

## CALL FOR NOMINATIONS - BOARD INFORMATION AND APPLICATION PACK FOR NOMINEES

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South Coast Natural Resource Management Inc. (South Coast NRM) is an incorporated, community focussed organisation formed in 1994. It is the peak natural resource management group in the South Coast NRM region, working with communities between Walpole and Esperance and inland to Tambellup, Ravensthorpe and Salmon Gums.

The South Coast Region is of rich environmental, cultural, and economic value, located within a global biodiversity hotspot containing the highest concentration of rare and endangered species in Australia. With its mountain ranges more than 570 million years old, magnificent red tingle and karri forest, RAMSAR wetland sites, the UNESCO Fitzgerald Biosphere and an ancient sandplain formed 40 million years ago, the South Coast region is a highly valued natural environment surrounded by prosperous and productive agricultural land.

**OUR PUPOSE – We inspire and empower people to care for others for the benefit of future generations and for nature itself.**

*OUR VISION – Thriving and diverse communities where nature is valued, protected, and restored.*

*As an organisation we recognise and respect that we live and work on the traditional lands of the Noongar and Ngadju people. We acknowledge and honour Noongar and Ngadju people as the spiritual and cultural custodians of this land and we recognise the ongoing importance of their values, languages beliefs and knowledge.*

Over the coming years the South Coast NRM board will be responsible for overseeing an exciting and ambitious strategic and operational agenda that will focus on:

### CLIMATE ACTION

Champion urgent action to combat climate change and its impacts.

### LIFE ON LAND

Contribute to the protection, restoration, promotion, and sustainable use of terrestrial and aquatic ecosystems.

### LIFE BELOW WATER

Support the conservation and balanced use of the oceans, seas, and marine resources for sustainable development.

### AN ECONOMY THAT VALUES AND SUPPORTS NATURE

Collaborate with our partners to create the first Natural Capital Account for Western Australia's South Coast region.

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## EMPOWERED COMMUNITIES

Inspire energised and proactive communities to continue working together to value, protect, and restore nature.

## COLLABORATION

Develop and maintain strong and trust-based relationships with all our partners.

## THRIVING FIRST NATIONS CONNECTIONS

Build and nurture authentic and lasting relations with First Nations organisations and communities.

## A PROSPEROUS ORGANISATION AND CULTURE

Foster organisational excellence through enduring financial viability, an ambitious workforce, and an inclusive culture we are proud of.

## MOBILISE RESOURCES

Significantly increase financial resources from all sources to support the community in caring for Country.

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The organisations **VALUES** are:

**ACKNOWLEDGE**- we recognise, respect and honour First Nations people and their leadership in caring for country.

**NATURE**- Nature is precious and underpins life.

**RESPECT**- We treat everyone with respect to nurture trust.

**INTEGRITY**- We act with transparency and honesty in the best interests of our community.

**COURAGE**- We have strength and determination to challenge, initiate, educate, and innovate.

**COLLABORATE**- Together the region can drive innovation and achieve impact at scale.

## BOARD VACANCIES

South Coast NRM uses a skills-based approach to filling Board vacancies. The Board is supported by established and highly functional committees and reference groups with sound community-based representation. These enable an inclusive approach to community engagement, technical and skilled input, and allow for the efficient use of time and resources by Directors.

*In accordance with the Constitution (available on request) the affairs of the Association will be managed exclusively by a Board, consisting of a minimum of six elected Non-Executive Directors, all of whom must be Members of the Association.*

Director appointments are for a term of up to three (3) years with subsequent reappointment permitted. The current Board members are Andrew Bathgate (Chair), John Ruprecht (Deputy Chair), Duncan Monro, Anne Banks-McAllister (AM), Marie Malaxos, Ricky Burges and Colin Ingram.

## ELIGIBILITY

Non-Executive directors must be a member of South Coast NRM. If not a current member,

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nominees need to apply for membership **no later than 5.00 pm Thursday 5th of October 2023**. Nominations must comply with Clause 6 of the Constitution, which states that membership of the Association is open to all residents, landowners, interested persons, groups, agencies or organisations who have identified an interest in NRM of the region. Applications for membership are approved by the Board. Further application information and the Application for Membership form can be accessed here: <https://southcoastnrm.com.au/who-we-are/membership>

For enquiries about membership contact Stacey Palmer on 08 9845 8537 or via email [staceyp@southcoastnrm.com.au](mailto:staceyp@southcoastnrm.com.au)

Any person who has been convicted of a corporate-related offence under the Criminal Code Act 1995 or is disqualified from holding a directorship under the provisions set out in the Associations Incorporation Act 2015 or Section 853A of the Corporations Act 2001 is ineligible to be elected as a non-executive director.

