

# **INFORMATION PACKAGE**

# **Election of Directors 2021**

**Cape York Natural Resource  
Management Ltd**



# **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 objects for which the Company is established are to carry out the role of a regional natural resource management body for the Cape York region by:

- working with the people of the Cape York Region to develop and deliver natural resource management activities for the purpose of protecting, enhancing or improving the natural environment or a significant aspect of the natural environment of the Cape York Region
- building the capacity of people and organisations within the Cape York Region to care for the natural environment and to practice sustainable use of natural resources
- promoting the recognition and protection of the unique cultural heritage of Cape York including its sites, structures and objects of cultural significance as well as the intellectual property inherent in the traditional knowledge and practices of its Indigenous people, and
- supporting and facilitating the ecological sustainability and viability of industry to improve quality of life for the Cape York community.

Cape York NRM is recognised as having contributed strongly to the creation of a community that cares for its natural environment and practices sustainable use of its natural resources.

## **Cape York NRM Board of Directors**

Cape York NRM is led by a skills-based Board of up to seven Directors

The Board will, where reasonably practicable, be comprised of:

- an equal number of male and female Directors
- at least two people who identify as of Indigenous descent connected to Cape York, and
- members representing a diversity in age.

# Map of Cape York NRM Region



# NOMINATION AND VOTING PROCESS

1. Notices have been distributed calling for nominations for Director positions.
2. An Independent Returning Officer has been appointed to oversee nominations and voting.
3. This Information Package, detailing Director selection criteria, has been made available from Cape York NRM.
4. Nominations can be made by addressing the Selection Criteria, completing the enclosed Expression of Interest form, and returning these to Cape York NRM with your resume. The Expression of Interest form contains information on how to submit your nomination. All nominees will receive a confirmation of receipt.
5. Director nominations must be received at Cape York NRM by close of business (COB) **9 September 2021**.
6. The Independent Returning Officer will collate nominations and notify the Director Selection Committee of the nominations.
7. The Director Selection Committee will assess each nomination to ensure the nominee is eligible, and to recommend the nominees who are considered to be the most suitable for the needs of the organisation.
8. Ballot papers, including the details of all eligible nominees, will be sent to all general members.
9. Votes will need to be **received at** Cape York NRM by the close of business (COB) on **7 October 2021**.
10. Late votes will NOT BE included in the poll.
11. The Independent Returning Officer will count the votes. In the case of a tied vote, the successful nominee will be determined by the recommendation of the Director Selection Committee.
12. All nominees will be advised of the outcome of the process by 11 October 2021.
13. The newly appointed Directors will be required to attend the meeting of the Board of Directors at Cooktown on 26 November 2021.
14. All successful nominees will be required to attend the Cape York NRM Annual General Meeting (AGM), currently planned to be held in Cooktown on 27 November 2021, where their appointment will be declared.

## The Director Selection Committee

The Director Selection Committee, appointed by the Board under section 18 of the Cape York NRM Constitution, is responsible for the recruitment of Directors. The primary purpose of the Committee is to vet, recommend, and recruit a diverse skills-based board of Directors.

The roles of the Committee include:

- a) overseeing Director nomination and election processes
- b) undertaking due diligence checks on candidates
- c) ensuring that an optimal mix of skills and experience are represented on the Board, and
- d) making recommendations to the members for appointment to Director roles.

## **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, as 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 \$450 per day). There is a minimum of 4 Board Meetings per year. Meeting related travel, accommodation and meal expenses are reimbursed at cost.

With Chairperson approval, participation in additional meetings, workshops, and events, or approved work on behalf of Cape York NRM in their official capacity as a Director, is currently \$250.00 per day and the fee to be paid to a Director travelling to attend formal Board Meetings is currently \$175 per day. The Chairperson position is remunerated at an annual rate, paid fortnightly (as a stipend). Current remuneration levels are \$32k pa.

### **Term of Directorship**

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

## **Selection Criteria**

Skills and experience are required of the individual Directors, and the Board collectively, to add value to the Company, and accordingly endeavour to nominate suitable candidates for election who are highly knowledgeable and experienced in one or more of the following areas of natural resource management:

- Governance policy, practices, and processes, particularly in the not for profit sector.
- Indigenous culture and experience relevant to Cape York and natural resource management.
- Natural resources management issues, principles, and practices relevant to Cape York;
- Local Government or local governance and administration.
- Conservation and biodiversity management.
- Community participation, engagement, or capacity building.
- Community affairs and community development at a regional level.
- Primary production or pastoral land management.
- Economic development including tourism, small business, mining, and other industries.

# EXPRESSION OF INTEREST FORM

For appointment as Director



*[Please print]*

Name \_\_\_\_\_

Residential Address \_\_\_\_\_

Preferred Mailing Address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone (Direct) \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

***By completing and signing this form I declare that I am eligible to be a Director under the Corporations Act. I acknowledge that I understand the time commitment, duties, and responsibilities of the position as outlined in the Director Election Information Package, and consent to referee and other checks being carried out by the Director Selection Panel should my nomination be successful.***

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please submit your Expression of Interest 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 [admin@capeyorknrm.com.au](mailto:admin@capeyorknrm.com.au)

## Attachments

1. Expression of Interest form (this page)
2. Resume
3. Addressed selection criteria (page 6)
4. Note of any actual or perceived conflicts of interest
5. Photo (optional)

## **NOTE:**

All individuals who submit an Expression of Interest Form will receive confirmation that their submission has been received. For further information, please contact Michelle Hamilton, Executive Support Officer, Cape York Natural Resource Management, by phoning 0448 779 416, or emailing [michelle.hamilton@capeyorknrm.com.au](mailto:michelle.hamilton@capeyorknrm.com.au)