



Local Land
Services

Greater Sydney Regional Weed Committee Terms of Reference

30 May 2016

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The Purpose of the document is to provide guidance for LLS regions on the establishment of Regional Weed Committees and provide the basis for consistency of approach across the regions in relation to Terms of Reference development.

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PART 1 – PRELIMINARY

1. NAME

This Committee will be called the Greater Sydney Regional Weed Committee (Greater Sydney RWC).

2. PURPOSE AND ESTABLISHMENT

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

The Greater Sydney RWC is established to:

- support implementation of the weeds components and underlining principles of the NSW Biosecurity Strategy, NSW Biosecurity Act and the NSW Invasive Species Plan 2015-2022;
- provide advice to the Board and Management regarding delivery 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; and
- provide a forum for the community and stakeholders in decision making, and develop communication education and awareness programs based on local and/or regional priority weeds and issues.

3. RELATIONSHIP OF THE LLS BOARD, THE GREATER SYDNEY RWC AND STATE WEED COMMITTEE

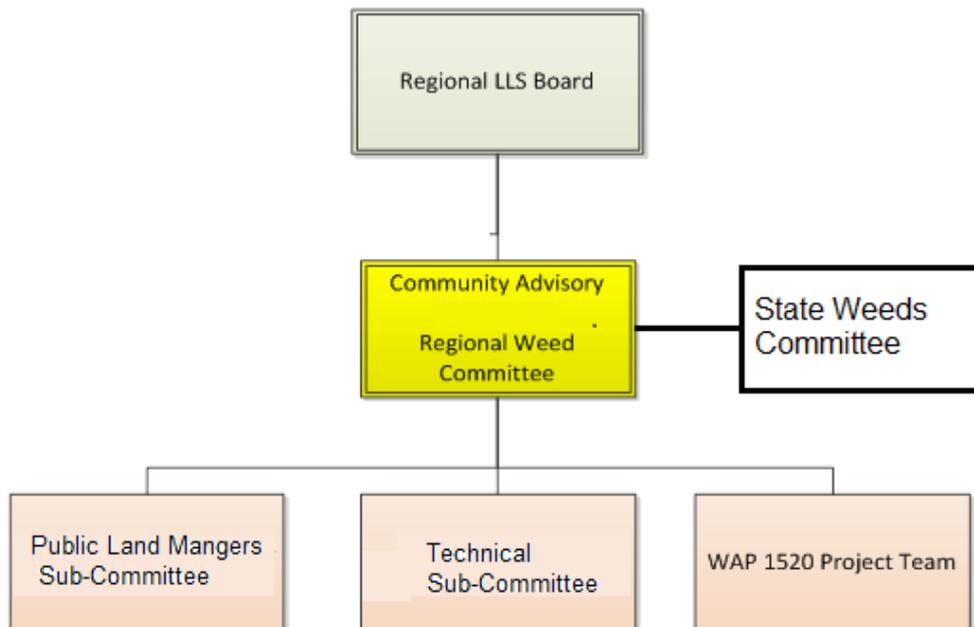
The LLS Board is accountable for ensuring that a functional Greater Sydney RWC is established and has appropriate representation for their region.

The Greater Sydney RWC has autonomy to make decisions that are consistent with the *LLS Strategic Plans*. 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 LLS Board as regional weed management plans.

The Greater Sydney RWC can raise significant weed policy issues to the State Weed Committee for consideration. Similarly, the NSW State Weed Committee or its members can liaise directly with Greater Sydney RWC.

An indicative Greater Sydney RWC relationship structure is shown at Figure1:

Figure 1: Greater Sydney RWC relationships structure.



PART 2 – OBJECTIVES

- (1) The objectives of the Greater Sydney RWC include but are not limited to the goals of the NSW Invasive Species Plan 2015 – 2022.
 - i) Exclude – prevent the establishment of new invasive species.
 - ii) Eradicate or contain - eliminate, or prevent the spread of new invasive species.
 - iii) Effectively manage – reduce the impacts of widespread invasive species.
 - iv) Capacity Building – ensure NSW has the ability and commitment to manage invasive species; **and** to promote awareness of invasive weed species within the community.
- (2) To develop and implement regional weed management plans that are based on best available local knowledge, research and technology.
- (3) To advise the NSW State Weed Committee on weed matters relating to declaration, control and promotion for the Region.
- (4) To prioritise target weed species and to recommend weed policy, declaration, control and promotion to member organisations.
- (5) To facilitate the measurement and evaluation of progress in the control of invasive weed species..
- (6) To facilitate education, training and the encouragement of persons and organisations in weed management.
- (7) To develop a communication, education and awareness program based on local and/or regional priority weeds and issues.
- (8) To promote effective and efficient collaboration and co-ordination of weed programs, and promote resources and information sharing between member organisations.
- (9) Liaise, were necessary, with other Greater Sydney RWC to develop and deliver weed management plans.
- (10) Identify synergies and capitalise on opportunities for sourcing investment and delivery of priority projects. Identify information and research needs and appropriate collaborative actions.
- (11) To monitor, evaluate and report on outcomes of the Greater Sydney RWC collaborative planning and delivery processes.

PART 3 – MEMBERSHIP

4. MEMBERSHIP GENERALLY

The Greater Sydney RWC will typically comprise representatives from the following key stakeholder groups listed in Item 4. The 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 broad knowledge of weed management approaches and the obligations of their respective stakeholder group.

