



Environment,
Climate Change & Water
National Parks & Wildlife Service



Memorandum of Understanding

between the

NSW National Parks and Wildlife Service
of the Department of Environment,
Climate Change and Water

and

Regional Advisory Committees

2010–2013

Regional Advisory Committees provide an important link between the community and the NSW National Parks and Wildlife Service (NPWS).

Members are appointed by the Minister administering the *National Parks and Wildlife Act 1974* to provide advice on the protection, management, appreciation and enjoyment of parks and reserves gazetted under the Act.

This Memorandum of Understanding (MOU) sets out the respective roles and responsibilities of the NPWS and Regional Advisory Committees.

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Appointment of Regional Advisory Committees

Regional Advisory Committee members are appointed by the Minister under Sections 24 to 26 and Schedule 8 of the *National Parks and Wildlife Act 1974* (NPW Act). Every four years applications are sought from members of the public through advertisement, at least six months prior to the expiry of the current Regional Advisory Committee term.

Appendix A contains a copy of the relevant sections of the Act.

A Regional Advisory Committee must comprise at least 12 and not more than 17 members. This size provides a range of expertise and experience and maximises the effectiveness of the group. Where additional suitable applications exist, an eligibility list may be formed from those applicants not successful in gaining initial appointment but who wish to remain available should a vacancy occur.

Upon the expiry of a term of service on a Regional Advisory Committee, members are eligible to apply for re-appointment for further terms.

Regional Advisory Committees reflect a broad range of community perspectives in line with the requirements of the Act and government policy. The NSW Government actively promotes the participation of Aboriginal people, women, youth, and people from non-English speaking backgrounds on advisory committees.

Role of Regional Advisory Committees

Under the NPW Act, Regional Advisory Committees assist the National Parks and Wildlife Service by:

- providing advice to the Head, National Parks and Wildlife and the National Parks and Wildlife (NPW) Advisory Council on policies and plans for the administrative region for which it was constituted
- providing advice to the Head, National Parks and Wildlife and the NPW Advisory Council on activities carried out or proposed to be carried out within the administrative region for which it was constituted
- providing advice on draft Plans of Management relating to the administrative region for which it was constituted and to the NPW Advisory Council on the implementation of such plans of management
- providing advice to the Head, National Parks and Wildlife on the implementation of plans of management relating to the administrative region for which it was constituted
- implementing advisory functions as conferred or imposed on it by the Minister.

In practice, Regional Advisory Committees advise regional managers under delegated authority.

Consultation with Regional Advisory Committees is limited to the administrative region for which it was constituted and does not include Marine Parks, lands reserved under Part 4A of the NPW Act, or areas dedicated as Community

Conservation Areas under the *Brigalow and Nandewar Community Conservation Area Act 2005* (NSW).

Resignation from office

To resign from office, a member must submit her or his signed resignation to the Minister administering the NPW Act.

A member intending to resign should inform the Regional Advisory Committee Chairperson and Regional Manager as early as practicable.

Filling vacancies

The Minister may from time to time appoint additional members to any Regional Advisory Committee. Appointments may be made from the eligibility list or through advertisement or invitation.

As Regional Advisory Committee members are appointed by the Minister, temporary filling of vacancies is not appropriate.

Removal from office

Under Schedule 8 of the NPW Act, the Minister may, for any cause which to the Minister seems sufficient, remove from office any member of a Regional Advisory Committee. Such removal may include a member of a Regional Advisory Committee who is absent without suitable explanation or permission for three consecutive meetings held by the Regional Advisory Committee over any period of 12 months.

In this event the Regional Advisory Committee shall note the absences without notice and the Chairperson, in consultation with the Regional Manager, will initiate action to obtain an explanation from the member. In the absence of a satisfactory explanation, the Chairperson may recommend the termination of an individual's membership of the Regional Advisory Committee.

Responsibilities of Regional Advisory Committee members

Regional Advisory Committee members are appointed by the Minister as individuals who bring specific experience and expertise to contribute to the natural and cultural heritage conservation and management of NSW parks and reserves.

