

# Maranoa Regional Council Biosecurity Advisory Committee

## Terms of Reference (ToR)

### Title of Committee

Maranoa Regional Council Biosecurity Advisory Committee

### Purpose of the Committee

The Maranoa Regional Council Biosecurity Advisory Committee (the Committee) is established to provide strategic guidance and recommendations to Council for the effective management of biosecurity risks in the Maranoa region. The Committee's primary focus is pest and invasive species management, fostering collaboration between stakeholders, and ensuring compliance with the *Biosecurity Act 2014* and other relevant frameworks.

---

### Objectives

- Provide strategic recommendations to Council on biosecurity policies and programs, focusing on the management of invasive plants and animals.
  - Oversee the implementation and regular review of the Biosecurity Plan to ensure its effectiveness and relevance.
  - Facilitate stakeholder engagement and collaboration to promote best-practice biosecurity measures across the region.
  - Guide the re-establishment of the Wild Dog Scalp Collection Process, including the appointment and management of authorised scalp collectors.
  - Identify and advocate for funding opportunities to support biosecurity initiatives and enhance regional capabilities.
  - Monitor and evaluate progress towards achieving the goals outlined in the Biosecurity Management Plan.
  - Support Maranoa Regional Council's compliance with state and federal biosecurity frameworks, including:
    - *Queensland Invasive Plants and Animals Strategy 2025–2030*
    - *Australian Pest Animal Strategy 2017–2027*
    - *Australian Weeds Strategy 2017–2027*
  - Provide expert advice and promote best practices to the community, fostering awareness and participation in biosecurity efforts.
-

## Membership

### Interim Committee Membership:

- Councillor Seawright (Chairperson)
- Councillor Vincent
- Chief Executive Officer (or delegate)
- Council staff representatives:
  - Director – RDEP – Jamie Gorry
  - Manager – R, RL & EH – Annie Connolly
  - Coordinator – Rural Lands – Annie Buckley
  - Biosecurity Officer – Daniel McCudden

### Proposed Membership of Full Committee:

- Councillors, including the Rural Lands Portfolio Chair (Chairperson)
- Industry and state agency representatives:
  - Department of Primary Industries
  - Agforce Queensland
  - Department of Natural Resources
- Community representatives with relevant experience in pest plant and animal management (selected through an Expression of Interest (EOI) process)
  - 5 community members / landowners across the region
    - Mitchell & surrounds
    - Surat & surrounds
    - Yuleba & surrounds
    - Injune & surrounds
    - Roma & surrounds
- Council staff representatives (non-voting):
  - Director – RDEP – Jamie Gorry
  - Manager – R, RL & EH – Annie Connolly
  - Coordinator – Rural Lands – Annie Buckley
  - Invasive Animal Control Officer – Daniel McCudden

## **Expression of Interest (EOI) Process:**

The interim Committee will develop and manage an EOI process to:

- Identify and invite suitable candidates for Committee membership based on expertise, experience, and alignment with biosecurity goals.
  - Advertise the EOI widely to ensure diverse community representation.
  - Evaluate applications transparently, prioritising knowledge and experience in biosecurity management and geographic location shared across the region.
- 

## **Roles and Responsibilities**

### **Committee Roles:**

- Attend meetings and actively participate in discussions.
- Share expertise and insights to guide strategic decisions.
- Undertake designated actions in a timely manner.

### **Chairperson Responsibilities:**

- Approve meeting times and venues.
- Direct and guide discussions at meetings.
- Ensure all agenda items are addressed, and recommendations are made to Council where appropriate.
- Review and sign minutes.
- Encourage all members to contribute.

### **Administrative Support:**

- Prepare and distribute meeting agendas.
  - Make administrative arrangements for meetings.
  - Maintain Committee records.
  - Ensure information is accessible to all members.
  - Record accurate and concise minutes for each meeting.
- 

## **Meeting Structure and Frequency**

### **Meeting Frequency:**

- The interim Committee will meet to finalise the Terms of Reference and the EOI process.
- The interim Committee will meet to finalise the full committee membership within two months.

- The full Committee will meet quarterly or as needed to address urgent biosecurity matters, with a minimum of two meetings per year.

**Quorum:**

- A quorum shall consist of at least 50% of voting members.

**Proxy Voting**

- Proxy voting will not be allowed. Members are required to attend meetings in person to participate and contribute.

**Order of Meetings:**

- Meetings will follow a structured agenda. Members wishing to add items should notify the Chairperson or delegate before the meeting.
- Discussions will aim for consensus; where not possible, decisions will be made by majority vote. Dissenting opinions will be recorded in the minutes.

**Recording of Minutes:**

- Minutes will capture decisions, actions, and responsibilities, including timelines.
- Draft minutes will be circulated to members for review prior to the next meeting, where they will be formally endorsed and signed by the Chairperson.

**Voluntary Position**

- Membership in the Committee is a voluntary, unpaid position. Members are expected to contribute their time and expertise to support biosecurity initiatives in the Maranoa region.

---

**Reporting**

- The Committee will report to Council on:
  - Recommendations for biosecurity policies, programs, and funding.
  - Updates on the implementation and review of the Biosecurity Plan.
  - Progress on initiatives, including the Wild Dog Scalp Collection Process.

---

**Review and Amendments**

- The Terms of Reference will be reviewed annually or as deemed necessary by Council to ensure they remain relevant and effective.

---

**Disbanding the Committee**

The Committee will remain active for the term of Council, unless otherwise resolved by Council.

---