character or interests of the RWC.

## **11. ATTENDANCE OF MEMBERS**

Should the appointed representative be unavailable for a scheduled meeting alternate representative arrangements may be organised between the appointed representative and the LLS.

Representatives who are absent without reasonable cause from three successive meetings may be considered to have resigned their seat. The RWC will approach the member organisation to address the situation.

## **PART 3 - PROCESSES**

### **12. RECORD OF MEETINGS**

All scheduled RWC meetings are to be appropriately recorded and minutes distributed to RWC members and a summary reported to the Riverina LLS Board including any recommendations.

The summary of the meetings will be placed on the LLS website within two weeks of each meeting and all members will be notified of the website posting by email.

### **13. RWC MEETINGS AND QUORUM**

- (1) The Riverina RWC shall meet up to four times in each period of 12 months.
- (2) Location of meetings to be central to the region or by mutual agreement between member representatives as determined at the end of each RWC meeting.
- (3) An agenda together with relevant supporting material will be forwarded to members at least ten days prior to the meeting to enable consideration of key issues. RWC representatives are required to provide a response to all scheduled meetings.
- (4) A simple majority of the membership constitutes a quorum for the transaction of the business of a meeting of the committee.

### **14. DECISIONS**

- (1) Decisions to be made by consensus of the members.
- (2) In the event of disagreement decisions will be determined by a majority of the votes of the representatives of the RWC or of any sub-committee appointed by the RWC present at the meeting.
- (3) Each representative present at a meeting of the RWC or of any sub-committee appointed by the RWC is entitled to one vote but, in the event of an equality of votes on any question, the Chair will have the determining vote.
- (4) Decisions made at meetings are recorded in the form of resolutions which are binding on the RWC until they are formally amended or repealed. Resolutions, once recorded, take effect immediately.

### **15. DISPUTE RESOLUTION**

Disputes will be raised with the Chair in the first instance for resolution. Issues that cannot be resolved will be escalated to the Riverina LLS Board for resolution. The



Board may liaise with the State Weeds Committee on specific issues to assist resolution.

## **16. REMUNERATION AND RESOURCING**

The RWC resourcing will be determined by the respective LLS based on regional requirements.

## **17. ENDORSEMENT**

RWC draft regional weed management plans and supporting communication, education & awareness programs will be tabled with the Riverina LLS Board for consideration and endorsement.

## **18. REVIEW AND EVALUATION**

The operation of the RWC will be reviewed and evaluated annually.