Members are responsible to the Minister for contributing their perspectives on park management with integrity. Regional Advisory Committee members are expected to:

- respect the confidentiality of Regional Advisory Committee deliberations and any privileged information with which they may be provided

- consult and cooperate with regional managers and
- disclose all interests, either financial, property or otherwise, that might possibly be construed as being in conflict with their responsibilities as Regional Advisory Committee members. Members must give the Chairperson prior notice of their interest in the matter to be discussed and may need to withdraw from the meeting during that discussion (see Conduct of meetings, p.6). Such conflicts of interest should be recorded in the minutes.

Responsibilities of the National Parks and Wildlife Service

NPWS Regional Managers will:

- assist and advise their Regional Advisory Committee in relation to its functions and responsibilities
- provide their Regional Advisory Committee with information to assist them to exercise the committee's responsibilities
- clearly indicate to their Regional Advisory Committee issues that are contentious and where confidentiality is required
- consider and, where possible, respond to matters arising from their Regional Advisory Committee and
- organise inspection tours and associated matters as necessary, including visits by the NPW Advisory Council to the Region.

The NPWS may appoint **facilitators** who will:

- provide secretariat support for their Regional Advisory Committee to facilitate the smooth flow of business
- provide day-to-day liaison on matters relating to their Regional Advisory Committee
- provide routine administrative support to their Regional Advisory Committee on behalf of their regional manager
- present briefings on behalf of their regional manager as appropriate and
- assist in the coordination of presenters, briefings and field trips on behalf of their regional manager.

NPWS Branch Directors and the Executive Director, Park Management will:

- ensure that matters that cannot be resolved at the regional level are noted and responded to in an effective and timely manner and
- ensure that matters that cannot be actioned at the branch level or that may have statewide implications are referred to the Head, National Parks and Wildlife.

The **Stakeholder Liaison and Group Coordination Unit within NPWS** will:

- provide statewide coordination, advice and assistance to regions, branches and Regional Advisory Committees including constitution of Regional Advisory Committees, resignations and filling of vacancies
- facilitate communication between branches on matters relating to advisory committees
- act as a point of contact for referral of matters to the Head, National Parks and Wildlife if appropriate
- act as the point of contact for referral of matters to the NPW Advisory Council, coordinating distribution of communications between the NPW Advisory Council and Regional Advisory Committees and
- receive minutes of Regional Advisory Committee meetings and report on statewide issues and trends.

Responsibilities of the National Parks and Wildlife Advisory Council to Regional Advisory Committees

The Act establishes the National Parks and Wildlife Advisory Council to advise the Minister on matters relating to the care, control and management of national parks, nature reserves, historic sites, regional parks and the conservation of wildlife in New South Wales. The Council includes four members of Regional Advisory Committees.

Matters of statewide significance or issues that have not been resolved at regional manager and branch level may be referred to the Advisory Council.

The Advisory Council:

- places on the agenda of Advisory Council meetings a standing item 'Advisory Committee Matters'
- may refer appropriate issues to Regional Advisory Committees for comment via the Stakeholder Liaison and Group Coordination Unit
- involves members of the relevant Regional Advisory Committee in Council's review of plans of management and associated field inspections
- forwards an Advisory Council meeting schedule to all Regional Advisory Committees at the beginning of the year
- forwards a summary of the minutes of Advisory Council meetings to Regional Advisory Committee Chairpersons and
- provides feedback to Regional Advisory Committees on issues which may be of interest.

In practice, the Advisory Council advises the Head, National Parks and Wildlife under delegated authority.

Responsibilities of Regional Advisory Committees to the National Parks and Wildlife Advisory Council

Regional Advisory Committees:

- refer issues and recommendations with wider NPWS implications or wider policy implications to the NPW Advisory Council where necessary and
- refer any matters considered relevant or likely to be of interest to the Council for its information and consideration.

Liaison with neighbours, local communities and other stakeholders

Regional Advisory Committee members are expected to maintain contact with neighbours, community groups and other stakeholders as part of providing the NPWS with insight into the reserve management issues that are of potential concern to the community.

Regional Advisory Committees may seek advice directly from other agencies, individuals or other stakeholder groups in order to obtain information that will assist the committee in providing advice to the NPWS (see also 'Attendance at meetings', p.6).

Prior to seeking such external advice, Regional Advisory Committee members should consult with the regional manager to determine whether the matter is regarded as potentially contentious. Where issues are deemed contentious, the NPWS may make contact on behalf of the committee.

Regional Advisory Committees must take care not to commit the NPWS to a position or action in the course of consulting with external stakeholders.

