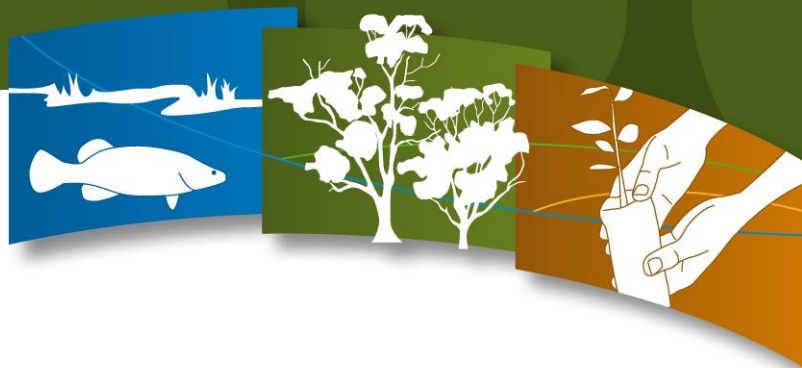
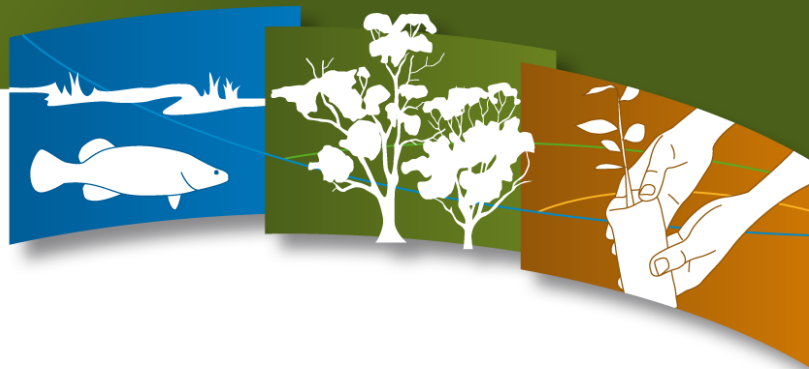


Connecting Rivers, Landscapes, People

NATURAL RESOURCE MANAGEMENT COMMITTEE CHARTER AUGUST 2013



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) is a whole of catchments(s) committee whose focus is to assist the North Central CMA deliver its projects effectively in the community. The 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 NRMC is an integral part of the Authority that assists management and provides advice to the Board as required.

The goals for forming the committee are to:

- Bring local knowledge and expertise to the decision making.
- Provide direct links to the community across the region.
- Broaden the resource of community people who can provide guidance to the North Central CMA in its strategy and operations.

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.

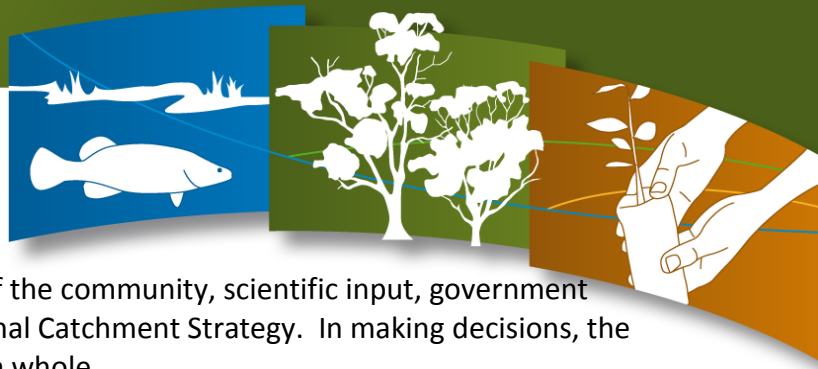
The Charter will be reviewed at least every three years.

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 55233).

1.4 Role of NRMC

The fundamental role of the NRMC is to provide a community and local perspective to the work of the North Central CMA in the regional community. The NRMC will also support the organisation and provide advice to the Board on both project activity and community engagement at the strategic and operational level, as well as participating in local NRM activities.



