

# Board Member Recruitment Pack

July 2022



# Message from the Chair



At Local Land Services, we are passionate about securing the future of agriculture and the environment for NSW.

We take great pride in working with people focused on the long-term sustainability of our natural resources and agricultural industries. Our local boards connect us with landholders and communities to identify the issues and services relevant to your region's needs.

Becoming a Local Land Services Board member connects you with some incredibly unique projects, from our new Aboriginal Ranger Program working on-Country to deliver real land management outcomes, to building our strategic partnerships with organisations like Landcare, and providing emergency assistance to livestock producers in times of disaster like recent flooding across NSW.

We want our boards to reflect our diverse communities and wide-ranging customer base – which is where you come in. This package details the role and responsibilities of being a chair and local board member as well as an outline of our organisation and the services we provide.

Our board members offer their experience and knowledge to strengthen Local Land Services to strategically deliver services focused on:

- agricultural production
- biosecurity
- natural resource management
- animal welfare
- emergency management
- sustainable land management.

If you share our commitment to growing productive and sustainable communities in NSW, we want to hear from you. Together, we can strengthen Local Land Services for the future.

A handwritten signature in dark ink, appearing to read 'Allison Harker'.

**Allison Harker**  
Chair, Local Land Services

# Come work with us

Local Land Services is seeking applications from people interested in joining one of our 11 regional boards. Ideally all candidates will be over 18 years of age and reside in the region for which they are applying.

We currently have 24 vacancies including 23 Board members and the Chair of the South East local board.

Our local boards have four main focus areas:

- local strategy
- community engagement, including Aboriginal communities
- identification of service delivery priorities
- advice, including rates levies and contributions.

Our local boards develop and monitor the performance of their Local Strategic Plan, promote our services, encourage partnerships and building strong relationships with investors. They also represent their community, communicating the priorities and concerns of customers to local boards.

Each local board consists of a chair and seven members; three members elected by regional ratepayers and four members appointed by the Minister for Agriculture and Western New South Wales, with the exception of Western, which has five Ministerially-appointed members and four elected members.

In line with the Local Land Services Board succession plan, chair terms are set for up to four years and board members a mix of two and four year terms. 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*.

Local Land Services has particular interest in maximising diversity in its boards and committees, and

welcomes applications from women, Aboriginal people, younger people and other under-represented groups.

Candidates will need to demonstrate a strong understanding of corporate governance, commitment to high ethical standards and teamwork, and well developed engagement and collaboration skills.

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.

We are interested in applicants who have demonstrated expertise, knowledge and skills in one or more of the following areas:

- leadership, strategic planning and management
- community participation and regional service delivery
- industry, government or community partnerships
- 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.

Local board chair and local board member 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.





# Who is Local Land Services

Local Land Services is a NSW Government agency that works 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 the 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 Agriculture and Western New South Wales 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. In line with local and state priorities, these boards provide oversight of local strategic planning, performance monitoring and 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.



# Our strategic focus

The Local Land Services State Strategic Plan 2020-2030 describes Local Land Services approach to delivering 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:

- Our programs and partnerships grow primary industries and productivity and healthy environments.
- Our services and partnerships play a vital role in helping to protect against pests, diseases and environmental threats.

- We connect with our community and connect our customers with the best services, advice and networks.
- We play a vital role in helping primary industries prepare for natural disasters are on the ground to respond and support when they occur.

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 are tailored to meet local needs.

With over 90 offices across our 11 regions Local Land Services has 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 past achievements 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.



# Our board

## Role of a local board Chair

The Local Board Chair is responsible for leading the local board.

They focus on the strategic direction, promoting our services, encouraging partnerships and building strong relationships with investors.

They also represent their community, communicating the priorities and concerns of customers to local boards.

The local Board Chair is also a member of the Local Land Services Board. When sitting on the Local Land Services Board, the Chair is expected to act in the interests of the state, not their individual region.

The Local Board Chair also works in partnership with the Local Land Services CEO and General Manager in delivery of the Local Strategic Plan.

## Role of a local board member

Local Board members are responsible for local strategic planning by setting the strategic direction and priorities for the local region including:

- Approving the local strategic plan
- Local performance monitoring and evaluation
- Developing 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.
- Receiving reports and overseeing regional performance
- Making recommendations to the Local Land Services Board

on various strategic matters including rates and levys, etc.

