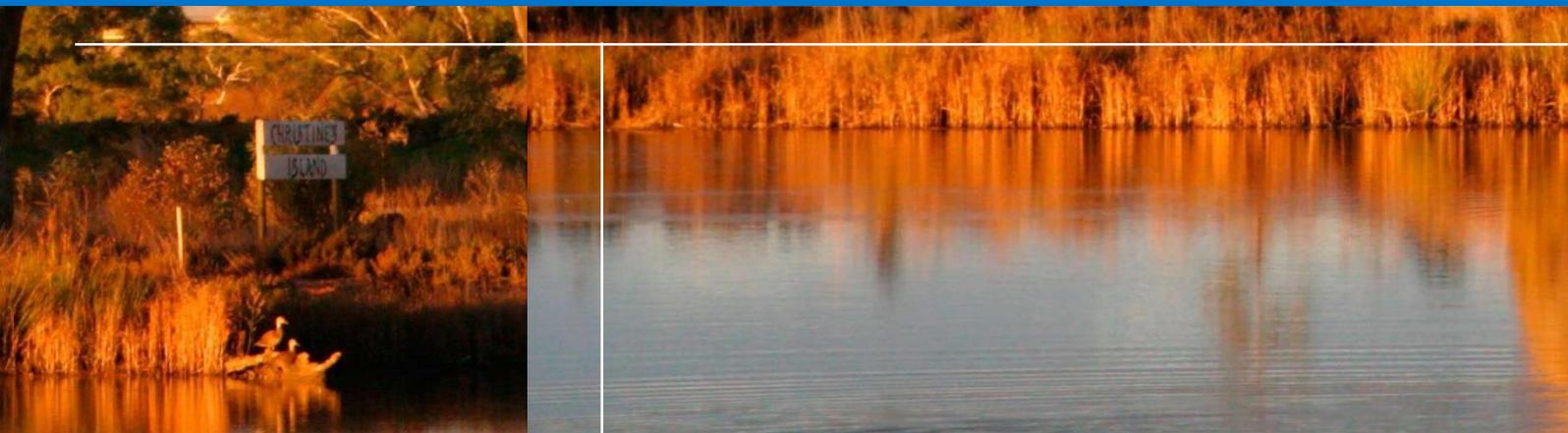
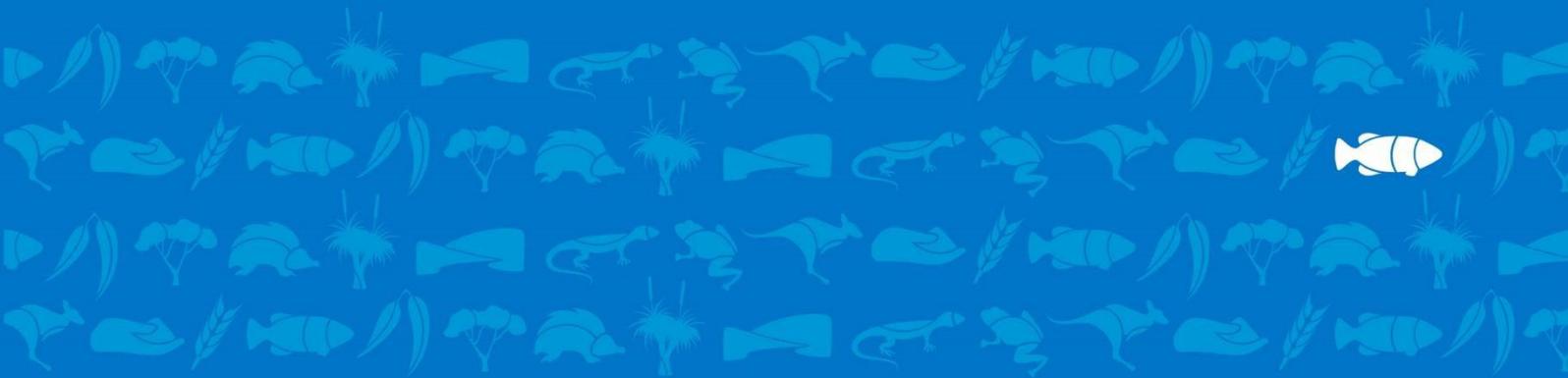




