



Local Land
Services

Proposed Greater Sydney Regional Weed Committee Terms of Reference

July 2019

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PART 1 – PRELIMINARY

1. NAME

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

2. PURPOSE

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 and Management regarding delivery weed functions for the Local Land Services (LLS) consistent with the Local Strategic Plan;
- to coordinate delivery of the Greater Sydney Regional Strategic Weed Management Plan (RSWMP) across 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 RWC AND STATE WEED COMMITTEE

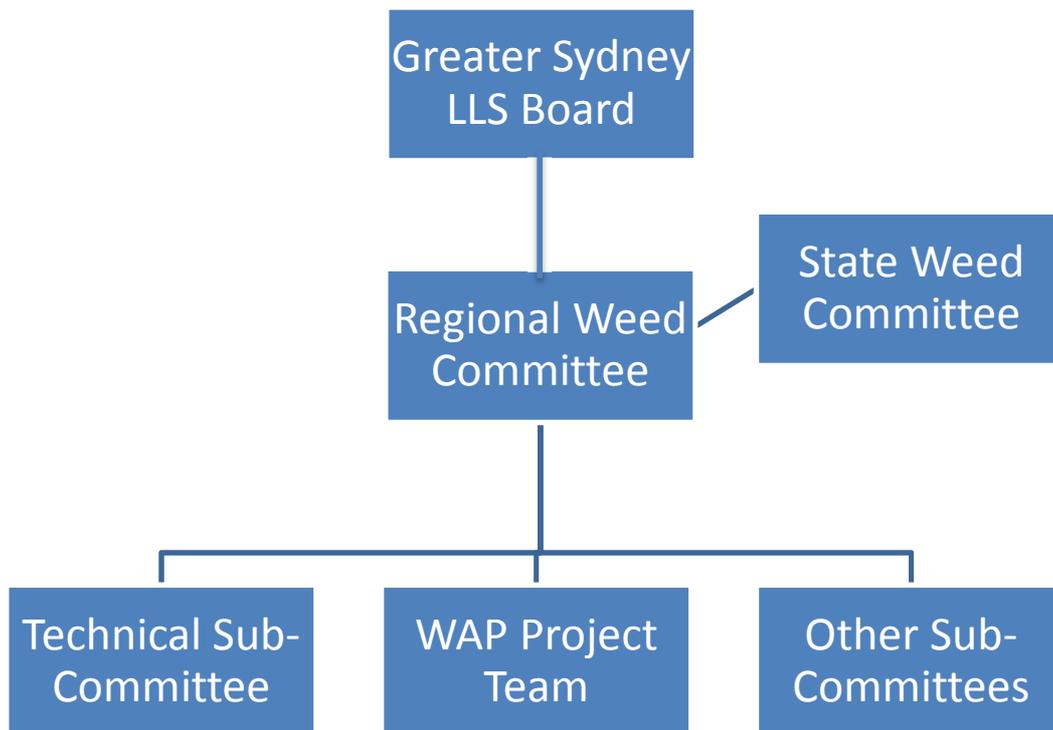
The LLS Board is accountable for ensuring that the RWC has appropriate representation for their region and functions effectively.

The RWC has autonomy to make decisions that are consistent with the *LLS Strategic 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 the RWC.

An indicative 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 advise the State Weed 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.
- (4) To promote weed policy, risk assessments, declarations, best practice and control outcomes to member organisations and the community.
- (5) To oversee the implementation of the regional weed management plan on a region-wide perspective, using committee expertise and best available knowledge, , research and technology.
- (6) To facilitate regional communication, education, training and awareness programs that promote RSWMP outcomes.
- (7) To promote effective co-ordination of weed management across agencies and tenure, including appropriate resource and information sharing between member organisations.
- (8) To identify synergies from collaborations and opportunities for funding and priority project delivery
- (9) To identify information and research needs and appropriate collaborative actions
- (10) To oversee measurement and evaluation of weed control activities in the region to inform management actions and planning.
- (11) To monitor, evaluate and report on outcomes of the RWC collaborative planning and delivery processes.

PART 3 – MEMBERSHIP

4. MEMBERSHIP

The organisations listed below will be eligible to become members of the Greater Sydney RWC and nominate representatives.

Member representatives should have a broad knowledge of weed management practices and obligations for their respective stakeholder group and have appropriate delegation to make decisions on their behalf.

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
Industry/industry groups

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

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.

5. ROLE OF MEMBERS

The 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.
- 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 Greater Sydney RWC,
- addressing barriers to effective implementation and willingness to assist in the development of appropriate solutions.

6. ORGANISATIONAL STRUCTURE

The RWC will have a chair and vice chair that are appointed by the LLS Board.

LLS staff will provide executive support to the RWC 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.

7. 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.

8. RESIGNATION OF MEMBERSHIP

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

9. CONDUCT UNBECOMING

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

10. 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 4 - PROCESSES

11. RECORD OF MEETINGS

All scheduled RWC meetings are to be appropriately recorded and draft minutes distributed to RWC members within two weeks of each meeting.

A copy of the minutes may be provided to interested parties upon request.

12. GREATER SYDNEY RWC MEETINGS

- (1) The RWC must meet at least four times in each period of 12 months.
- (2) 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 business at a meeting of the RWC.

13. DECISIONS

- (1) Decisions are to be made by consensus of the members.
- (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 members of the RWC present at the meeting.
- (3) Each member present at a meeting of 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.

14. 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

15. 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 regional weed plans and communication strategies that achieve the objectives of the RWC,
- informed collaborative delivery and responsiveness to emerging issues.

16. REMUNERATION AND RESOURCING

The RWC resourcing will be determined based on regional requirements.

17. ENDORSEMENT

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

18. REVIEW AND EVALUATION

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