

# **Terms of Reference of the Southern Tasmanian Beekeepers Association Inc. (STBA) Hive Site Allocation Committee (HSAC).**

## **Section 1 - Overview**

### **Establishment of Committee**

- (1) The Committee is established as an advisory committee and the Committee is delegated a number of advisory functions in relation to apiary site allocation, re-allocation or transfer on public and Hydro Tasmania land in the Southern jurisdiction of Tasmania.
- (2) The establishment of this Committee and the delegation of powers to it are actions authorised by the Executive Committee of the STBA.

### **Objectives**

- (3) The objectives of the HSAC are to apply a fair, transparent, consensual and equitable system when formulating advice to Managers of Public Land ((specifically Sustainable Timber Tasmania (STT), the Tasmania Parks and Wildlife Service (Parks) and Hydro Tasmania (Hydro)) on apiary site allocation on public land and land managed by Hydro Tasmania.

## **Section 2 - Committee membership**

- (4) The members of the Committee are those nominated for the role at the Annual General Meeting (AGM) of the STBA as well as those co-opted as per clause (5) **and** approved by the Executive Committee of the STBA.

### **Co-opted members**

- (5) The Committee may co-opt members from time to time for the period ending with the next STBA AGM for the purpose of broadening representation, adding additional knowledge or any purpose consistent with the aims and objectives of the Committee.

### **Chair**

- (6) The immediate past Chair will act as Chair until the first meeting of the HSAC following the STBA AGM. If the immediate past Chair is unavailable, a member of the Executive Committee will act as Chair. The Committee will, as its first item of business, elect a Chair at the first meeting of the HSAC after the AGM of the STBA.

## **Section 3 - Functions of the Committee**

- (7) The functions of the Committee are to:
  - a. Advise STT, Parks and Hydro (the Land Managers) primarily on the allocation of apiary sites in Southern Tasmania but also on any issue concerning apiary sites that the Land Managers seek advice on.
  - b. To provide input as may be required from time to time on amendments to the Tasmanian Apiary Management Guidelines for Public Land.

- c. To report to the STBA executive and Membership in a timely and transparent manner on all activities of the HSAC.

## **Section 4 - Authorities**

(8) This committee is established under the authority of the STBA Executive Committee to perform the advice functions set out in these Terms of Reference and all matters ancillary to those functions.

## **Section 5 - Conduct of Committee business**

### **Reporting**

(9) The Chair of the Committee will report to the Executive Committee of the STBA **and** the STBA membership on business conducted, and the Committee will provide any advice/reports to the STBA, official attendees and the Land Managers and to whomsoever requests them in a timely and transparent manner.

### **Meetings**

(10) The Committee will meet as required.

(11) Face-to-face meetings will be required for new site applications.

(12) The Committee may use technology and “flying minutes” to attend to urgent matters. [Committee members are expected to be available on short notice, however they should be given as much notice as is practicable in the circumstances of matters arising.]

(13) Observers shall be allowed at all face-to-face HSAC meetings and may only be expelled for breach of the STBA Code of Conduct.

(14) Representatives of all Land Managers are to be invited to attend all HSAC meetings dealing with new site applications.

### **Quorum**

(15) A quorum shall consist of a simple majority of the members of the Committee at the time the meeting is held.

### **Business papers**

(16) Unless the Chair directs otherwise, Committee business papers, or “flying minutes” and explanatory documents accompanying them, will be distributed to Committee members and any official attendees as required and with as much notice as is practicable in the circumstances. Any additional documents may be tabled at short notice with prior approval by the Chair. Documents, mapping or supporting material submitted by the Land Managers may be tabled without any notice period.

(17) For face-to-face meetings, the agenda and previous minutes will be distributed to Committee members, relevant Land managers and any official attendees at least 7 days prior to the meeting. New site applicants will be regarded as official attendees and must be invited to attend. Beekeepers with existing sites at 3km or less from proposed new sites are to be invited to attend as official attendees or make representation on their own behalf in writing to the Secretary.

## **Resources**

(18) The Committee is to follow the Tasmanian Apiary Management Guidelines for Public Land in its deliberations and when formulating advice.

(19) The Committee will also give due consideration to the wealth of knowledge available to it from Committee members and other beekeepers as well as resource mapping and any other resources available to arrive at decisions in respect of advice to the Land Managers.

(20) No remuneration is to be made to Committee members save for out-of-pocket expenses.

## **Voting**

(21) Each Committee member shall be entitled to one vote. In the case of a tied vote, the Chair will have the deciding vote.

(22) Conflict of Interest (COI). A Committee member may not vote on a recommendation concerning their own application for an apiary site(s). A Committee member should declare COI if a recommendation under consideration might impact their own apiary site(s) and abstain from the vote unless consenting to the application under review. A failure to declare COI may nullify a recommendation, in which case, the HSAC is to reconsider the recommendation as soon as practicable.

## **Resolutions/Recommendations**

(23) A simple majority of members present is sufficient to approve a recommendation to Land Managers.

(24) A decision may be deferred to the next meeting if additional information is deemed by simple majority of the Committee to be required to make a recommendation.

(25) The Committee may approve a recommendation by “flying minute” provided that the recommendation has been approved by a simple majority of the Committee members at the time the recommendation is made. This method is not to be used for new site applications.

## **Minutes**

(26) Meeting notes will be prepared by the meeting Secretary, kept to a minimum and circulated promptly following the meeting. Notes will include all action items and will not require formal endorsement by the Committee before circulation but must be approved and ratified at the next HSAC meeting. Where the time lapse between meetings exceeds 12 months, the previous minutes are to be taken as ratified.

## **Disclosure of information**

(27) Disclosure of supporting papers, minutes and other information received by the Committee should be made via the Chair or Secretary to the Committee. Meeting notes or minutes must also be disclosed to the STBA Executive Committee, the STBA membership, the Land Managers, official attendees and, to ensure transparency, to any group or individual requesting them. Publication of minutes in the STBA newsletter, Bee News, is sufficient disclosure for the STBA membership.

## **Use of technology**

(28) The Committee may use technology including telephone, video-conferencing, telepresence, email and internet as arranged by the Chair and/or Secretary, to distribute meeting papers and otherwise to conduct Committee business, excluding meetings to consider new site applications.

## **Secretary to Committee**

(29) The Secretary of the STBA is the Secretary of the HSAC. The STBA Executive Committee will provide administrative support to the Committee. A minute secretary, who may be a Committee member or co-opted from outside the Committee, may be appointed if the STBA Secretary is unable to attend a meeting.

(30) The Secretary is responsible for ensuring all Committee agendas, minutes and reports are recorded, disbursed in accordance with these terms of reference and stored appropriately for later retrieval if necessary. Digital storage is acceptable provided it is suitably backed up.