**Government of South Australia**  
South Australian Murray-Darling Basin  
Natural Resources Management Board



# Information for prospective NRM Group members - 2018

# Guide for Prospective Members including roles and responsibilities of SA Murray-Darling Basin NRM groups

## INTRODUCTION

Thank you for your interest in becoming a member of a Natural Resources Management (NRM) Group in the South Australian Murray-Darling Basin region.

The SA Murray-Darling Basin Natural Resource Management (SAMDB NRM) Board seeks the active participation of community minded individuals in NRM Group membership. NRM Group members play a key role in achieving the sustainable management of the State's natural resources. NRM Groups work with local communities, to ensure implementation of the regional NRM Plan and increased community awareness of integrated NRM programs within a Group's area. NRM Groups are a most important conduit for community input to the Board's programs as well as the development and review of the regional NRM plan.

NRM Group members and, in particular, Presiding Members, will need to make considerable time commitments to their roles in order to properly meet the responsibilities of the NRM Groups. It has been estimated that Group members should allocate the equivalent of two to three days per month, which may also include some evening meetings, to their group responsibilities. The Group Chairperson can expect to commit to up to one day per week, including evening meetings.

This document is a general guide to the roles and responsibilities of the SA Murray-Darling Basin NRM Groups and their members and is intended to provide an introduction for prospective group members.

This guide is not a legal document and the ultimate authority for defining roles and responsibilities is the *Natural Resources Management Act 2004*<sup>1</sup>.

## CONTEXT

For many years, South Australia has been well served by the various institutions associated with water resources, soil conservation, pest plant and animal control. The NRM Board structure for managing our natural resources in a more integrated manner is implemented under the *Natural Resources Management Act 2004*.

Eight NRM regions have been established, each one has a skills-based regional NRM Board. The SAMDB NRM Board is directly answerable to the Minister for Sustainability, Environment and Conservation and the Minister for Water and the River Murray. Currently, this is The Hon Ian Hunter MLC.

A Board establishes and appoints NRM Groups within its region, based on guidelines issued by the Minister. Each Board and Group may also establish advisory committees (standing or adhoc) as required.

NRM groups are actively involved in the development and implementation of regional plans at a local level. Regional NRM Groups are extremely important in providing the key two-way link between the Board and local communities.

---

<sup>1</sup> Prospective candidates for group membership are encouraged to acquaint themselves with the full range of powers outlined in the Act, which may be downloaded from [www.parliament.sa.gov.au](http://www.parliament.sa.gov.au)

## COMPOSITION

The SAMDB NRM Board has established four NRM Groups (*see map overleaf*) within the Murray Darling Basin NRM boundary being:

- Riverland
- Rangelands
- Mallee and Coorong
- Ranges to River

NRM Groups are community orientated and skills-based, consisting of up to seven members appointed by the Board. The Board has established a number of aspects of natural resources management in which the group should have knowledge, skills and experience. These skills sets are detailed in the application form.

