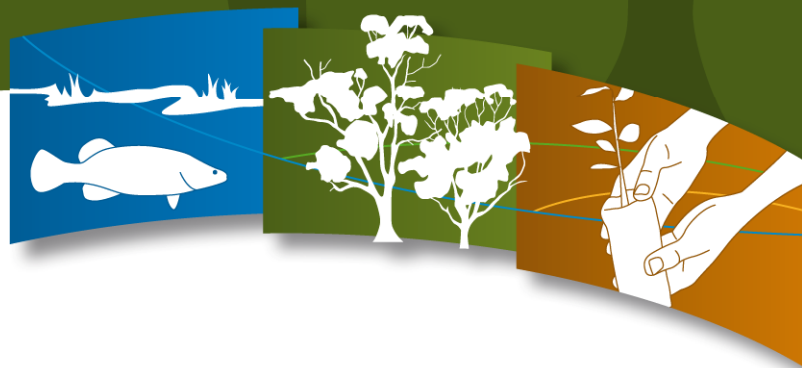
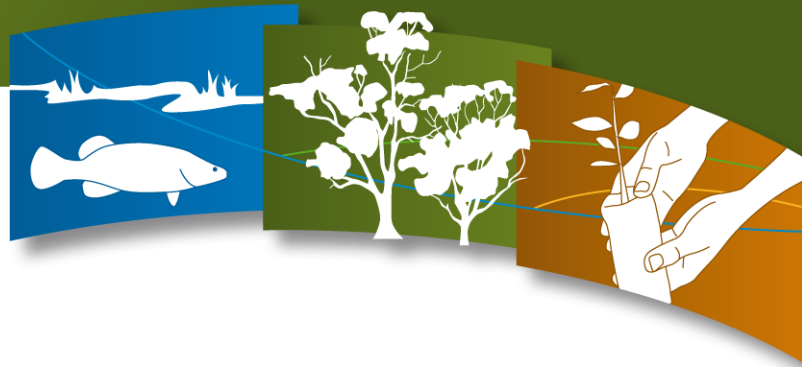


Connecting Rivers, Landscapes, People

NATURAL RESOURCE MANAGEMENT COMMITTEE CHARTER SEPTEMBER 2011 v2



NORTH CENTRAL
Catchment Management Authority
Connecting Rivers, Landscapes, People



1. PURPOSE

1.1 Introduction

The North Central Catchment Management Authority (North Central CMA) operates under the *Water Act 1989* and the *Catchment and Land Protection Act 1994*. The primary function of the North Central CMA is to coordinate the development, implementation and monitoring of the accredited Regional Catchment Strategy.

The Natural Resource Management Committee (NRMC) has evolved from the previous Implementation Committee structure to better reflect the North Central CMA's new functional strategic approach to dealing with NRM issues through asset-based investment. The primary focus for the NRM Committee will continue to be on projects that have a community interface.

The Natural Resource Management Committee is an integral part of the Authority in maintaining links with the broader community and ensuring the delivery of environmental outcomes.

This charter has been developed based on the principles established through a 2007 Implementation Committee/Community Engagement review and a subsequent review after eight months of operation of the NRMC.

These are:

- Develop and build upon existing processes and structures
- Encourage local ownership and use of local knowledge in relation to engaging the community in CMA business
- Focus the NRMC on specific tasks rather than general, less-defined tasks
- Encourage a strategic approach to dealing with local NRM issues
- Ensure stronger links with existing community engagement frameworks such as Landcare.

1.2 NRMC Charter

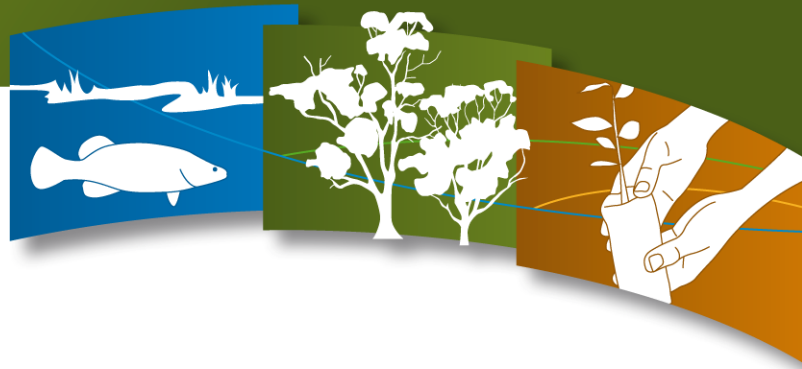
The NRMC Charter has been developed by the North Central CMA to provide:

- A framework for the operation of the NRMC
- Clarity of the roles and responsibilities of the members of the NRMC.

