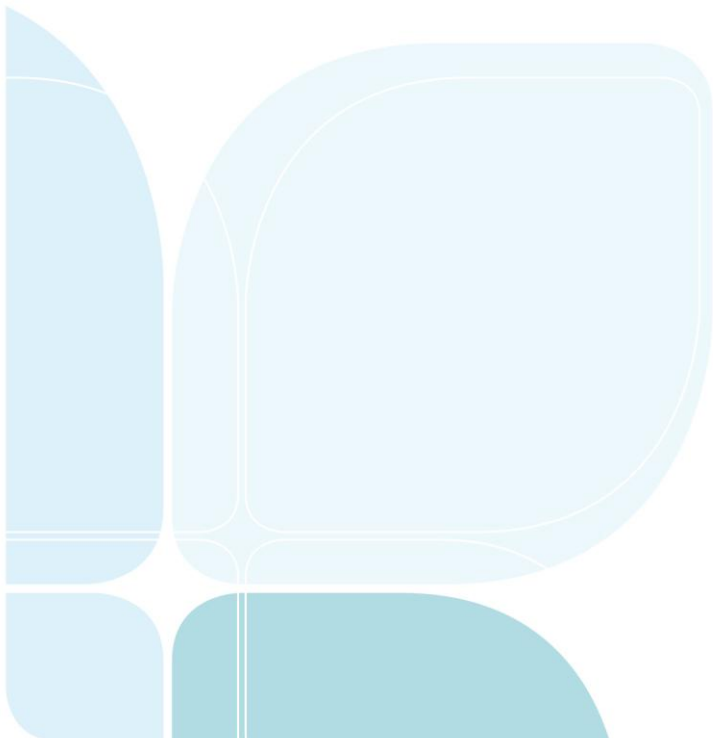




Local Land
Services
Riverina

Riverina Community Advisory Group

Terms of Reference



Published by the Local Land Services

Riverina Community Advisory Group, Terms of Reference

First published May 2014

ISBN

More information

[Kylie Krause/ Strategic Services]

www.riverina.lls.nsw.gov.au

© State of New South Wales through Local Land Services, 2014.

Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing May 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

1. Riverina Community Advisory Group	
1.1 Introduction	4
1.2 Purpose of the Group	4
1.3 Scope	5
2. Group composition	
2.1 Riverina Community Advisory Groups	5
2.2 Membership	5
2.3 Role of members	6
2.4 Nomination and appointment of members	6
2.5 Attributes required of Riverina Community Advisory Group members	7
2.6 Term	7
2.7 Vacancies	7
2.8 Riverina Local Land Services representation	7
2.9 Other attendees	7
2.10 The Chair	8
2.11 Secretariat support	8
3. Meeting procedures	
3.1 Meeting schedule	8
3.2 Quorum	8
3.3 Conflict of Interest	8
3.4 Meeting protocol	8
3.5 Agenda papers	8
3.6 Records	8
4. Code of conduct	
4.1 Conduct of members	9
4.2 Sensitive information	9
4.3 Security of documentation	9
4.4 Public representation	9
5. Administration	
5.1 Reimbursement	9

1. RIVERINA COMMUNITY ADVISORY GROUP

1.1 Introduction

Riverina Local Land Services is responsible for the efficient and effective delivery of services relating to biosecurity, emergency response, natural resource management, and cropping and livestock advice in the Riverina Region.

Riverina Local Land Services is bounded by Harden in the east, Hay in the west, Hillston in the north and Lockhart in the south. The area covers around 67,000 square kilometres (6.7 million hectares) of land and is serviced by 17 Local Governments with over 166,000 people. Wagga Wagga is the largest centre in the Riverina LLS region with a population of close to 60,000 people.

The Murrumbidgee River winds through the region and is the second largest river of the Murray-Darling system. The word Murrumbidgee means 'big water' in the Wiradjuri language.

There are six unique landscapes in the Riverina Local Land Services region (Figure 1) which are consistent with how communities relate to their landscape:

Rangelands - extends out towards Balranald in the west, Hillston in the North and just short of Leeton in the East. This landscape includes part of the Lower Murrumbidgee Floodplain.

Irrigation Areas - is limited to areas characterised by farms and infrastructure associated with and dependent on irrigation. This landscape includes Leeton, Griffith, Coleambally and Darlington Point.

Riverina Plains – a diverse landscape that includes both dryland and irrigation farming communities. This includes Ungarie, West Wyalong, Narrandera, Griffith, Leeton and Coleambally. Nested within this landscape is the Irrigation Areas landscape.

Murrumbidgee – located in the middle of the Riverina region. It includes Ardlethan, Barmedman, Temora, Cootamundra, Junee, Wagga Wagga, Narrandera, Lockhart, The Rock, Henty and Culcairn.

South West Slopes – lies to the north-east of the Riverina region. It extends North to Young, South to Tumut and West to almost Junee. Includes Gundagai and Cootamundra.

South West Highlands – lies in the south-east of the Riverina region and is located on the western edge of the Kosciuszko National Park. The landscape extends north to Jugiong and South to Cabramurra and includes, Tumut, Gundagai, Adelong and Batlow.

