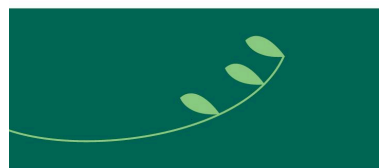


Sydney Weeds Steering Group



Terms of Reference

*Adopted at the SWC Inc. Annual General Meeting
30th August 2013*

Purpose

There are four Regional Weeds Advisory Committees working to improve the co-ordination of weed management across all land tenures in the Greater Sydney region.

The four Committees are Sydney North, Sydney Central, Sydney South West and Sydney West-Blue Mountains.

The Committees normally meet separately but are co-ordinated in a consistent and centralised way, operating with a generic Constitution and a formal membership system.

The purpose of the Steering Group is to foster co-operation, collaboration and efficiencies across the four Committees and promote a consistent approach to weed management across all of Sydney.

Functions

The functions of the Steering Group are to:

- a. Operate as the management committee for the association **Sydney Weeds Committees Incorporated** and conduct its business according to the rules set out by the NSW Department of Fair Trading
- b. Provide strategic direction for the implementation of regional projects and grants, such as the Sydney Weeds Action Project
- c. Oversee and approve the allocation of all grant funds received to ensure they meet the relevant project targets and funding guidelines
- d. Monitor the annual financial memberships of all four Committees
- e. Monitor the performance of grant projects, reporting and expenditure
- f. Guide and oversee the work of the Project Officers, being the contractors engaged to co-ordinate meetings, initiatives and grant projects on behalf of the Committees.

Composition

- a. The Steering Group comprises of the elected Chair and Deputy Chair from each of the four Committees.
- b. If a Chair or Deputy Chair is no longer able to be on the Steering Group, his or her Committee may nominate a replacement for the remaining term until the next election is held.

Other people that are invited to participate in Steering Group meetings include:

- c. A representative from an organisation that administers a regional grant or project which directly involves members of the Committees (eg. a project lead agency)
- d. A representative from the NSW Department of Primary Industries
- e. A co-opted Steering Group member for a specific period of time, being an additional person asked to provide specific expertise to support the roles of the Steering Group.

Representation

- a. Each Chair and Deputy Chair on the Steering Group is there to represent the needs and interests their Weeds Committee region.
- b. All Chairs and Deputy Chairs are required to canvas their Committees as issues arise, and bring the feedback to the Steering Group for consideration.

Meetings

- a. The Steering Group meets a minimum of 6 times a year
- b. Steering Group meetings can be conducted face to face or as scheduled teleconferences (up to four teleconferences can be held in a 12 month period).
- c. A quorum of five Steering Group members must be present for the meeting to commence.
- d. If both the Chair and Deputy Chair are not able to attend a Steering Group meeting or teleconference, they are required to nominate a representative from another financial member organisation of their Committee to attend in their place.
- e. All Steering Group members and other people in attendance are asked at the start of each meeting or teleconference to declare any pecuniary interest with the business of the Steering Group.

Decisions and Voting

- a. Steering Group meetings are conducted with a preference for equitable group discussion and consensus based decision-making.
- b. Formal questions and motions arising at a Steering Group meeting are determined by a majority of the votes (or support) from the Steering Group members present at the meeting.
- c. The voting members of the Steering Group are the elected Chairs and Deputy Chairs, or the representative sent on their behalf, from each of the Committees.
- d. A quorum of five Steering Group members must be present for a vote to take place.

Values

All business of the Steering Group is conducted with full transparency, and in the spirit of;

- Collaboration
- Respect
- Fairness
- Mentoring

The Steering Group plans for succession and capacity building by encouraging a minimum of 50% new Chairs and Deputy Chairs to be elected each year.