The Charter will be reviewed at least every three years.

1.3 NRMC Operating Protocols

The NRMC Operating Protocols provides a clear operating standard for the Committee and should be read in conjunction with this document (DM 55075).



1.4 Role of NRMC

The fundamental role of the NRMC is to provide a community and local perspective to the functions of the CMA that have a community interface. The role of the Board is to consider the views of the community, scientific input, government policy and management in delivering the Regional Catchment Strategy. In making decisions, the Board acts in the best interest of the region as a whole.

Within this context, the role of the NRMC is to provide the Board with a community and local perspective on:

- Appropriate engagement mechanisms for projects
- Direction and focus of the Regional Catchment Strategy
- Identifying annual priorities for investment
- Reviewing the community engagement aspects of projects
- Developing and implementing a community engagement strategy
- Project performance

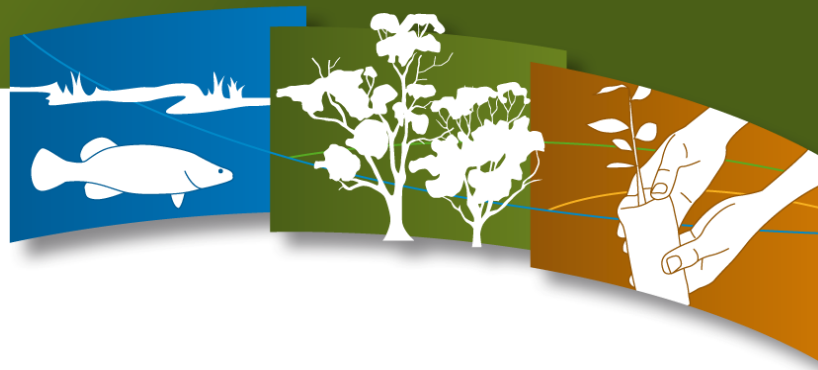
The Board has statutory responsibilities that it cannot delegate. However, the influence of the NRMC, informed and exercised within a strategic context, can have far-reaching impacts on the work and future directions of the North Central CMA.

1.5 Keys to NRMC Success

The North Central CMA comprises the Board, NRMC and staff.

Critical to the success of the organisation is for all components to recognise that they are part of, and belong to, the North Central CMA, with a clear understanding of the roles and responsibilities of the other components.

The North Central CMA achieves better results when its components work constructively and collaboratively as a team.



2. NORTH CENTRAL CMA STRUCTURE

The North Central CMA has been established as a body corporate under the *Catchment and Land Protection Act 1994* (CALP Act) and as an authority under the *Water Act 1989*.

The basic structure of the North Central CMA comprises:

- **The Board** is responsible for the development of strategic direction for integrated management of land and water resources in the region and ultimately responsible for all the functions undertaken by the Authority.
- **Natural Resource Management Committee** is responsible for providing advice to the Board on regional natural resource management investment priorities. It also advises the organisation on the most appropriate community engagement approaches for its activities, as well as participating in community engagement activities where relevant.
- **Staff** are responsible, through the CEO, for the delivery of directions set by the Board. They are also responsible for providing executive support to the NRMC.

2.1 NRMC Membership, Chair and Deputy Chair

The NRMC will have up to 16 members. It is recommended that the NRMC has at least 12 members. The Board will appoint the Chair of the NRMC for a four-year term. The NRMC will elect its Deputy Chair annually.

2.2 Relationship with Board

To enable clear communication and better relationships with the Board the following three initiatives will take place:

- A rolling roster of Board members to attend part of the NRM Committee meeting and report back to the Board. This would supplement the minutes through which the NRM Committee formally reports to the Board.
- The NRMC Chair will attend Board meetings at key times such as to present NRMC investment recommendations. The NRMC Chair will provide feedback from these meetings to the NRMC.
- The Chair of the Board, the NRMC Chair, the CEO and EO will meet twice a year. Feedback from these meetings will be provided to both **the Board and NRMC through their respective Chairs**.

2.3 Meeting Frequency, Portfolios and Time Commitment

The NRMC will meet at least six times a year. Ordinary meetings are usually full-day meetings with occasional two-day overnight meetings and catchment tours.



NRMC members will nominate for portfolios related to the activities of the North Central CMA that require community engagement to enable project success. In this function the portfolio representatives will provide input to project design and implementation elements that relate to community engagement.

