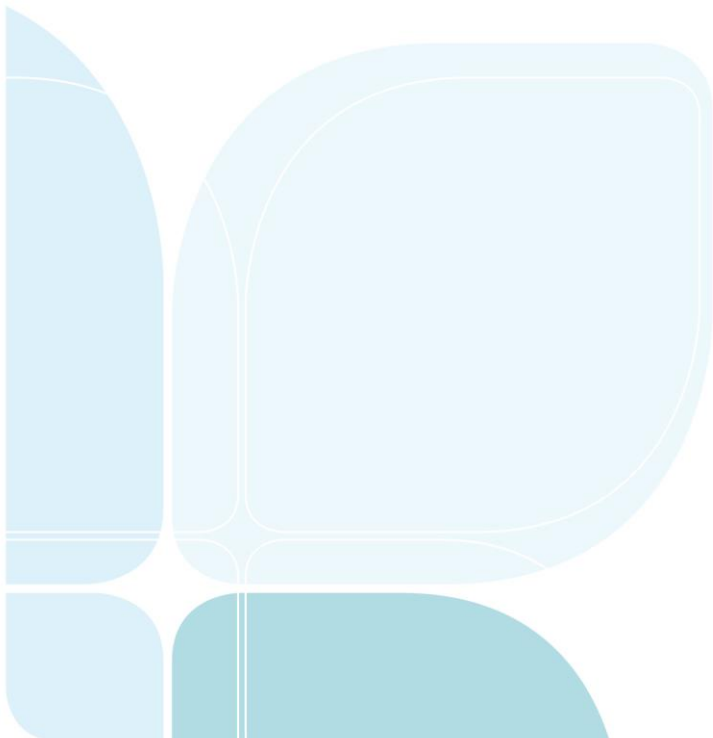




**Local Land
Services**
Western

Local Community Advisory Groups

Terms of Reference



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Local Community Advisory Groups Terms of Reference

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Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing June 2017. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of Local Land Services or the user's independent adviser.

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1. Western Local Board Local Community Advisory Groups

1.1 Introduction

The Western Local Board is responsible for the strategic oversight of efficient and effective delivery of services relating to biosecurity, emergency response, natural resource management, cropping, horticultural and livestock advice in the Western region.

The Western Local Land Service region is the largest in NSW, covering 314,500km or 40 per cent of the State. Despite its size, it is the least densely populated region, with a population of approximately 42,873 people (18,500 of whom live in the city of Broken Hill).

The region is made up of the Brewarrina, Bourke, Balranald, Cobar, Central Darling and Wentworth Shires, Broken Hill City Council and the Unincorporated Area and portions of the Hay, Carrathool and Bogan Shires. Major service centres include Broken Hill, Menindee, Cobar, Bourke, Brewarrina, Hillston, Wentworth, Balranald and Mildura (which is just over the Victorian border).

1.2 Purpose of the Groups

The Western Local Community Advisory Groups are designed to assist management and the Western Local Board and on the direction of the Organisation's direction and programs.

The goals of the Groups are to:

- Provide input into the development of local strategic plans.
- Seek input from customers during project planning and development phases.
- Seek input from customers on the range of services to be provided.
- Provide a forum for focussed and sustained discussion with customers.
- Provide an operational and direct link with the Local Community Manager.
- Provide a conduit between the Western Local Land Services management and customers on the issues that need to be addressed by Western Local Land Service.
- Seek input about the issues important to the customer.

1.3 Scope

These Terms of Reference provide guidance to those appointed to the Local Community Advisory Groups in relation to the scope of the agenda to be covered.

Western Local Land Services will seek input on a range of matters related to service delivery. This may include:

- Region specific priorities
- Advice on services required
- Community consultation.

2. Group Composition

2.1 Group

Western Local Board will establish three geographically-based Local Community Advisory Groups in the following areas:

- Balranald/Wentworth - South
- Broken Hill/Unincorporated Area - West
- Bourke/Cobar - North

In addition to these listed above, three Aboriginal Community Advisory Groups will also be established covering the region.