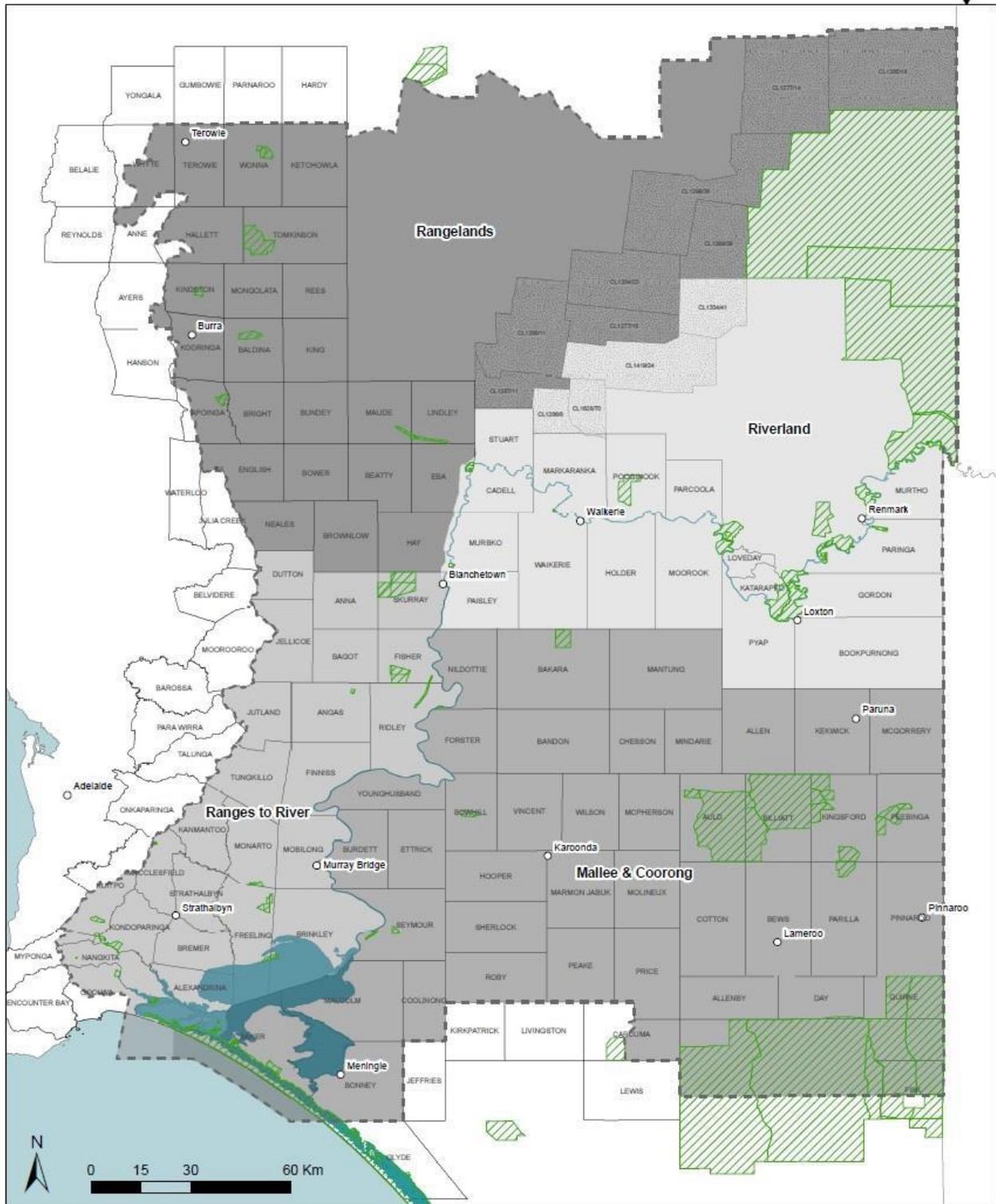
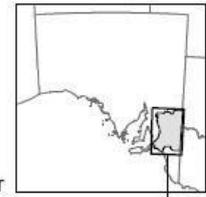
State Government policy is for Boards and Committees to have an even balance of women and men where possible. The Act provides that at least one member of the group must be a woman or alternatively at least one member must be a man. The Board is obliged to consider appointing to a group a majority of members who are actively involved in the management of land and a majority of whom reside in the SA Murray-Darling Basin NRM region.

Appointments will be on a rolling basis i.e. each member will be appointed for up to a period of four years with a maximum of two terms (eight years) in a row.