Current employees of South Coast NRM are ineligible to be elected as a Non-Executive Director.

### **RESPONSIBILITIES OF THE BOARD**

The Board has the overall responsibility for setting the strategic direction of the organisation and has the responsibility for financial viability.

All Directors are required to act in accordance with the Constitution, Code of Conduct, and all relevant South Coast NRM policies as well as the Associations Incorporation Act 2015.

### **FIDUCIARY REQUIREMENTS**

It is expected that all members of the South Coast NRM Board will make a full contribution to the Board's work and operate as part of a team. Each Board member has a duty to exercise care and diligence and to ensure that South Coast NRM meets its financial, legal, and contractual obligations. Board members must act in good faith, always and in the best interests of South Coast NRM.

### **BOARD DIRECTOR POSITION DESCRIPTION**

The Board meets at least quarterly, in addition to the AGM. Board meetings are less than a single working day. It is required that Directors have read all relevant Board papers prior to each meeting, and that they will actively contribute to discussions and decision making. Directors should:

- (1) Be accessible for personal contact in between Board meetings;
  - (2) Prepare in advance for decision-making and policy formation at Board meetings and prepare for any major issues before the Board;
  - (3) Responsibly review and act upon committee recommendations brought to the Board for action;
  - (4) Participate in the annual Director self-review process; and
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- (5) In general, utilise personal and professional skills, relationships, and knowledge for the advancement of South Coast NRM.

Each Director is expected to serve as an active, ongoing member of a delegated committee of the Board. This requires several meetings per year plus individual committee task completion time. Presently, committees include Audit Committee, Business Development Committee, the South Coast Environment Fund, and the Board Nominations & Remuneration Committee.

## **REMUNERATION**

Directors are paid a sitting fee for attending Board meetings and meetings of committees that they have been appointed to. Directors are further able to claim sitting fees for attending up to two additional meetings as an observer and for representing South Coast NRM at events (subject to prior approval by the chair). All travel is reimbursed in accordance with South Coast NRM's existing policy. Director remuneration is reviewed annually by the Board Nominations and Remuneration Committee.

## **GENERAL INFORMATION FOR THE SELECTION OF NOMINEES**

South Coast NRM has established a Board Nominations and Remuneration Committee as part of its governance framework under Clause 12 of the Constitution. The elections of the Board are based on a skills assessment process as defined in the South Coast NRM Board Nominations and Remuneration Committee Policy and accompanying procedure documents.

A member who wishes to be elected to the Board must complete a Non-Executive Director Nomination Form included in the Application Pack.

The Board Nominations and Remuneration Committee assesses all nominations and interviews nominees before presenting a list of suitable candidates to the Board. The Board shall accept the list however, it reserves the right to dispute or make new information known where a nominee may not meet the eligibility to be suitable for a Non-Executive Director role. The recommended candidates are then presented to the members at the AGM for election.

## **SELECTION CRITERIA**

South Coast NRM are seeking candidates with a range of skills and experience, with a particular focus on the criteria listed below. Please note that it is not anticipated that nominees meet all the criteria; individual strengths in any particular area will be considered.

Please provide a brief statement to address any of the Selection criteria that are relevant to you. Nominees are encouraged to outline specific strengths, relevant skills, expertise, and experience in a similar position that will support this nomination.

It is not anticipated that the nominees meet all the criteria as listed for the position; individual strengths in any particular area will be considered. Aboriginal and Torres Strait Islander people are encouraged to apply. Applicants living in the South Coast region of the state will be considered favourably.

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Based on the assessment of the skills required by the Board, and the skills of the current individual directors, skills, and experience to address the following selection criteria are sought.

The selection criteria for the position of Board member South Coast NRM are as follows:

Essential

1. High level communication skills dealing with a broad range of stakeholders.
2. Knowledge of the development and implementation of an organisation's strategic plan.
3. Understanding of the process of grant and other external funding.
4. Understanding of and experience in financial management.
5. Understanding of and experience in natural resource management, conservation science, community engagement or agriculture.
6. Understanding of cultural awareness.
7. Networks within Government and Private Sector that would be advantageous to NRM outcomes.

Desirable

1. Skills in and experience of governance in not-for-profit organisations
2. Possessing a high level of emotional intelligence and being able to contribute to developing strong team.
3. Previous experience on Boards would be considered advantageous to any applicant; with a preference to those with management experience (Board Members are expected to be able to receive and respond to commercial submissions/recommendations impacting the organisation and the staff)
4. Previous AICD training an advantage.

