

PROCEDURE



NSW DEPARTMENT OF
PRIMARY INDUSTRIES

Emergencies, Weeds and Pest Animals Branch

Locked Bag 21, Orange NSW 2800

Tel: 6391 3638 Fax: 63913206

Title	Role and method of operation of Noxious Weeds Advisory Committee	Version	1
Procedure no.	Noxious Weeds 5	Effective date	1/07/2009
Authorised by	Manager Weeds	Authorisation date	11/06/2009

This Procedure should be read in conjunction with Policy O-063 *Role and method of operation of the Noxious Weeds Advisory Committee*.

1. BACKGROUND

The Noxious Weeds Advisory Committee (NWAC) was established under the *Noxious Weeds Act 1993* to:

- provide a forum for consultation about the control of noxious weeds;
- provide advice to the Minister on all matters related to noxious weed control;
- recommend to the Minister allocations from the Government's noxious weeds grant; and
- recommend plant species to be declared as noxious weeds by the Minister.

2. SCOPE

This Procedure covers the operation of the Committee in addition to the Policy.

Policy item	Action
4.1 Operation of Committee	Organisations are invited by the Minister to submit names of at least two people with a summary of their skills and experience. The Minister appoints a Committee that covers the desired range of skills and experience. However, if the chosen representative is unable to attend, that nominating organisation is encouraged to send another representative as an observer.
	The Chair may allow other observers at meetings.
	Out-of-session decisions: Where there are urgent matters that require decisions by the Committee, members may be contacted by facsimile, letter, teleconference or email.
4.4 Disclosure of information	The Chair will inform members, at the beginning of an agenda item, whether an item requires Ministerial approval and hence whether the decisions of the Committee are to remain confidential or can be disseminated immediately after the meeting. Examples of matters that require the Minister's approval are changes to weed declarations and recommended allocations of noxious weeds grants.

Policy item	Action
4.5 Payments to members	Payment in accordance with the Policy may also be made for some meetings and other activities that have not been organised by the Committee, where these activities further the objectives of the Committee. However, prior approval from the Chair is required.
4.7 Executive Officer	<p>The Executive Officer's role is to:</p> <ul style="list-style-type: none"> ▪ coordinate the Committee, subcommittees and working groups activities; ▪ coordinates production of papers for the Committee's advise; ▪ arranges for actions to be completed; ▪ monitor, write and delegate correspondence on behalf of the Committee; ▪ provides or arranges technical advice to the Committee; ▪ advises the Chair on procedures; ▪ arranges appointment of members and liaises with the Chair.
4.8 NWAC Secretary	<p>The Secretary's role is to:</p> <ul style="list-style-type: none"> ▪ arrange Committee meetings including booking venues and arranging catering; ▪ organise travel and accommodation for Committee members to attend meetings; ▪ prepare and distribute Committee agenda papers; ▪ process incoming correspondence for action by the Executive Officer; and ▪ recording the minutes of the Committee meetings.

3. DEFINITIONS**Noxious weed**

any plant or plant taxa that has been declared a noxious weed under the provisions of Section 7 of the *Noxious Weeds Act 1993*.

4. DATE OF NEXT REVIEW

5 years from effective date

5. CONTACT OFFICER

Manager Weeds