2.2 Membership

Group membership will consist of up to five members and one non-voting chair. At least three positions on each group will represent industry pertinent to the local area. Members will be ratepayers in the Western region with the provision to appoint up to two non-rate paying community members who must reside within the region. The convenor for each group will be the Local Community Manager in consultation with the Local Community Advisory Group Chair. Western Local Board members cannot be members of a Local Community Advisory Group.

2.3 Nomination and appointment of members

Expressions of Interest will be called from all Western region customers and ratepayers. The Western Local Board will review the Expressions of Interest to ensure applicants are suitably qualified. It is then the responsibility of each group to make the decision on the membership. Western Local Board reserves the right to replace or appoint additional members to ensure ongoing and constructive representation of service areas is maintained.

Alternate Members will not be appointed.

Transfers between groups to be agreed by the groups involved in the transfer, provided the transfer is within maximum group membership for both groups.

2.4 Desirable attributes of Local Community Advisory Group members

Selection will be based on the following criteria:

- Ability to communicate a viewpoint and provide considered feedback.
- Demonstrate an understanding of one or more of biosecurity, emergency management, natural resource management, and livestock and cropping related matters concerning the customers of Western Local Land Services region.
- Demonstrate an understanding of future trends and contemporary issues effecting the rural and regional communities.
- Requirement to respect the confidentiality agreements of the group.
- Requirement to identify, disclose, and assist in managing conflicts of interest.
- Ability to work in a team.
- Respect for Western Local Board responsibility to operate its business while balancing numerous drivers within statutory, legal and operational constraints.

2.5 Responsibilities of members

Appointed members have a responsibility to:

- Dedicate sufficient time to carry out their role effectively.
- Adhere to Local Land Services Code of Conduct (refer to Section 4).
- Respect the confidentiality of Western Local Board (refer to item 4.2).
- Provide feedback on matters discussed in the group.
- Attend all meetings (an apology is not deemed as attendance).
- Be respectful of all other members of the group, and the inherent diversity of the group.

2.6 Term

Membership of the Local Community Advisory Group is for a term of two years or three years for the Chair or until such time as their replacement may become necessary as described in 2.7 (Vacancies). For the purposes of retaining core group knowledge at any one time, replacements may be staggered at the discretion of the Western Local Board. Three members (including the Chair) of each group will initially be for a one year term. The remaining three members will be for a two year term to ensure membership is staggered. The Chair of the Western Local Board has discretion to the termination and appointment of members to ensure the purpose of the group is not compromised. Members may be extended for more than one term, consistent with membership selection as described in 2.3 (Nomination and appointment of members).

2.7 Vacancies

A vacancy may arise, at the discretion of the Local Community Advisory Group Chair, if a member:

- Resigns in writing.
- Is absent from two consecutive meetings without leave being granted by the Local Community Advisory Group Chair.
- Fails to abide by the requirements of the group, including, but not limited to, the Code of Conduct, (refer to section 4).

Appointment processes to fill vacancies will be conducted by a request from Western Local Land Services for applications and a selection made as per Section 2.3.

2.8 Western Local Land Services representation

Western Local Board will be represented at group meetings by the convenor (Local Community Manager) and other staff as required.

A written report on the outcomes and recommendations of each meeting will be provided by the Local Community Manager. Written reports can be supplemented by representation from the group to the Western Local Board.

Western Local Board members may attend meetings by invitation from the group.

2.9 Other attendees

Visitors or presenters may be invited to attend meetings, or part thereof, to provide input to the discussions or observe the proceedings, at the discretion of the Local Community Advisory Group Chair.

Other attendees will be required to meet confidentiality requirements of Western Local Board (refer to item 4.2). Other attendees do not have any voting rights.

2.10 Secretariat support

Secretariat support will be provided by staff of Western Local Land Services.

3. MEETING PROCEDURES

3.1 Meeting schedule

One face to face meeting to be held each year. Electronic communication to be utilised for any additional meetings as required. Meetings shall be called by the Local Community Advisory Group Chair in consultation with the Local Community Manager.

