



Local Land
Services

Proposed
Regional Weed Committee
Model Terms of Reference

June 2017

The Purpose of the document is to provide guidance to LLS regions on the role of Regional Weed Committees in implementing Regional Strategic Weed Management Plans and facilitate a consistent approach to Terms of Reference for Regional Weed Committees across regions.

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PART 1 – PRELIMINARY

1. NAME

This Committee will be called the #regionname# Regional Weed 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 a local community advisory group under the provisions of Section 33 of the *Local Land Services Act 2013*.

The 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 regarding delivery weed functions for the Local Land Services (LLS) consistent with the Local Strategic Plan
- to ~~develop innovative and effective~~ co-ordinate delivery of the #regionname# regional weed management strategic plans (RSWMP) that consider risks, include across all land tenure and major stakeholders in the landscaperegion
- 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 RWC AND STATE WEED COMMITTEE

The LLS Board is accountable for ensuring that ~~a functional~~ the RWC is established ~~and~~ has appropriate representation for the ~~if~~ region and functions effectively.

The key role of the RWC on behalf of the #regionname# LLS Board is engaging stakeholders, building collaboration and coordinating delivery of the RSWMP across stakeholders. In doing so the RWC provides advice to LLS Boards on achievements or issues arising for resolution. The RWC also presents key communication, education & awareness programs to the #regionname# LLS Board for consideration and endorsement.

WCoP do you agree these are the key roles of the committee?

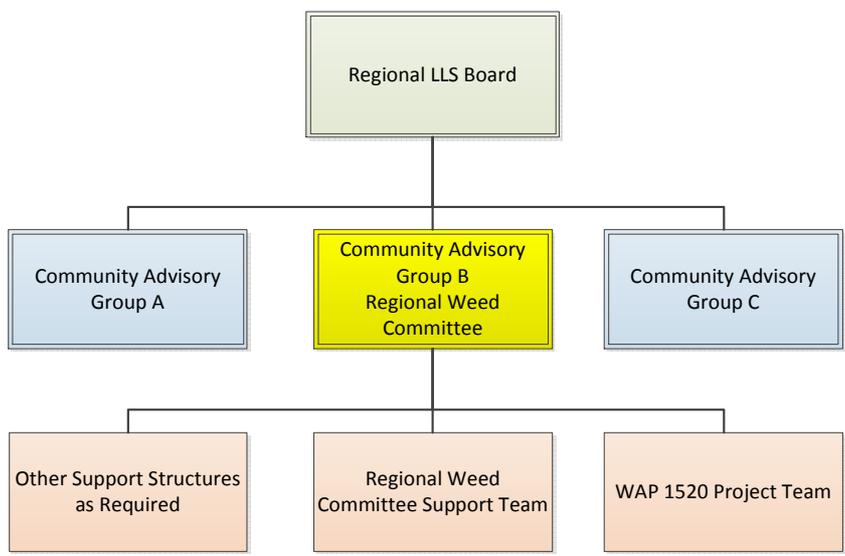
CW – Agree with key roles

The RWC has autonomy to make decisions ~~that are~~ consistent with the ~~#regionname# LLS 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 LLS Board as regional weed management plans.~~

The 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 RWC.

An indicative RWC relationship structure is shown at Figure1:

Figure 1: RWC relationships structure.



PART 2 – OBJECTIVES

- (1) The objectives of the 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 advise the State Weeds Committee on weed priorities and other strategic matters in the region and seek their advice relating to weed listings, cross jurisdictional and other matters.

(3) To liaise with neighbouring regional weed committees, especially with respect to any significant incursions and potential movement of priority weeds from one region to another.

(2)(4) To ~~develop and facilitate~~ implementation of the ~~implement~~ regional weed management plan across the regions stakeholders using committee expertise and best available knowledge, ~~that are based on best available local knowledge,~~ research and technology.

(5) To promote effective co-ordination of weed management across agencies and tenure, including appropriate resources and information sharing between member organisations.

