

# Hunter Regional Pest Animal Committee

## Terms of Reference

### Objectives and Role

**The role of Hunter Regional Pest Animal Committee (the Committee) is to provide tenure neutral strategic planning and coordination of pest animal management activities to achieve agreed outcomes within the boundaries of the Hunter Local Land Services (LLS) region (the region).**

The Committee sets out to prevent new incursions and reduce the impact of established pest animals for the benefit of the community, primary industries and environment.

The Hunter Regional Pest Animal Committee will:

- Provide a forum for the discussion of regional pest animal management issues to encourage cross tenure, coordinated approaches to pest animal management
- Develop regional pest animal plans to support a coordinated, tenure neutral and inclusive approach to pest animal management
- Consult relevant stakeholders on regional priority pest animal management issues as required
- Advise the State Pest Animal Committee on pest animal matters relating to control and promotion for the region.

### Term

The Hunter Regional Pest Animal Committee is a Local Community Advisory Group and is formed and terminated by the Hunter LLS Board.

### Legislative basis

The Hunter Regional Pest Animal Committee is a local community advisory group under the provisions of Section 33 of the *Local Land Services Act 2013*.

A local community advisory group is to consist of persons that the local board considers to be suitably qualified to serve on the group and to be suitably representative of the interests of the local community and stakeholders in the region.

### Membership

- Committee membership will be a minimum of 8 and a maximum of 10 people
- The Committee will be comprised of members representing major land uses within the region including relevant industry and environmental representatives.

### Roles and responsibilities

The Committee is responsible for:

- Developing regional pest animal management plans utilising a state wide template provided by the State Pest Animal Committee
- Each regional pest animal management plan will be approved by the Hunter LLS board in consultation with SPAC
- Considering investment and associated activities where appropriate for pest animal management programs and initiatives across the Hunter LLS region.
- Coordinating with adjoining LLS regions to ensure effective management outcomes at broader scales
- Timely reporting to the NSW State Pest Animal Committee of any issue that is of state significance
- Consulting relevant stakeholders as required

The membership of the Committee will commit to:

- Punctual attendance at all scheduled Committee meetings when required
- Promote the work of the Committee within and outside of work areas
- Provide sufficient evidence where appropriate to support decision making
- Share all communications and information across partner organisations
- Make timely decisions and take action on agenda items
- Notifying members of the Committee, as soon as practical, if any matter arises which may be deemed to affect the working of the Committee
- Inform the Secretariat of absences from all meetings and if necessary nominate a proxy to attend on their behalf

Members of the Committee will expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner
- To be given reasonable time to seek organisational endorsement for decisions
- To be alerted to potential risks and issues that could impact the work of the Committee as they arise
- Respect for the opinions of other members while engaging in open and honest discussions
- Policy support and guidance from the NSW DPI

### Meetings

- A meeting quorum will be 50% plus one members of the Committee
- Meeting agendas and minutes will be provided by the Secretariat, this includes: preparing agendas, providing supporting papers and coordinating meeting schedules and venues
- Agendas will be provided one week prior to meetings.
- Minutes will be provided within two weeks of a meeting.

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- Member organisations are responsible for meeting the costs of their respective members
- Meetings will be scheduled at least 4 times a year
- The attendance of some members may not be required for all meetings
- Meetings may be convened face to face or by other means as determined by the Committee Chair e.g. video or teleconference
- Non-Government Organisation representatives will be recompensed for travel and relevant out of pocket expenses. Government and industry representatives will attend at their own cost.
- LLS will provide catering and resources to support the operation of the RWC as required.

### Governance

- The Committee Chair will be appointed by the Chair, Hunter LLS Board.
- Decisions will be made by consensus. Where consensus cannot be reached, decision will be by majority vote of the Committee. The Committee Chair will have the casting vote where necessary in the event of a tied vote.
- The Committee will report to the Hunter LLS Board
- The Committee will notify the State Pest Animal Committee of any pest animal management issues of significance

### Communications

- The Committee Chair is the spokesperson for the committee, official communication and media is through the Chair.
- Meeting summaries will be placed on the Hunter LLS website within two weeks of each meeting.

### Secretariat

- The Hunter LLS region will provide a role to function as the Secretariat for the committee

### Amendment, modification or variation

This Terms of Reference may be amended, varied or modified in writing by the Hunter LLS Board after agreement by the Committee members and in consultation with SPAC.