5. COMPOSITION OF MEMBERSHIP

Specific organisation members of Greater Sydney RWC are to be for Greater Sydney LLS Board approval after consideration and endorsement by the RWC meeting of May 2016.

Specified Key Stakeholder group
Local Land Services (LLS)
Local Control Authorities (LCA's)
NSW Department of Primary Industries (NSW DPI)
Office of Environment and Heritage (OEH) (including National Parks and Wildlife service)
Environmental interests ¹
NSW Farmers
Aboriginal Land Managers
Landcare
Public land managers ²

¹ Environmental Interest representation will be determined through liaison with the Nature Conservation Council which is represented on the State Weed Committee.

² Public land managers will be identified in the Terms of Reference of each regional committee.

In addition this committee will include representation of plant related industries e.g. nursery and garden industry and the aquatic plant industry sectors.

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

6. ESTABLISHMENT PROCESS

The LLS Board will consult with key stakeholders and utilize best practice in the establishment process of the Greater Sydney RWC.

It is recognized that Local Government is a significant partner in weed management and the establishment process of the Greater Sydney RWC will occur in close liaison with Local Government.

As a general guide a workable membership number for the Greater Sydney RWC is considered to be up to 15 members.

The LLS Board will review membership to ensure that the representation address the regional characteristics and remains optimal to achieving the set objectives.

7. ROLE OF MEMBERS

Role of individual members of Greater Sydney RWC will include:

- Promoting a strategic and coordinated approach to regional weed management,
- Having the support of and ability to represent their stakeholder group or organisation.
- Interpretation and plan English communication of biosecurity legislation and state policy to on ground practitioners.
- Being a conduit for information flow between their respective stakeholder group and the Greater Sydney RWC,
- Building a cooperative, collaborative and effective Greater Sydney 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 Greater Sydney RWC,
- Addressing barriers to effective implementation and willingness to assist in the development of appropriate solutions.

8. ORGANISATIONAL STRUCTURE

The Greater Sydney RWC will have a chair and vice chair that are elected for one year terms by the membership and endorsed by the LLS Board. Elections will be held at the first meeting of the new membership year.

LLS identified staff will support the Greater Sydney RWC functions and additional support resources and 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.

9. CONFLICT OF INTEREST

A member of the Greater Sydney RWC who has a pecuniary or non-pecuniary interest in any matter before the Greater Sydney 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.

10. RESIGNATION OF MEMBERSHIP

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

11. CONDUCT UNBECOMING

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

12. 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 Greater Sydney RWC will approach the member organisation to address the situation.

PART 4 - PROCESSES

13. RECORD OF MEETINGS

All scheduled Greater Sydney RWC meetings are to be appropriately recorded and minutes distributed to Greater Sydney RWC members and the LLS Board.

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.

14. GREATER SYDNEY RWC MEETINGS

- (1) The Greater Sydney RWC must meet at least 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 Greater Sydney RWC meeting.
- (3) An agenda together with relevant supporting material will be forwarded to members at least one week prior to the meeting to enable consideration of key issues. Greater Sydney 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 Greater Sydney RWC.

15. DECISIONS

- (1) Where possible decisions are to be made by consensus.
- (2) Decisions are to be proposed as motions. They require a seconder and are confirmed by the majority of members and are adopted as a resolution. In the event of disagreement decisions will be determined by a majority of the votes of the representatives of the Greater Sydney RWC present at the meeting.
- (3) Each member present at a meeting of the Greater Sydney RWC committee 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 Greater Sydney RWC until they are formally amended or repealed. Resolutions, once recorded, take effect immediately.

16. 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 LLS Board for resolution. The Board may liaise with the State Weed Committee on specific issues to assist resolution

17. TERMS OF REFERENCE

The Greater Sydney RWC will develop and adopt its Terms of Reference within the first three months of operation.

18. OUTCOMES

Outcomes from Greater Sydney RWC activities will include:

- A strong collaborative partnership approach to delivery of Greater Sydney RWC functions and services,
- A thorough, inclusive and consultative approach to stakeholder communication, consultation and engagement,
- Timely and effective information exchange between stakeholder organisations and the Greater Sydney RWC,
- Development and delivery of products and processes including regional weed plans and communication strategies that achieve the objectives of the Greater Sydney RWC,
- Informed collaborative delivery and responsiveness to emerging issues,

19. REMUNERATION AND RESOURCING

The Greater Sydney RWC resourcing will be determined based on regional requirements.

20. ENDORSEMENT

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

21. REVIEW AND EVALUATION

The operation of the Greater Sydney RWC against its objectives and Terms of Reference will be reviewed and evaluated annually.

PART 5 – FUNDING MODEL FOR THE REGIONAL WEEDS COMMITTEE

22. FUNDING

It is recognised that weed management implementation is funded from a range of sources across the stakeholder organisations.

Stakeholder groups have responsibility for their own investment, or funded applications for which they are the proponent, which deliver toward the regional weeds strategies.

The operation of the Greater Sydney RWC will require funding to support its roles and functions. The Greater Sydney RWC provides services which will increase the effectiveness and efficiency of weed management programs while also reducing the risk of weed impacts for partner organisations.

Within the initial 12 months of operation, the Greater Sydney RWC will discuss, identify and adopt a funding model to support their ongoing operation.