

# Peel Harvey Biosecurity Group Strategy



## Contents

STRATEGIC PLAN AT A GLANCE .....	2
OPERATIONAL PLAN 2015 – 2016.....	3
2015 – 2018 STRATEGIC PLAN .....	7
GOVERNANCE GUIDELINES.....	12

## Peel Harvey Biosecurity Group 2015 – 2018 Strategic Plan at a Glance

**Vision:** That Declared Pests have no environmental, economic or social impact on the Peel Harvey Area.

(Defined as the 5 local government agency areas based on their boundaries - Serpentine Jarrahdale, Murray, Waroona, Harvey and Mandurah).

<p><b>Goal One:</b> All declared pests are controlled on 50% of the targeted high priority areas by 2019.</p>	<p><b>Goal Two:</b> A self-sustaining biosecurity group is in place by 2016.</p>
<p><b>S1:</b> Involve local landholders in active control.</p> <ul style="list-style-type: none"> <li><b>A1:</b> Map high priority target areas.</li> <li><b>A2:</b> Education of the wider public, agencies and landholders in the region on the duties to look after weeds and pests under the BAM Act.</li> <li><b>A3:</b> Support local groups and landholders to implement control activities.</li> <li><b>A4:</b> Target absentee landholders differently depending on their level of resistance.</li> </ul> <p><b>S2:</b> Build institutional support.</p> <ul style="list-style-type: none"> <li><b>A1:</b> Develop well established links with all parties responsible for pest management across the region.</li> <li><b>A2:</b> Leverage support for group priorities from institutional programs and schedules.</li> </ul> <p><b>S3:</b> Build Capacity for on-ground compliance.</p> <ul style="list-style-type: none"> <li><b>A1:</b> Encourage DAFWA to build capacity and train Shire Officers in BAM Act compliance.</li> <li><b>A2:</b> PHBG identify high priority areas for compliance.</li> <li><b>A3:</b> Develop and implement strategies to address the area.</li> <li><b>A4:</b> DAFWA compliance process under the BAM Act implemented.</li> <li><b>A5:</b> Promotion of compliance outcomes to the community.</li> </ul>	<p><b>S1:</b> Maintain group operation.</p> <ul style="list-style-type: none"> <li><b>A1:</b> Consolidate operating procedures and governance arrangements.</li> <li><b>A2:</b> Secure Executive Officer support at 0.6 FTE.</li> <li><b>A3:</b> Build the capacity of Committee and Associate Members.</li> <li><b>A4:</b> Establish a year-in, year-out budget.</li> </ul> <p><b>S2:</b> Expand biosecurity focus.</p> <ul style="list-style-type: none"> <li><b>A1:</b> Seek funding for a community support project to boost community engagement.</li> <li><b>A2:</b> Access complimentary programs for feral pest control.</li> <li><b>A3:</b> Seek corporate and business support.</li> <li><b>A4:</b> Establish monitoring and evaluation framework and measures.</li> </ul> <p><b>S3:</b> Develop long term options.</p> <ul style="list-style-type: none"> <li><b>A1:</b> Develop a feasible model for a rating scheme.</li> <li><b>A2:</b> Consult the community regarding rating.</li> <li><b>A3:</b> Maintain strong community engagement and marketing.</li> <li><b>A4:</b> Apply to the Minister for recognition as a biosecurity group.</li> </ul>

## Peel Harvey Biosecurity Group Operational Plan 2015 – 2016

### Peel Harvey Biosecurity Group Operational Plan July 2015 to June 2016

Action	Link to Strategic Plan	Timeframes	Responsibility	Cost	In-Kind
Meetings x 6		Bi monthly	Committee/ Admin Staff	\$780	
AGM			Committee/ Admin Staff	\$1,040	
Employment of Executive Officer	2.1.2 Secure Executive Officer support at 0.6 FTE.		Committee		
Formation and direction of Committee	2.1.1 Consolidate operating procedures and governance arrangements. 2.1.3 Build the capacity of Committee and Associate Members.	Jun-15	Committee/EO		
Media Release	1.3.5. Promotion of compliance outcomes to the community. 2.3.3 Maintain strong community engagement and marketing.	Aug-15	EO/Chairperson /Secretary		
Detailed operational plan and budget	2.1.4. Establish a year-in, year-out budget.	Jun-16	All Staff/Chairperson /Treasurer		
Develop website	1.3.3. Develop and implement creative strategies to address areas 1.1.3 Support local groups and landholders to implement control activities.	Jul-15	EO, Administration Staff, Web designer, committee	\$1,000	

