MACQUARIE VALLEY WEEDS COMMITTEE INC. CONSTITUTION

Adopted at the Annual General Meeting on 7 August 2018

1. PRELIMINARY 3
Citation 3
Definitions 3
2. GOAL 4
3. MEMBERSHIP 4
Composition of Membership 4
Subscription Fees 5
Life Membership 5
Resignation from Membership 5
Cessation of Membership 5
Conduct Unbecoming 5
Disciplining of Members 6
Right of Appeal of Disciplined Member 7
Register of Members 7
Current Membership Register – Amended August 2018 9
4. RESOLUTIONS OF DISPUTES 10
5. MEETINGS 10
Frequency of Meetings 10
Apologies for Non-attendance 10
Chairman 10
Chairman to have Precedence 10
Chairmans Duty with respect to Motions 10
Motions 10
Quorom 11
Voting at Committee Meetings 11
Decision of the Committee 11
Minutes 11
Annual General Meeting 11
Special Meetings 12
Notice of Meetings 12
Sub-Committees 12
Invitations 12
Financial year 13
Financial transactions 13
6. THE COMMITTEE 13
Powers of the Committee 13
7. EXECUTIVE 13
Election of Executive 13
Business of the Executive 14
8. MANAGEMENT COMMITTEE 14
Election of Management Committee 14
Business of the Management Committee 15
9. CONSTITUTION 15
Interpretation 15
By-laws 15
Alterations to the Constitution 16
10. ASSETS AND LIABILITY 16
11. TERMS OF REFERENCE 17
12. SCHEDULE 18
General Order of Business 18

1. PRELIMINARY

Citation

1.1 This organisation shall be known as 'Macquarie Valley Weeds Committee Incorporated' hereafter called the Committee in the Constitution.

Definitions

1.2 In this Constitution:

a. **Chairman** means the Chairman of the Committee.

b. **Ordinary Committee Member** means a member of the Committee who is not an office-bearer of the Committee.

c. **Secretary means**:

i. *the person holding office under this Constitution as Secretary* of t*he* Committee, or

ii. *if no such person holds that office – the public officer of the Committee*

d. **General Meeting** means a General Meeting of the Committee other than an Annual General Meeting

e. **The Act** means the Associations Act 2009

f. **The Regulation** means the Associations Incorporation Regulation 2010

1.3 In this Constitution:

a. A reference to a function includes a reference to a power, authority and duty, and

b. A reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

1.4 The provisions of the Interpretation Act 1987 apply to and in respect of this Constitution in the same manner as those provisions would so apply if this Constitution were an instrument made under the Act.

1.5 Membership of the Committee shall consist of:

a) Member Organisations as defined in clause 3.1
b) Associate members as defined in clause 3.4
c) Life members as defined in clause 3.10

1.6 Those attending the meeting and who are eligible to vote shall be known as delegates. They will consist of:

a) Representatives of member Organisations as defined in clause 3.1
b) Representatives of those Organisations which are associate members as provided for in clause 3.4
c) Individual associate members as provided for in clause 3.4
d) Life members as provided for in clause 3.10

2. GOAL

2.1 The goal of the Committee shall be the enhancement of weed management, particularly within but not limited to, the Central Tablelands, Central West and Western regions of New South Wales.

3. MEMBERSHIP

Composition of Membership

3.1 Any Local Control Authority (as defined in the *Biosecurity Act 2015*) totally or partly within the Central Tablelands, Central West and Western regions of New South Wales shall be eligible for membership.

3.2 Eligible Local Control Authorities will be allowed three (3) delegates with at least one delegate being a Weeds Officer.

3.3 The following Local Land Services are eligible for membership of the Macquarie Valley Weeds Committee Inc. with the specified number of delegates:

a) Central West Local Land Services with three delegates (including at least one Ranger)
b) Central Tablelands Local Land Services with two delegates (including at least one Ranger)
c) Western Local Land Services with two delegates (including at least one Ranger)

3.4 Any person or organisation may be granted Associate Membership of the Committee at a properly constituted Annual General Meeting or General Meeting. Such decision will also stipulate the maximum number of delegates allowed and set their contribution levels, if any, as well as voting rights. All Associate Members shall enjoy all rights of membership of the Committee and any delegate of an Associate Member may hold any office in the Committee.