Remuneration to Group members will be in line with the SAMDB NRM Board's policies and SA Government guidelines (see Attachment 3)

# New NRM District Boundaries for the SA Murray-Darling Basin region

-  SAMDB region boundary
-  National Parks within the SAMDB region
-  Hundreds
-  Pastoral Leases along the Rangelands / Riverland border



## WHAT ARE THE FUNCTIONS AND ROLES OF NRM GROUPS?

### **The general purpose of NRM Groups:**

Is to bring the regional NRM Plan to life at a landscape scale by working with and motivating the local community and industries to engage in NRM activities. The NRM Groups will maintain strong working relationships in their communities such that they are confident to advise the Board on local issues.

The SAMDB NRM Board will work together with the NRM Groups to improve NRM outcomes through innovation, challenge and collaboration. Essentially the NRM Groups will be local representation of the Board's:

- Eyes and ears in identifying issues
- Hands and feet in driving what needs to be done
- Mouth in promoting the work of the Board and spreading the NRM message
- Heart and mind in reaching out to the community to harness ideas and deliver outcomes

The Group also has a role of advising the NRM Board on issues related to its business and responsibility to ensure that the high standards of financial and ethical behaviour are maintained within the organisation.

### **The functions of NRM Groups are:**

- 1) To be actively involved in the development and implementation of any relevant regional NRM plan at the local level (to the extent specified or envisaged by that plan or specified by the relevant board or boards);
- 2) To develop, implement or participate in programs associated with natural resources management at the local level;
- 3) To promote public awareness of the importance of integrated and sustainable natural resources management within its area and to undertake or support educational initiatives with respect to natural resources management;
- 4) To provide advice to regional NRM boards, and other bodies and agencies, with respect to the assessment of various activities, proposals, situations or circumstances within its area;
- 5) Such other functions prescribed by the regulations or assigned to the NRM group by a regional NRM board, or by or under this or any other Act.

### **In performing its functions, an NRM group should seek to work collaboratively with:**

- 1) Any other NRM Groups whose areas adjoin its area;
- 2) Other State agencies and, if relevant, agencies of the Commonwealth, and agencies of the other States and Territories;
- 3) The constituent councils for the area of the NRM Group, and other councils as may be relevant;
- 4) Relevant industry, environment and community groups and organisations;
- 5) Persons who own or occupy land within the area of the NRM Group (insofar as may be relevant).

An NRM Group will, with respect to the performance of its functions, report to the regional NRM Board or Boards that have responsibility for the NRM Group.

Animal and plant control, soil conservation, plant and animal biodiversity and conservation, and water management programs are being delivered under the NRM regional structure arrangements. NRM Groups are an integral component of the structure for delivery of these programs.

The Group has a suite of formally delegated responsibilities, listed in the Terms of Reference, with respect to the operational management of the regional NRM plan. The Group is to work with the Board and the community in the implementation of the regional NRM Plan

The role of the Group is largely about:

- Working in the community
- Building community capacity in NRM
- Encouraging the implementation of on-ground works
- Monitoring performance against targets set by the Board
- Promoting local awareness of integrated natural resources management programs, including compliance programs, and
- Reporting on the Group's activities to the Board

The Group is not a "lobbying" organisation. It has a role within government in advising the SAMDB NRM Board of matters and initiatives that are of interest to the Group and within the strategic directions of the regional NRM Plan.

The Group is a statutory authority and through the Board is ultimately an arm of government and operates in the broad policy framework of the government of the day.

The Act establishes an administrative structure based on the premise of strong partnerships and the Board needs to foster and nurture existing partnerships and actively build new ones; the group is an integral component of this process.

## OTHER INFORMATION

### **Accountability**

Members must familiarise themselves with their legal responsibilities. Members are not appointed as a representative of an association or industry, stakeholder or interest group, rather a member is appointed because of his/her knowledge and skills and is expected to contribute those skills to the NRM organisation.

Group members are responsible to the government through the Board and ultimately to the community for the manner in which they exercise their functions.