Website Management	1.3.3. Develop and implement creative strategies to address areas. 2.3.2. Consult the community regarding rating. 2.3.3 Maintain strong community engagement and marketing.	ongoing	Administration Staff, Web designer	\$840	
Corflute Signs	1.3.3. Develop and implement creative strategies to address areas. 1.1.2 Education of the wider public, agencies and landholders in the region on the duties to look after weeds and pests under the BAM Act.	Aug-15	Committee/ Admin Staff	\$800	
Investigate options to work alongside REIWA to highlight and educate biosecurity issues regarding property exchange	1.2.2. Leverage support from groups such as but not limited to; REIWA for property matters and DAFWA for website interface and tool development for implementing biosecurity group priorities. 2.2.3. Seek corporate and business support.	ongoing	EO/ Administration Staff/ Committee		
Continue to liaise with DAFWA to assist implementation of tools to educate and to assist the broader community identify, record and report on Biosecurity matter	1.2.2. Leverage support from groups such as but not limited to; REIWA for property matters and DAFWA for website interface and tool development for implementing biosecurity group priorities. 1.2.1 Develop well established links with all parties responsible for pest management across the region. 2.2.2 Access complimentary programs for feral pest control	ongoing			
Leverage support from Water Corporation, DPaW, PHCC	1.2.1 Develop well established links with all parties responsible for pest management across the region	Ongoing	EO, Administration Staff		

Workshops x 4	1.1.2. Consult the community regarding rating. 1.1.2 Education of the wider public, agencies and landholders in the region on the duties to look after weeds and pests under the BAM Act. 2.3.3 Maintain strong community engagement and marketing.	Aug 15- Dec 15	EO, Administration Staff/ Committee	\$5,100	
Mail out/survey /data collation	1.1.2. Consult the community regarding rating. 1.1.2 Education of the wider public, agencies and landholders in the region on the duties to look after weeds and pests under the BAM Act. 2.3.3 Maintain strong community engagement and marketing.	Jul 15- Nov 15	EO, Administration Staff/ committee	Postage =1200 Flyers = \$2800	
Documenting, ground truthing and mapping all complaints/ Develop GRID mapping Tool	1.3.2. PHBG identify high priority areas for compliance. 1.1.1 Map High Priority target areas. 1.3.2 PHBG identify high priority areas for compliance.	Ongoing	Administration Staff/ Committee		PHCC
PHBG Complaints procedure / community assistance program /setting up systems creating procedure/ advertising	1.1.3 Support local groups and landholders to implement control activities. 1.1.4 Target absentee landholders differently depending in their level of resistance. 2.2.4 Establish monitoring and evaluation framework and measures.	Ongoing	Administration Staff	\$2,000	
Review Complaints Procedure	1.3.6 Review established monitoring and evaluation framework and measures	Mar-16	EO, Administration Staff		
DAFWA Compliance	1.3.4 DAFWA compliance process under the BAM Act implemented.	Aug 15- Dec 15	Committee/ Admin Staff		
Chemical Giveaway voucher	1.1.3 Support local groups and landholders to implement control activities.		Committee/ Admin Staff	\$5,000	
Compliance	1.3.1 Encourage DAFWA to build capacity and train Officers in BAM Act compliance		EO		

