



Terms of Reference – Biosecurity Advisory Committee

1. TERMS OF REFERENCE

This Terms of Reference is provided to outline the requirement for the Biosecurity Advisory Committee and is to be read in conjunction with Council's Code of Meeting Practice. The Biosecurity Advisory Committee is established under Section 265 of the *Local Government Regulations*

2. PURPOSE

The purpose of the Biosecurity Advisory Committee is to advise on the implementation and review of the Balonne Shire Council Biosecurity Plan 2019 – 2024 in the Balonne Shire. Formation of the Committee is a strategic action in the Biosecurity Plan.

The Objectives of the Biosecurity Advisory Committee are to:

- a) Advise Council on strategy and coordination to achieve Biosecurity Plan desired outcomes
- b) Assist with planning and communications related to the implementation of the Biosecurity Plan
- c) Increase community and stakeholder awareness and ownership of the Biosecurity Plan and pest management
- d) Promote pest data collection across the Shire
- e) Promote reduction and early intervention of pest plants and animals to reduce their spread
- f) Evaluate the effectiveness of the Biosecurity Plan and advise Council

3. DEFINITIONS

The Committee – Biosecurity Advisory Committee

Biosecurity Working Group – The Biosecurity Advisory Committee may be informally known as the Biosecurity Working Group.

Advisory Committee – Under S265 of the LG Regulations an advisory committee can have councillors as members and representatives from the community or other organisations who are not elected members.

Biosecurity Plan – Balonne Shire Council Biosecurity Plan 2019 - 2024

4. TENURE

The Biosecurity Advisory Committee will remain operational for the current term of Council (ending in March 2024) and will be reviewed at the commencement of the next term of Council.

5. MEMBERSHIP

The individuals who make up the committee are nominated by Council and representative organisations and are approved by the Council.

The core membership of the Committee will comprise of:

- 2 Councillors one of which is the Chair
- The Mayor (ex officio member)
- Chief Executive Officer
- Director Environment and Regulatory Services
- Manager of Rural Services and Compliance



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- 2-3 farming landholders active in biosecurity in the Shire
- A representative from the agricultural sector
- A representative from DAF / Biosecurity Queensland
- A representative from DES or DNRME
- A representative from a tertiary institution with an environmental program

Additional members may be added with approval as required. Relevant persons may be invited for information.

6. ADMINISTRATIVE SUPPORT

The Committee will be supported by the Balonne Shire Council Rural Services and Compliance Section.

7. MEETINGS

- a) The Committee shall meet at least two times per annum.
- b) Meetings will be chaired by a Balonne Shire Councillor.
- c) The Committee will adopt a consensus decision-making style.
- d) Quorum will be defined as 50% plus one.
- e) Members will disclose any conflict of interest and remove themselves from the meeting. Conflicts of interest are to be recorded in the Committee meeting minutes.
- f) Minutes of the Committee's meeting will be taken, typed up and distributed to all members by Council Staff and be made available on SharePoint for all Councillors to view and circulated to all external members. The record will then be included in the Information Papers of the next available Council meeting.
- g) If there are any recommendations for Council to consider for adoption a report will be prepared by the Council Staff for Council resolution.

8. SCOPE

Inclusions:

- The Committee will discuss, monitor, review and provide feedback relating to the six 'Desired Outcomes' of the Biosecurity Plan:
 - Education and Awareness
 - Commitment, Roles and Responsibilities
 - Monitoring and Assessment
 - Strategic Planning and Management
 - Prevention and Early Intervention
 - Integrated Management Systems
- The Committee will work in cooperation with the Wild Dog Advisory Committee
- The Committee may make recommendations to Council on the implementation and review of the Biosecurity Plan.
- The Committee may discuss any arising business, ideas, issues, or community feedback regarding Biosecurity.



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Exclusions:

- The Committee will not deal with operational or administrative matters of Council.
- The Committee cannot direct Council staff regarding projects, all project requests need to go through Council.

9. REPORTING TO COUNCIL

The Committee shall report regularly on its activities, provide Council with guidance, and/or make recommendations to Council through the provision of the record of meeting.

10. DELEGATED AUTHORITY

The Committee has no delegated authority to make decisions on behalf of the Council. Decisions will be made by Council Resolution or as delegated to the Chief Executive Officer.

11. CONFIDENTIALITY

Almost all the information provided to Committee members will be of a sensitive nature, for Commercial, Intellectual Property or other reasons. Committee members are requested to treat the information in an appropriate manner.

Record of meetings will not be made public except as presented to Council and where appropriate recommendations will be considered by Council in closed session depending on the phase of the project.