Regional Advisory Committee meetings

Timing

Regional Advisory Committees are required to hold their first Annual General Meeting within three months of the constitution of the Regional Advisory Committee and conduct regular meetings at least once every three months thereafter.

At each Annual General Meeting, the members must appoint a Chairperson, Deputy Chairperson and, where required, a Secretary and a calendar of meetings for the following year should be endorsed.

The Secretary must forward to the Head, National Parks and Wildlife the particulars of the dates of, and of members attending, each meeting for the past year, not later than 1 January of each year (see Appendix B).

In practice, Regional Advisory Committees advise the Head, National Parks and Wildlife under delegated authority.

Notice of meeting

Not less than seven days before each meeting the Secretary should circulate to each member an agenda and associated business papers for the meeting.

Attendance at meetings

Regional managers or their representative(s) should attend their Regional Advisory Committee meetings.

From time to time a Regional Advisory Committee may require departmental or external specialist advice in order to assist it in its deliberations. Following consultation with the regional manager and with the consent of the majority of committee members, Regional Advisory Committees may invite non-members to attend a Regional Advisory Committee meeting. Such attendance should relate to a specific agenda item and shall be restricted to the duration of discussion on that agenda item.

Quorum

A majority of the current members of a Regional Advisory Committee shall form a quorum at any meeting. It is important that meetings should be conducted on a face-to-face basis; however, at times a teleconference may be needed to satisfy quorum requirements where sufficient physical numbers are not achievable on a face-to-face basis or to deal with urgent matters or particular issues.

Conduct of meetings

Meeting procedures will be consistent with sound meeting practice and ensure that all members are given fair and equal opportunity to participate in the deliberations of their Regional Advisory Committee.

The carriage of a motion which is proposed and seconded shall be determined by a majority of votes of the members present and voting. The Chairperson will have a deliberative, and in the case of equality of votes, a casting vote. It is, however, desirable that members strive to achieve consensus on matters.

Members declaring a conflict of interest may be asked by the Chairperson to absent themselves from the meeting or refrain from debate while the issue is discussed, if the majority of other members feel that course of action is warranted.

Should any doubts exist about a declared conflict of interest and the Regional Advisory Committee is unable to agree whether or not the particular member(s) should refrain from participating in discussions or consideration of the issue, the matter is to be referred to the regional manager for determination.

Advisory committee planning

In planning a program of activities or topics for discussion, Regional Advisory Committees should ensure that the program is compatible with regional and NPWS objectives and priorities, and consistent with Regional Advisory Committees' functions under the Act.

Programs should have the full support of their Regional Manager and Advisory Committee members as well as a commitment to participate in agreed program activities.

The Regional Manager will ensure that the program of activities is practical and realistic in terms of time frames, annual or ongoing projects, and available resources, including financial allocations for their Regional Advisory Committee's expenses.

Minutes

The Regional Advisory Committee is responsible for ensuring that the minutes of each meeting are recorded in written form as a true and accurate record of proceedings.

A copy of the minutes should be forwarded to:

- the Stakeholder Liaison and Group Coordination Unit, for monitoring of statewide issues and trends and
- the relevant Director, if the subject matter warrants referral.

The full minutes of meetings are confidential, however, a summary of issues discussed at a particular meeting may be provided to interested parties (see also 'Confidentiality', p.12).

Resolutions

Regional Advisory Committees may prepare resolutions in respect to matters relating to the care and management of parks and reserves and any other NPWS responsibilities within the administrative region for which they are constituted.

Resolutions should be well researched and based on sound analysis. They should clearly state what action is recommended.

Resolutions requiring action should be directed to the regional manager and may also request that the regional manager refer a particular resolution to the branch or Executive Director, Head, National Parks and Wildlife or to the Advisory Council for formal consideration.

When action from a resolution is sought more broadly than within the particular region, it should be accompanied by a clear recommendation from the regional manager and any supporting papers for action. A copy should be sent to the Stakeholder Liaison Officer, Stakeholder Liaison and Group Coordination Unit for information.

Confidentiality

Regional Advisory Committees will discuss a wide range of issues, many of which may be complex, sensitive or contentious. To enable members to make an informed decision on a particular matter, it will often be necessary to consider 'privileged' information. Such information should be treated with the utmost confidentiality and kept within the confines of the Regional Advisory Committee.