Information for Committee members/folders	2.1.3 Build the capacity of Committee and Associate Members		EO, Administration Staff		
Increase financial capacity	2.2.3. Seek corporate and business support. 2.2.1 Seek funding for a community support project to boost community engagement		EO		
Report on operational and strategic plan	2.1.5 Reporting and reviewing of the operational and strategic plan		EO		
Grant applications for community linked project	2.2.1 Seek funding for a community support project to boost community engagement.		EO		
Business Planning	2.2.3 Seek corporate and business support		EO		
Pest rate Feasibility	2.3.1 Develop a feasible model for a rating scheme		EO	DAFWA	
Financial reports/audits /invoicing/wages/Board reports	2.1.4 Establish a year in year out budget		Staff		
Receiving RBG status	2.3.4 Apply to the Minister for recognition as a biosecurity group		EO		

# Peel Harvey Biosecurity Group 2015 – 2018 Strategic Plan

(3<sup>rd</sup> June 2015)

## Introduction

The 2015 – 2018 Strategic Plan for the Peel Harvey Biosecurity Group (PHBG) identifies the actions required over the next three years to control declared animal and plant pests in the region. It is based on the strategic directions of the Group and will assist the Group to meet its responsibilities under the Biosecurity and Agriculture Management Act 2007 (BAM Act).

## *Our Aim (Vision)*

“That Declared Pests have no environmental, economic or social impact on the Peel Harvey Area (defined as the 5 local government agency areas based on their boundaries - Serpentine Jarrahdale, Murray, Waroona, Harvey and Mandurah)”.

## *Our Role (Purpose)*

‘Initiate, promote and foster the control of Declared and other established Pests in the Peel Harvey Area’.

## *Our Goals*

The Group has two goals:

**Goal One:** All Cotton Bush is reduced by 75% in the PHBG targeted high priority and 100% of mature plants removed in those areas by 2019

**Goal Two:** A self sustaining biosecurity group is in place by 2018.

The operational focus is cotton bush control in the first instance, with complimentary programs accessed for other declared and established weeds and animals.

Regarding Goal One, the parameters for cotton bush are:

- Target area criteria:
  1. **source** areas (ie: the hills);
  2. areas of high agricultural, environmental and social **impact**;
  3. areas of zero **existing control** efforts;
  4. level of **strategic control** (ie: transport of material and other practices).
  
- 'Control' means:
  - eradication for small landholders;
  - management plans for larger landholders;
  - Greater alignment for public lands.

## ***Goals, Strategies and Actions***

---

### ***1. Goal One: All Cotton Bush controlled on 75% of the targeted high priority areas by 2019.***

---

#### ***1.1. Strategy One: Involve local landholders in active control.***

- 1.1.1. *Action One: Map high priority target areas.*
- 1.1.2. *Action Two: Education of the wider public, agencies and landholders in the region on the duties to look after weeds and pests under the BAM Act.*
- 1.1.3. *Action Three: Support local groups and landholders to implement control activities.*



- 1.1.4. *Action Four: Target absentee landholders differently depending on their level of resistance.*

---

## **1.2. Strategy Two: Build institutional support.**

- 1.2.1. *Action One: Develop well established links with all parties responsible for pest management across the region.*
- 1.2.2. *Action Two: Leverage support from groups such as but not limited to; REIWA for property matters and AFWA for website interface and tool development for implementing biosecurity group priorities.*

---

## **1.3. Strategy Three: Build Capacity for on-ground compliance.**

- 1.3.1. *Action One: Encourage DAFWA to build capacity and train Officers in BAM Act compliance.*
- 1.3.2. *Action Two: PHBG identify high priority areas for compliance.*
- 1.3.3. *Action Three: Develop and implement creative strategies to address areas.*
- 1.3.4. *Action Four: DAFWA compliance process under the BAM Act implemented.*
- 1.3.5. *Action Five: Promotion of compliance outcomes to the community.*
- 1.3.6. *Action Six: Review established monitoring and evaluation framework and measures.*

---

## **2. Goal Two: A self sustaining biosecurity group is in place by 2018.**

---

### **2.1. Strategy One: Maintain group operation.**

- 2.1.1. *Action One: Consolidate operating procedures and governance arrangements.*
- 2.1.2. *Action Two: Secure Executive Officer support at 0.6 FTE.*
- 2.1.3. *Action Three: Build the capacity of Committee and Associate Members.*
- 2.1.4. *Action Four: Establish a year-in, year-out budget.*
- 2.1.5. *Action Five: Reporting and reviewing of the operational and strategic plan.*

