

# FRUIT FLY CONTROL AWARENESS WORKING GROUP – TERMS OF REFERENCE

<b>QUALITY CONTROL</b>			
<b>TRIM REFERENCES</b>	23/21 – D23/16876		
<b>RESPONSIBLE POSITION</b>	Manager Communications and Marketing		
<b>SUPPORT POSITION/S</b>	Digital and Marketing Officer		
<b>APPROVED BY</b>	Council		
<b>REVIEW DATE</b>	October 2024	<b>REVISION NUMBER</b>	1
<b>EFFECTIVE DATE</b>	<b>ACTION</b>	<b>ENDORSED BY</b>	
01/03/2023	Resolution for establishment of Working Group	Minute No. 47112	
29/03/2023	Adoption of Terms of Reference	Minute No. 47145	

## 1. INTRODUCTION

The Committee will be known as the Fruit Fly Control Awareness Working Group.

## 2. PURPOSE

The Working Group will raise community awareness by providing a strategic focus on community education on the combat and eradication of fruit fly in the Broken Hill Local Government Area.

The role of the Working Group will be achieved through:

- The provision of information to the community on measures to eradicate fruit fly in Broken Hill Local Government Area.
- Providing a forum where fruit fly issues can be raised and discussed.
- Encouraging contact between local interest groups, agencies and organisations.
- Providing recommendations to the General Manager on the implementation of educational activities to improve community awareness of the impact of fruit fly on backyard fruit trees, control measures available to the public to eradicate fruit fly, and advocacy measures to reinstate Broken Hill in the Sunraysia Fruit Fly Zone area.

### **3. WORKING GROUP DELEGATION**

The Working Group has no delegated authority. It can only refer or recommend matters to the General Manager for consideration.

The Working Group cannot approve the expenditure of money, employ staff, speak on behalf of Council or make a policy on behalf of Council.

### **4. MEMBERSHIP**

Members will be appointed for a period of up to four (4) years. The term of membership shall align with the current term of the elected Council.

The Working Group shall consist of twelve<sup>12</sup> members with the Councillor representatives appointed by Council and the community representatives appointed by the General Manager, such members to be nominated as follows:

- Three (3) Councillors (one of whom will be Chair)
- A minimum of four (4) Community representatives with demonstrated experience in agriculture/horticulture/permaculture management or who operate a commercial garden supply business/nursery.
- A representative of Landcare Broken Hill.
- A representative of Western Local Land Services Broken Hill
- A representative of the Department of Primary Industries Dubbo
- Two (2) Council staff ex-officio members (Manager Communications and Marketing and Digital and Marketing Officer)

In terms of appointing the community representatives, the Council will call for nominations. The appropriate form must be completed, signed by the nominee, and received by the General Manager before the closing date. The General Manager shall appoint the community representatives to the Working Group.

Membership may be terminated if a member fails to attend three meetings in a row (except where the member has sent their apologies in advance and these are accepted).

Council reserves the right to amend the number of members and category of representation.

The term of appointment of the Working Group shall align with the current term of the elected Council.

### **5. CHAIRPERSON**

The Chairperson will be appointed by Council resolution.

If the Chair is not appointed by Council resolution the Chairperson will be voted for by and from all elected representatives at the first meeting of the Working Group for a new term of Council. There should be a Deputy Chairperson to fill the position in the absence of the Chairperson.

## **6. SECRETARIAT SERVICES**

The Manager of the department responsible for the Working Group will undertake the secretariate role of the Working Group.

## **7. OPERATION OF THE WORKING GROUP**

There should be a maximum of six (6) meetings held each year.

At the beginning of each year, the Working Group will set the times and dates for its meetings.

Each meeting will have an agenda, that is provided seven (7) days prior and is to include:

- Welcome to Country
- Declaration of conflict of interest
- Adoption of minutes
- Matters arising from previous minutes
- General Business

A quorum will be reached if 50% of the Working Group members are in attendance.

The Secretary will minute all Working Group meetings. Minutes of the meetings will be sent to all members within 10 business days after the meeting.

The operational costs of convening the Fruit Fly Control and Awareness Working Group meetings will be met by Council's budget. No sitting fee or out of pocket expenses will be paid to members.

Recommendations from the Working Group will be presented by the Manager Communications and Marketing to the General Manager within 10 business days after the meeting.

## **8. RESPONSIBILITIES OF MEMBERS**

Members of the Working Group are bound by the Broken Hill City Council Code of Conduct. In this regard, each member will be provided with a copy of the document and required to sign an acknowledgement form indicating their acceptance of such, before attending their first meeting.

## **9. RECORDS**

The Working Group is required to keep all proper records. These records are to be saved into Council's Electronic Records Management System.

Minutes of each meeting shall be submitted to the General Manager within 10 business days after the meeting.

## **10. DEFINITIONS**

“Council” shall mean the Broken Hill City Council

“Working Group” shall mean the Fruit Fly Control and Awareness Working Group

## **11. SUPPORT SERVICES**

A suitable meeting place and facilities will be made available for the purposes of holding Working Group meetings. Stationery and other materials will be provided as needed.

## **12. AGENDA**

All agenda items are to be submitted to the Secretary 14 days prior to the meeting. Members submitting items must ensure the content is such to allow all members to understand the matters raised and may require additional supportive information.

The Secretary will distribute the Agenda and Minutes of the last meeting at least seven (7) days prior to the meeting date.

If a member wishes to raise an “urgent” matter that is not on the agenda it is at the Chairperson's discretion to determine an appropriate course of action.

## **13. MINUTES**

Minute of the Working Group meetings will be kept.

The Secretary will record the minutes. Minutes will contain the following information:

- Date time and place of the meeting;
- Present;
- Apologies;
- Confirmation of minutes of previous meeting;
- Disclosures of Interest;
- Matters arising from previous minutes;
- General Business;
- Time meeting closed and date of next meeting.