

Central West Local Land Services Community Advisory Group

Terms of Reference

Establishment

The Central West Local Land Services Community Advisory Group (CWCAG) is a local community advisory group established by Central West Local Land Services (CWLLS) as prescribed under the *Local Land Services Act (2013)* (the act).

Purpose

- To provide community driven strategic advice to CWLLS and the Central West Local Land Services Board, (the Board) guided by the CWLLS Local Strategic Plan 2021-2026.
- To provide the Board with a forum for a two-way, positive exchange of discussion.
- Act as a forum to consult with community on CWLLS strategy and planning.
- Provide advice to ensure regional community values are included in relevant aspects of CWLLS' business strategy and planning.

Function

The CWCAG comprises suitably qualified community members that support the Central West Local Land services Board by:

- identifying and sharing emerging issues and opportunities that align with CWLLS strategy, planning and core service areas
- providing deliberate recommendations related to CWLLS strategy, planning and core service delivery
- engaging in planned meetings, workshops, and other mechanisms to support the purpose of the CWCAG
- providing advice to support CWLLS to deliver inclusive and effective communication, collaboration, and consultation mechanisms with community.

Eligibility

The act specifies that a Local Community Advisory Group is to consist of persons that the Board considers suitably qualified to serve on the Advisory Group, and represent the interests of the local community and stakeholders in the region.

Appointment of members will comply with current and relevant policy and processes for appointing boards and committees, including merit, fairness, diversity, and integrity.

Community members will be selected via a transparent, merit-based, documented process seeking expressions of interest from the community.

The membership selection panel will include:

- two Board members
- General Manager or representative
- Manager, Strategic Land Services or representative.

The Board will have final approval of CWCAG membership.

CWCAG membership selection criteria will include, but is not limited to:

- demonstrated connections within the local community
- knowledge and understanding of the key factors impacting CWLLS core service areas
- ability to understand and analyse complex issues
- well-developed communication skills
- willingness to work as part of a team
- commitment to adhere to the applicable NSW Department of Regional NSW Code of Ethics and Conduct
- understanding of Local Land Services functions
- appreciation of Government protocols and processes
- being a resident of the area bordered by the CWLLS region.

Membership

Central West Local Land Services will invite membership from the community to provide a diversity of knowledge, skills, and interests:

- members are appointed by the Board
- membership will be limited to 15 community members
- membership terms will be staggered to ensure succession and alignment with Board terms
- founding members terms will remain until the end of the current Board terms (31.3.2024)
- succession members will be appointed for a four-year term by end of December 2021, of which terms will continue until (31.12.2025)
- the standard membership term of CWCAG members will be four years from the Board's appointment, with a maximum of three terms for each individual
- resignations or alterations of CWCAG membership must be in writing to the Board member representative and tabled at the following meeting
- central West Local Land Services, in consultation with the CWCAG Chair, may alter the number of members and/or membership at any time
- the Board reserves the right to amend or terminate the term of appointment at any time
- three CWLLS representatives will support the function of the CWCAG.

Member roles and responsibilities

Members will be expected to:

- attend and participate in scheduled meetings, workshops, and other forms of engagement
- keep up to date with CWLLS business, share emerging issues and opportunities at any time with Senior Land Services Officer (SLSO) Communities, Manager Land Services or Board representative
- focus on achieving strategic outcomes as set out in the purpose and function of the Terms of Reference
- act as a conduit for positive exchange of ideas via the local community and CWLLS
- promote and share CWLLS activities, services, events and opportunities with communities and networks
- it is expected that CWCAG members will participate in functional or geographic consultation forums and will draw on that experience as part of their contribution to the CWCAG
- members have the option to participate in other CWLLS lead committees to gain a deeper understanding of strategic operations. This will be arranged in conjunction with interested members and SLSO, Communities
- discuss relevant recommendations for Board consideration. Recommendations deemed operational will be forwarded to the General Manger for consideration and response.

- member profiles will be promoted via CWLLS media channels
- extend issues, opportunities, and relevant information to and from community, to both CWLLS and the Board.

Appointments and induction

Members will be inducted by CWLLS under the NSW Government Boards and Committees Guidelines by undertaking and providing:

- relevant induction and onboarding processes
- conflict of Interest declarations
- Terms of Reference
- Code of Ethics and Conduct information
- relevant background checks.

Chairperson

The Chairperson ensures that the CWCAG functions effectively, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out. In addition, the role of the Chairperson should:

- assist planning meetings in accordance with the Terms of Reference
- bring impartiality and objectivity to meetings, workshops, and decision-making
- ensure matters are dealt with in an orderly, efficient manner
- advocate for and represent the CWCAG at external meetings and events
- to plan for recruitment and renewal of the CWCAG.
- election of the CWCAG Chair will be held annually by the CWCAG members. Chairs will be appointed with a maximum of three terms.

