

INFORMATION PACKAGE

Election of Directors 2019

**Cape York Natural Resource
Management Ltd**



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PREFACE

Cape York Natural Resource Management Ltd. (Cape York NRM)

Cape York NRM is the member owned Regional Natural Resource Management (NRM) body for the Cape York NRM Region.

Cape York NRM supports individuals, groups and communities involved in cultural and natural resource management with funding, professional and practical support, regional coordination and planning, communications and representation.

The Charter given to it by the Cape York community is to fill the role of a regional natural resource management body for the Cape York region including:

- the protection and enhancement of the natural environment;
- to support and facilitate the ecological sustainability and viability of industry to improve quality of life for the community;
- the provision of information and education, building community capacity, the carrying on of research about the natural environment and its management;
- to develop a natural resource management plan and investment strategy for the Cape York region;
- to develop funding applications for the regional and competitive funding programs;
- to be accountable for Australian and State Government funding to implement the natural resource management plan and investment strategy for the Cape York region;
- to, wherever possible, broker partnerships with existing groups, organisations and local governments across Cape York to deliver natural resource management activities.

The organisation's mission is to help people to work together to care for the natural environment and to promote the sustainable use of Cape York's natural resources.

Cape York NRM Board of Directors

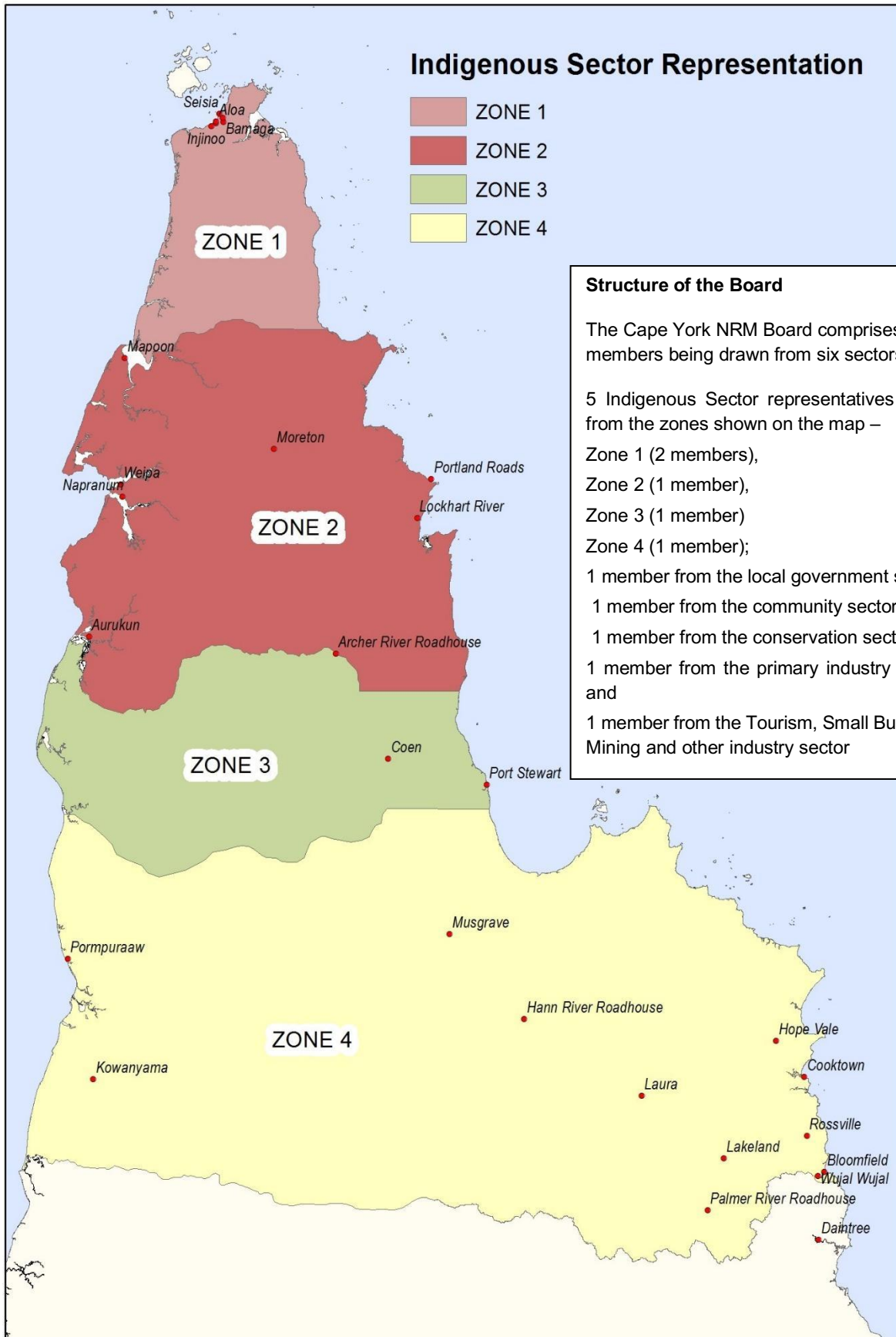
Cape York NRM is led by a community based Board of up to 10 from six Sectors:

- Indigenous Sector – 5 members
- Local Government Sector – 1 member
- Primary Industry Sector – 1 member
- Tourism, Small Business, Mining and other Industry Sector – 1 member
- Community Sector - 1 member
- Conservation Sector – 1 member

The Board positions which are currently open for nomination are Directors for the:

- Local Government Sector
- Primary Industry Sector
- Tourism, Small Business, Mining and other Industry Sector
- Community Sector
- Indigenous Zone 1 Sector
- Indigenous Zone 3 Sector.

MAP, ZONES AND BOARD STRUCTURE



ELECTION AND VOTING PROCESS

1. Election Notices have been distributed calling for nominations for Directors.
2. An Independent Returning Officer has been appointed to oversee nominations and voting.
3. This Information Package detailing Sector Director Selection Criteria has been made available from Cape York NRM.
4. Nominations can be made by completing the enclosed Nomination Form and returning it to Cape York NRM with your Resume. The nomination form contains information on how to submit your nomination. All nominees will receive confirmation that their nomination has been received.
5. Director nominations must be received at Cape York NRM by close of business (COB) **21 August 2019**.
6. The Independent Returning Officer will collate nominations and where there is more than one nomination for a sector, members of that sector will be invited to vote by postal ballot. Directors are appointed by the members of their relevant sector.
7. The names of all nominees received prior to the closing date will be listed on the Cape York NRM website.
8. As required, ballot papers will be posted to registered members of the membership sector for which there will be a secret postal ballot. Votes will need to be **received at Cape York NRM** by close of business (COB) **8 October 2019**.
9. Late votes will NOT BE included in the poll.
10. The Independent Returning Officer will count the votes. In the case of a tied vote, the successful nominee will be determined by ballot.
11. All nominees will be advised of the outcome of the process by 11 October 2019.
12. The newly appointed Directors will be required to attend the meeting of the Board of Directors at Cooktown on 29 November 2019.
13. All successful nominees will be required to attend the Cape York NRM Annual General Meeting (AGM) in Cooktown on 30 November 2019 where their appointment will be declared.

AGM Venue Details*

The meeting will be held in Cooktown on 30 November 2019. Information will also be available on our website www.capeyorknrm.com.au or by phoning 1300 132 262.

LOCAL GOVERNMENT DIRECTOR

This position is open for appointment for a **Three**-year term

The Cape York Region Local Government Sector is comprised of the following Local Government Associations:

- Northern Peninsula Area Regional Council
- Mapoon Shire Council
- Weipa Town Authority
- Napranum Shire Council
- Aurukun Shire Council
- Lockhart Shire Council
- Cook Shire Council
- Pormpuraaw Shire Council
- Kowanyama Shire Council
- Hopevale Shire Council
- Wujal Wujal Shire Council

Selection Criteria for the appointment of a Board member for the Local Government Sector

Nominees should be an elected representative of one of the above Local Government Associations and meet the following selection criteria:

- be a resident of the Cape York Region;
- have a knowledge of and commitment to land management activities;
- have an understanding of corporate governance skills;
- hold strong mediation and resolution skills;
- demonstrated ability to communicate effectively and sensitively; and
- be on the Board to hold a holistic approach to Cape York Peninsula - ie: do you agree that you are representing the whole of Cape York Peninsula?

To nominate for this sector please complete the enclosed Nomination Form and return it together with your Résumé and attachments listed on the nomination form, by email to

office@capeyorknrm.com.au or by post to

Cape York Natural Resource Management, Reply Paid 907, Atherton QLD 4883

Nominations must be received no later than close of business

(COB) on 21 August 2019.

Any nominations received after that date cannot be accepted

Criteria to vote for this vacancy

In order to vote for nominees for this vacancy you must be a General Member registered as a Local Government Sector member

PRIMARY INDUSTRY SECTOR

This position is open for appointment for a **Three**-year term

Selection criteria for the appointment of a Board member for the Primary Industry Sector

Nominees should meet the following selection criteria:

- be a resident of Cape York region;
- have significant experience in one of Cape York region's primary industries.
- must have a knowledge of and commitment to land management activities;
- have an understanding of corporate governance skills;
- hold strong mediation and resolution skills;
- demonstrated ability to communicate effectively and sensitively; and
- be on the Board to hold a holistic approach to Cape York Peninsula – ie: do you agree that you are representing the whole of Cape York Peninsula?