- Leveraging business opportunities at a local and regional levels as opportunity permits, with a specific focus on new revenue opportunities.
- Promoting the value created by Local Land Services
- Community engagement and consultation including involvement with community advisory groups.
- Setting regional Aboriginal engagement strategy
- Providing advice to the Minister on local issues (utilising the Local Land Services Board Chair's interface as required).
- 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.





# What's involved

## Time commitment

Section 29 of the *Local Land Services Act 2013* outlines the functions of the local boards. This includes being able to communicate, consult and engage with the local community, including the Aboriginal community, in developing plans for, and in respect of the delivery of programs and services by Local Land Services in the region.

Chairs will be required to attend regular local board meetings and the bi-monthly Local Land Service Board meetings, either virtually or face to face. In addition, chairs will be responsible for reading papers and responding to emails, undertaking other central governance activities, being representatives on boards or

sub-committees and undertaking chairing-related activities.

Local board members are expected to attend regular local board meetings, read papers, respond to emails and actively participate in community engagement.

## Location

In considering applications, the Minister will consider whether the all chair and local board members should reside in the region they are representing.

## Remuneration

Members are paid remuneration and allowances set by the Department of Premier and Cabinet.

Remuneration for chairs will be \$60,000 per annum (plus super) and \$20,000 per annum (plus super) for local board members (Boards and Committees remuneration, PSC).

All appointments are governed by provisions in the *Local Land Services Act 2013* and Local Land Services Regulation 2014.

## Induction

Successful applicants will participate in both state and local induction processes and must be willing and able to undertake Australian Institute of Company Director training, where practicable, prior to commencement of their term.





# Code of conduct

Local board chairs and board members are expected to:

- Act within the standards and expectations of ethics and conduct as outlined in the Local Land Services Board Member Code of Conduct, including completion of an annual Board Member Disclosure of Interests
- Model the standards, behaviours and expectations described in the Local Land Services 'A Guide to Ethics'
- Uphold all other Local Land Services policies applicable to their role.

The Code of Conduct and Conflict of Interest Policy for Local Land Services local board members and chairs are available at [www.lls.nsw.gov.au/board-recruitment](http://www.lls.nsw.gov.au/board-recruitment)

