

# Position Description Independent Chairperson



Vacancy Reference No. SWB01/09

Closing Date: November 4<sup>th</sup>, 2009

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<b>Position Title</b>	Independent Chairperson
<b>Tenure</b>	An initial term of appointment of 2 years with annual nomination for appointment thereafter.
<b>Remuneration</b>	\$32,041.50 p.a. plus expenses

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## Purpose of Position

The South West NRM Ltd Board is comprised of a Chairperson, Vice-Chairperson and representatives from 'key membership sectors' involved in the sustainability of natural resources in the South West NRM region. The key membership sectors have been identified as: Community/Landcare, Conservation, Industry, Aboriginal and Local government. Board members provide governance to South West NRM Ltd., promote the key objectives of the company to the community, and accept the ultimate legal authority for the company.

Directors also represent members of relevant 'sectors' within the region, whose views may influence South West NRM policy, strategic direction and ultimately, investment in regional activity.

## Organisational Environment

South West Natural Resource Management Limited (South West NRM) is a community-based organisation and the designated regional body for natural resource management in South West Queensland.

The company is responsible for regional programs of activity with key funding from the Australian (Caring for Our Country) and Queensland (Q2) governments. Activity occurs in the Bulloo, Nebine-Mungallala-Wallam, Paroo and Warrego catchments.

South West NRM works with the community, Landcare groups, Traditional Owners, Local Government and Industry groups to achieve sustainable natural resource management, and fosters Landcare and Catchment Management ethics.

The business of South West NRM is directed by the Regional Natural Resource Management Plan (NRM Plan), a community-developed plan for natural resource management, which will deliver strategic programs and actions to tackle regional natural resource issues.

The South West NRM region covers an area of over 187 000km<sup>2</sup>, and has an estimated 10,000 people. The majority of the population lives and works either on rural properties or in small towns. The main land uses in the region are cattle and sheep grazing, and mining.

For more information, visit our website [www.southwestnrm.org.au](http://www.southwestnrm.org.au)

## Primary duties and responsibilities

- Govern the organisation by the broad policies developed by the Board
- Establish long and short term goals, objective and priorities for South West NRM Ltd. in meeting the needs of the community
- Recommend policy to the Board
- Promote the organisation membership through community networking and other promotional activities
- Be accountable to funding bodies for services provided and funds expended
- Monitor and evaluate the effectiveness of the organisation through a regular review of programs and services
- Provide candid and constructive criticism, advice, and comments
- Approve major actions of the South West NRM Ltd., such as capital expenditure and major program and service changes
- Annually review the performance of the Board and take steps to improve its performance
- Chair discussions and deliberations of the Board
- Foster a positive working relationship with other Board members, and South West NRM Ltd. staff
- Be aware of and abstain from any conflict of interest
- Appoint independent auditors subject to approval by members
- Review compliance with relevant material laws affecting the South West NRM Ltd.

#### **Other Features of Position:**

- Attendance at meetings outside of normal work hours may be required.
- Occasional travel and over-night stays around the region, state and interstate to represent SWNRM at regional, state and national meetings.

#### **Primary delegations and accountabilities**

The Chair works closely with the Chief Executive Officer (CEO), and in conjunction with the Board provides a high level of direction to the CEO.

#### **Formal qualifications**

- No formal qualification is required.

#### **Selection Criteria**

Applicants should specifically address each of the selection criteria. Applicant short listings will be based upon these selection criteria.

#### **Essential**

1. Demonstrated knowledge and skills in one or more areas of Board governance, e.g. policy, finance, program or personnel management.

2. Demonstrated commitment to principles of sustainability and the activities of South West NRM Ltd.
3. Active involvement with community groups and/or regional industry, plus willingness to represent the region as required.
4. Knowledge, or ability to rapidly acquire knowledge, of corporate governance and operations of a community directed company including the ability to prepare for and participate in the discussions and the deliberations of the Board.
5. Commitment to attend Board meetings and teleconferences throughout the year in addition to out-of-region representation at state and national events.
6. Ability to publicly support initiatives and activities of the South West NRM Ltd and abstain from any conflict of interest.

### Application process

To apply for the position you are required to submit an application using one of the following methods.

