

# Land Titling Advisory Group

## Terms of Reference (Version 4)



**Government of South Australia**  
Department for Housing  
and Urban Development

Document amendment record			
Version	Author	Date	Changes
0.1	Office of the Registrar-General Land Services SA	06/02/2019	Draft for review by members
0.2	Suggested amendments by Ash Mildred	02/04/2019	Include level of membership as an Ad Hoc Member in Section 2
0.3	Office of the Registrar-General	29/05/2019	Minor updates to times and venue for meeting
1	N/A	11/06/2019	Published version as agreed by members at meeting
2	Office of the Registrar-General Land Services SA	17/01/2021	Scheduled revision of terms of reference
3	Office of the Registrar-General Land Services SA	06/12/2022	Scheduled revision of terms of reference
4	Office of the Registrar-General Land Services SA	06/01/2025	Scheduled revision of terms of reference

## 1 Background and general scope

Jointly established by Land Services SA (**LSSA**) and the Office of the Registrar-General (**ORG**), the Land Titling Advisory Group (**the Group**) creates a long-term communication channel between property industry stakeholders, LSSA and the ORG.

The Group aims to ensure transparent, stakeholder consultation, which enables members to raise issues and concerns, and seek clarification on a range of relevant matters. Members are encouraged and expected to communicate and share information from the Group with their colleagues, stakeholders and wider industry. The Group also enables LSSA and the ORG to advise and collaborate on changes relevant to industry.

### 1.1 The scope of the contribution from LSSA and the ORG to the Group include:

- LSSA will ensure members are advised and consulted on changes to operational matters related to land transactions in South Australia;
- The ORG will ensure members are advised and consulted on decisions relating to administrative policy, process and legislative changes.

## 2 Membership

The Membership of the Group will be established through an expression of interest (**EOI**) process, instigated via a Customer Information Bulletin. The Law Society of South Australia and Australian Institute of Conveyancers (SA) will be approached directly for their participation.

Members will be selected for a 2-year term commencing in January and concluding in December of the relevant years (e.g. 1 January 2025 to 31 December 2026). A list of successful members will be published on the LSSA and ORG websites at the conclusion of the EOI process.

Participation in this group as a member is voluntary and unpaid. The anticipated time commitment is approximately 1 hour every two months for meetings which is in addition to any time needed to undertake reading and preparation for meetings.

The Group will not be a decision-making body. The Group will primarily operate as an open, consultative body for the purposes of advice and clarification, with feedback from the Group being used as part of decision-making processes. As such, no quorum or voting procedures are to be established.

### 2.1 Proxy

In the event a member is unable to attend they may nominate someone to attend on their behalf.

### 2.2 Chair

The Group will be chaired by the Chief Operating Officer of LSSA and the Deputy-Registrar-General (or in need their nominee) who will alternate the chairing of meetings. LSSA will undertake all secretariat functions, including the preparation of meeting agendas, minutes and the action item register.

## 2.3 Ad Hoc Member

A person may be invited through the co-chairs to attend any specific meeting (or meetings) or part thereof in the capacity of an Ad Hoc Member if it is believed that that person can contribute information to or explanation of any matter pertinent to the scope of this meeting or if that person may be able to assist in the dissemination of information beneficial to the aims of this group. An Ad Hoc Member would have the same rights as an ordinary member to enter into any discussion on the matter with which they are associated.

## 3 Matters to be considered

- Consulting on the development of policy and legislative changes affecting land transactions in South Australia by the ORG;
- Advising on LSSA administration and procedures, including land registry forms;
- Advising on eConveyancing updates as well as conducting follow-up consultation on implementation;
- Advising on compliance requirements and auditing regimes.

## 4 Operation

### 4.1 Meetings

- Meetings will be held quarterly in the second week of the relevant month, and as otherwise required.
- Meetings will be maximum one hour in duration.
- Meetings will take place online (e.g. Microsoft Teams).
- Should it be necessary to hold an in-person meeting, the venue will be advised as required.

### 4.2 Agenda

- Group members may raise items for the agenda.
- Agenda items should be forwarded to the secretariat at least one week before the scheduled meeting via [customersupport@landservices.com.au](mailto:customersupport@landservices.com.au).
- The co-chairs will approve agendas no less than three working days before the meeting date.
- The agenda and minutes, along with any documents for consideration, will be distributed electronically prior to each meeting.

### 4.3 Record keeping

- Minutes of meetings will be taken.
- Once endorsed, the minutes will be distributed to members.
- The minutes of meetings and the status of associated actions must be reviewed at the next Group meeting.
- All actions and tasks to be recorded and updated via an action list document.

## 5 Code of Conduct for Group Members

### 5.1 Members agree to:

- attend Group meetings and if possible provide a proxy where they are unable to attend;
- act in an advisory capacity by disseminating information, provide insight and advice to the chair and abide by the decisions of the chair, including suspension and termination of their membership;
- respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate;
- contribute in a positive way to finding solutions to issues or concerns that will benefit the majority of property industry stakeholders;
- at all times act in good faith, with honesty and integrity and consider all matters with diligence and care;
- seek to represent the views of the broader property industry, and not only their individual views;
- not make any media comment on behalf of the Group unless approved by the Group co-chairs.

## 5.2 The role and responsibilities of the Group members

- To be fully prepared for meetings, individual pre-reading of agendas and attachments.
- To participate in a collaborative meeting format.
- To bring local knowledge and broad community experience to the table.
- To raise issues, proposals and ideas.

## 5.3 Shared roles and responsibilities of all Group members

- All members will be able to raise any issues and problems and have them dealt with in an honest, respectful and open manner.
- All members will be given equal opportunity to participate in the Group discussions.
- Working groups may be established as required and members may nominate to be a part of these working groups.

## 6 Duration

The Group members and Terms of Reference will remain in place for a period of 2 years, after which time both will be reviewed.


The current version of the Terms of Reference is due to be reviewed on or before 1 January 2027, however may be changed prior to this pre-appointed review date as deemed necessary. If changed during this time, the Terms of Reference will remain subject to a review at the pre-appointed 2-year date.

APPROVED BY LSSA:

A handwritten signature in blue ink, appearing to read 'B.P.I.', is positioned above a horizontal line.

BRENTON PIKE, CHIEF EXECUTIVE OFFICER

APPROVED BY ORG:

A handwritten signature in blue ink, appearing to read 'G.W.', is positioned above a horizontal line.

GEMMA WALLACE, REGISTRAR-GENERAL