Land use in the Riverina Local Land Services area is mainly agricultural with dry land grazing and cereal based cropping accounting for over 80% of land use. Irrigation farming in the region covers over 5% of the area.

Many natural assets of international and national importance are found in the area serviced by Riverina Local Land Services: The Ramsar listed site Fivebough and Tuckerbil wetlands found near Leeton and numerous national parks and reserves.

Communities in the Riverina region see agricultural production as important to the country's food security and work toward being resilient to climate variability and the changing economy.

Riverina Local Land Services is committed to improving its service to the community. We are continually striving to develop community engagement strategies and mechanisms to input feedback into our service systems.

1.2 Purpose of the Group

The Riverina Local Land Services Community Advisory Group is a group of community representatives who meet with the General Manager and his/her management team, in facilitated sessions designed to gather in-depth feedback on initiatives and issues proposed by Riverina Local Land Services.

The goals of the Group are to:

- provide input into the development of local strategic plans;

- provide input from the Group during project planning and development phases;
- provide input from the Group on the range of services to be provided;
- provide a forum for focussed and sustained discussion with community representatives;
- provide a conduit between the Board of Riverina Local Land Services and the community on the issues that need to be addressed by Riverina Local Land Services; and
- seek input about the issues important to the Riverina community.

1.3 Scope

These *Terms of Reference* provide guidance to those appointed to the Riverina Community Advisory Groups' in relation to the advice to be provided.

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

- Region specific priorities;
- Levels of and types of Service; and
- Community consultation.

2. GROUP COMPOSITION

2.1 Riverina Community Advisory Groups

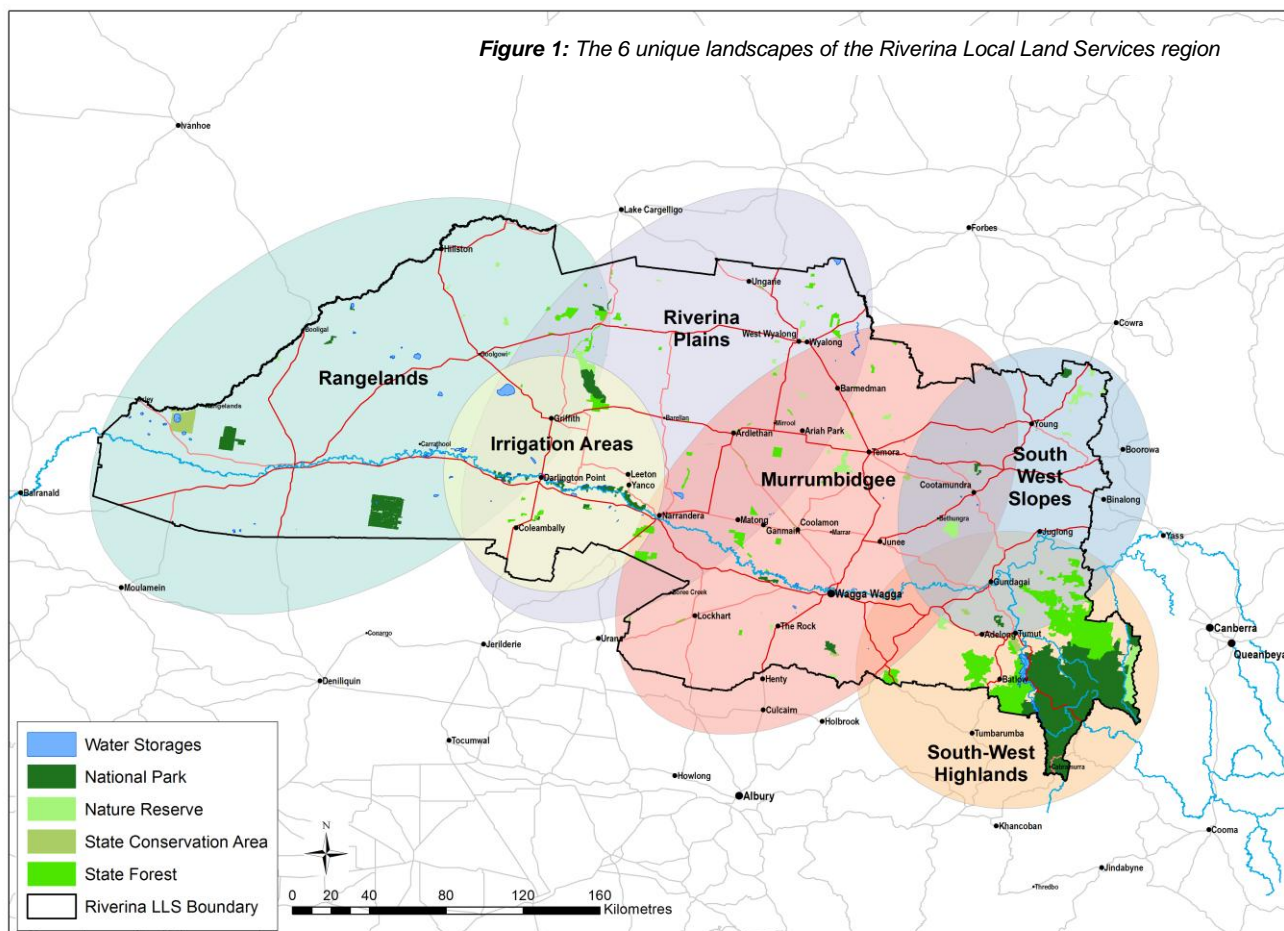
Riverina Local Land Services will establish four (4) Community Advisory Groups. These are shown below:

- Irrigation
- Rangelands
- Mixed Farming
- Highlands

2.2 Membership

The group membership will consist of up to seven community members per group. Group members will be selected from the relevant landscape of the Riverina region, as shown in Figure 1. These are:

- Indigenous engagement (Representatives from across the Riverina LLS Region)
- Irrigation (Representatives from the Irrigation Landscape area)
- Rangelands (Representatives from the Rangeland Landscape area)
- Mixed farming (Representatives from the Riverina Plains, Murrumbidgee & South West Slopes Landscape areas)
- Highlands (Representatives from the South-West Highlands Landscape area)



2.3 The role of Riverina Community Advisory Group members

A member's role is to express their own opinions, based on their area of representation, to the management of Riverina Local Land Services, across the broad range of issues associated with the services provided by the Riverina Local Land Services.

Appointed members have a responsibility to:

- dedicate sufficient time to carry out their role effectively;
- adhere to the Group's Code of Conduct (refer to Section 4);
- respect the confidentiality of Riverina Local Land Services (refer to item 4.2);
- provide feedback on matters discussed in the Group; and
- attend all meetings.

2.4 Nomination and appointment of members

Members are appointed through a competitive selection process that will reflect the service areas listed in 2.1. Riverina Local Land Services reserves the right to appoint or replace members to ensure ongoing and constructive representation of service areas is maintained.

Alternate Members will not be appointed.

2.5 Attributes required of Riverina 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 Riverina Local Land Services;
- demonstrate an understanding of future trends and contemporary issues effecting the rural and regional communities;
- integrity to respect the confidentiality agreements of the group;
- integrity to identify and disclose conflicts of interest;
- ability to work in a team; and
- respect for Riverina Local Land Services responsibility to operate its business while balancing numerous drivers within statutory constraints.

2.6 Term

Membership of a Riverina 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 Group knowledge at any one time, replacements may be staggered. The General Manager of Riverina Local Land Services 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 Riverina 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 the Code of Conduct, (refer to section 4).

Appointment processes to fill vacancies will be conducted by a request from Riverina Local Land Services for applications and a selection made by the General Manager for approval by the Riverina Local Land Services Board.

2.8 Riverina Local Land Services representation

Riverina Local Land Services will be represented at Group meetings by the General Manager or his/her delegate and any other Riverina Local Land Services Board Member and/or representatives commensurate with the issues and/or initiatives being discussed. Meeting outcomes will be presented to the Board of Riverina Local Land Services.

2.9 Other attendees

The General Manager of Riverina Local Land Services may invite other persons to attend meetings, or part thereof, to provide input to the discussions or observe the proceedings.

Other attendees will be required to meet confidentiality requirements of Riverina Local Land Services (refer to item 4.2).

2.10 The Chair

Riverina Local Land Service's General Manager, or his/her delegate, will chair the meetings.

2.11 Secretariat support

Secretariat support will be provided by Riverina 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 Riverina Local Land Services Board.

3.2 Quorum

There is no requirement for a quorum and the Chair may decide to proceed with meetings as long as he/she believes that the appropriate level of feedback and discussion is able to occur.

3.3 Conflict of Interest

As members of the group may be ratepayers, there is potential for conflicts of interest. The group does not make decisions but instead provides feedback.

3.4 Meeting protocol

The Riverina 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.

3.5 Agenda papers

Agendas and other documentation necessary for conducting a meeting will be made available to Group members at least 7 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

A diverse range of issues and initiatives will be brought to the Riverina Community Advisory Group by Riverina Local Land Services and various opinions, views and feedback provided by the members. All views will be given due consideration and Group members must treat participants courteously at all times.

4.2 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.

4.3 Security of documentation

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

4.4 Public representation

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

5. ADMINISTRATION

5.1 Reimbursement

In consideration of the commitment required to participate in the Riverina Community Advisory Group, each group member will be reimbursed in accordance with the *Classification and Remuneration Framework for NSW Government Boards and Committees*ⁱ.

Reimbursement for Riverina Advisory Group members are shown below;

	Group member
Sitting fee	\$220 (50% for half day)
Travel costs	Travel will be reimbursed in accordance with rates, published by the ATO. This will cover the round trip from usual place of residence to meeting place, when in excess of 30km. This is capped at \$120.
Accommodation & meals	All accommodation and meals will be arranged and paid for directly by Riverina Local Land Services.

ⁱ *Classification and Remuneration Framework for NSW Government Boards and Committees (October 2012), Level C1, NSW Public Service Commission.*