It is expected that the time required to fulfill the portfolio roles is three to four days per annum. Generally this will include one to two days in the project planning phase and one to two days during the implementation phase of projects. Generally activities will involve NRMC portfolio representatives providing advice to the accountable project manager in relation to community engagement design processes as well as chairing the occasional public meeting or small interest group meetings throughout the year. NRMC members are not accountable for projects.

Portfolio representatives are expected to report back to the NRMC on community engagement aspects of projects over the life of the project.

It is expected that members will devote time outside of meetings to review agendas, strategies and other material to be discussed at meetings.

2.4 Eligibility and Appointment of Members

2.4.1 Community Representatives

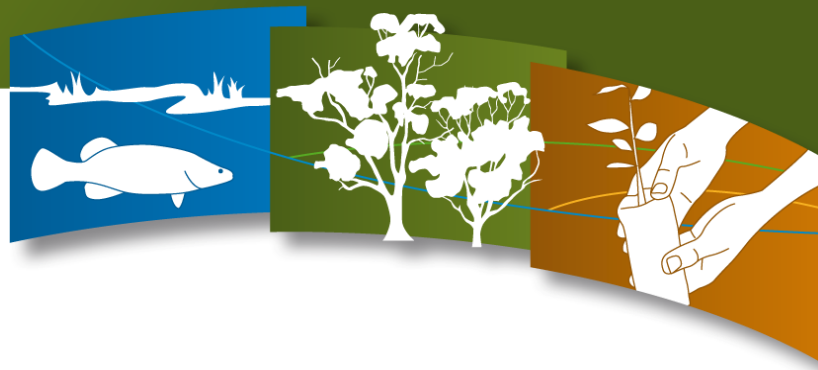
The Board appoints community members to the NRMC, following an expression of interest process on the basis of skills and knowledge. A good spread of membership throughout the geographic area of the North Central CMA is also sought. Equal opportunity principles apply.

The Board will use the following eligibility criteria when appointing NRMC members:

- Must reside within the North Central CMA area
- Must have skills and/or knowledge in one or more of the following areas:

Leadership	Farming	Landcare
Communication skills	Sustainable Agriculture	Business Management
Natural Resource Management	Land Use Planning	Local knowledge with a demonstrated link with broader community groups.

- A member seeking re-appointment must have maintained a satisfactory attendance record. (See 2.8.7).



2.5 Termination of Appointment

The Board reserves the right to terminate membership of any member of an NRMC or working group.

2.6 Term of Appointment

2.6.1 Committee Members

Members shall be appointed for either a two-year or four-year period. Members can nominate for a further term/s after the expiry of their initial term. A maximum of three consecutive terms will apply unless the Board determines otherwise. In the appointment of members, the Board shall take account of the need for continuity and succession in the balance between retiring and new committee membership. The general objective is to retain approximately two thirds of the NRMC membership through this process. The Board reserves the right to tailor appointment processes in order to appropriately manage succession planning issues.

2.7 Voting Rights

Committee Members	Full voting rights
Chair (to be consistent throughout)	Casting vote

2.8 Administration Arrangements

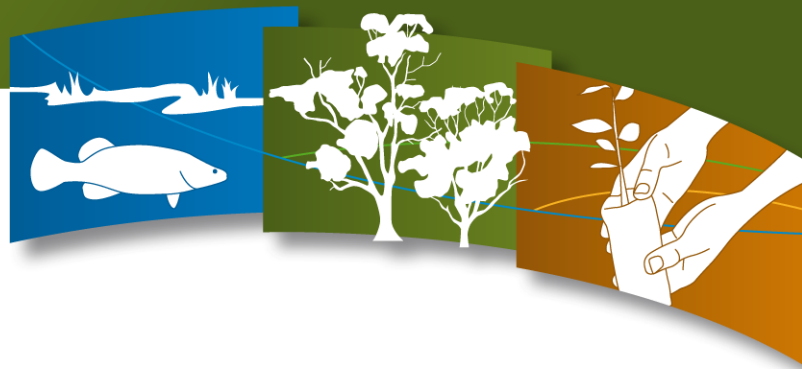
2.8.1 Resourcing

An Executive Officer (EO) will be appointed to provide support for the NRMC. The Executive Officer will be supported by administration support.