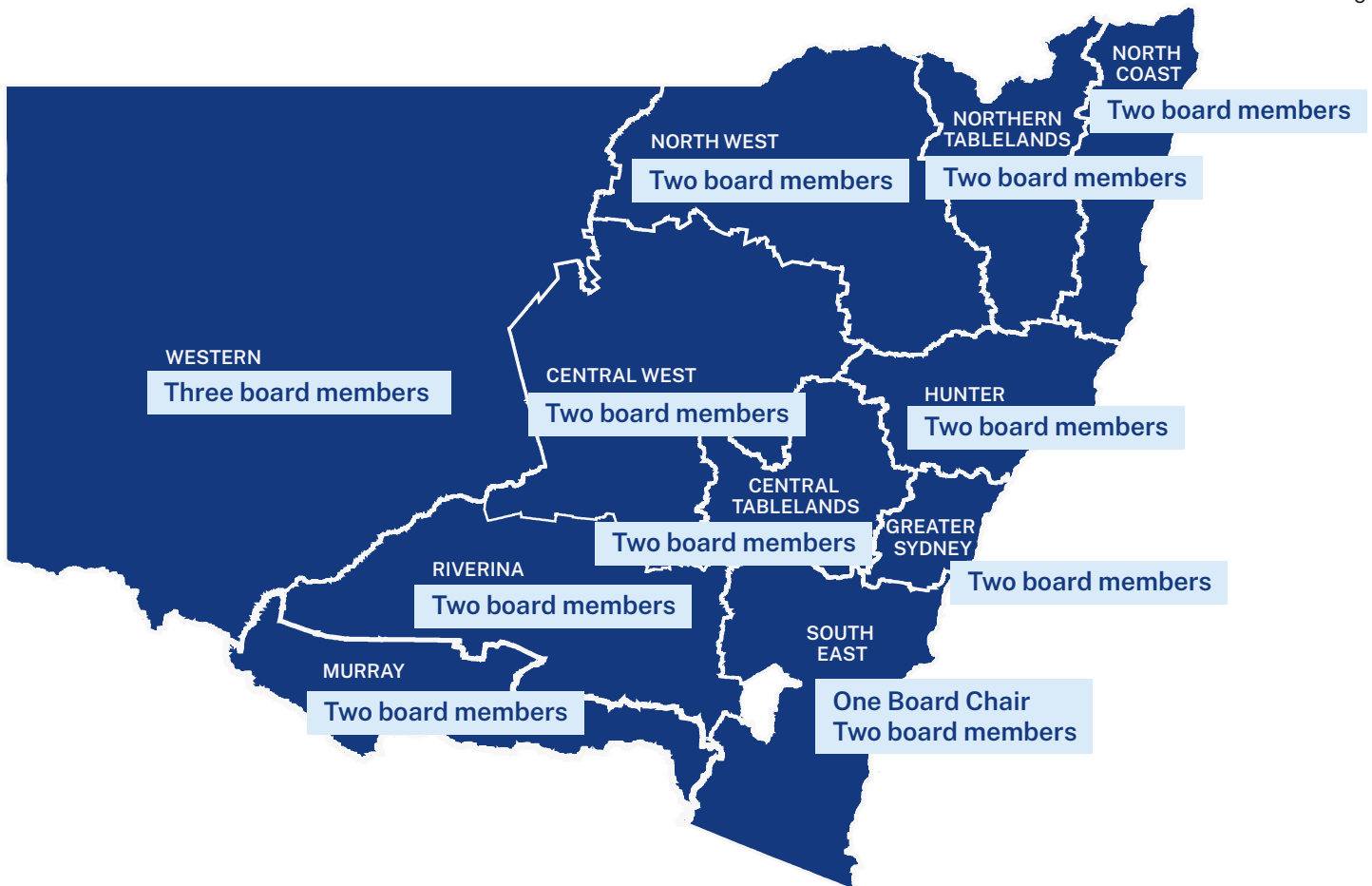
# Probity

As part of the recruitment process, Local Land Services will undertake probity checks before forwarding recommendations to the Minister for consideration.

These checks may include:

- Financial diligence (bankruptcy within the previous 15 years)
- Australian Security and Investments (ASIC)
- National Police checks for convictions punishable by imprisonment for 12 months or more
- Conflict of interest.





# How to apply

**Step 1:** Read through this package, making sure you understand the role and responsibilities and legislative requirements of being a Chair or Board member of Local Land Services.

**Step 2:** Prepare your application. Applications must consist of a maximum two page covering letter and maximum five page CV.

**Step 3:** Submit your application online at [iworkfor.nsw.gov.au](http://iworkfor.nsw.gov.au) no later than 30 August 2022.

If you have any questions or require support in the recruitment process please phone Sue-Anne Nicol, Director Strategy, Performance & Engagement on 0409 724 992.







# The process

## Milestone 1

- Statewide Local Land Services board member and chair positions are advertised with a closing date of 30 August 2022
- Further information may be sought from candidates if required in early September.

## Milestone 2

- Shortlisting of candidates
- Independent selection panel conducts interviews of shortlisted candidates in late September
- Independent selection panel recommends candidates and coordinates referee and probity checks for recommended candidates in early October.

## Milestone 3

- Recommendation of candidates to the Minister for Agriculture and Western NSW by late October
- Ministerial and Cabinet approval before end of 2022
- Both successful and unsuccessful candidates advised of outcome of recruitment process. Suitable candidates who were unsuccessful in 2022 appointments may be considered for the next round of appointment in 2023.



# Want to know more?

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 related to public sector boards available to assist with your application.

Resources include:

- [Local Land Services website](#)
- [Local Land Services Act 2013](#)
- [Local Land Services Regulation 2014](#)
- [NSW Government Boards and Committee Guidelines](#)
- [Appointment Standards Boards and Committees in the NSW Public Sector](#)
- [Boards and Committees remuneration, PSC](#)
- [Local Land Services Pecuniary Interest Declaration Form for Members](#)
- [Local Land Services Board Code of Conduct](#)
- [Local Land Services Conflict of Interest policy.](#)



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