---

### **2.2. Strategy Two: Expand biosecurity focus.**

- 2.2.1. *Action One: Seek funding for a community support project to boost community engagement.*
- 2.2.2. *Action Two: Access complimentary programs for feral pest control.*
- 2.2.3. *Action Three: Seek corporate and business support.*
- 2.2.4. *Action Four: Establish monitoring and evaluation framework and measures.*

---

### **2.3. Strategy Three: Develop long term options.**

- 2.3.1. *Action One: Develop a feasible model for a rating scheme.*
  - 2.3.2. *Action Two: Consult the community regarding rating.*
  - 2.3.3. *Action Three: Maintain strong community engagement and marketing.*
  - 2.3.4. *Action Four: Apply to the Minister for recognition as a biosecurity group.*
- 

### ***Links to Regional, State and National Management Plans***

This Strategic Plan links to the *Australian Weeds Strategy (2006)*.

### ***References***

- *Australian Weeds Strategy (2006)*
- *“Weed it Out” Document*

# Peel - Harvey Biosecurity Group Governance Guidelines

## 1. Name of the group:

- Peel - Harvey Biosecurity Group.

## 2. Definitions / Interpretations:

- 'Landholder' means a landholder of the Peel - Harvey Region and includes an elected member or councillor of the local government.
- 'Local government member' means an officer delegated by the local government to represent the organisation.
- 'The Group' means Peel - Harvey Biosecurity Group.
- 'The Peel - Harvey Region' means the geographical area within the boundaries of the Harvey, Mandurah, Murray, Serpentine-Jarrahdale and Waroona local government areas.
- 'The Guidelines' means this document.

## 3. Objectives:

- To initiate, promote and foster the control of declared pests in the Peel - Harvey region.

## 4. Incorporation:

- The Group is covered for incorporation purposes under the legal structure of Landcare Serpentine Jarrahdale Incorporated (herein after referred to as 'Landcare SJ').

## 5. Membership requirements:

- Full membership is for landholders, residents and individuals who reside in the prescribed area of the Peel - Harvey Biosecurity Group (PHBG).
- Associate membership is for public authorities and other corporate bodies or organisations responsible for the care, control or management of land within the Peel - Harvey Region, or conducting significant activities on that land.
- Public authorities or other corporate bodies must apply to the Management Committee for associate membership.
- All membership categories are free.

## 6. Register of members of the Group:

- An updated list of the members and their contact addresses must be kept by the group.

## 7. Powers of the Group:

- The group can act in an operational capacity.

- The group must comply with incorporation requirements requested by Landcare SJ.

**8. Cancelling membership:**

- Membership may be cancelled if the member resigns, no longer meets the membership requirements or is expelled for conduct that is detrimental to the interests of the group.
- Members can appeal the cancellation through the dispute resolution process.

**9. Committee of Management:**

- The business of the group is managed exclusively by a Committee consisting of:

Nine to fifteen Committee Members made up of the following:

- One local government member representing each Local Government Area (5 in total).
  - One member from Landcare SJ.
  - Up to 9 landholders from within the prescribed area.
- Members of the Committee must be full members of the group.
  - The Committee must have at least one landholder representing each of the five Local Government Areas. Exceptions are made where no landholders have nominated from one or more of the five Local Government Areas.
  - Associate members nominated to represent Local Government and Landcare SJ are automatically full members for that year but can't hold office bearer's positions.
  - The Committee members are nominated and appointed (elected if necessary, by the members) at the Annual General Meeting.
  - Landholder representatives for each Local Government Area are elected by landholders from their respective areas.
  - The term for Committee Members is one year. Committee Members are eligible for re-election.
  - Full members may be appointed as Committee Members by majority Committee decision without a General Meeting if the Committee number falls below seven.

The Committee may delegate powers / authority to one or more sub-committees (consisting of committee members, associate members, or persons, as the Committee sees fit).

- 10.** Any delegation or power / authority given to the sub-committee may be subject to conditions and limitations.

