

Central West Regional Pest Management Group Constitution, May 2017

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PREAMBLE	<p>The Central West Regional Pest Management Group (CWRPMG) has evolved from the Central West Qld local government's decision, through the facilitation of the Remote Area and Planning Development Board, to collaborate on all pest animal and plant management activities in conjunction with other external stakeholders.</p> <p>Local government has compliance responsibilities for pest management and in the Central West local government is a large financial contributor to addressing pest animal and plant control.</p> <p>Local government also makes a significant annual contribution to the Land Protection Fund (Fund), which makes a range of investments across the state.</p> <p>The CWRPMG provides strategic oversight and advice to the State and the LGAQ for the regionally relevant range of investments made under the On-ground and Research Component (ORC) of the Fund.</p> <p>The CWRPMG is based on existing RAPAD, CWQ local government and stakeholder relationships taking into consideration the economic, social, environmental and geographic characteristics of the region, which serves to influence the planning control and management of animal and plant pests.</p> <p>This document represents the strategic and operational guidelines of the CWRPMG. It outlines information in relation to the responsibilities of the CWRPMG and the CWRPMTG, membership and member nominees, chairperson, observers, decision-making and meetings.</p> <p>All references in this document to the term 'pest/s' implies both animal and plant pests, unless otherwise specified</p>
PURPOSE	<p>The purpose of the CWRPMG is to:</p> <ol style="list-style-type: none"> 1. Take a leadership and advocacy role in the effective regional planning and management of animal and plant pests in the Central West RAPAD group of councils 2. Provide the regional governance for the activities and projects of the On-ground and Research Services Component of the Fund; 3. Enhance local/regional ownership of projects and activities funded.
OBJECTIVES	<p>The objectives of the CWRPMG are to:</p> <ol style="list-style-type: none"> A. Provide leadership, coordination and priority setting, with regards to: <ol style="list-style-type: none"> a. Advocacy to and funding from Federal and State sources; b. Pest management activities in the region generally; and c. Pest management on stock routes & other State land specifically, B. Identify priorities for ORC investment that are based on regional pest management priorities identified in Local Government Biosecurity Plans, risk assessment of emerging species or issues and relevant State pest management plans. C. Review currently funded ORC activities against regional priorities for continuation or transition to new investments. D. Consider interactions with other funded programs in the region, such as, but not limited to, Land and Sea Ranger programs. E. Reach consensus on priorities and projects in a collaborative manner.

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	<p>F. Engage with stakeholders to identify other projects and priorities that leverage additional resources for enhanced outcomes.</p> <p>G. Develop ORC project Expressions of Interest including approximate resource requirements for coordination and alignment by the Statewide Oversight Group.</p> <p>H. Engage and coordinate with other Regional Pest Management Sub-Committees on potential ORC projects/activities.</p> <p>I. Undertake six monthly ORC project implementation reviews and provide regional views to the Statewide Oversight Group about statewide projects.</p>
GOVERNANCE	<p>Core membership of the CWRPMG comprises:</p> <ul style="list-style-type: none"> ▪ Barcaldine Regional Council (BRC) ▪ Barcoo Shire Council (BaSC) ▪ Blackall-Tambo Regional Council (BTRC) ▪ Boulia Shire Council (BoSC) ▪ Diamantina Shire Council (DSC) ▪ Longreach Regional Council (LRC) ▪ Winton Shire Council (WSC) ▪ Biosecurity Queensland ▪ AgForce ▪ Peak regional NRM group ▪ Lead state government NRM department <p>Representatives from the above organisations have decision-making rights and in the case of local governments that person must be an elected representative, and for others, that person should be of a suitably qualified senior position within their organisation to be able to make decisions on behalf of the organisation they are representing.</p> <p>Representation from the following groups may be allowed upon agreement by the core representatives:</p> <ul style="list-style-type: none"> ▪ Relevant other State department representatives (1 from each Department) ▪ Community representative (1 per interest group) <p>The core representatives may extend decision-making rights to any non-core sub-committee members.</p> <p>The CWRPMG may form a working group/s of technical officers to inform the group's decision making and the CWRPMG will outline the roles and responsibilities of the technical committee in a separate document.</p>
CHAIRPERSON	<p>The CWRPMG will appoint a Chairperson from the local government members at its first meeting.</p> <p>The Chairperson is responsible for:</p> <ul style="list-style-type: none"> ▪ Ensuring meetings are conducted in a timely and professional manner; ▪ Overseeing discussions and facilitating agreement on key decisions; and ▪ Calling for agenda times and setting future meeting dates. <p>In the event the Chairperson is unable to attend a meeting an appropriate alternative sub-committee core member is to be nominated by the Chairperson to act as interim Chairperson.</p> <p>In the event the Chairperson must vacate their role, the CWRPMG will elect a new Chairperson at their next meeting.</p>
RESPONSIBILITY OF MEMBERS	<p>Each member of the CWRPMG is responsible for:</p>