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 community engagement mechanisms.
- The direction and focus of the Regional Catchment Strategy and other key documents.
- Reviewing and validating priorities for NRM investment in the region.
- Supporting the community engagement aspects of projects and
- Evaluation of project delivery and 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.

As part of the corporate family NRMC members, either as individuals or collectively, are expected to support the North Central CMA when attending community, public or stakeholder meetings. Any individual or collective disagreements should be raised with the Executive Officer at an appropriate time.

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 supporting the organisation and providing advice to the Board on both project activity and community engagement at the strategic and operational level, as well as participating in local NRM activities.
- **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 two-year term, with the option of a further two year-term appointment. The NRMC will elect its Deputy Chair annually. The NRMC membership should reflect the diversity in the region's land use (irrigation and dryland) and, where possible, demography (both young and older generations).

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 by invitation and 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

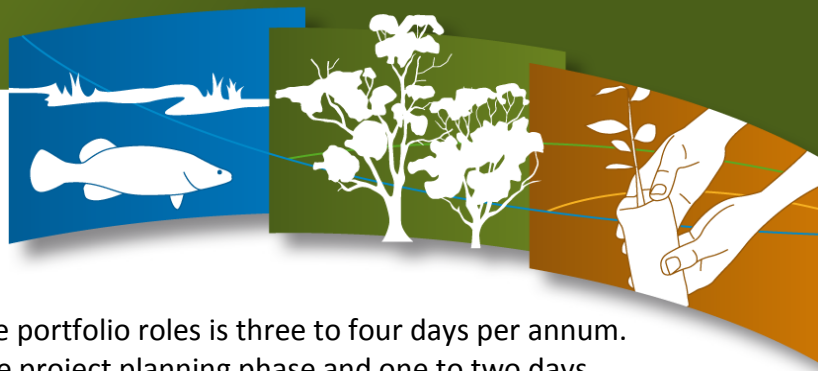
The NRMC will meet no more than six times a year at the North Central CMA office, Huntly. Ordinary meetings are usually full-day meetings with occasional one-day overnight catchment tours.

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, implementation elements relating to community engagement, and engagement monitoring and evaluation. Portfolio groups will meet at least four times per year.

A Terms of Reference for portfolio groups, outlining minimum operating standards provides clarity of role within the group, accountability and ownership for North Central CMA project managers and NRMC members.

At times NRMC members will be required to represent the North Central CMA at community events or CMA meetings outside of NRMC ordinary meetings.

Therefore, an NRMC member should be available to commit to 12-15 days per year attending to North Central CMA business, which may be a combination of half or full day activities.



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.

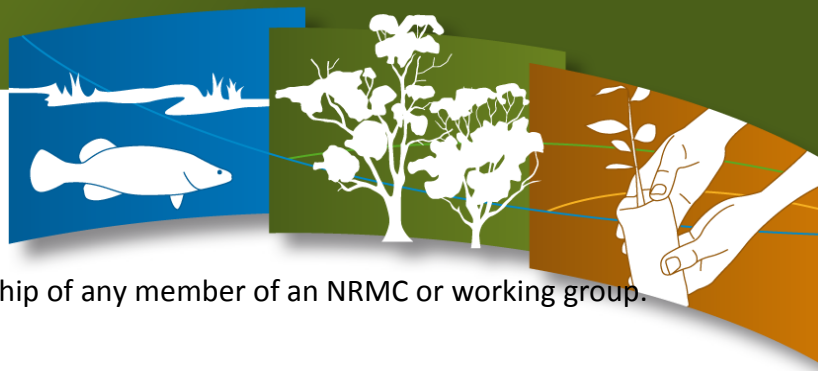
- A member seeking re-appointment must have attained a satisfactory record of performance.

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2.5 Probation Period and Termination of Appointment

After initial appointment, members shall be subject to a three month probation period (with full rights) after which time a performance review will be undertaken to confirm ongoing membership.