**11. Office bearers consisting of:**

- Chairman
- Deputy Chairman
- Secretary
- Treasurer

Officer bearers are elected at the Annual General Meeting for a term of one year and are eligible for re-election each year.

## **12. Chairman**

The chairman shall -

- Preside at all meetings of the PHBG.
- In the absence of the Chairman, the Deputy Chairman shall preside.
- In the absence of both the Chairman and the Deputy Chairman a member elected by the other members present shall preside.
- The Chairman will prepare an annual report, in writing, to be presented at the Annual Meeting.

## **13. Secretary**

The secretary shall -

- Co-ordinate the correspondence of the PHBG;
- Keep full and correct minutes of the proceedings of the meeting;
- Have custody of all books, documents, records and registers of the Keep and maintain a register of members and their term of office.

## **14. Treasurer**

The treasurer shall–

- Receipt and forward all moneys paid to or received on behalf of the PHBG to Landcare SJ.
- Forward all invoices to Landcare SJ for payment.
- Prepare an annual financial report, to be presented at the Annual Meeting.

## **15. Treasurer/Secretary**

- The committee has the power to combine the roles of the Secretary and Treasurer.

## **16. Replacing a Committee Member:**

- A Committee Member can be replaced if that member dies, resigns, is convicted of certain offences or is absent for more than three consecutive Committee meetings.

## **17. Committee Meetings:**

- The Committee must meet at least four times per year but can meet more often, as required.
- The quorum for Committee meetings is the majority of Committee members with no less than 3 being full group members.
- Any paid position of the group does not have voting power at committee meetings.
- The Chairperson can use a casting vote if no majority is achieved.

- Committee Members must disclose any conflict of interest during Committee meetings and absent themselves from discussion where appropriate.
- All Committee meetings must be minuted.

**18. General Meetings:**

- The group must hold an Annual General Meeting (AGM) by 30 November each year.
- An annual report including an annual financial report shall be presented to the group at the AGM.
- A Special General Meeting can be convened upon the request of at least five members.
- 21 calendar days notice for a Special General Meeting and an AGM must be given to members.
- Any special resolutions must be included in the notice of meeting.

**19. Proceedings at General Meetings:**

- Full and Associate Members can have input at General Meetings or forums.
- Full Members can nominate Committee Members at the AGM and appoint Committee Members by consensus.
- Observers may be invited to attend but may not determine Committee Member appointments.

**20. Minutes of meetings of the Group:**

- Minutes must be taken and approved at the next meeting.
- Members are entitled to a copy of the Minutes of Committee and General Meetings.

**21. Voting rights of members of the Group:**

- Until determined otherwise in a General Meeting, members have no voting rights other than the election of Committee members.
- If the group proceeds to incorporation, voting rights can be introduced.

**22. Proxies of members of the Group:**

- The group does not have proxies of members other than proxies that apply to organisations represented on the Committee of Management.

**23. Rules of the Group:**

- The guidelines may be altered by special resolution at a General Meeting of the group.

**24. Disputes and mediation:**

- Where disputes arise involving the group, the parties must first attempt to resolve the dispute. If the dispute cannot be resolved, it is referred to a Committee Meeting with a final decision made by the Committee.
- 25. Distribution of surplus property on winding up of the Group:**
- Any surplus upon winding up must be allocated to Landcare SJ or another incorporated association which has similar objectives.
- 26. Powers of the Group:**
- The group can act in an operational capacity.
  - The group must comply with incorporation requirements requested by Landcare SJ.
- 27. Cancelling membership:**
- Membership may be cancelled if the member resigns, no longer meets the membership requirements or is expelled for conduct that is detrimental to the interests of the group.
  - Members can appeal the cancellation through the dispute resolution process.
- 28. Committee of Management:**
- The business of the group is managed exclusively by a Committee consisting of:  
Nine to fifteen Committee Members made up of the following:
    - One local government member representing each Local Government Area (5 in total).
    - One member from Landcare SJ.
    - Up to 9 landholders from within the prescribed area.
  - Members of the Committee must be full members of the group.
  - The Committee must have at least one landholder representing each of the five Local Government Areas. Exceptions are made where no landholders have nominated from one or more of the five Local Government Areas.
  - Associate members nominated to represent Local Government and Landcare SJ are automatically full members for that year but can't hold office bearer's positions.
  - The Committee members are nominated and appointed (elected if necessary, by the members) at the Annual General Meeting.
  - Landholder representatives for each Local Government Area are elected by landholders from their respective areas.
  - The term for Committee Members is one year. Committee Members are eligible for re-election.
  - Full members may be appointed as Committee Members by majority Committee decision without a General Meeting if the Committee number falls below seven.



