



North Coast Local Land Services – Community Advisory Group

Terms of Reference

March 2014

1. Name of Group

North Coast Local Land Services (NCLLS) Community Advisory Group (CAG)

2. Purpose

NCLLS CAG is an “a-political” high level advisory group of key community stakeholder representatives that provide advice to assist NCLLS in its delivery of services and functions.

3. Functions

The function of the NCLLS CAG is to provide a communication, consultation and engagement forum with key stakeholder representatives to:

1. Liaise and gain stakeholder advice and input into LLS functions and service delivery across:
 - a. Agricultural Production Advice and Extension
 - b. Plant and Animal Biosecurity
 - c. Emergency Management and
 - d. Natural Resource Management
2. Establish effective communication networks between key stakeholder groups and NCLLS for information exchange.
3. Identify and develop collaborative partnership arrangements between stakeholder groups and the NCLLS across the functional areas
4. Identify and discuss emerging issues across the functional areas and for the development and implementation of appropriate collaborative actions to address issues.
5. Engage and consult on the development of the NCLLS Strategic Plan.
6. Establish an all-of community approach to implementation of the Northern Rivers Catchment Action Plan 2013-2023 and the regional delivery of the State Biosecurity Operational Plan and State Emergency Management Plan.
7. Identification of synergies and capitalise on opportunities for sourcing investment and the delivery of priority projects.



8. Identify information and research needs and appropriate collaborative actions to address.
9. Provide comments and recommendations to the NCLLS Board on issues as required.
10. Assist in the monitoring and reporting on outcomes of the collaborative delivery and adaptive improvement for the NCLLS CAG consultation and engagement process.

4. Membership

Membership will be sought via an open “expression of interest” process seeking community representatives from across, but not limited to, the following sectors:

- Grazing, cultivation, horticulture, aquatic and forestry industries
- Landcare
- Conservation interests
- Aboriginal interest
- Regional development
- Local government and
- Educational & research sector

The NCLLS Board will carry out a selection process and appoint successful candidates to the NCLLS CAG for a period up to 3 years.

Should the appointed representative be unavailable for a scheduled meeting alternate representative arrangements will be organised between the appointed representative and the NCLLS.

NCLLS may expand the membership at any time to ensure appropriate representation from across the sectors and region.

LLS identified staff will support the NCLLS functions and additional NCLLS staff may be invited to meetings as guests when their expertise is required.

5. Role of individual members of NCLLS CAG will include:

- Understanding the functions and services of NCLLS ,
- Have the support of and ability to represent their sector/organisation on the NCLLS CAG in the collaborative delivery of the set functions,
- Conduit for information between their respective sector/organisation and the NCLLS including the information flow into and from the CAG process,
- Building a cooperative, collaborative and effective CAG,
- Broad understanding of issues relevant to the functions and services,



- Develop background knowledge on relevant emerging issues and communicate this to the broader CAG,
- Desire to address barriers to effective implementation and willingness to assist in the development of appropriate solutions.

6. Chairperson and NCLLS representation

The chairperson shall be the Chair of the NCLLS or an appointed Director as Acting Chair. Any Acting Chair is responsible for informing the Chair as to the salient points/actions agreed to at that meeting.

NCLLS Directors will attend meetings as “ex-officio” members as available to support and enhance the CAG community engagement process.

The NCLLS General Manager will attend the CAG meetings in an ex-officio capacity.

7. Meetings

NCLLS CAG will meet twice a year.

Location of meetings to be central to the region or by mutual agreement between member representatives as determined at the end of each NCLLS CAG meeting.

An agenda together with relevant supporting material will be forwarded to members at least one week prior to the meeting to enable consideration of key issues. NCLLS CAG representatives are required to provide RSVP’s for all scheduled meetings.

8. Record of Meetings

All scheduled NCLLS CAG meetings are to be recorded and minuted by an allocated LLS staff member. The summary of the meeting outcomes and key actions will be placed on the NCLLS website within one week of each meeting and all members will be notified of the website posting by email.

The status of key actions will be tabled at the subsequent meeting of the group for consideration or further action as appropriate.



9. Outputs

Outputs from NCLLS CAG activities will include:

- A strong collaborative partnership approach to delivery of LLS functions and services,
- A thorough, inclusive and consultative approach to stakeholder communication, consultation and engagement across functional areas,
- Timely and effective information exchange between stakeholder organisations and the LLS,
- Informed collaborative delivery and responsiveness to emerging issues,
- An outcomes focus to achieving results across functional areas through a collaborative approach to delivery.

10. Remuneration and Resourcing

Non Government representatives will be recompensed for sitting, travel and relevant out of pocket expenses.

NCLLS will provide catering and staff resources to support the operation of the CAG as required.

11. Review and Evaluation

The operation of the NCLLS CAG and Terms of Reference will be reviewed and evaluated annually.