

**New South Wales Right to Information and Privacy Practitioners Network
Consultative Committee
TERMS OF REFERENCE**

1. Role and Purpose

The Consultative Committee will provide a means for the Practitioners Network to consider and respond to relevant matters that arise between the quarterly meetings. It will meet with the Information and Privacy Commissioners to discuss matters of concern that practitioners have raised directly with the Committee and to provide feedback to the Commissioners. The Consultative Committee is able to make submissions to the Commissioners or any other relevant body or office, or the public, on topics of interest to the Network. It will report quarterly to the Network on its activities and any matters raised by the Commissioners.

To encourage openness and the sharing of information, the Practitioners Network provides a safe space for practitioners to raise concerns and express ideas in regards to the information access and privacy legislation. Practitioners are **not** considered to be representing the view of their respective agencies and therefore **Chatham House Rules apply**.

2. Terms of Reference

- Monitor and provide strategic feedback on issues related to access to government information and privacy;
- Receive information or requests for action on relevant matters from members of the Network;
- Consider and prepare submissions, public statements, reports or other papers on matters of concern to the Network;
- Meet with the Information and Privacy Commissioners between the quarterly Network meetings to discuss relevant matters raised by practitioners and provide feedback on recent initiatives

3. Membership

The Consultative Committee comprises volunteers who are right to information and/or privacy practitioners (they must have the support of their respective agencies to attend meetings and attend to any urgent matters):

- a.** Chairperson
- b.** Deputy Chairperson
- c.** Six Committee members (from differing agencies and statutory bodies, eg health sector, universities, local government)

d. If the number of volunteers exceeds the number of positions the initial membership will be determined by drawing names out of a hat. Two of those not selected to fill a position will be used to fill any casual vacancies at a meeting of the Consultative Committee. Those who fill casual vacancies are not precluded from standing for membership of the Committee when volunteers are called for.

- Committee members are **not** representatives of their agencies and their views are theirs as practitioners;
- Membership is for a term of 3 years.
- To maintain an appropriate balance between new and experienced members, retiring members may stand for a second term. A member can serve more than two terms if voted for by the Network.
- Consultative Committee Members who cannot attend more than two consecutive meetings including Network or Consultative Committee meetings with the Commissioners (without the leave of the Committee), will be asked to reconsider their position on the Consultative Committee, in order to give other Network members a chance to participate.

4. Roles and Responsibilities

The Consultative Committee members are responsible for:

- Attending all scheduled Consultative Committee and Network Meetings
- Wholeheartedly championing the Network within and outside of work areas
- Sharing communications and information across the Network
- Notifying members of the Consultative Committee, as soon as practical, if any matter arises which may be deemed to affect the Network
- Fostering collaboration
- Making decisions by consensus (ie members support the decision even though it may not be their first choice). If consensus is not reached, the Committee Chairperson makes the final decision
- Chairperson will circulate all draft and final agendas, minutes of meetings, and supporting documentation.
- All Committee members are expected to take notes when attending Consultative Meetings and Practitioners Network meetings.

5. Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement with the Consultative Committee and then the Practitioners Network.