Regional Steering Committee – Terms of Reference

**Background**

The NSW Landcare Program is an initiative funded by the NSW Government and jointly implemented by Local Land Services and Landcare NSW Inc. Under the Program, a network of Regional Landcare Coordinators have been established.

To ensure a regionally collaborative approach to delivery of the Program and the operations of the Regional Landcare Coordinator, the Program sets a requirement for a Steering Committee to be formed in each region.

Regional Landcare Coordinators have been allocated on Local Land Services boundaries and a host organisation has been identified in each region.

This Terms of Reference establishes and defines the operating parameters of the Regional Steering Committee.

**Purpose of the Steering Committee**

The Regional Landcare Coordinator Steering Committee is to provide an equitable and whole-of-region perspective on the priorities and contexts applicable to the Regional Landcare Coordinator in the delivery of NSW Landcare Program outcomes. The Committee will achieve this by:

* representing the views, inputs, perspectives and contexts of the Landcare Community, Local Land Services and other key stakeholders from across the region
* supporting and engaging regional partners in cooperation and information sharing
* fostering a collaborative approach to partnership between community and government
* providing oversight of the progress on the delivery of Regional Landcare Coordinator outputs and outcomes in line with the NSW Landcare Program objectives.

This document should be read in conjunction with the NSW Landcare Program Implementation Approach to Local and Regional Coordinators, which outlines the Programs target objectives, and the Host Organisation Responsibilities for hosting a Regional Landcare Coordinator as per their funding agreement.

**Term and Review**

This Terms of Reference is effective from Click or tap to enter a date. It will be ongoing for the duration of the NSW Landcare Program (1 July 2019 – 30 June 2023). These Terms of Reference will be initially reviewed after 12 months or as such time where the majority membership agrees. These Terms of Reference may not be terminated and the Steering Committee disbanded without the consideration and approval of the NSW Landcare Program Management Team.

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Regional Steering Committee members and the Program.

**Membership**

It is the responsibility of the Regional Landcare Coordinator Host Organisation to form the Steering Committee and to establish these Terms of Reference.

It is a requirement of the Committee that its membership is appropriately constructed as to be capable of representing the views, perspectives and priorities of the Landcare Community, Coordinator Host Organisations, Local Land Services and other appropriate stakeholders/partners of the region.

The Steering Committee will be chaired by the Regional Landcare Coordinator Host Organisation or in a manner that suits the membership of the Committee.

The membership of the Regional Steering Committee will commit to:

* attending all scheduled Regional Steering Committee meetings
* wholeheartedly champion the NSW Landcare Coordinator Program within and outside of work areas
* share all communications and information across all Regional Steering Committee members
* make timely decisions and take action so as to not hold up the project notifying members of the Regional Steering Committee, as soon as practical, if any matter arises which may be deemed to affect the NSW Landcare Program

Membership on the Steering Committee does **not** authorise members or their organisation to represent or speak on behalf of, the NSW Landcare Program, Local Land Services or Landcare NSW Inc.

The Program does not provide remuneration for positions on the Steering Committee.

**Roles and Responsibilities**

The Regional Steering Committee will provide guidance, feedback and support to the Regional Landcare Coordinator. It will need to communicate to the NSW Landcare Program Management Team on how it will ensure alignment of the Regional Coordinator role to the Program intent.

The Regional Steering Committee will approve strategic direction and focus for the Regional Landcare Coordinator in line with the NSW Landcare Program outcomes. This will be undertaken via the development of a Regional Priority Plan.

The Regional Landcare Coordinator is employed by the agreed host organisation for the region. The Host Organisation is responsible for the recruitment, management and day-to-day operation of the Regional Landcare Coordinator. This is **not** the role of the Steering Committee.

This approach will require Landcarers, Local Land Services and other stakeholders to work together to reflect on how they coordinate actions and identify priorities, guided by the regional priority plan.

The Regional Coordinators will be a part of a statewide network, playing a key role in expanding and multiplying on the benefits delivered at the local district and network scale. Regional Coordinators will support regional approaches to priority planning, regional collaboration, regional organisation and the capacity for Landcare networks and groups in their regions to participate more effectively in larger scale opportunities.

Regional Coordinators will play an important role in the facilitation of Community-of-Practice in their region and will link to other key stakeholders including Regional Agriculture Landcare Facilitators, Landcare NSW, Local Land Services and other partners. Each region will need to work together to develop a Regional Priority Plan for the NSW Landcare Coordinator Program. This plan may require the input of Landcarers and other partners outside of the membership of the Regional Steering Committee, the role of the Steering Committee is to review and endorse the agreed plan.

The Regional Steering Committee is accountable for:

* providing guidance to the Regional Landcare Coordinator
* endorsing an agreed Regional Priority Plan to assist the Regional Landcare Coordinator and Community of Practice
* fostering collaboration
* removing obstacles to the successful delivery and adoption of the NSW Landcare Program
* maintaining at all times the focus on the agreed scope, outcomes and benefits of the Regional Priority Plan
* monitoring and managing the factors outside the control of the Regional Steering Committee that are critical to the success of the Regional Landcare Coordinator.

**Meetings**

* Minimum of two (2) meetings per year, held in an agreed location/teleconference. Dates to be pre-determined but with some flexibility around the availability of members
* All meetings will be convened by a Chair, who shall initially be the Host Organisation but them may be appointed / elected by the members of Regional Steering Committee.
* Chair to work with the Regional Landcare Coordinator to call meetings, organise agenda etc. Input to meeting agendas will be sought from the group via email and from previous meeting minutes
* A meeting quorum will be XX members of the Regional Steering Committee
* Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the decision is put to a vote, if the vote is equal then the Chair makes the final decision
* Meeting agendas and minutes will be distributed by the Regional Landcare Coordinator, this includes:
	+ Preparing agendas and supporting papers two (2) weeks prior to the meeting date
	+ Preparing meeting minutes and information within one (1) week of the meeting

**Conflicts of Interest**

Once a year Regional Steering Committee members will provide written declarations stating any real, perceived or potential conflicts of interest that would preclude them from being members and/or participating in the activities or decision making of the Regional Steering Committee.

Regional Steering Committee members must also declare any new or changed potential conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately recorded.

Where members or observers at Regional Steering Committee meetings are deemed to have a real or perceived conflict of interest it may be appropriate that they are excused from Committee deliberations on the issue.