



1. Purpose and Outcomes

The purpose of the Sustainable Land Management Committee of the Local Land Services Board is to:

- a) strategically oversight and monitor the effectiveness of the Land Management and Biodiversity Conservation reforms (Sustainable Land Management program) in the context of organisational frameworks and functions
- b) promote a culture of open communication, trust, transparency and accountability across LLS, actively promoting 'one LLS'
- c) advise the LLS Board on key strategic risks and opportunities associated with the implementation of the Sustainable Land Management program and any potential implications for Local Land Services,
- d) provide independent assistance to the Board of Chairs (BoC) by monitoring, reviewing and providing advice about LLS's management practices that will help land managers improve the health and productivity of their land.

At the end of these meetings throughout the year the Committee will have:

- a) oversight of outcomes achieved that contribute towards the goals and strategies of the State Strategic Plan
- b) understanding of future actions and activities in regard to upcoming Sustainable Land Management priorities.

2. Scope

The scope of the issues addressed at this Committee will include:

- Land Management and Biodiversity Conservation reform roll-out oversight
- Sustainable Land Management program monitoring and strategic oversight
- Endeavour to provide LLS Board level engagement with the Biodiversity Conservation Trust Board
- State wide critical strategic issues and policy identification and development.

3. Meeting Frequency

The Committee will meet 4 times per year with some meetings held via teleconference.

4. Membership

The membership of the meeting consists of 1 Chair and 3 Board Committee members.

A nominated representative of the Senior Executive Team (SET), likely to be a General Manager from one of the Regions, would informally sit on each Board Committee (in the role of observer) to provide management/operational input and perspective on matters considered by the Committee when called upon by the Committee Chair during the meeting as required. Their role at the Committee will be defined in the Committee Charter (and this will be a

standard statement within the Charter of each Committee). A nominated GM representative of the State Operations Team will attend these meetings as an observer.

Operational transparency of Board Committee's focus areas will be provided to the Director, Strategy, Performance & Governance to ensure holistic coverage of operations (and no cross over) on behalf of the Board as well as the Director Corporate Affairs to assist with managing LLS Brand and reputation.

5. Roles and Responsibilities

The roles and responsibilities are outlined below:

Meeting Chair – With the Convenor, design meeting Agendas and the forward plan to ensure the delivery of the Committee's mandated accountabilities. Run the Committee meetings in alignment with the requirements of this Charter and any additional matters requested by the Board.

Convenor – Group Director of the Sustainable Land Management office is accountable for convening the Committee (assisting the Chair) including the oversight of the development of papers, a forward plan of matters for the Committee and the facilitation of matters from the Committee to the Board for approval.

Secretariat – responsible for managing the action/decision item list.

Meeting members: It is the responsibility of all meeting members to complete any required pre-reading in advance of the meeting. Meetings are held with the expectation that pre-reading of agenda and submitted papers have been completed prior to the meeting.

Committee members: The Committee has no executive powers, unless such powers have been delegated to it by the Chair of Chairs.

The Committee is directly responsible and accountable to the Board of Chairs for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for the management of LLS rests with the Executive Director State Operations, LLS. .

The responsibilities of the Committee may be revised or expanded in consultation with, or as requested by, the Board of Chairs from time to time.

6. Authority, Escalation and Reporting

The Committee Chair is accountable to provide the LLS Board with regular updates on strategically significant matters considered by the Committee (at the next meeting of the LLS Board after the Committee meets).

The Committee Chair will have the necessary authority for any decisions reached (in accordance with this Charter). Any decisions

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exceeding the meeting members' delegation authorities must be escalated to the Board for approval.

The Committee will regularly, but at least once a year, report to the Board of Chairs on its operation and activities during the year. The Committee Report should include:

- a summary of the work the Committee performed to fully discharge its responsibilities during the preceding year
- details of meetings, including the number of meetings held during the relevant period, and the number of meetings each member attended.

The Committee may, at any time, report to the Board of Chairs on any other matter it deems of sufficient importance to do so. In addition, at any time an individual committee member may request a meeting with the Chair of the Chairs.

7. Quorum and Delegations

A quorum will consist of three meeting members (including the meeting chair). If meeting members are unable to attend, any delegates must be empowered to make decisions. Should the Chair not be available to attend a meeting, the Committee Chair must nominate an alternate in writing to the Chair of Chairs and gain approval before an Acting Chair undertakes accountabilities of the Chair.

8. Independent external advice

The Committee may engage an independent external adviser in relation to any matter before the Committee, at the expense of LLS. Before the external advice is sought, consent must be obtained from the Chairperson of the Committee and transparency provided to the Chair of Chairs and Director Strategy, Performance & Governance.

9. Induction

New Committee members will receive relevant information and briefings on their appointment to the Committee to assist them to meet their committee responsibilities. This will be undertaken by the Committee Convenor and Chair.

10. Committee Performance Review

The Committee will assess their performance against their Board approved Charter once every 2 years and report to the Board on the results.

The Board of Chairs, in consultation with the chair of the Committee, will establish a mechanism to review and report on the performance of the Committee, including the performance of the chair and each member, at least annually. The review will be conducted on a self-assessment basis (unless otherwise determined by the Board of Chairs,) with appropriate input sought from the Board of Chairs,, the internal and external auditors, relevant management and any other relevant stakeholders, as determined by the Board of Chairs.,

At least once a year the Committee will review this Charter. This review will include consultation with the Board of Chairs. Any substantive changes to this Charter will be recommended by the Committee, and must be formally approved by the Chair of the Board of Chairs, under delegation of the Board.

11. Actions and decisions

All meetings should have any decisions and actions captured. Actions should be recorded in an action log defining action, responsibility and due date.

Action and decision list should be distributed to all meeting members within 5 business days after a meeting. It is the responsibility of each meeting member to review these registers to ensure they reflect what was agreed in each meeting.

For this purpose, The Committee will appoint a person to provide secretariat support to the Committee. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, after approval from the Chair, at least one (1) week before the meeting, and ensure the action/decision list of the meeting is prepared and maintained.

12. Meeting Review

Before the end of each meeting the meeting members should evaluate the effectiveness of the meeting.

Any suggested improvements agreed by the group should be incorporated for the next meeting.

13. Meeting Agendas

All meeting Agendas will be on the standard Board Committee Agenda Template.

14. Meeting Preparation

All papers provided to a Committee meeting are to have been consulted and endorsed by the Office of the Chair and the Group Director Sustainable Land Management.