3.5 Except for the purpose of establishing this Committee all those present at the first Annual General Meeting may vote at that meeting.

3.6 All acts or decisions done or made by any meeting of the Committee or any delegates thereof shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of such a delegate or all or any delegates of the Committee, be as valid and effective as if they had all been appointed, unless it is proved that the appointment was made in fraud or bad faith.

Subscription Fees

3.7 The annual membership fee for all classes of membership shall be determined at the Annual General Meeting in each year.

3.8 All members must be financial for their delegates to be eligible to vote. (Note: If a member's financial contribution is set at NIL, delegates are considered representatives of financial members).

3.9 Fees are due and payable before the November General Meeting each year. The financial membership year will run from 1st November to 31st October of the ensuing year.

Life Membership

3.10 A properly constituted Annual General Meeting or General Meeting may appoint any person as a Life Member of the Committee in recognition of services rendered in promoting the interests and objectives of the Committee.

3.11 Life members shall not be required to pay membership subscriptions but shall retain all rights of membership and may hold any office in the Committee and also be entitled to one (1) vote. Only an individual is eligible for Life Membership.

Resignation from Membership

3.12 A member of the Committee may resign from membership of the Committee by first giving to the Secretary written notice of at least one month (or such other period as the Committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

3.13 If a member of the Committee ceases to be a member under subclause 3.3.1 and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

3.14 A member resigning from the Committee for any reason whatsoever shall not be entitled to the return of their Membership subscription or any portion thereof.

Cessation of Membership

3.15 A person ceases to be a member of the Committee if the person:

a. Dies, or
b. Resigns membership, or
c. Is expelled from the Committee, or
d. Fails to pay the Annual Membership within 3 months after the fee is due.

Conduct Unbecoming

3.16 The Committee may expel from the Committee any delegate whose conduct is, in the opinion of the Committee, discreditable or injurious to the character or interests of the Committee. Such person shall not be allowed to attend further meetings.

3.17 Before any member or delegate is expelled or otherwise punished or penalised the member or delegates conduct shall be looked into by the Committee and the member or delegate shall be given the opportunity to defend oneself and to justify or explain their conduct. Provided that a quorum is established and the majority of the Committee present when the matter is looked into is of the opinion that the member or delegate has been guilty of such conduct or action as foresaid, then the Committee may expel or suspend membership or otherwise punish or penalise the member or delegate.

Disciplining of Members

3.18 A complaint may be made to the Committee by any person that a member of the Committee:

a. Has refused or neglected to comply with a provision or provisions of this Constitution, or

b. Has wilfully acted in a manner prejudicial to the interests of the Committee.

3.19 The Committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.

3.20 If the Committee decides to deal with the complaint, the Committee:

a. Must cause notice of the complaint to be served on the member concerned, and

b. Must give the member at least 14 days from the time the notice is served within which to make submissions to the Committee in connection with the complaint, and

c. Must take into consideration any submissions made by the member in connection with the complaint.

3.21 The Committee may, by resolution passed at a meeting, expel the member from the Committee or suspend the member from membership of the Committee if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.

3.22 If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the Committee for having taken that action and of the member's right of appeal.

3.23 The expulsion or suspension does not take effect:

a. Until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or

b. If within that period the member exercises the right of appeal, unless and until the Committee confirms the resolution, whichever is the latter.

Right of Appeal of Disciplined Member

3.24 A member may appeal their suspension or expulsion by lodging with the Secretary a notice to that effect within 14 days after receipt by the member of a notice under clause 3.22.

3.25 The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.

3.26 On receipt of a notice from a member under subclause 3.24, the Secretary must notify the Committee which is to convene a general meeting of the Committee to be held within 28 days after the date on which the Secretary received the notice.

3.27 At a general meeting of the Committee convened under subclause 3.26:

a. No business other than the question of the appeal is to be transacted, and

b. The Committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and

c. The members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

3.28 The appeal is to be determined by a simple majority of votes cast by members of the Committee.

Register of Members

3.29 The public officer of the Committee must establish and maintain a register of members of the Committee specifying the name and postal or residential address of each person who is a member of the Committee together with the date on which each person became a member.

3.30 The Register of Members must be kept in New South Wales:

a. At the main premises of the Committee, or

b. If the Committee has no premises, at the Committee's official address.