It is critical that members understand that they have significant responsibilities which are subject to high levels of public scrutiny. They must ensure that their actions are effective, lawful and justifiable by having a good understanding of the objects and requirements of the *Natural Resources Management Act 2004*.

Members should also be aware of government priority policy areas.

### **Duties of Care**

Group members are required to exercise a high degree of care and diligence in the performance of their functions. They should act honestly at all times in the performance of their Group duties and must not make improper use of information acquired through their position. Group members should disclose any conflict of interest to the Board/Group as soon as reasonably practicable. A registration of interests may be required as part of the induction training process.

## **NRM Group Responsibility**

Under Section 182 (7) of the *Natural Resources Management Act 2004*:

*All NRM Groups must carry out proper measures for the destruction of all animals or plants on road reserves situated within both a control area for that class of animals or plants and the area of the NRM Group.*

Hence the NRM Group has a specific NRM responsibility to address. This responsibility is undertaken through reporting at meetings and consulting with the appropriate District Manager.

## **ROLE OF THE NRM GROUP CHAIR**

The role of the NRM Group Chair is one of leading, facilitating and encouraging, rather than directing. The Chair acts as an important link between the NRM Group and the Board and regional staff.

(See Attachment 1 for more information)

## **ROLE OF THE NRM GROUP MEMBER**

The role of the NRM Group member is to provide a key link between the Board and the local communities while facilitating delivery of on-ground initiatives through local community organisations, industry and individuals

(See Attachment 2 for more information)

## **REMUNERATION OF MEMBERS**

NRM Group members will be remunerated in accordance with Premier and Cabinet Circular 16 either on a sessional fee rate or hourly rate. Members are entitled to reimbursement of travel and out of pocket expenses.

(See Attachment 3 for more information)

## WANT MORE INFORMATION

**If you are interested in becoming a member of your local NRM Group, and would like more information you may wish to contact:**

*Renee Clark (Executive Officer)*  
*Sharon Starick (Presiding Member)*  
*Mike Williams (Regional Director)*

*Telephone: 8391 7513*  
*Telephone: 8569 4001*  
*Telephone: 8391 7531*

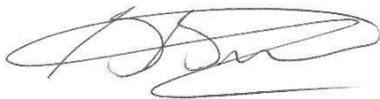
## WHAT SHOULD I DO NOW?

If you are interested in becoming a member of your local NRM Group, and believe that you have the qualities that we are seeking, complete the enclosed application form and forward it to:

**Renee Clark**  
Executive Officer  
Natural Resources SA Murray-Darling Basin  
PO Box 2343  
MURRAY BRIDGE SA 5253

by close of business on **Friday 9 March 2018**

**OR** Email: [renee.clark@sa.gov.au](mailto:renee.clark@sa.gov.au)



Sharon Starick  
**Presiding Member**  
**SA Murray Darling Basin Natural Resources Management Board**

## SA MURRAY-DARLING BASIN REGION

### ROLE OF NRM GROUP CHAIRS

The role of the NRM Group Chair is one of leading, facilitating and encouraging, rather than directing. The Chair acts as an important link between the NRM Group and the Board and regional staff.

#### NRM Group Chair – NRM Group Function

At NRM Group meetings the NRM Group Chair will:

- Set and promote a positive tone for NRM Group meetings and member interactions
- Establish basic priorities, ethical values and attitudes
- Facilitate and manage discussion at NRM Group meetings and deal with issues as they arise to achieve a balanced conclusion or resolution
- Decide what matters should be the concern of the Board, and which are operational matters, to be discussed with regional staff
- Communicate, the purpose of each agenda item and its priority and what decisions need to be made, and by when to the NRM Group members at each meeting
- Understand the desired NRM Group direction so that policy discussions at various forums can be positively influenced
- Chair NRM Group meetings, keeping discussion focused on the topics and progressing in accordance with time limitations
- Know meeting procedure and protocols
- Feedback to NRM Group members on the outcomes of meetings attended and information gained