~~(6) To advise the NSW State Weed Committee on weed matters relating to declaration, control and promotion for the Region.~~

(4)(6) To promote weed policy, risk assessments, declarations, best practice and control outcomes to member organisations and the community ~~prioritise target weed species and to recommend weed policy, declaration, control and promotion to member organisations.~~

(5)(7) To facilitate measurement and evaluation of weed control activities across the region to inform weed management action and planning ~~the measurement and evaluation of progress in the control of invasive weed species.~~

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~~(6)~~(8) To facilitate education, training and the encouragement of persons and organisations in weed management.

~~(7)~~(9) To facilitate development of regional communication, education and awareness programs ~~based on local and/or regional priority weeds and issues that promote plan outcomes.~~

~~(10) To promote effective and efficient collaboration and co-ordination of weed programs, and promote resources and information sharing between member organisations.~~

~~(10) To Liaise, where necessary, with other RWC to develop and deliver weed management plans.~~

(10) identify synergies from collaboration and opportunities for funding and priority project delivery

~~(11) Identify synergies and capitalise on opportunities for sourcing investment and delivery of priority projects.~~ Identify information and research needs and appropriate collaborative actions.

~~(11)~~(12) To monitor, evaluate review and report on outcomes of RWC collaborative planning and delivery processes to the local Board.

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PART 3 – MEMBERSHIP

The organisations listed below will be eligible to become members of the RWC and nominate representatives. Membership-Generally

~~The 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 representatives ~~on is to be at the appropriate decision making level and members~~ should have a broad knowledge of weed management practices approaches and ~~the~~ obligations of for their respective stakeholder group and have appropriate delegation to make decisions on their behalf.

Composition of Membership

~~The following organisations will be eligible to become members of the RWC and nominate representatives:~~ WCoP – any other stakeholders we need to include in implementing the plans?

CW – All stakeholders covered below

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
<u>Industry/industry groups</u> ³

The LLS Board will review membership from time to time to ensure that membership adequately reflects regional characteristics and weed management issues and that the RWC functions effectively. A workable number of members for the RWC is generally considered to be up to 15. Members will be appointed to the RWC for a term of 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 RWC.~~

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

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

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.

³ Relevant industries or industry groups will be identified in the Terms of Reference of each regional committee.

~~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

The role of individual members of the 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.

8. ORGANISATIONAL STRUCTURE

The 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 ~~provide executive support to support~~ the 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 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.

10. RESIGNATION OF MEMBERSHIP

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

11. CONDUCT UNBECOMING

#regionname# LLS and/or the 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.

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 #regionname# 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 4 - PROCESSES

13. RECORD OF MEETINGS

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

~~The summary of the m~~Meeting summaries will be placed on the #regionname# LLS website within two weeks of each meeting and all members will be notified of the website posting by email.

14. RWC MEETINGS

- (1) The RWC must meet at least four times in each period of 12 months.
- (2) ~~Location of m~~Meetings will be located 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 one week 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 at a meeting of the RWC.

15. 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.
- (2) 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 deciding vote.
- (3) 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.

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

~~17. TERMS OF REFERENCE~~

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

~~18. OUTCOMES~~

Outcomes from RWC activities will include:

- a strong collaborative partnership approach to delivery of 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 RWC
- development and delivery of products and processes including business planning and communication strategies that achieve the objectives of the RWC
- informed collaborative delivery and responsiveness to emerging issues.

~~19. REMUNERATION AND RESOURCING~~

The RWC remuneration and resourcing will be determined by #regionname#the ~~respective~~ LLS based on regional requirements.

~~20. ENDORSEMENT~~

~~RWC DRAFT REGIONAL WEED MANAGEMENT PLANS AND SUPPORTING COMMUNICATION, EDUCATION & AWARENESS PROGRAMS WILL BE TABLED WITH THE REGIONAL LLS BOARD FOR CONSIDERATION AND ENDORSEMENT.~~

1219. REVIEW AND EVALUATION

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

~~Part 5 Funding Model~~

~~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 RWC will require funding to support its roles and functions. The 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 9 months of operation, the RWC will discuss, identify and adopt a funding model to support their ongoing operation.~~

CW COMMENTS:

Discussion will need to be had with the State Operations Unit (Donna Ambler) in regards to meeting summaries to be placed on LLS website.

Liasing with RWC should be included in the 4 main steps of finalising ToR