Regional Advisory Committee members are asked to maintain confidentiality regarding matters discussed, irrespective of whether they have an affiliation with another group or organisation. However, they may report to the community on Regional Advisory Committee matters where such information would normally be available to the public.

As Regional Advisory Committee members perform a function on behalf of the NPWS, all members are subject to the relevant legislation in NSW including, but not restricted to, the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*. Key provisions of these acts will be explained in the induction information supplied to Regional Advisory Committees.

Conservation and management programs

The NPWS is committed to ongoing implementation of priority conservation and management programs.

All NPWS regions are required to develop annual operational plans to link their on ground actions to Government priorities and programs. Each region also monitors progress towards achieving these priorities.

Regional managers may consult and seek advice from their Regional Advisory Committees on a range of matters including the development of Regional Operations Plans.

Regional Advisory Committees will provide their regional managers with feedback in the form of written comments in the minutes of their meetings.

Information and publicity

The NPWS produces a range of publications, brochures and pamphlets relating to parks and native flora and fauna.

Regional managers may provide Regional Advisory Committees with the opportunity to comment on specific brochures or other proposed publications relating to the region for which it was constituted.

Regional Advisory Committees may identify topics where additional information would assist in meeting visitor needs.

Regional Advisory Committee Annual Report

Each Regional Advisory Committee is required to submit to the Head, National Parks and Wildlife, an annual report covering the previous calendar year ending 31 December. Annual reports are to be completed by and endorsed at the Annual General Meeting.

In order to achieve consistency among Regional Advisory Committees, the report should follow the format provided at Appendix B.

In preparing annual reports, Regional Advisory Committees should strive for brevity (a maximum length of two A4 pages is suggested).

Endorsed annual reports should be forwarded to the Stakeholder Liaison Officer, Stakeholder Liaison and Group Coordination by 30 June each year for review by the Head, National Parks and Wildlife.

Regional Advisory Committee member entitlements

Expenses

Members will be reimbursed for any out-of-pocket expenses for travel to and from meetings and other planned Regional Advisory Committee activities. Regional Advisory Committee members must submit claims in a timely manner for travel and related expenses for other official activities as authorised by their regional manager.

Where members are required to use their own vehicle to attend official Regional Advisory Committee functions, they are entitled to receive an allowance for such use at the public service 'official business rate'.

Approval for air travel where necessary will be arranged through their regional manager.

All claims for reimbursement of actual costs should be lodged with their regional manager and must be accompanied by receipts for the costs incurred.

Annual pass

All members will be issued with a complimentary All Parks Annual Pass that will provide free entry into all national parks, nature reserves, historic sites, NPWS-managed state recreation areas and regional parks where an entry fee applies. This is to encourage members to visit as many parks as possible and familiarise themselves with parks and reserves across the State, and serves to recognise the valuable voluntary work undertaken by Regional Advisory Committee members.

Legislation

Regional managers will assist their Regional Advisory Committee in obtaining access

to copies of relevant legislation such as the *National Parks and Wildlife Act 1974* and the Regulations under that Act, the *Threatened Species Conservation Act 1995* and the *Wilderness Act 1987*. It is recommended that Regional Advisory Committee members familiarise themselves with the relevant legislation.

DECCW Annual Report, Corporate Plan and Parks and Wildlife Group Strategic Plan

Each Regional Advisory Committee member will be provided with copies of the DECCW Annual Report and Corporate Plan and the Parks and Wildlife Group Strategic Plan. These are a useful source of information about the DECCW, its charter and principal activities.

Regional Advisory Committee member insurance

Regional Advisory Committee members provide voluntary service and are therefore covered under the DECCW Miscellaneous Insurance Policy against any injury sustained while engaged in official duties both on and off park. The benefit payable is in accordance with, and equivalent to, the benefits payable under the *NSW Workers Compensation Act 1987* as amended.

As well, given that advisory committee members have no policy determination or operational executive function, they are indemnified against personal liability in relation to claims arising out of the provision of independent comment and advice to the NPWS and the Advisory Council.

Where a member uses her or his private vehicle on NPWS business, should an accident occur, the amount claimable is limited to the basic excess on the member's insurance policy. The involvement of members in official duties should be identified in the minutes of meetings. An incident report form must be submitted to the regional manager in respect of any personal injury or accident involving advisory committee members.