Outside of NRM Group meetings in relation to NRM Group activities:

- Be familiar with the regional NRM Plan
- Incorporate innovation and change into NRM Group thinking and actions
- Ensure that probity is maintained in budget expenditure, reporting and all other respects
- Understand NRM Group function as outlined in the NRM Act
- Keep in contact with Group Administration support officer to discuss items for agenda including times and meeting venue
- Sanction guest speakers together with draft agenda.
- Reading meeting papers prior to the meeting
- Remain informed of Group finances
- Read draft minutes to verify and make alterations prior to being sent out as draft minutes to NRM Group members and Board
- Read monthly report to Board, make any alterations and sanction its distribution
- Be informed of members attending other meetings on behalf of Group
- Have input into selection of NRM Group membership using local knowledge
- Represent NRM Group (or maybe Board) at functions
- Be initial contact for NRM Group and advocate Group role
- For each NRM Group, maintain contact and develop working relationship with community capacity building officers so desired NRM Group direction is promoted

*NRM Group Chair - as part of the SA MDB regional organisation*

- Attend (either in person or teleconference) Chairs meetings, as required
- Attend Board meetings as requested
- Act as a representative of the Board in its dealings with the community, including the media, government agencies, industry groups and the community

*NRM Group Chair - Encouraged Activities*

- Remain informed of Board activities and direction (perusal of monthly Board meeting papers is a simple way)
- Develop relationship with Board members and senior staff
- Understand the various sections of the organization delivering the Board's work and what they do
- Develop relationships with program managers, if possible, to discuss current and potential activities or issues in Group area.

# SA MURRAY-DARLING BASIN REGION

## ROLE OF NRM GROUP MEMBER

The role of the NRM Group member is to provide a key link between the Board and the local communities while facilitating delivery of on-ground initiatives through local community organisations, industry and individuals. The Groups will provide input into the development and adoption of plans prepared by the Board and monitor and evaluate projects within the Group area.

### WHAT ARE NRM GROUP MEMBERS REQUIRED TO DO?

Group members are required to:

- Attend and contribute to meetings, workshops and conferences
- Make decisions in the best interest of the Group's functions and goals
- Work and communicate with others
- Contribute to the management of on-ground NRM programs within the district,
- Assist the development of policies and plan activities
- Report on progress of programs and monitor their outcomes
- Represent the Group at community meetings and functions

Members should be able to spend at least two days per month on Group business and Chairpersons should be able to spend an additional one day per week.

A Group member should expect that she/he may be requested to represent the NRM Group at field days, community and industry meetings, participate on advisory committees, attend NRM planning workshops and/or NRM functions in addition to participating in Group meetings.

### WHAT MAKES AN EFFECTIVE GROUP MEMBER?

**An effective regional NRM Group member will be a person who:**

- Has the necessary values, knowledge, skills and experience to contribute to issues raised at Group meetings in an inclusive manner that supports all members
- Is interested in NRM and community issues
- Communicates with and listens to the community
- Is conversant with the NRM issues in the Group's area and understands the implications of decisions made
- Is able to devote the time required to meet the commitment
- Has a good capacity to understand the financial provisions and funding arrangements under which Groups operate
- Makes decisions in the best interest of the natural resource and the community within the Board area

- Is able to separate themselves from sectoral interests regardless of other affiliations they may have outside of their role as Group member
- Understands the broad relationships between the Group, the Board and its staff, government agencies, the Minister, local government, the NRM Council and other natural resource management organisations
- Is conversant with the provisions of the legislation, particularly those directly related to animal and pest plant management, soil and water conservation and management
- Is able to build relationships with members of the SAMDB NRM Board
- Is able to be an ambassador for NRM in the Region

**ATTACHMENT 3 – EXTRACT OF RELEVANT INFORMATION FROM  
PREMIER AND CABINET CIRCULAR 16**



**Government  
of South Australia**

Department of the Premier and CabinetCircular

**PC016 – Remuneration for Government Appointed Part-Time  
Boards and Committees**

**February 2014**

## Sessional remuneration

**(Applicable to Board members, NRM Group members and Committee members of the Board)**

- 8.1 Sessional fees are expressed as an amount per four hour session based on the assumption that board meetings are generally of four hours' duration.
- 8.2 Sessional fees are only to be paid to members for meetings of the board at which they were actually present.
- 8.3 Where a meeting lasts for between two and four hours, the sessional fee is to be paid in full.

