Board Recruitment Package
Join us

It’s an exciting time in land management with new and innovative ideas being introduced every day to improve the way we enhance, protect and generate an income from our natural resources.

That’s why it is so important that my team, the Local Land Services Board and all local board members, are people who can look beyond boundary fence lines and work towards the long-term sustainability of our industry.

It is my view that your role as a local board member is to provide the following services:

- Strategy and vision
- Identify and manage risks
- Provide performance management criteria
- Advocacy and communication
- Raise information up from rate payers and stakeholders, and most importantly
- Act as a cohesive team.

Local Land Services is a model that is well positioned, with boots on the ground, to deliver agricultural production advice, biosecurity, natural resource management, emergency management, sustainable land management and soil conservation services.

I know the issues affecting land managers across the regions differ and that’s why it is so important to ensure Local Land Services is best placed to deliver the needs of our customers.

Within this package you will find material about the role and responsibilities of being a chair and local board member as well as an outline of the organisation.

I encourage you to be part of my team to build an even stronger Local Land Services for our customers, partners, stakeholders and investors across NSW.

Richard Bull
Chair Local Land Services
Who we are

We work with land managers and the community to improve primary production within healthy landscapes. We also help rural and regional communities to be profitable and sustainable into the future.

We connect people with groups, information, support and funding to improve agricultural productivity and better manage our natural resources. Local Land Services is one statewide organisation offering integrated and independent services, delivered regionally and tailored for each community, industry and landscape.

Local Land Services is governed by a Local Land Services Board, comprised of a Ministerially-appointed chair and the chairs of 11 local boards.

The Local Land Services Board reports directly to the Minister for Primary Industries, Trade and Industry and Regional Water and is responsible for oversight of Local Land Services’ strategy and governance. This includes ensuring Local Land Services is aligned with NSW Government priorities.

Eleven local regions provide our frontline services. We are uniquely placed to provide on-ground and face-to-face assistance to land managers throughout the state to help protect their land, business and way of life.

Each region has a local board that is responsible for communications and engagement with local communities. These boards provide oversight of the following, in line with local and state priorities:

- local strategic planning
- performance monitoring
- local policy.

Regions vary in geographic and organisational size and they approach local priorities in different ways, which is why it is so important to be locally focused.
What we do

Local Land Services works with our customers, stakeholders and investors to:

Enable - we provide resources, incentives, training, information and advice to build the capacity of our customers and stakeholders.

Provide assurance - we actively work to protect NSW from invasive animal and plant species, and livestock and plant diseases that may damage landscapes and production.

Manage natural resources - we work with communities to better manage our water, land, soil, vegetation, biodiversity and cultural heritage. This includes managing travelling stock reserves and areas of significance to Aboriginal communities.

Broker relationships - we are a bridging organisation, connecting people, organisations, funding and information and facilitating productive collaborations and partnerships.

Share knowledge - we provide a hub for the latest scientific and other forms of knowledge about fully functioning and productive landscapes in NSW.

Play our part - we work with other agencies to achieve whole of government results for the landscapes and people of NSW.

Who we work with

Customers: Any land manager within the state, irrespective of whether they are private or public land managers, ratepayers or non-ratepayers.

Stakeholders: Organisations that collaborate and partner with Local Land Services directly to support customer service delivery.

Investors: Organisations and individuals who invest in Local Land Services and leverage outcomes from this investment.
Our strategic focus

The Local Land Services State Strategic Plan 2016-2026 assists Local Land Services to achieve its vision of resilient communities in productive healthy landscapes.

To achieve this vision, Local Land Services aligns its work with the mission of being a customer-focused business that enables improved primary production and better management of natural resources.

This will see four goals pursued:

- Resilient, self-reliant and prepared local communities.
- Biosecure, profitable, productive and sustainable primary industries.
- Healthy diverse and connected natural environments.
- Board members and staff who are collaborative, innovative and commercially-focused.

The strategy is designed to deliver products and services that achieve triple bottom line results at the property, community, landscape and industry scales through the improved management of biosecurity, natural resources, agricultural productivity and emergency management. These products and services will be tailored to meet local needs.