3.2 Quorum

A quorum will be deemed as 50 per cent of group members. Decisions will be by consensus.

3.3 Conflict of Interest

It is agreed that Local Community Advisory Group members are not, by virtue of membership, excluded from funding opportunities or program participation. Conflict of Interest will be managed according to accepted protocols consistent with comparable processes such as assessment panels.

A conflict of interest involves a conflict between a public official's duties and responsibilities in serving the public's interest and the public official's private interests. A conflict of interest can arise by avoiding personal losses as well as gaining personal advantage. (*Definition sourced from ICAC Managing Conflicts of Interest in the Public Sector Toolkit.*)

It is recognised that the successful function of the role of a member of a Local Community Advisory Group is contingent upon having a high degree of interaction with the local community. The role of Local Community Advisory Groups is to provide advice to the Local Community Manager which is based upon this interaction and knowledge of issues of importance to the local community and wider region. For this reason, it is inevitable that there will be occasions where actual, perceived or potential conflicts of interest may arise. It is the intention of the Western Local Board and Local Community Advisory Group convenors that members not be disadvantaged or restricted in the advice that they provide due to participation in these groups. The following procedure will be implemented locally by each Local Community Advisory Group to manage any actual, perceived or potential conflicts of interest that may arise.

The Local Community Advisory Group members will:

- Disclose any conflicts of interest whether pecuniary, filial, or otherwise, that could conflict with the proper performance of a member's functions. All disclosed conflicts of interest will be recorded on a register which will be maintained and updated.

- Where conflicts of interest are of low risk, disclosure and registration will be all that is required. It is anticipated that this will be applicable for the vast majority of conflicts of interest. Where a conflict of interest is significant and of high risk and requires further management the following procedures will be implemented:
- Where a disclosed significant or high risk conflict of interest is pertinent to a decision which may result in private interests interfering with the public role of a member of the Local Community Advisory Group, detail the level of interest for the group, refrain from discussion, not participate in or influence the decision in any way, and record the discussion.

3.4 Meeting protocol

The Local Community Advisory Group shall adhere to standard meeting protocols.

The Local Community Advisory Group Chair conducts all meetings and may delegate responsibility for this function if required.

Meetings are closed to the public. However non-members may attend to make presentations for a particular agenda item or discussion, at the invitation of the Local Community Advisory Group Chair (as per Section 2.9).

3.5 Agenda papers

Agendas and other documentation necessary for conducting a meeting will be made available to group members at least five days before each meeting.

3.6 Records

A record will be kept of the subject matter discussed and of the feedback received. Names of members making comments will not be recorded. The focus is on the information and feedback received.

4. CODE OF CONDUCT

4.1 Conduct of members

All members are required to adhere to the Local Land Services Code of Conduct.

4.2 Confidentiality

All material that is declared as confidential and provided for discussion and consideration *is* confidential, and must be respected by members. No confidential material is to be discussed with any third persons. All discussions are encouraged to take place at the meeting, rather than outside of the meeting.

4.3 Sensitive information

Members may occasionally come into possession of sensitive information including information classified as personal information under the National Privacy Principles. Members may not disclose any such information to any person outside the group.

4.4 Security of documentation

All written materials provided by Western Local Land Services as part of the Western Local Board Local Community Advisory Groups must be kept secure by the member, destroyed or returned to Western Local Land Services.

4.5 Public representation

Membership of the Western Local Board Local Community Advisory Group does not entitle, nor authorise, members to hold themselves as representing Western Local Land Services, Western Local Board, the Local Community Advisory Group or their opinions.

5. ADMINISTRATION

5.1 Reimbursement

In consideration of the commitment required to participate in the Local Community Advisory Group and the need to attract dedicated and capable representatives, sitting fees will be paid and members will be reimbursed for travel costs in accordance with NSW Government policy on committees.

Chair Sitting Fees are \$350.00 per day

Member Sitting Fees are \$220.00 per day

All meals and accommodation are provided by Western Local Land Services.

Private Motor Vehicle Usage – for reimbursement, current motor vehicle registration and comprehensive insurance documents are required.