**Example:** If a board member is entitled to \$100 per four hour session and a board meeting lasts 2 hours **the full sessional fee of \$100 is paid.**

- 8.4 Where a meeting lasts for less than two hours, the sessional fee is to be converted into an hourly rate. The hourly rate is then to be paid for each completed or partially completed hour.

**Example:** If a board member is entitled to \$100 per four hour session and a board meeting lasts 1.5 hours, **a fee of \$50 is paid.** This is because the hourly rate, \$25, is paid for the first hour and the second partially completed hour.

- 8.5 Where a meeting exceeds four hours' duration, the sessional fee is to be paid for the first four hours. The hourly rate is then to be paid for each completed or partially completed hour beyond the fourth.

**Example:** If a board member is entitled to \$100 per four hour session and a board meeting lasts 5.25 hours **a fee of \$150 is paid.** This is because the full sessional fee of \$100 is paid, plus the hourly rate of \$25 is paid for the fifth hour and the sixth partially completed hour.

- 8.6 It is expected that, in order to participate effectively, members will spend approximately three hours in preparation for a meeting. Accordingly, members are not entitled to additional remuneration for such preparation time.

## Remuneration for out of session duties

- 8.7 In some cases, members of sessionally-paid boards and committees may be required to undertake duties of the board or committee outside of formal meetings. Where the responsible minister believes that remuneration should be provided for out of session duties, the advice of the Chief Executive, DPC, is required in order to determine whether such an arrangement is appropriate and, if so, what the level of remuneration should be.
- 8.8 Applications for remuneration for out of session duties should clearly identify how the out of session duties relate to the role of the board or committee.
- 8.9 Remuneration for out of session duties cannot be paid without the approval of the relevant authority (see section 4.4).

## 9. The superannuation guarantee

- 9.1 In accordance with the *Superannuation Guarantee (Administration) Act 1992* (Cth), employers are required to contribute a prescribed minimum amount to the superannuation fund account of all employees earning greater than \$450 in a given month. From 1 July 2013 the prescribed super guarantee (SG) contribution rate will increase gradually over seven years as follows:

<b>Start date</b>	<b>Super guarantee rate</b>
2014-15	9.50%
2015-16	10%
2016-17	10.50%
2017-18	11%
2018-19	11.50%
2019-20	12%

- 9.2 The Australian Taxation Office (ATO) has determined that members of government boards and committees are considered to be employees for the purposes of the SG legislation. Accordingly, where an agency makes a payment to a board member of greater than \$450 in one month, that agency is required to contribute a prescribed amount in accordance with the rates specified in section 9.1.
- 9.3 From 1 July 2013 employers must make super guarantee contributions to eligible employees aged 70 years or older.
- 9.4 Board members who are not employees of the South Australian Government may nominate any complying superannuation fund to receive their SG contribution. Details of the fund must be provided to the executive officer of the board and the responsible payroll area before the first payment is made to the member. Failure to nominate a preferred superannuation fund will result in the SG contribution being paid to a new account established for the member in the government's Triple S scheme (administered by Super SA). At present, it is not possible for funds accumulated in a Triple S account to be rolled into another superannuation scheme until the member's term on the board or committee has ended.
- 9.5 South Australian Government employees who have been granted an exemption to receive board fees (see section 2) and who are eligible for the SG contribution are expected to receive their SG contribution through a Triple S account with Super SA. The member's existing Super SA account number must be provided to the executive officer and the relevant payroll area before the first payment is made to the member.
- 9.6 The fact that a board member may be required by a private arrangement to pass on their board fees to their employer as detailed in section 7.4 will not remove the obligation to make compulsory superannuation contributions directly to the member.