The strategies also give Local Land Services the agility and responsiveness to meet the needs of external investors and other stakeholders and address state and national priorities. This includes the development and implementation of a range of partnerships with key organisations at state and local level.

In line with the organisation’s commitment to build on the past and implement the Performance Standard for Local Land Services, our strategy is reinforced by continuous improvement processes which improve our strategies, culture, products, services, processes and outcomes over time.
The role of the local board chair

The local board chair is responsible for the leadership of the local board, including:

- Facilitating the effective functioning of the local board including:
  - managing the conduct, frequency and length of board meetings
  - improving the effectiveness of meetings
  - encouraging a culture of openness and debate to foster a high performing and collegial team of board members who operate effectively.

- Communicating the views of our stakeholders and customers through the local board, to the Local Land Services Board and State Operations management, as appropriate, on matters that will have a material effect on Local Land Services and its operations.

- Seeking to ensure that information provided to the local board is relevant, accurate, timely and sufficient to keep the local board appropriately informed of the performance of Local Land Services and of any developments that may have any material impact on Local Land Services or its performance.

- Seeking to ensure that communications with stakeholders and the public are accurate timely and effective.

- Participating in the recruitment panel and process of the local general manager, in consultation with the Chief Executive Officer Local Land Services.

- Performance management and guidance of the general manager, supported by the Chief Executive Officer Local Land Services.

- Facilitating open and constructive communications among local board members and encouraging their contribution to local board deliberations.

- Overseeing and facilitating local board, committee and board member evaluation reviews.

- Liaising and interfacing with the general manager as the primary contact between the local board and management.

- Overseeing the induction and continuing education programs for the local board.

- Liaising with other local board chairs and board members and with the Local Land Services Board Chair and Local Land Services Chief Executive Officer.

- Leading or participating in Local Land Services Board committees as nominated.
The role of local board members

Local board members are responsible for:

- Local strategic planning by setting the strategic direction and objectives for the local region including:
  - approval of the region’s local strategic plan
  - Local Land Services performance monitoring and evaluation at the local level for that region
  - development of local policy as required, in alignment with Local Land Services Board-approved policy.
- Approving and overseeing the annual local budget, financial management and business plans.
- Ensuring governance, compliance and risk management at the regional level.
- Approving the regional organisational structure at the highest level (general manager and direct reports).
- Receiving reports and overseeing the functions of the region (through the collection, collation and interpretation of information provided by management).
- Making recommendations to the Local Land Services Board on various strategic matters including rates and levies, etc.
- Receiving and reviewing relevant and timely information, from local and state operations, to test the rigour and efficacy of the region’s financial sustainability, asset efficiency and people capability as required to meet Local Land Services expectations.
- Leverage business opportunities at a local and state level as opportunity permits, with specific focus on new revenue opportunities.
- Promoting the reputation and benefits of Local Land Services in the local region.
- Community engagement and consultation including the establishment and running of community advisory groups.
- Setting the Aboriginal engagement strategy for their region.
- Providing advice to the Minister on local issues (utilising the Local Land Services Board Chair’s interface as required).
- Making decisions in relation to matters that have implications for the overall policy, direction and performance of the local region.
- Reviewing their local board’s performance.
- Making recommendations to the Local Land Services Board on matters of state policy and procedures that affect the regions.
Code of conduct

Under the Local Land Services Act 2013 every Local Land Services board must:

• Act honestly and exercise a reasonable degree of care and diligence in carrying out his or her functions under this or any other Act.
• Act for a proper purpose in carrying out his or her functions under this or any other Act.
• Not use his or her office or position for personal advantage.
• Not use his or her office or position to the detriment of the board or the member’s local board (respectively).
• Disclose any interest (whether pecuniary or otherwise) that could conflict with the proper performance of his or her functions under this or any other Act and avoid performing any function that could involve such a conflict of interest.
• Ensure that their conduct (whether by way of act or omission) in carrying out his or her functions does not, and is not likely to, bring the Board or a local board into disrepute.
• Board members must not carry out any action that causes, comprises or involves intimidation, harassment, verbal abuse, discrimination, disadvantage or adverse treatment in relation to employment or prejudice in the provision of a service to the community.
• Board members must not direct or influence, or attempt to direct or influence, a member of the staff of Local Land Services in the exercise of the functions of the staff member.
• Chairs and local board members must not disclose any confidential documents or information to other parties.

