



Local Land
Services
Western

Local Community Advisory Group

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 November 2014. 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.

Contents

Contents

ii

1. Western Local Board Local Community Advisory Group	1
1.1 Introduction	1
1.2 Purpose of the Group	1
1.3 Scope	1
2. Committee Composition	2
2.1 Committees	2
2.2 Membership	2
2.3 Nomination and appointment of members	2
2.4 Attributes required of Local Community Advisory Group members	2
2.5 Role of members	3
2.6 Term	3
2.7 Vacancies	3
2.8 Western Local Land Services representation	3
2.9 Other attendees	3
2.10 Secretariat support	3
3.1 Meeting schedule	4
3.2 Quorum	4
3.3 Conflict of Interest	4
3.4 Meeting protocol	4
3.5 Agenda papers	4
3.6 Records	4
4.1 Conduct of members	4
4.2 Confidentiality	4
4.3 Sensitive information	5
4.4 Security of documentation	5
4.5 Public representation	5
5.1 Reimbursement	5

1. Western Local Board Local Community Advisory Group

1.1 Introduction

Western Local Board is responsible for the 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% 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 Group

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

The goals of the Group 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 a conduit between the Western Local Board and customers on the issues that need to be addressed by Western Local Land Services; and
- 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 Group in relation to the scope of the agenda to be covered.

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

- Region Specific Priorities;
- Advice on services required; and
- Community Consultation.

2. Committee Composition

2.1 Committees

Western Local Board will establish NUMBER TO BE DETERMINED geographically-based community advisory committees in the following areas:

- ??
- ??
- ??
- ??

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

2.2 Membership

Group membership will consist of six Western Local Land Services customers per group, plus a chair. At least 3 positions on each group will represent industry pertinent to the local area.

2.3 Nomination and appointment of members

Expressions of Interest will be called from all residents within the Western region. The Chair of each Group will be appointed by a sub-committee of the Western Local Board. The Chair and Board sub-committee will then select the remaining six members. Members will be appointed through a competitive selection process that reflects the broader community. 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.

2.4 Attributes required 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;
- demonstrate an understanding of future trends and contemporary issues affecting the rural and regional communities;
- requirement to respect the confidentiality agreements of the group;
- requirement to identify and disclose conflicts of interest;
- ability to work in a team; and
- respect for Western Local Board responsibility to operate its business while balancing numerous drivers within statutory, legal and operational constraints.

2.5 Role 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 committee; and
- attend all meetings (an apology is not deemed as attendance).

2.6 Term

Membership of the Local Community Advisory Group is for a maximum term of two years or until such time as their replacement may become necessary as described in 2.7 (Vacancies). For the purposes of retaining core committee knowledge at any one time, replacements may be 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.

2.7 Vacancies

A vacancy arises if a member:

- resigns in writing;
- ceases to reside in the Western Local Land Services Region;
- is absent from two consecutive meetings without leave being granted by the Chair; or
- 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 Committee meetings by an Executive staff member and other staff as required. Meeting outcomes will be presented to the Western Local Board. The Western Local Board Chair or a delegated Board Member will attend each meeting.

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 Chair.

Other attendees will be required to meet confidentiality requirements of Western Local Board (refer to item 4.2). Other attendee's do not having 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

Meetings will be held as required, with a minimum of three per calendar year. Meetings shall only be called by the Chair following consultation with the Chair of the Western Local Board.

3.2 Quorum

A quorum will be deemed as 50% plus 1. Decisions will be by consensus.

3.3 Conflict of Interest

All members must adhere to Local Land Services Conflict of Interest Policy.

3.4 Meeting protocol

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

The Chair convenes and 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 Chair (as per Section 2.9).

3.5 Agenda papers

Agendas and other documentation necessary for conducting a meeting will be made available to Committee members at least 5 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 provided for discussion and consideration is Confidential, and must be respected by members. No 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 Committee.

4.4 Security of documentation

All written materials provided by Western Local Land Services as part of the Western Local Board Local Community Advisory Group 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, members will be reimbursed for travel and accommodation as deemed appropriate by the General Manager of Western Local Land Services.