It is a constitutional requirement that directors demonstrate an interest in the South Coast region.

Candidates will possess an ability to articulate a clear direction for the organisation and should have the highest standards of professional and personal integrity.

**LODGEMENT OF APPLICATION**

A Non-Executive Director Nomination form is contained within this pack and is also available from the Executive Assistant (08 9845 8537 or [suziem@southcoastnrm.com.au](mailto:suziem@southcoastnrm.com.au)).

Applications must be submitted **before 5.00 pm Thursday 5th of October 2023**.

The nomination process requires each nominee to submit the following completed documents by the appropriate due date:

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1. Section 1 – Nomination Form for Board Non-Executive Director Position
- 2a. Section 2a – Candidate Statement providing details of the reasons for nominating for a Board position, particular skills and qualities that would contribute to the Board, and details of any actual, perceived, or potential conflicts of interest.
- 2b. Section 2b – Response to Selection Criteria
3. Section 3 – Declaration
4. Section 4 – Resume including 2 referees

Applications for nominations should be marked “Confidential” and submitted by email to [applications@southcoastnrm.com.au](mailto:applications@southcoastnrm.com.au), in person or posted to:

Chair  
Board Nominations and Remuneration Committee  
South Coast NRM  
88 Stead Road  
ALBANY WA 6330

A nomination that is found to be incomplete shall not be accepted by the Board Nominations and Remuneration Committee and the nominee shall be notified by the committee Chair as soon as practicable. If the nominee submits an application on the closure date with a minor omission, they shall have a further three working days to complete their nomination in full.

Upon receipt of a completed nomination, the Board Nominations and Remuneration Committee chair shall register the nomination and release a confirmation receipt to the nominee.

### **ANALYSIS OF NOMINATIONS**

The analysis process commences as soon as practicable after the nomination close date and is based on assessing nominees’ responses to the Selection Criteria, review of the resume and references. An interview of nominees determined to have desirable skills and knowledge will also be undertaken. The Board Nominations and Remuneration Committee shall use the following process for the analysis of nominations:

- (a) The responses to the Selection Criteria shall be assessed;
- (b) All resumes will be assessed for suitability;
- (c) The nominees considered suitable will be interviewed by the committee; and
- (d) All renominating Board members are exempt from the process detailed above with their reappointment approved or otherwise by the members at the Annual General Meeting.

Nominees who are determined to be most suitable after the interviews will have their references verified by the Chair of the Board Nominations and Remuneration Committee. The committee Chair will report the findings to the Board on the nominee(s) who are considered a suitable candidate(s) for a Non-Executive Director role.

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**PRESENTATION OF THE RECOMMENDED CANDIDATES TO THE SOUTH COAST NRM MEMBERSHIP**

The Board presents the recommended candidates to the members for approval at the Annual General Meeting.

If you have any questions about the process, please contact Selection Panel Chair, Dr Steffan Silcox on 0411691610.



**NON-EXECUTIVE DIRECTOR NOMINATION FORM**  
**SOUTH COAST NRM Inc. BOARD**  
**For South Coast NRM Inc. Annual General Meeting 2021**

**SECTION 1: NOMINATION FORM**

I, \_\_\_\_\_  
(please print)

nominate for the position of Non-Executive Director on the South Coast NRM Inc. Board.

**SECTION 2a: CANDIDATE STATEMENT**

Provide details of the reasons for nominating for a Board position, particular skills and qualities that would contribute to the Board, and details of any actual, perceived, or potential conflicts of interest (*not to exceed 350 words*).

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**SECTION 2b: SELECTION CRITERIA**

Please attach separately a statement addressing the Selection Criteria as detailed in the Application Pack.

**SECTION 3: DECLARATION**

I hereby confirm that I have the relevant skills required for a Director position and meet all relevant requirements of the South Coast NRM Constitution, including that I am not an undischarged bankrupt or subject to a personal insolvency agreement, and that I have not been banned or disqualified from being a Company Director by the Australian Securities and Investment Commission or the Australian Charities and Not-for-profits Commission.

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Signature of Nominee

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Date

**SECTION 4: ATTACH RESUME AND 2 REFEREES (CONTACT DETAILS)**

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**Completed application must be submitted before 5.00 pm Thursday 5th of October 2023. by post, email or in person to the below:**

**Confidential**

**Chair**

**Board Nominations and Remuneration Committee**

**South Coast NRM Inc**

**88 Stead Road Albany WA 6330**

**Email: [applications@southcoastnrm.com.au](mailto:applications@southcoastnrm.com.au)**

**Candidates must ensure that posted applications are received by the specified closing date and time.**

**No late applications will be received.**

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