3.31 The Register of Members must be open for inspection, free of charge, by any member of the Committee at any reasonable hour.

3.32 A member of the Committee may obtain a copy of any part of the register on payment of a fee of not more than $1 for each page copied.

3.33 If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection that information must not be made available for inspection.

3.34 A member must not use information about a person obtained from the register to contact or send material to the person, other than for:

a. The purpose of sending the person a newsletter, a notice in respect of a meeting or other event relating to the Committee or other material relating to the Committee

b. Any other purpose necessary to comply with a requirement of the Act or the Regulation.

3.35 Service on a member of a notice from the Secretary of the Committee shall be deemed to have occurred 2 business days after the Secretary posts such notice to the member at their postal address as contained in the register, by prepaid post.

MACQUARIE VALLEY WEEDS COMMITTEE
CURRENT MEMBERS AND FEES 2018/2019

Membership Contributions**: GST inclusive**

COUNCILS	
Balranald Shire Council	$305.00
Bogan Shire Council	$305.00
Bourke Shire Council	$305.00
Brewarrina Shire Council	$305.00
Cabonne Council	$305.00
Cobar Shire Council	$305.00
Cowra Council	$305.00
Dubbo Regional Council	$305.00
Lachlan Shire Council	$305.00
Mid-Western Regional Council	$305.00
Narromine Shire Council	$305.00
Orange City Council	$305.00
Parkes Shire Council	$305.00
Wentworth Shire Council	$305.00
COUNTY COUNCILS	
Castlereagh Macquarie County Council	$700.00
Upper Macquarie County Council	$560.00
LOCAL LAND SERVICES	
Central Tablelands Local Land Services	$305.00
Central West Local Land Services	$305.00
Western Local Land Services	$305.00
GOVERNMENT DEPARTMENTS	
National Parks and Wildlife Services (Blue Mountains, Western Rivers, Northern Plains & Far West Regions)	$305.00
ASSOCIATE MEMBERS	
Sean Richardson	$60.00
Craig Bennett	$60.00
Jay Stephenson	$60.00
LIFE MEMBERS	
Bryson Rees	NIL
Don Mackenzie	NIL
George Hammond	NIL
Peter Gray	NIL
Roger Smith	NIL
Norm Townsend	NIL
Andrew Cosier	NIL
Mick Ryan	NIL

4. RESOLUTIONS OF DISPUTES

4.1 A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a community justice centre for mediation under the *Community Justice Centres Act 1983.*

4.2 If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.

4.3 *The Commercial Arbitration Act 1984* applies to any such dispute referred to arbitration and the parties shall be bound by the Law Society of New South Wales rules for the conduct of Arbitrations.

5. MEETINGS

Frequency of Meetings

5.1 Meetings shall be held quarterly in February, May, August and November of each year.

Apologies for Non-attendance

5.2 Apologies may be communicated verbally or in writing to the Secretary prior to a meeting.

Chairman

5.3 The Chairman of the Committee shall chair all General Meetings. Should the Chairman not be present then the Senior Vice Chairman shall be requested to chair. Should the Senior Vice Chairman not be present then the Junior Vice Chairman shall be requested to chair, and if there is no Junior Vice Chairman present the delegates shall elect a delegate to take the chair.

Chairman to have Precedence

5.4 When the Chairman rises or speaks during a meeting of the Committee, any member speaking or seeking to speak must be silent to enable the Chairman to be heard without interruption.

Chairman's Duty with respect to Motions

5.5 It is the duty of the Chairman at a meeting of the Committee to receive and put to the meeting any motion that is brought before the meeting.

Motions

5.6 A motion or an amendment cannot be debated unless or until it has been seconded. However, the mover of a motion may be allowed by the Chairman to speak to the motion before calling for the motion to be seconded.

5.7 If an amendment has been accepted or rejected, a further amendment can be moved to the motion in its original or amended form, but no more than one motion and one proposed amendment can be before the Committee at one time.

5.8 It is permissible during the debate on an amendment for a further amendment to be foreshadowed. However, any such foreshadowed amendment shall not be moved and debated until the amendment is dealt with.

5.9 Provided there is no objection from any delegate, any motion before the Committee may be put to the vote without discussion or debate.