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	<ul style="list-style-type: none"> ▪ Formally representing their organisation in carrying out the purpose and objectives of the group; ▪ Contributing knowledge and experience to discussions, deliberations and decision-making; ▪ Overseeing the activities of the CWPRMG Technical Group; ▪ Reporting to their council and agency on the decisions of the group; ▪ Undertaking the role with respectful professionalism.
DECISION MAKING	<p>All decisions are to be made by consensus.</p> <p>If the agreement of all representatives with decision-making rights cannot be achieved, the matter may be put to a vote. Each representative with decision making rights has one (1) vote. In the event of a split vote, the Chairperson has the deciding vote.</p> <p>For decision making in relation to ORC investments:</p> <p>All decisions are to be made by consensus. If the agreement of all representatives with decision-making rights cannot be achieved, the matter may be:</p> <ul style="list-style-type: none"> ▪ Deferred to the next meeting; or ▪ Referred to the Statewide Oversight Group for final decision.
MEMBER PROXY	<p>At the time of nomination to the CWRPMG, each organisation must also nominate a proxy. The primary representative must attend at least 50% of meetings per annum.</p>
SECRETARIAT	<p>The CWRPMG will appoint a secretariat whose responsibilities are to:</p> <ul style="list-style-type: none"> ▪ Minute and record appointment of chairpersons and members of the CWRPMG; ▪ Keep minutes and records of the names of members of the CWRPMG present at meetings; ▪ Prepare agendas for meetings of the CWRPMG; ▪ Make necessary arrangements for meetings of the CWRPMG; ▪ Enter into such correspondence as may be required from time to time by the CWRPMG; ▪ Undertake the general administration of the business of the CWRPMG; ▪ Perform such duties and functions as determined by the CWRPMG in accordance with these rules; and inform the chairperson regularly of all relevant activities. <p>Appointment</p> <ul style="list-style-type: none"> ▪ The CWRPMG will appoint a secretariat by resolution. <p>Term</p> <ul style="list-style-type: none"> ▪ The secretariat will be appointed for a twelve (12) month term. <p>This agreement may be terminated at any time by mutual agreement between both parties</p>
MINUTES AND AGENDAS	<p>The secretariat is responsible for the preparation and circulation of agendas and minutes. Both are to be circulated to all members of the CWRPMG and their proxies.</p> <p>A meeting notice is required 1 month prior the meeting date unless agreed to otherwise by members.</p> <p>The agenda is to be circulated 10 business days prior to the date of the meeting.</p> <p>Minutes must be circulated within 10 business days of the meeting.</p> <p>Local government members are required to provide the minutes to their respective Council for noting.</p>

