



Office of
Local Government

Office of Local Government

LOCAL GOVERNMENT

MINISTERIAL ADVISORY GROUP

CHARTER

1. Introduction

Local government plays a vital role in shaping and sustaining communities throughout NSW and supporting key government initiatives, such as implementation of the Premier's Priorities. In recognition of this role, and the need to strengthen relationships between local and state governments, the Minister for Local Government will convene a Ministerial Advisory Group (MAG), to provide advice on relevant matters. The MAG will provide an opportunity for peak sector bodies, the NSW Government and the community to work in partnership on issues that directly affect the local government sector.

2. Purpose of the Ministerial Advisory Group

The primary purpose of the Ministerial Advisory Group is to consolidate the views of key stakeholders and provide strategic advice to the Minister for Local Government on relevant issues. The Ministerial Advisory Group will advise the Minister on matters such as:

- Opportunities for local government to support the implementation of the Premier's Priorities
- Opportunities for local government sector improvement
- Specific policy proposals and regulatory reform initiatives
- Other matters as requested by the Minister.

3. Membership

The Ministerial Advisory Group will be appointed by the Minister for Local Government and be made up of:

- Local Government New South Wales (2: 1 regional, 1 metro)
- Local Government Professionals Australia (NSW Branch) (1)
- United Services Union (1)
- Community (4)
- Independent Chair appointed by the Minister

In order to provide the Minister with the most timely and relevant advice, the membership of the MAG should draw from a range of relevant skills and experience in the local government sector. The membership will include a blend of industry representatives and community members with an interest and experience in regional and urban matters.

Industry representatives shall be selected from nominations invited by the Minister. Subject to the Minister's consideration, the Minister shall appoint that organisation's nominee/s to the MAG. Each organisation may nominate one substitute member, who may attend in the event core members are unable to. If an industry representative resigns from the MAG, by formally providing notice to the Minister, the Minister may write to the relevant organisation seeking new nominees.

Community members will be selected via an Expression of Interest process. Consideration will be given to selecting individuals who have a mix of regional and urban perspectives, diversity, as well as skills and experience in topic areas relevant to local government. The Minister will consider applications and select and appoint community members. If a community member resigns from the MAG, the Minister may at their discretion, choose to fill the vacancy from the previous pool of nominations, or call for new nominations.

The Minister will appoint the Independent Chair of the Ministerial Advisory Group.

All appointments will be for a period of up to two years.

4. Non-member attendees

The following persons shall be invited to attend Ministerial Advisory Group Meetings:

- The Minister for Local Government and/or representatives from the Minister's Office;
- The Deputy Secretary Local Government, Planning and Policy and/or representatives of the Office of Local Government.

The MAG, through the Chair, may invite external experts to attend the meetings as required.

5. Responsibilities of Members

Members of the MAG are expected to:

- Attend all meetings of the panels, which require your attendance, as far as possible, and allow necessary time to prepare for meetings;
- Maintain confidentiality of business papers and discussions within meetings;
- Participate in meetings by expressing opinions, applying good analytical skills, objectivity and good judgement;
- Provide fairness, courtesy, and due consideration to all views and opinions expressed within the MAG;
- Group members must avoid or appropriately manage any conflicts of interests. The onus is on the individual panel member to identify a conflict of interests and take appropriate action.

6. Reporting

The MAG, through the Chair, will report to the Minister following each meeting on matters discussed at the meeting consistent with the purpose outlined within this charter.

7. Administrative arrangements

7.1 Meetings

The MAG will meet as required, at least four times per year. Additional meetings may be held at the request of the Minister or by agreement with the Minister. Industry members will be expected to communicate with their respective organisations to ensure their advice is

reflective of broader views within the sector.

7.2 What constitutes advice?

Where possible the Chair of the MAG will report on the diversity of views represented by members and not always seek consensus.

7.3 Attendance at meetings and quorums

A majority of MAG members, one of which must be the Chair, must be in attendance for a meeting to proceed.

While attendance in person at meetings is preferable, members of the MAG may attend by telephone or by video conference where necessary and feasible.

7.4 Remuneration and expenses

The costs incurred by industry members in attending meetings shall be covered by that member's organisation. The remuneration and costs of the Chair and community representatives shall be covered by the Office of Local Government.

7.5 Media

Any and all media comments will only be made by the Chair of the Ministerial Advisory Group. All reasonable effort should be made to advise the Minister's Office and Office of Local Government of contact with the media.

7.6 Dissolution of the Ministerial Advisory Group

The Minister retains the right to dissolve the MAG, in whole or part, at any time.

The Ministerial Advisory Group will be dissolved under the following circumstances:

- The Minister for Local Government gives notice to the Chair that the Ministerial Advisory Group, or a member, is not fulfilling its purpose or is no longer necessary.
- An incoming Government or Minister determines that the Advisory Group not be continued for any reason.

7.7 Administrative Support

Administrative support, including inviting members, organising meetings, preparation of business papers, and taking of minutes, is to be provided by the Office of Local Government. The agenda for each meeting will be approved by the Chair.