The Code of Conduct and Conflict of Interest Policy for Local Land Services chairs and board members is available at www.lls.nsw.gov.au.
What we are looking for

Local Land Services is seeking applications from those interested in joining a local board.

In January 2014, the Local Land Services government agency was created to provide services previously delivered from a range of existing organisations. It delivers quality, customer-focused services to land managers and the community, covering primary production advice, biosecurity, natural resource, biodiversity and emergency management.

Local Land Services has a local board in each of its 11 regions. Each local board consists of a chair and board members with relevant skills, knowledge and experience. Local boards consist of seven members: three members elected by regional ratepayers and four members appointed by the Minister for Primary Industries, Trade and Industry and Regional Water.

Information about Local Land Services' board governance structure can be found on the Local Land Services’ website and in the Local Land Services Act 2013.

As a local board member, you will be working with Local Land Services staff and the Local Land Services Board to deliver on key government priorities in accordance with legislation and guidelines such as the Natural Resource Commission Performance Standard for Local Land Services.

Candidates will need to demonstrate a strong understanding of corporate governance, a commitment to high ethical standards and teamwork, and well developed communication, negotiation, advocacy and influencing skills. You will have well developed skills in critical thinking, proven judgement and objectivity.

We are interested in people who have expertise, knowledge and skills (demonstrated by relevant qualifications or experience) in one or more of the following areas:

- Leadership, strategic planning and management
- Community participation
- Regional service delivery
- Working with industry, government and other partners
- Audit, financial control, reporting and risk management
- Primary industries or providing services to support this sector
- Contemporary biosecurity programs in animal and plant health, pest and weed management
- Emergency management especially biosecurity and natural disaster emergencies
- Natural resource management and biodiversity conservation
- Working with Aboriginal groups and communities and/or local government.

Applicants expressing interest in the chair position must have leadership experience in chairing boards or committees supported by a deep understanding of corporate governance and exceptional stakeholder management skills.

Appointments are for up to four years and members are paid remuneration and allowances set in accordance with the Public Service Commissioner’s Classification and Remuneration Framework for NSW Government Boards and Committees.

These appointments are governed by the Appointment Standards: Boards and Committees in the Public Sector and relevant provisions of the Local Land Services Act 2013 and Local Land Services Regulation 2014.

Appropriate probity checks will be conducted on the recommended candidates prior to seeking Ministerial and Cabinet approval.

The NSW Government is committed to providing greater opportunities for the community to participate in its decision making process, and has particular interest in increasing women’s representation on its boards and committees, as well as people from other under-represented groups.
How to apply

**Step 1:**
Download a copy of the Board Recruitment Package and read through the documentation, making sure you understand the role and responsibilities and legislative requirements of being a Chair or local board member.

If you have any questions, please phone Director Corporate Operations, Carolyn Raine on 0439 304 413.

**Step 2:**
We recommend visiting the NSW Department of Premier and Cabinet website and taking advantage of a wide range of resources available on the role and responsibilities of being a board member.

**Step 3:**
Applications in the form of a covering letter, addressing the criteria outlined in the advertisement, and a CV are invited. Please specify which region and role you are interested in – chair, board member or both.

**Step 4:**
Applications should be emailed to: ceo@lls.nsw.gov.au
Want to know more?

A great local board member needs to have as much relevant context as possible in order to offer actionable and on-point advice.

We recommend visiting the NSW Department of Premier and Cabinet website [www.dpc.nsw.gov.au](http://www.dpc.nsw.gov.au) and taking advantage of a wide range of resources available to assist with your application.

Resources include:

- [Local Land Services website](http://www.lands.nsw.gov.au)
- [Defined Lines - Local Land Services role definitions](http://www.lands.nsw.gov.au)
- [Local Land Services Act 2013](http://www.lands.nsw.gov.au)
- [Local Land Services Regulation 2014](http://www.lands.nsw.gov.au)
- [Pecuniary Interest Declaration Form for Members](http://www.lands.nsw.gov.au)
- [Appointment Standards Boards and Committees in the NSW Public Sector](http://www.lands.nsw.gov.au)