Quorum

5.10 The quorum for a General Meeting shall be thirty three per cent (33%) of all financial Member Organisations (each represented by at least one delegate) and financial individuals who are Members.

5.11 If at any General Meeting there is no quorum within 30 minutes of the time appointed, the meeting shall lapse unless a majority of the delegates present decide to adjourn the meeting for a period not exceeding 14 days. If there is no quorum within 30 minutes after the time appointed for such adjourned meeting then the meeting shall lapse altogether.

5.12 The quorum of the Management Committee shall be half the members plus one, being 3+1=4

5.13 The Management Committee may co-opt any person they believe will assist them in their deliberations and/or record details of meetings but these people shall not be entitled to vote nor count towards a quorum.

Voting at Committee Meetings

5.14 Each delegate is entitled to one vote. Only delegates present in person shall be entitled to vote.

5.15 In the event of an equality of votes, the Chairman has a second or casting vote.

5.16 A secret ballot may be held at the request of a delegate.

Decision of the Committee

5.17 A decision supported by the majority of the votes at a meeting of the Committee, at which a quorum is present, is a decision of the Committee.

Minutes

5.18 The Secretary/Treasurer must ensure that full and accurate Minutes are kept of proceedings of the Committee.

Annual General Meeting

5.19 The Annual General Meeting of the Committee shall be held at the conclusion of the General Meeting held in August of each year. Members shall be given notice in writing at least fourteen (14) days before such meeting.

5.20 The Annual Report and a balance sheet or Financial Statement, shall be submitted to delegates at the Annual General Meeting.

5.21 In additional to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting is to include the following:

a. To confirm the minutes of the last preceding Annual General Meeting and of any special General Meeting held since that meeting,

b. To receive from the Committee reports on the activities of the Committee during the last preceding financial year,

c. To elect office-bearers of the Committee,

d. To receive and consider any financial statement or report required to be submitted to members under the Act.

5.22 An Annual General Meeting must be specified as such in the notice convening it.

Special Meetings

5.23 A Special Meeting of delegates shall be called at the request of the Chairman or the Secretary of the Committee or at the written request of not less than 4 delegates (of financial members) of the Committee. Such meeting shall be held within 30 days of such request and all delegates shall be notified in writing not less than 7 days before such meeting.

Notice of Meetings

5.24 All notices of Committee meetings, other than Special Meetings, shall be in writing and posted to the members of the Committee at least 14 days before the date of such meeting.

5.25 The accidental omission to give to any member, or the non-receipt by any member of any notice required by this Constitution, shall not invalidate or affect any proceedings at such meeting.

Sub-Committees

5.26 The Committee shall have the power to delegate any of its powers to a Sub-Committee to deal with any particular matter or matters and upon such terms as the Committee may think fit. The Chairman shall be an ex-officio member of all Sub-Committees.

Invitations

5.27 The Committee or any member of the Committee may invite any person to attend a meeting, provided the permission of the Chairman is first obtained.

5.28 Any bona fide visitor or observer shall, with the permission of the Chairman, be entitled to express an opinion, debate and tender advice, but shall be precluded from moving, seconding or casting a vote on a motion.

Financial year

5.29 The financial year shall be from 1 July to 30 June.

Financial transactions

5.30 The Committee will delegate financial services to the Member elected secretary/treasurer.

5.31 The financial accounts of the Committee shall be audited (as required under the *Local Government Act 1993*).

6. THE COMMITTEE

Powers of the Committee

6.1 Subject to the Act, the Regulation and this Constitution and to any resolution passed by the Committee in general meeting, the Committee:

a. Is to control and manage the affairs of the Committee, and

b. May exercise all such functions as may be exercised by the Committee, other than those functions that are required by this Constitution to be exercised by a general meeting of members of the Committee, and

c. Has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Committee and its goal.

7. EXECUTIVE

Election of Executive

7.1 The election of officers of the Executive for the ensuing twelve months shall take place at the Annual General Meeting together with any other business mentioned in the notice paper convening the meeting.

7.2 The Executive shall consist of three delegates to the Committee to be known as the Chairman, the Senior Vice Chairman and Junior Vice Chairman; and a Secretary/Treasurer. (Note: The position of Secretary/Treasurer is an appointed position and may be an employee of a Committee member.)