**1. Mail:**

Board Vacancy Application  
"Private & Confidential"  
South West NRM Ltd  
PO Box 630  
CHARLEVILLE QLD 4470

**2. Delivered to South West NRM (marked as above):**

66 Galatea St  
Charleville QLD 4470

**3. E-mailed to:**

[manager@southwestnrm.org.au](mailto:manager@southwestnrm.org.au)  
Subject: Board Vacancy Application

\* Note: All applications must be received by South West NRM Charleville by **5:00 pm Wednesday 4<sup>th</sup> November 2009**

For further information contact Gary Butler on (07) 4656 8500.

## Positions Vacant – Board of South West NRM

### Important Points

- All applications should include telephone (fixed and/or mobile), email address if relevant, mailing address and any restrictions about contact availability during the period 5<sup>th</sup> November 2009 through to 12<sup>th</sup> November 2009.
- Applicant suitability will be determined against selection criteria outlined in the position description sheets.
- Applications must be lodged by 5:00 pm Wednesday 4<sup>th</sup> November 2009 either in hard copy marked

Board Vacancy Application  
"Private & Confidential"  
South West NRM  
PO Box 630  
CHARLEVILLE QLD 4470

OR

Electronically to email address: [manager@southwestnrm.org.au](mailto:manager@southwestnrm.org.au)

- Applicants for vacancies should be members of South West NRM but it should be noted that the successful candidate for the *Chair Position* will be required to resign from individual sector membership to ensure they are able to represent all sectors.
- For more information contact Gary Butler on (07) 4656 8500.



# BOARD FEES POLICY

<b>Corporate Governance</b>	<b>Board Fees Policy</b>	<b>CG011 (Formally CG05/08)</b>
<b>Issue: V.4</b>	<b>Date of issue/Review: 01/09/2005, 1/9/2006, 15/04/2008; 18/09/2008; 18/08/2009</b>	
<b>Authorised by:</b>	<b>Prepared by: Donna Zohl Revised by: Jodie Dollery</b>	

## 1 Policy

- 1.1 The Constitution of South West NRM Ltd (South West NRM) provides for the payment of fees and the reimbursement of expenses to Board members.
- 1.2 The fees and reimbursable expenses at attachment A are applicable from the date of this Resolution until varied by the Board.

## 2 Responsibilities

- 2.1 Board Members shall claim fees and reimbursable expenses utilising the Directors Reimbursement form at the conclusion of each meeting.
- 2.2 Board Members shall provide copies of receipts for expenses incurred and submit them with the Directors Reimbursement form.
- 2.3 The Corporate Services Manager shall ensure the payment of fees and reimbursable expenses occurs as soon as possible after each General Meeting of the Board.

## Appendix A – Board Fees and Reimbursable Expenses

The following fees and reimbursable expenses, including the annual CPI Increase shall be reviewed at the first General Board Meeting of each financial year.

### Chair's Stipend and Expenses

The stipend for the Chair shall be \$32,041.50 p.a., to be paid fortnightly. The Chair's stipend receives an annual CPI increase which is determined at the beginning of each financial year.

*The chair will receive use of a SWNRM vehicle including fuel and maintenance costs for company related business or be eligible for re-imburement of travel expenses. Option to be determined by Board based on projected cost comparison and vehicle availability. (note: Policy draft for Board consideration)*

The Chair shall not receive sitting fees

The Chair shall be reimbursed for the reasonable cost of telephones, internet, office expenses, travel expenses, and other out of pocket expenses incurred in the course of duties performed for South West NRM Ltd.

At each Board meeting, the Corporate Services Manager shall table a statement of the Chair's reimbursed expenses incurred since the previous Board meeting.

### Board Members' Stipend

Board Members shall receive a yearly Stipend of \$5,340.25 to be paid into their nominated bank account on a fortnightly basis, subject to development of list of duties, determined by the Board. The Board Members stipend receives an annual CPI increase which is determined at the beginning of each financial year.

In addition to the salary Board members will be paid meeting sitting fees of \$250 per day, plus \$250 per day for special assignments and all associated travel costs. This is as per the resolution from the General Meeting 1<sup>st</sup> November, 2005.

The sitting fee is in addition to travel per day of \$150 for each day of travel to and from the meeting where additional days are required.

### Reimbursement of Travel Expenses

Travel by private vehicle – a rate 67¢ per kilometre equal to the Australian Taxation Office rates applicable at the time shall be paid up to a limit of \$670.

Travel by public carrier – the actual costs incurred of bus, passenger train, taxi and airline fares or, with the prior approval of the Board, private plane.

Meals and Accommodation – reimbursement of actual expenses or travel allowances as per schedule shown in Policy CG008.