To nominate for this sector please complete the enclosed Nomination Form and return it together with your Résumé and attachments listed on the nomination form, by email to office@capeyorknrm.com.au or by post to Cape York Natural Resource Management, Reply Paid 907, Atherton QLD 4883
Nominations must be received no later than close of business (COB) on 21 August 2019.
Any nominations received after that date cannot be accepted

Criteria to vote for this vacancy.

In order to vote for nominees for this vacancy you must be a General Member registered as a Primary Industry Sector member

TOURISM, SMALL BUSINESS, MINING AND OTHER INDUSTRY SECTOR

This position is open for appointment for a **Three**-year term

Selection criteria for the appointment of a Board member for the Other Industries Sector

Nominees should meet the following selection criteria:

- be a resident of Cape York region;
- operate a commercial business (other than a primary industry business) whose income is generated substantially in the Cape York region;
- must have a knowledge of and commitment to land management activities;
- have an understanding of corporate governance skills;
- hold strong mediation and resolution skills;
- demonstrated ability to communicate effectively and sensitively; and
- be on the Board to hold a holistic approach to Cape York Peninsula i.e. do you agree that you are representing the whole of Cape York Peninsula?

To nominate for this sector please complete the enclosed Nomination Form and return it together with your Résumé and attachments listed on the nomination form, by email to office@capeyorknrm.com.au or by post to Cape York Natural Resource Management, Reply Paid 907, Atherton QLD 4883
Nominations must be received no later than close of business (COB) on 21 August 2019.
Any nominations received after that date cannot be accepted

Criteria to vote for this vacancy.

In order to vote for nominees for this vacancy you must be a General Member registered as a Tourism, Small Business, Mining and other Industries Sector member

COMMUNITY SECTOR

This position is open for appointment for a **Three**-year term

Selection criteria for the appointment of a Board member for the Community Sector

Nominees must meet the following selection criteria:

- be a resident of the Cape York region;
- must have a knowledge of and commitment to land management activities;
- have an understanding of corporate governance skills;
- hold strong mediation and resolution skills;
- demonstrated ability to communicate effectively and sensitively; and
- be on the Board to hold a holistic approach to Cape York Peninsula. i.e. do you agree that you are representing the whole of Cape York Peninsula?

To nominate for this sector please complete the enclosed Nomination Form and return it together with your Résumé and attachments listed on the nomination form, by email to

office@capeyorknrm.com.au or by post to

Cape York Natural Resource Management, Reply Paid 907, Atherton QLD 4883

Nominations must be received no later than close of business

(COB) on 21 August 2019.

Any nominations received after that date cannot be accepted

Criteria to vote for this vacancy.

In order to vote for nominees for this vacancy you must be a General Member registered as a Community Sector member

INDIGENOUS ZONE 1 SECTOR

This position is open for appointment for a **Two**-year term

Zone 1* – x 1 Board Members

*see map on page 4 for zones.

Selection criteria for the appointment of a Board member for the Indigenous Sector

Nominees must meet the following selection criteria:

- be a resident of the zoned area for which they are nominated to represent (see map - page 4);
- must have a knowledge of and commitment to land management activities;
- have an understanding of corporate governance skills;
- hold strong mediation and resolution skills;
- demonstrated ability to communicate effectively and sensitively; and
- be on the Board to hold a holistic approach to Cape York Peninsula. i.e. do you agree that you are representing the whole of Cape York Peninsula?

To nominate for this sector please complete the enclosed Nomination Form and return it together with your Résumé and attachments listed on the nomination form, by email to

office@capeyorknrm.com.au or by post to

Cape York Natural Resource Management, Reply Paid 907, Atherton QLD 4883

Nominations must be received no later than close of business

(COB) on 21 August 2019.

Any nominations received after that date cannot be accepted

Criteria to vote for this vacancy.

In order to vote for nominees for this vacancy you must be a General Member registered as an Indigenous Sector member for this Zone.

INDIGENOUS ZONE 3 SECTOR

This position is open for appointment for a **One**-year term

Zone 3* – x 1 Board Member

*see map on page 4 for zones.