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MEETING FREQUENCY	<p>The CWRPMG is required to meet at least 3 times each year.</p> <p>At least 2 meetings are required for the oversight and governance of the ORC investments</p> <p><u>Meeting 1</u>: Review priorities, review current projects against priorities, prepare Expressions of Interest, review existing projects against agreed milestones and deliverables and recommend adjustments/amendment or discontinuation if appropriate.</p> <p><u>Meeting 2</u>: Finalise Co-investment Agreements, review existing projects against agreed milestones and deliverables and recommend adjustments/amendment or discontinuation if appropriate.</p>
MEETING TIMING	<p>ORC Meeting 1: August each year</p> <p>ORC Meeting 2: February each year</p>
FUNDING ARRANGEMENTS	<p>Funding arrangements will be assessed on an ongoing/as needs basis</p> <p>Administration Fund:</p> <p>The CWRPMG will nominate a member, or RAPAD, to carry responsibility for the management and administration of the group's funds.</p>
COMMUNICATION	<p>The chairperson is the official spokesperson for the CWRPMG.</p> <p>Where there is an announcement of funding of a State and or Federal related issue then the Chair will make a statement in consultation with the respective agency.</p> <p>Where there is an announcement of funding of a local government nature, the relevant local government will issue the statement.</p>
REVIEW OF THE TOR	<p>Any core member of the CWRPMG may request a review or suggest an amendment to these Terms of Reference at a meeting, but providing an agenda item to the Chairperson prior to a meeting.</p>
ATTENDANCE AND COSTS	<p>Members may attend in person or by web/teleconference facilities, however fact to face participation is the preferred method.</p> <p>All travel costs for participation in the CWRPMG will be borne by the member's organisation.</p>
RELATIONSHIP TO THE STATEWIDE OVERSIGHT GROUP	<p>The CWRPMG may provide a representative to sit on the Statewide Oversight Group.</p> <p>A brief report including any Expressions of Interest and Co-investment Agreements must be sent to the Statewide Oversight Group within two weeks of a CWRPMG sub-committee meeting.</p> <p>The Statewide Oversight Group will liaise with the CWRPMG Chairperson in a timely manner regarding Expressions of Interest outcomes, cross regional collaboration opportunities and any requests from the sub-committee regarding project/activity decision-making and implementation performance.</p>

SUBCOMMITTEE MEMBERSHIP		
NAME	POSITION	ORGANISATION

APPENDIX 1:

STATEWIDE OVERSIGHT GROUP

The State Oversight Group secretariat will be co-contributed by DAF and the LGAQ. All positions are voluntary and funded by the organisations the individuals are from.

Role of the group

1. In relation to all the Land Protection Fund components, the role of the Statewide Oversight Group is to:
 - Oversee the establishment and application of minimum standards, requirements, tools and guidelines, including methodologies for prioritisation and project templates.
 - Provide input to the development of success indicators and success measures for all investment components
 - Provide oversight of methodology review/s and initial implementation of payment contributions
 - Provide advice to all Fund component governance groups in the event of disputes
 - Hold responsibility for the resolution of a dispute at the regional level, if a dispute is not resolved
 - Provide a recommendation to the Minister for Agriculture and Fisheries if the resolution of a dispute cannot be reached within two months
 - Ensure complementary project implementation with the State Land Pest Management Committee
 - Hold responsibility for the resolution of non-delivery of projects and/or financial acquittals
 - Ensure Aboriginal and Torres Strait Island local government interests are included in decision making of component governance groups
 - Receive six-monthly reports from the component governance groups and monitor the delivery of projects statewide
 - Report annually to the Minister for Agriculture and Fisheries and the LGAQ Policy Executive on the outcomes of the co-investments.

The group **will not** be authorised to override the decision making powers of the WDBF Panel, DDMRB or Pest Plague Contingency Fund advisory Panel. Its role in relation to these groups is to advise, support and negotiate resolution of disputes or non-performance.

2. In relation specifically to the **On-ground and Research Services Component** the additional role of the Statewide Oversight Group is to:
 - Ensure coordination and alignment of project EOIs
 - Approve projects for co-investment.

Required experience of members

Members on the Statewide Oversight Group must have demonstrated experience with invasive plant and animal management/research with representation from:

- Local government:
 - notionally one per each of the agreed Regional Pest Management Sub-committees; and
 - a mix of elected members, senior executive and officers
- DAF - 1 Senior Executive and 1 Senior Officer
- LGAQ - 1 Senior Officer