2.8.2 NRMC Operating Budget

Each year, an operating budget will be developed for the NRMC and included in the Regional Management Plan. The budget will include the following expense items:

- NRMC member sitting fees
- NRMC member travelling expenses
- NRMC meeting expenses
- Executive support expenses
- Other expenses.



2.8.3 Sitting Fees

Meeting types where sitting fees are payable:

Meeting	Sitting Fee Payable?	Authorisation Required
Ordinary NRMC meetings	Yes	No authorisation required
Extraordinary NRMC meetings	Yes	The Chair of the NRMC will liaise with the Chair of the Board and the CEO before calling an extraordinary meeting.
Invitation to a meeting, inspection etc by a Program Leader	Yes	No authorisation required
Any other meetings that a member is asked to attend to represent the NRMC by the EO in consultation with the NRMC Chair	Yes	Authorisation by NRMC Chair or NRMC Executive Officer
Any other meetings that a member is invited to attend for information purposes	No	No authorisation required. It is expected that the person inviting will be able to meet any expenses.

2.8.4 NRMC Member Traveling Expenses

Expenses incurred in attending authorised meetings and carrying out NRMC business can be claimed. This includes travel, accommodation, meals and other incidental expenses (excluding alcohol). Travel by public transport will be reimbursed upon production of a receipt.

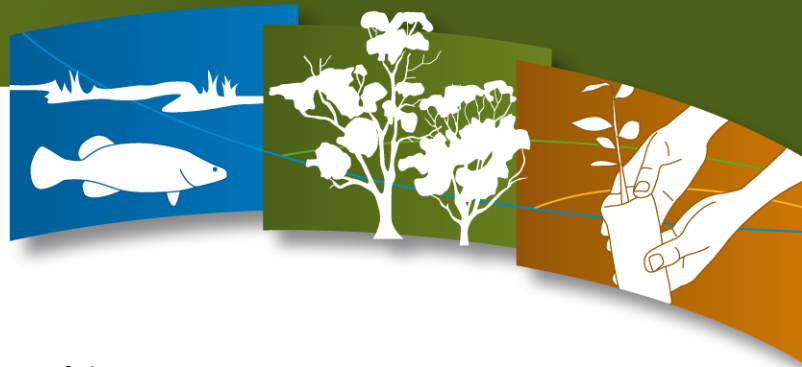
Reimbursement of private motor vehicle and other expenses will be made at the rates payable under the North Central CMA's "Payment of Personal & Travel Expenses Policy". Car pooling is to be encouraged.

2.8.4 NRMC Meeting Expenses

Meeting expenses include venue hire, meals, inspection tours, guest speaker costs and any other expense directly related to NRMC meetings.

2.8.5 Executive Support Expenses

Expenses include employment costs of Executive Officer and administration support and EO's travel expenses.



2.8.6 Other Expenses

Any other incidental costs incurred in the operation of the NRMC.

2.8.7 Attendance Requirements

Members are required to have a minimum attendance record of 80%. If a member is unable to be fully engaged in the implementation role, there may be the requirement for the withdrawal of their membership. Exemptions to this attendance requirement will apply in extenuating circumstances.

2.9 Communications Protocol

The following outlines the normal responsibilities in relation to communicating with the Board, staff, the community and the media (in line with the North Central CMA Communication Strategy). At times, it may not be practical to follow these guidelines. In such cases, approval is to be sought from the NRMC Chair.

2.9.1 With Board Members

If an NRMC member has an issue, this should be taken up with the NRMC Chair who will take the matter up with the Board Chair. If there is an issue of conflict between an NRMC member and the Board, the CMA's conflict resolution process is to be enacted.

2.9.2 Interaction with North Central CMA and State Government Staff

NRMC members are encouraged to communicate with staff implementing projects under their portfolio. This communication should assist NRMC members to gain a better understanding of projects and build confidence in the relationship with staff. However, if an NRMC member has an issue or would like to make a request of a staff member he/she should make this request through the NRMC Executive Officer.

2.9.3 With the Community

Communication with the community should always be viewed as a two-way communication link.

Each NRMC member has the responsibility to communicate the CMA's vision and policies in their respective communities and to listen and take to the NRMC the community's aspirations, expectations and issues. Portfolio representatives have the additional role of representing their program in consultative processes with the community.

2.9.4 With the Media

All press releases and media interviews regarding project delivery are to be approved by the Board Chair or the CEO. Media interviews are to be given by the NRMC Chair or relevant NRMC Portfolio Representative if appropriate.

Media releases regarding CMA policy and strategy issues are the role of the Board and must be approved by the CEO or Board Chair.



-END-

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