This probation period gives the North Central CMA the opportunity to review member's performance, attendance record and other criteria so as to confirm that ongoing membership is appropriate for both the individual member and the organisation.



The Board at any time may 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. The committee membership will be renewed every two years. Members can nominate for a further term/s after the expiry of their initial term or subsequent term. The Board will appoint the best available applicants each time the committee is renewed. 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

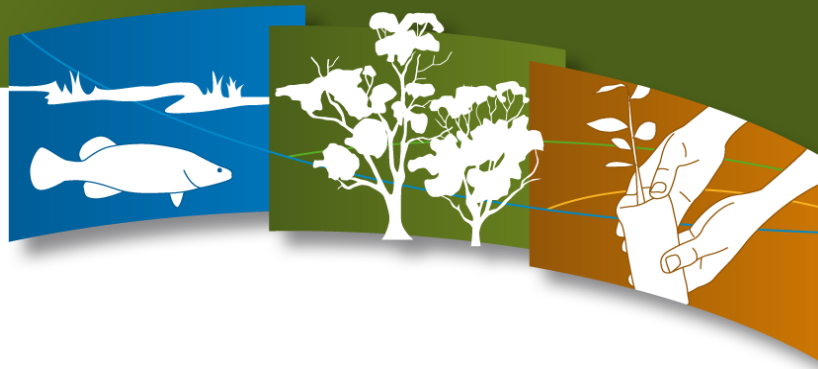
2.8.1 Resourcing

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 NRMCM meetings	Yes	No authorisation required
Extraordinary NRMCM meetings	Yes	The Chair of the NRMCM 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 NRMCM by the EO in consultation with the NRMCM Chair	Yes	Authorisation by NRMCM Chair or NRMCM 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 NRMCM Member Expenses

Any costs associated with members attending authorised meetings and/or carrying out NRMCM business will be at the expense of the North Central CMA.

At times NRMCM members may need to pay for expenses relating to official business including travel, accommodation, meals and other incidental expenses (excluding alcohol) which will be reimbursed upon the production of a tax invoice (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 encouraged.

2.8.5 Attendance Requirements

Members are required to maintain a satisfactory attendance record. 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. It also provides clear protocols for staff initiated communication with NRMCM members. At times, it may not be practical to follow these guidelines. In such cases, approval is to be sought from the NRMCM Chair or NRMCM Executive Officer.



2.9.1 With Board Members

If an NRMCMember has an issue, this should be taken up with the NRMCMChair who will take the matter up with the Board Chair. If there is an issue of conflict between an NRMCMember 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

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

2.9.3 With the Community

Communication with the community should always be viewed as a two-way communication link. Each NRMCMember has the responsibility to communicate the CMA's vision and policies in their respective communities and to listen and take to the NRMCMthe 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

Generally, responding to media requests or making comment on behalf of the North Central CMA is the responsibility of the North Central CMA Board Chair, CEO or authorised staff representative.

On occasion an NRMCMember may be contacted by the media regarding project delivery. If possible, members should seek prior approval from the Board Chair or the CEO before making a comment.

NRMCMembers are not authorised, under any circumstances, to provide comment to the media regarding North Central CMA policy and/or strategy issues. All media enquiries related to these issues are to be directed to the Board Chair or CEO.

2.9.5 Staff communicating with NRMCMmembers

Communicating refers to phone calls, emails, electronic and written correspondence. Project managers/officers may communicate directly with NRMCMmembers who are representatives on their NRMCMPortfolio group. Communication should relate to their project. Staff members are not to contact NRMCMmembers to influence or seek information on unrelated matters outside of NRMCMPortfolio group business.

If a staff member wishes to communicate with a member of the NRMCMregarding an issue other than NRMCMPortfolio group business, or invite an NRMCMmember to a North Central CMA event, authorisation must be sought from the NRMCMExecutive Officer or NRMCMExecutive support.

-ENDS-