Meetings

- The CWCAG will participate in two, full day, face-to-face strategic meetings per year (where possible). These meetings will be structured in line with the Board workplan, and scheduled **12months in advance**.
- Informal, interim meetings to discuss regional issues and opportunities may be held intermittently via video conference.
- Members may be invited to attend specialised CWLLS events with the Board throughout the year.
- Meetings will be targeted between Tuesday-Thursday, 9am until 4pm, unless amended by mutual agreement.
- Meetings will be at a location central to the region or by mutual agreement between members.
- Meetings are to be minuted.
- Minutes and formal recommendations presented to the Board will be shared with members within **two weeks** of the meeting.
- A summary of the meetings will be placed on the CWLLS website.

Quorum

A meeting would normally not proceed if less than half the appointed membership, plus one is present.

CWLLS Support

Central West Local Land Services will provide the following support:

- standard agenda items (in-line with Board workplan) will be set in advance
- additional, relevant agenda items will be called for **one month** prior to the meeting
- provision of agendas in collaboration with the CWCAG Chair to members **two weeks** prior to meetings
- when relevant, the Board will provide targeted questions to the CWCAG for advice
- standing agenda items will include any correspondence relayed to and from the Board including specific directives from the Board
- draft minutes will be distributed to members within **two weeks** from the date of the meeting. Comments will be required within **one week** and final minutes distributed **one week** following
- operational and Board recommendations will be prepared in collaboration with the CWCAG Chair in the form of a memorandum and provided to the Board at their **next scheduled** meeting
- operational and Board responses will be provided to the CWCAG **upon receipt**
- CWLLS Quarterly reports will be shared with the CWCAG
- along with agenda and correspondence, the final minutes, operational and Board responses will be provided via email for review prior to the following meeting
- facilitate guest invitations and presentations as required
- provide information for out-of-session requests or input sought for advice where it does not align with meeting schedule
- support communications with CWLLS in regards to important points of interest, feedback, opportunities, or issues
- provide staff resources to support the operation of the CWCAG.

Central West Local Land Services Support will include:

- an appointed Board representative
- Senior Land Services Officer – Communities or nominated support staff
- Manager, Strategic Land Services or nominated representative.

Attendance, conduct and governance

- The CWCAG is an advisory body under the direction and guidance of the Board. As a statutory advisory group, all members are required to comply with all relevant policies and procedures of Central West Local Land Services and the NSW Government.
- Members are expected to attend all meetings, if unable to attend, members must notify the Chair and CWLLS support staff, and contribute to the meeting via alternate communications.
- All members are required to always uphold the upmost professional conduct. Failure to meet the highest standard may result in removal from the CWCAG.
- Members must abide by the NSW Government Code of Ethics and Conduct, respect confidentiality protocols and declare any conflict of interest that exists or may arise (*ie. any outcome or decision that will afford direct gain or benefit to an individual*).
- Members should make every effort to connect with community in their role as representatives of the CWCAG and are expected to be actively engaging with the deliberation of the CWCAG.



- The CWCAG does not have any financial delegation.
- Non-Government members attending in a voluntary capacity will be recompensed for travel and relevant out of pocket expenses.
- Members will need to be on-boarded with Central West Local Land Services in order to receive travel and out of pocket expenses.
- Travel costs are paid at a predetermined Government mileage rate and may be reimbursed after each meeting. Members will be provided with the relevant information to enable reimbursement of travel expenses.

Review and evaluation

The operation of the CWCAG and Terms of Reference will be reviewed and evaluated annually. The Board may call for a formal review of the CWCAG and its Terms of Reference as it sees fit.

Revision history

| Version | Date Issued | Notes | Prepared By |
|---------|-------------|--|-----------------------|
| 1 | 09.04.2018 | To be reviewed by Jane Chrystal, Manager Land Services CWLLS | Brooke Kirkman, SSLSO |
| 1 | 19.04.2018 | To be reviewed by Board | Brooke Kirkman, SSLSO |
| 1 | 19.04.2018 | Approved by Board with amendment | Brooke Kirkman, SSLSO |
| 2 | 20.04.2018 | Final Version | Brooke Kirkman, SSLSO |
| 3 | 06.10.2021 | Draft for formal Board review prepared | Brooke Kirkman, SLSO |
| 3 | 08.10.2021 | Draft reviewed by Jane Chrystal, Manager Land Services CWLLS | Brooke Kirkman, SLSO |
| 3 | 21.10.2021 | Approved by Board | Brooke Kirkman, SLSO |

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