Selection criteria for the appointment of a Board member for the Indigenous Sector

Nominees must meet the following selection criteria:

- be a resident of the zoned area for which they are nominated to represent (see map - page 4);
- must have a knowledge of and commitment to land management activities;
- have an understanding of corporate governance skills;
- hold strong mediation and resolution skills;
- demonstrated ability to communicate effectively and sensitively; and
- be on the Board to hold a holistic approach to Cape York Peninsula. i.e. do you agree that you are representing the whole of Cape York Peninsula?

To nominate for this sector please complete the enclosed Nomination Form and return it together with your Résumé and attachments listed on the nomination form, by email to office@capeyorknrm.com.au or by post to

Cape York Natural Resource Management, Reply Paid 907, Atherton QLD 4883

Nominations must be received no later than close of business

(COB) on 21 August 2019.

Any nominations received after that date cannot be accepted

Criteria to vote for this vacancy.

In order to vote for nominees for this vacancy you must be a General Member registered as an Indigenous Sector member for this Zone.

GUIDELINES AND INFORMATION

Duties/Responsibilities of a Cape York NRM Director

- A willingness to contribute and make a positive difference for the Company and the natural resource management community.
- Appropriate preparation and active participation in Board and Committee meetings.
- Attendance at the AGM and four Board meetings per year, with a majority being in-person attendance.
- Active participation on at least one Sub-Committee, if required.
- Volunteer for and complete various individual company governance tasks.
- Work well as part of a team.
- Contribute opinion, feedback and decisions regarding matters discussed by the Board.
- Operate in an environment that defines the role of the Board as being focused on setting policy, governing the Company and maintaining a strategic focus.
- Work with a diverse membership base and understand local and regional issues.

Time Commitment

The time commitment includes attendance at meetings of the Board held during the year, plus active participation, if required, on at least one of the Company's Sub-Committees, preparing for and attending Board and Committee meetings (teleconferencing facilities may be available), volunteering and completing various individual Company tasks, and willingness to contribute and make a positive difference. Administrative support is provided by the Cape York NRM Executive Support Officer.

Remuneration

Directors are paid a Board Meeting attendance fee (currently \$350 per day). There are a minimum of 4 Board Meetings per year. Meeting related travel, accommodation and meal expenses are reimbursed at cost.

With Chairman approval, participation in additional meetings, workshops and events or approved work on behalf of Cape York NRM in their official capacity as Directors is currently \$250.00 per day and the fee to be paid to a Director who loses income on days spent travelling to attend formal Board Meetings is currently \$200.00 per day.

The Chairperson and Vice Chairperson positions are remunerated at an annual rate, paid fortnightly (as a stipend). Current remuneration levels are \$30k p.a. (Chairperson) and \$7k p.a. (Vice Chairperson). This remuneration may be taken in cash, goods, services or other entitlements, or a mix of these, up to the value of the Board approved level of remuneration.

Term of Directorship

Directors are appointed for three year terms. A staggered system is in place where one third of Directors retire each year.

Chair and Deputy Chair of the Board

The Chair and Vice-Chair of Cape York NRM Board are selected by the Directors from amongst their number at the first meeting of the Directors after 11 October each year.

NOMINATION FORM

For election to the Cape York NRM Board to represent the:

(Please check the appropriate Sector box)

- Local Government Sector
- Primary Industry Sector
- Tourism, Small Business, Mining and other Industry Sector
- Community Sector
- Indigenous Zone 1 Sector
- Indigenous Zone 3 Sector



[Please print]

Name _____

Residential Address _____

Preferred Mailing Address _____

Town _____ State _____ Post Code _____

Telephone (Direct) _____ Mobile _____ Email _____

By completing and signing this form I acknowledge that I understand the time commitment, duties and responsibilities of the position, as outlined in the Director Election Information Package.

I have also: attached my résumé, outlining an overview of my experience and qualifications relevant to the Sector and Zone I am nominating for; addressed the selection criteria; and provided details of any actual or perceived conflicts of interest which may arise from my appointment as a Director.

Signature

Date

Please submit your Nomination form and the below listed attachments to:

The Company Secretary, Cape York Natural Resource Management Ltd

1. by reply paid mail to Reply Paid 907 Atherton Q 4883, or
2. by e-mail to office@capeyorknrm.com.au

Attachments

1. Application form (this page)
2. Resume, address selection criteria and any actual or perceived conflicts of interest
3. Photo of yourself (optional)

NOTE: All individuals who submit a Nomination Form will receive a confirmation that their submission has been received. For further information please contact Michelle Hamilton | Executive Support Officer| Cape York Natural Resource Management | PO Box 907 Atherton Q 4883 | T. 1300 132 262 | E. michelle.hamilton@capeyorknrm.com.au