Where members are required to use their private motor vehicle on official advisory committee business, they are required to provide evidence, prior to travel, that the vehicle is comprehensively insured.

In the absence of such evidence of insurance, members will be required to sign an indemnity form (see Appendix C). This indemnifies the Director General, the DECCW, the NSW Government and Her Majesty against all liability occurring in connection with the use of a member's private vehicle on official advisory committee business.

Appendix A

National Parks and Wildlife Act 1974

The following parts of the Act relate to Regional advisory committees:

Division 2 Advisory committees

24 Constitution of advisory committees

- (1) The Director-General is to divide the State into administrative regions and may at any time alter or abolish those administrative regions.
- (2) A regional advisory committee is to be constituted for each administrative region.
- (3) Additional advisory committees may be constituted for particular purposes determined by the Minister.
- (4) Schedule 8 has effect.

25 Functions of advisory committees

- (1) A regional advisory committee has the following functions:
 - (a) to provide advice to the Director-General and the Council on policies and plans for the administrative region for which it was constituted,
 - (b) to provide advice to the Director-General and the Council on activities carried out or proposed to be carried out within the administrative region for which it was constituted,
 - (c) to provide advice to responsible authorities within the meaning of section 71BO on draft plans of management relating to the administrative region for which it was constituted and to the Council on the implementation of such plans of management,
 - (d) To provide advice to the Director-General on the implementation of plans of management relating to the administrative region for which it was constituted.
- (2) An advisory committee referred to in section 24 (3) has such advisory functions as are conferred or imposed on it by the Minister.

26 **Dissolution of advisory committees**

- (1) If an administrative region for which a regional advisory committee is constituted is abolished, the advisory committee is dissolved.
- (2) A person who was a member of the advisory committee immediately before its dissolution is eligible for appointment to another advisory committee constituted for an administrative region that encompasses all or any part of the former administrative region for which the dissolved committee was constituted.

Schedule 8 Advisory committees

1. Composition

- (1) A regional advisory committee will consist of at least 12 members, but not more than 17 members, appointed by the Minister.
- (2) The members are to include at least 2 Aboriginal persons, a person jointly nominated by the Nature Conservation Council of NSW and the National Parks Association of NSW, and such other persons who the Minister decides have one or more of the following qualifications:
 - (a) expertise and experience in local government;
 - (b) expertise and experience in community involvement in conservation;
 - (c) expertise and experience in Aboriginal Cultural Heritage;
 - (d) scientific qualifications in the area of conservation biology, wildlife management or related disciplines;
 - (e) expertise and experience in rural or regional issues;
 - (f) expertise and experience in agriculture and rural issues, being a person nominated by the NSW Farmers' Association;
 - (g) expertise and experience in ecotourism or ecologically sustainable visitor use, enjoyment and appreciation of reserves;
 - (h) expertise and experience in environmental education and community involvement in environmental education, and
 - (i) expertise in non-Aboriginal cultural heritage conservation.
- (3) The Minister is to ensure, as far as is possible, that the composition of the advisory committee reflects the expertise and experience referred to in sub clause (2).

- (4) The Director General is to arrange for a senior officer of the NPWS to attend meetings of each advisory committee and for secretarial support to be available to each advisory committee.

2 Removal from office

- (1) The Minister may for any cause which to the Minister seems sufficient remove from office any member of an advisory committee.
- (2) Without limiting the generality of sub clause (1), the Minister may remove from office a member of an advisory committee who is absent without leave of the advisory committee (or without being excused by the committee) from 3 consecutive meetings held by the advisory committee over any period of 12 months.

3 Vacation of office

A member of an advisory committee shall be deemed to have vacated the member's office if the member:

- (1) dies
- (2) resigns the member's office by writing under the member's hand addressed to the Minister
- (3) becomes a temporary patient, a continued treatment patient, a protected person or an incapable person within the meaning of the *Mental Health Act 1958* or a person under detention under Part 7 of that Act, or
- (4) is removed from office by the Minister.

4 Vacancies and additional members

The Minister may from time to time appoint additional members of any advisory committee or appoint a member to fill any vacancy.

5 Term of office

The members of an advisory committee shall hold office for such period, not exceeding 4 years, as may be specified in their respective instruments of appointment and are eligible, if otherwise qualified, for further appointment under this Schedule.