7.3 Nominations for each candidate for election as office bearer shall be proposed and seconded respectively by 2 delegates at the Annual General Meeting. Contested officers shall be subject to ballot at the Annual General Meeting of the delegates present and voting thereon.

7.4 No person shall be eligible for election unless he is a delegate of a financial member of the Committee, except for the position of Secretary/Treasurer.

7.5 No ballot shall be required when the number of candidates nominated for each office does not exceed the number of vacancies and they shall be declared duly elected.

7.6 A person may be nominated or nominate for a Committee position in their absence at such meeting providing a Letter of Consent is submitted by the nominee prior to the start of the meeting.

7.7 Should any vacancy occur in the Executive of the Committee, other than in the course of the elections, the Committee shall fill such vacancy from the delegates of financial members of the Committee, except for the position of Secretary/Treasurer? Such office bearer duly elected shall hold office for the unexpired portion of his predecessor's term.

Business of the Executive

7.8 The business and affairs of the Committee shall be under the management and control of the Executive, provided however, that except in the case of extreme urgency the Executive shall not take any action contrary to decisions made at a General Meeting.

7.9 The Executive may, subject to the decisions made at General Meetings, exercise all the powers of the Committee and do all such acts and things as may be done by the Committee or which it considers necessary or expedient to carry out the goals of the Committee.

7.10 The Executive shall meet as often as may be required to conduct the business of the Executive.

7.11 The Chairman at Executive meetings shall have a casting vote in addition to a deliberate vote. (Note: If a Local Government employee other than a delegate holds the position of Secretary/Treasurer he would not be entitled to vote).

7.12 The Secretary/Treasurer shall carry out all his duties under the direction of the Committee and keep a true record of all meetings, attend to correspondence, issue notices for meetings and carry out such duties as the Committee may from time to time direct. The Secretary/Treasurer shall receive all moneys payable to the Committee and give receipts for same. All moneys so received shall be paid into the banking account of the Committee or held in trust by a member Local Control Authority. The Secretary/Treasurer shall present at each General Meeting a balance of the finances of the Committee and shall keep proper books of account of all moneys received and disbursed and generally perform all such duties as are directed by the Committee from time to time.

7.13 Unless otherwise determined the delegates of the Executive for the time being shall be deemed trustees of the Committee, to hold any property real and personal belonging to the Committee.

8. MANAGEMENT COMMITTEE

Election of Management Committee

8.1 The three executives shall be members and the Annual General Meeting will elect three other members of the Macquarie Valley Weeds Advisory Committee to complete the committee.

8.2 The three additional members are to be elected separately after the election of the executive.

8.3 The three additional members are to be elected using one ballot form with each delegate voting for 3 candidates.

Business of the Management Committee

8.4 The Management Committee of the Macquarie Valley Weeds Advisory Committee shall be responsible for managing the affairs and business of Macquarie Valley Weeds Advisory Committee between meetings.

8.5 The Management Committee must keep records of all its decisions and these must be provided in writing at the next general meeting of Macquarie Valley Weeds Advisory Committee. These records must also be distributed to Macquarie Valley Weeds Advisory Committee members prior to this next meeting of Macquarie Valley Weeds Advisory Committee.

8.6 These decisions of the Management Committee will stand at the next Macquarie Valley Weeds Advisory Committee meeting unless the meeting shall move otherwise, when a quorum of Management Committee members, if present, shall retire from the Macquarie Valley Weeds Advisory Committee meeting to hold a meeting of the Management Committee of the Macquarie Valley Weeds Advisory Committee and agree to the proposed changes/deletions. Any amended decision of the Management Committee will then be put to the Macquarie Valley Weeds Advisory Committee which shall vote to accept or reject the new decision of the Management Committee.

8.7 Where the MVWAC members reject this amended decision of the Management Committee, the original decisions shall stand. Should a quorum of the Management Committee not be present the members may vote to request the Management Committee to reconsider their decision for the next MVWAC meeting.

8.8 Notwithstanding any of the above the Management Committee is not required to change any decision it has made.

8.9 The members of the management committee are entitled to vote by electronic means at a management committee meeting in lieu of attendance.