The Committee may delegate powers / authority to one or more sub-committees (consisting of committee members, associate members, or persons, as the Committee sees fit).

29. Any delegation or power / authority given to the sub-committee may be subject to conditions and limitations.

**30. Office bearers consisting of:**

- Chairman
- Deputy Chairman
- Secretary
- Treasurer

Officer bearers are elected at the Annual General Meeting for a term of one year and are eligible for re-election each year.

**31. Chairman**

The chairman shall -

- Preside at all meetings of the PHBG.
- In the absence of the Chairman, the Deputy Chairman shall preside.
- In the absence of both the Chairman and the Deputy Chairman a member elected by the other members present shall preside.
- The Chairman will prepare an annual report, in writing, to be presented at the Annual Meeting.

**32. Secretary**

The secretary shall -

- Co-ordinate the correspondence of the PHBG;
- Keep full and correct minutes of the proceedings of the meeting;
- Have custody of all books, documents, records and registers of the Keep and maintain a register of members and their term of office.

**33. Treasurer**

The treasurer shall-

- Receipt and forward all moneys paid to or received on behalf of the PHBG to Landcare SJ.
- Forward all invoices to Landcare SJ for payment.
- Prepare an annual financial report, to be presented at the Annual Meeting.

**34. Treasurer/Secretary**

- The committee has the power to combine the roles of the Secretary and Treasurer.

**35. Replacing a Committee Member:**

- A Committee Member can be replaced if that member dies, resigns, is convicted of certain offences or is absent for more than three consecutive Committee meetings.

**36. Committee Meetings:**

- The Committee must meet at least four times per year but can meet more often, as required.
- The quorum for Committee meetings is the majority of Committee members with no less than 3 being full group members.
- Any paid position of the group does not have voting power at committee meetings.
- The Chairperson can use a casting vote if no majority is achieved.
- Committee Members must disclose any conflict of interest during Committee meetings and absent themselves from discussion where appropriate.
- All Committee meetings must be minuted.

**37. General Meetings:**

- The group must hold an Annual General Meeting (AGM) by 30 November each year.
- An annual report including an annual financial report shall be presented to the group at the AGM.
- A Special General Meeting can be convened upon the request of at least five members.
- 21 calendar days notice for a Special General Meeting and an AGM must be given to members.
- Any special resolutions must be included in the notice of meeting.

**38. Proceedings at General Meetings:**

- Full and Associate Members can have input at General Meetings or forums.
- Full Members can nominate Committee Members at the AGM and appoint Committee Members by consensus.
- Observers may be invited to attend but may not determine Committee Member appointments.

**39. Minutes of meetings of the Group:**

- Minutes must be taken and approved at the next meeting.
- Members are entitled to a copy of the Minutes of Committee and General Meetings.

**40. Voting rights of members of the Group:**

- Until determined otherwise in a General Meeting, members have no voting rights other than the election of Committee members.
- If the group proceeds to incorporation, voting rights can be introduced.

**41. Proxies of members of the Group:**

- The group does not have proxies of members other than proxies that apply to organisations represented on the Committee of Management.

**42. Rules of the Group:**

- The guidelines may be altered by special resolution at a General Meeting of the group.

**43. Disputes and mediation:**

- Where disputes arise involving the group, the parties must first attempt to resolve the dispute. If the dispute cannot be resolved, it is referred to a Committee Meeting with a final decision made by the Committee.

**44. Distribution of surplus property on winding up of the Group:**

- Any surplus upon winding up must be allocated to Landcare SJ or another incorporated association which has similar objectives.