6, 7 (Repealed)

8 Quorum

- (1) A majority of the members of an advisory committee shall form a quorum at any meeting of the committee and any duly convened meeting of the committee at which a quorum is present shall be competent to transact any business of the committee.
- (2) Questions arising at a meeting of an advisory committee shall be determined by a majority of votes of the members present and voting.

9 Procedure

The procedure for the calling of meetings of an advisory committee and for the conduct of business at those meetings shall, subject to this Schedule and any regulations made in relation thereto, be as determined by the advisory committee.

10 Expenses

A member of an advisory committee shall be entitled to receive such traveling and other expenses (if any) as the Minister may determine in respect of the member.

Appendix B

Sample format for Regional Advisory Committee Annual Reports

Annual Report _____ Region Advisory Committee
Year ending 31 December 20__

Significant highlights

General information on successful activities undertaken.

Membership

Advice of new members or resignations.

Meetings

The number of meetings held during the year, whether meetings held with other Regional Advisory Committees, etc. The attendance/apologies of members are to be recorded in a separate attendance matrix (sample attached).

Field excursions

Areas visited during the year.

Regional management programs

Advice of Regional Advisory Committee involvement in Regional management programs (e.g. pest species management, neighbour relations) and projects initiated within the Region.

Community involvement

Comment on committee activities involving the community, e.g. open days, field days, public meetings, displays.

Ongoing issues

Issues that the committee is continuing to work on, e.g. what steps have been taken so far; what remains to be done.

Conclusion

Opportunity for personal comment from Chairperson.

.....Chairperson

Regional Advisory Committee attendance schedule

..... Regional Advisory Committee
.....meetings held during the period 1 January to
31 December.....

Name	Meetings					

Legend: P=Present A=Apology N=Not in attendance and no apology recorded

Comments

Appendix C

Release and indemnity form

On the day of20.....,

I,.....

of ('the Applicant'),
in consideration of the Director General of the Department of Environment, Climate Change and Water waiving the requirement to hold comprehensive insurance contained in the Memorandum of Understanding between the NPWS and Regional advisory committees, **hereby release and indemnify** and will keep indemnified the Director General, the Department of Environment, Climate Change and Water, Her Majesty and the Government of New South Wales from and against all liability including but not limited to actions, suits, claims, demands, proceedings, losses, damages, compensation, sums of money, costs (including solicitor and client costs), charges, expenses and penalties which the Department of Environment, Climate Change and Water may suffer or incur in connection with loss of life, personal injury or damage to property occurring in connection with the applicant's use of a vehicle ('the vehicle') other than a DECCW vehicle while acting as a member of the Regional Advisory Committee and which arise directly or indirectly from any negligent or wrongful act or omission of the applicant, her/his family, employees, contractors or agents done or omitted to be done in the course of using the vehicle or which arise from any other event for which the applicant would be able to make a claim on a comprehensive policy of insurance if such a policy existed with respect to the applicant or the vehicle.

SIGNED by the Applicant in the presence of:

.....(Applicant)

.....(Witness)

Glossary

In this Memorandum, unless the context otherwise requires, the following definitions apply:

the Act means the *National Parks and Wildlife Act 1974* as amended from time to time and any Act replacing the same.

Regional Advisory Committee means a Regional Advisory Committee constituted under Schedule 8 of the Act.

Advisory Council means the National Parks and Wildlife Advisory Council.

member means a person appointed by the Minister to a Regional Advisory Committee.

Minister means the Minister administering the *National Parks and Wildlife Act 1974* in the State of New South Wales.

DECCW means the Department of the Environment, Climate Change and Water NSW.

Director General means the Director General of the Department of Environment, Climate Change and Water NSW, and is the Director General of the National Parks and Wildlife Service as described by the *National Parks and Wildlife Act 1974*.

Head, National Parks and Wildlife means the Deputy Director General of the Department of Environment, Climate Change and Water who also leads the Parks and Wildlife Group within the Department.

Region means a geographic area within a defined operational boundary administered by a regional manager and containing national parks and other protected areas within the landscape.

Regional Manager means the officer of the National Parks and Wildlife Service appointed as Manager of the Region in which the Regional Advisory Committee is located, and includes any person for the time being acting as such.

Director means a Director of one of the four National Parks and Wildlife Service administrative areas (Coastal, Western and Metropolitan Branches) and the Executive Director of the Park Management Division.