9. CONSTITUTION

Interpretation

9.1 Any doubt arising as to the application in meaning of any clause in this Constitution shall be decided by the majority of votes at a General Meeting, and such decision shall be final and conclusive.

By-laws

9.2 The Annual General Meeting may make by-laws necessary for proper administration of the Committee. Any by-law so made shall not be repealed, added or amended unless and until:-

a) Notice of intention to propose such repeal, addition or amendment is first given in writing by a delegate of the Committee to the Secretary no later than 30 days prior to the date of such Annual General Meeting and included in the agenda for such meeting.

b) Such repeal, addition or amendment is proposed at such Annual General Meeting and is approved by not less than two-thirds of LCA financial members of the Committee (each LCA member is only entitled to one (1) vote in this instance).

Alterations to the Constitution

9.3 This shall be the only constitution of the Macquarie Valley Weeds Committee and SHALL COME INTO FORCE FORTHWITH. It shall not be altered, varied, added to or repealed unless two-thirds of Local Control Authority financial members represented (each LCA member is only entitled to one (1) vote in this instance) at an Annual General Meeting are in favour of such alteration, variation, addition or repeal.

9.4 Any meeting that is convened for the purpose of altering, adding to or varying or rescinding any part thereof of this Constitution must give all members a minimum of 14 days' notice of the meeting.

10. ASSETS AND LIABILITY

10.1 The property assets and income of the Committee, wherever derived, shall be applied towards the promotion of the goal of the Committee, and no portion thereof shall be paid or transferred either directly or indirectly by way of dividend, bonus or otherwise by way of profit to members generally of the Committee. Provided that nothing herein contained shall prevent the payment in good faith of remuneration to any officers or servants of the Committee or any member in return for services actually rendered, nor prevent the payment of interest on money borrowed from any member of the Committee.

10.2 Should the Committee for any reason whatsoever cease to function, any member or person holding any Committee moneys or property shall forthwith pay the same to the Committee.

10.3 The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by clause 3.

10.4 Upon the Committee being dissolved any assets remaining shall be divided equally between the remaining financial members except for grant funds which will be returned to the originating agency.

MACQUARIE VALLEY WEEDS COMMITTEE

TERMS OF REFERENCE

1) Purpose

The purpose of the Macquarie Valley Weeds Committee is to provide:

- Professional advice and Leadership to members,
- Enhance the status and professionalism of Weed Professionals, and
- Act as a conduit to relevant government agencies.

2) Term

This Terms of Reference is effective from the **7th August 2018**, (AGM) and to be reviewed every 12 months at the Annual General Meeting of the committee.

3) Membership

The Committee will consist of:

- Financial members, (as per the Constitution)
- Associate members, (as per the Constitution)
- Life members, (as per the Constitution)

4) Roles and Responsibilities

- Provide a forum for members to discuss weed management issues at a local and regional level across the Macquarie Valley (within the Central Tablelands, Central Western and Western Local Land Services regions).
- Assist Weed Professionals in their vocational development and provide the tools and resources to undertake their roles in a professional manner.
- Provide mentoring for new Weed Professionals to the industry.
- Seek to provide any relevant training which may assist members in fulfilling their role to the highest standard possible
- Provide a conduit from the grass roots/ operational level to the strategic level of weed management within the Central Tablelands, Central West and Western Local Land Service Regions and NSW DPI.

5) Meetings

Meetings will be held quarterly on the second Tuesday of February, May, August and November unless otherwise directed. (Please refer to the Macquarie Valley Weeds Advisory Committee Incorporated Constitution found at *www.westernweeds.org/*.

6) Committee Executives

The committee will consist of a Chairman, Senior Vice Chairman, Junior Vice Chairman and an Executive committee and these will be for a 12 month term and voted on at the AGM each year.

12. SCHEDULE

General Order of Business

Agenda

1. Welcome
2. Apologies
3. Confirmation of Minutes from previous meeting
4. Business arising from previous minutes
5. Chairman's Report
6. Correspondence and matters arising
7. Financial Report
8. WAP1520 Update
9. Regional Project Officer's Report
10. Training
11. Department of Primary Industries Update
12. Presentation of Reports (written) from Council delegates on the benefits of their Biosecurity programmes and any problems encountered
13. New Weeds Incursions
14. Weeds Advertising
15. General Business
16. Confirmation of next Meeting