

Biosecurity Advisory Committee Charter

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## 1 Objective of the Committee

This committee charter sets out the membership, responsibilities, authority and operations of the Biosecurity Advisory Committee, formally known as the Snowy Monaro Region Biosecurity (Weeds) Advisory Committee.

The purpose of the committee is to assist Snowy Monaro Regional Council through the provision of advice and recommendations to Council to ensure Council is attuned to the management of biosecurity within its Local Government Area (LGA).

### 1.1 Purpose of the Committee

The committee will promote biosecurity as a shared responsibility between government, industry and the community, by:

- Providing advice on strategies and making recommendations to Council on the implementation of weed control programs.
- Providing advice, through Council, to land management agencies and community groups on the implementation of weed control programs.
- Providing a forum by which information and strategies are actively shared between Council and the community.
- Considering and recommending support on regional programs that actively encourage participation of other stakeholders where benefits flow to the Council and participating stakeholders.
- Providing advice on State, regional and local weeds strategies where such strategies influence the management of weeds within the LGA.
- Providing advice and recommending support of applications for grant funding for invasive weed control in the LGA.

## 2 Authority of the Committee

The committee exercises functions of Council as a committee under Section 355 of the Local Government Act 1993.

The power of the committee is limited to providing advice on the management of weeds within the Local Government Area of Snowy Monaro Regional Council.

The committee shall exercise its power by considering any matter relating to its purposes in a formal meeting and by making formal recommendations to Council.

## 3 Structure and Composition of the Committee

The committee shall comprise a minimum of ten members and a maximum of twenty four members and shall consist of Council staff and other appropriate stakeholder groups as follows:

- Nominated Councillor representative(s) – maximum of two
- Coordinator Biosecurity
- A representative from the following:
  - NSW Department of Primary Industries

- NSW Office of Environment and Heritage (NPWS)
- Forestry Corporation of NSW
- Upper Snowy Landcare Network
- Snowy River Interstate Landcare
- Upper Murrumbidgee Landcare Committee
- NSW Farmers Association
- South East Local Land Services
- Snowy Hydro Limited
- Roads and Maritime Services
- Essential Energy
- Friends of Grasslands
- UGL Regional Linx
- Monaro Farming Systems
- Nimmitabel Advancement Group
- Rural Fire Service
- Local agronomists
  - Elders
  - Landmark (Cooma & Bombala)
  - Cooma Rural
  - South East Rural
  - Private agronomists

Independent experts and members of the community are encouraged to attend and speak at a Committee meeting, though shall not maintain voting rights.

#### **4 Appointment**

To hold office and provide advice to Council, the above membership is endorsed by adoption of this charter. Each organisation will be responsible for appointing its delegate (and alternates) to the committee.

Councillor Representatives are elected, from amongst their peers, by resolution of Council.

All members are to act in accordance with Council's code of conduct when attending meetings and acting on behalf of the committee.

#### **5 Meetings**

The committee will meet four times a year, rotating between the major centres where possible. At its first meeting following a Local Government Election, the committee will determine the date, time and locations of regular meetings. Extra meetings may be held at the discretion of the Chairperson.

Attendance at meetings may be through remote audio visual means by prior arrangement with reasonable notice to the chair.

Committee recommendations will be documented in the minutes and provided to Council for consideration.

#### **6 Quorum of Committee**

A quorum will consist of six members and must include one Council representative and the Coordinator Biosecurity (or their alternate).

## 7 Attendance and Leave

Committee members are expected to attend all committee meetings. In the event that a member is unable to attend a meeting the Chair must be notified of their apology.

Where an alternate attends they are to be provided sufficient information by the delegate to attend the meeting in their place.

Where a member organisation fails to provide representation at three consecutive meetings without submitting an explanation, the Chair will contact the organisation seeking a response.

Where this fails, the committee will review the membership and consider suitable stakeholder input. Any recommendations to amend the membership are to be recorded in the minutes and provided to Council for consideration.

## 8 Principal Office Bearers

### 8.1 Chairperson of Committee

The Committee shall, at its first meeting (following a Local Government Election) and each two years thereafter, or on resignation, elect a Councillor as Chairperson.

The role of the Chairperson is to chair the meetings, assist committee members by providing direction, forward planning, and liaise with the secretary and Coordinator Biosecurity.

### 8.2 Deputy Chairperson

The committee shall, at its first meeting and each two years thereafter, or on resignation, elect a Deputy Chairperson. In the event of the absence of the Chairperson at a meeting, the Deputy Chairperson will act as Chairperson for the duration of the meeting only.

### 8.3 Secretary

Council will provide support for all meetings and will work with the Chairperson and Coordinator Biosecurity to determine the content of the committee meetings.

The secretary shall:

- Maintain records, including the agenda, minutes, and any reports or recommendations.
- Provide members of the committee with adequate notice of a meeting confirming the date, time and venue. An agenda will be forwarded to each member of the committee as soon as practicable.
- Maintain any action items list.
- Coordinate with the Chairperson to ensure the minutes of the meeting are promptly finalised, signed by the Chairperson, and distributed to all members for confirmation as soon as practicable after each meeting.
- Ensure minutes of the committee have been included in the papers of the next Council meeting. Reports to Council will include any recommendations of the committee for Councils consideration.

## 9 Review

This charter, and the purpose of the committee, will be reviewed during each term of Council, or at the request of the committee or Council, and recommendations made to Council as required.