## 10. Salary sacrifice of government board remuneration

- 10.1 There is no limit on salary sacrifice for superannuation contributions to a complying fund.

### **Establishing a salary sacrifice arrangement**

- 10.2 Board members seeking to salary sacrifice their board and committee remuneration are required to complete a salary sacrifice agreement. A proforma for such an agreement can be found at appendix 3. Relevant sections of the agreement will also need to be completed by the responsible agency.

- 10.3 In order that superannuation benefits paid in the form of a salary sacrifice arrangement be exempt from income tax, the agreement must be "effective" within the meaning of taxation ruling TR 2001/10. In order for a salary sacrifice agreement to be effective, it must be prospective in nature in that it is made prior to the board member performing the duties for which they are to be paid remuneration.
- 10.4 Prior to agreeing to a salary sacrifice arrangement, the responsible agency must be satisfied that the superannuation fund nominated by the board member is a complying fund within the meaning of the *Superannuation Industry (Supervision) Act 1993* (Cth). Where there is doubt, the fund should be requested to provide a copy of its certificate of compliance from the ATO. Where the superannuation fund is the government's Triple S Scheme, this requirement is satisfied.
- 10.5 Government board members seeking to salary sacrifice are required to pay an administration fee to the responsible agency's payroll area. The fee is equivalent to that charged to government employees and can be found in the salary sacrifice information pack available from the Public Sector Workforce Relations website at [www.pswr.sa.gov.au](http://www.pswr.sa.gov.au).
- 10.6 Members of government boards and committees may only salary sacrifice into superannuation. Salary sacrifice benefits available to government employees, such as car leases and utility payments, are not available to board members.
- 10.7 As there are caps that apply to the level of concessional employer financed superannuation contributions paid into a nominated complying superannuation scheme, including salary sacrificed contributions, it is the responsibility of the board or committee member to determine the taxation implications of funds salary sacrificed into a nominated superannuation scheme.

## 11. Travel and accommodation expenses

- 11.1 Members required to travel a distance of greater than 40 kilometres one-way to attend meetings are entitled to:
- costs necessarily incurred for meals and accommodation; and
  - where public transport is used: actual travel costs necessarily incurred; or
  - where a private motor vehicle is used: an allowance at the rate specified in Attachment A of Commissioner's Determination 3.2, currently 83 cents per kilometre for cars. This is the same allowance that applies, as necessary, to public sector employees.

**Example:** *If the motor vehicle allowance is 83 cents per kilometre and a board member travels 100 km in a private motor vehicle to attend a board meeting, the member is reimbursed \$83 (eg. 100 km x 83c)*

- 11.2 Claims for payment of travel and accommodation expenses are to be made in accordance with Commissioner's Determination 3.2. A reference to a chief executive or employer in Commissioner's Determination 3.2 is to be read as a reference to the agency responsible for paying the board member. Commissioner's Determination 3.2 can be found on the website of the Office of Public Employment and Review (OPER) and copies of the SASSPEI Award are available from the Industrial Relations Commission website (see "further information" for details).
- 11.3 Board members are entitled to reimbursement of expenses necessarily incurred in connection with their role as a board member. However, except as stated in subsection 11.1, reimbursement of travel expenses and expenses which are clearly the member's responsibility, such as car parking and child care expenses, are not to be provided.

- 11.4 For non-statutory boards, or for those boards established under an Act that does not set out arrangements for payment of expenses, expenses are to be paid in accordance with this circular.
- 11.5 Where an Act provides that the expenses payable to members of a particular board are to be determined by the responsible minister or by the Governor, it is recommended that the minister or Governor be requested to approve the payment of expenses as set out in this circular.

## **12. Personal accident insurance**

- 12.1 In the event of a bodily injury or death to a member of a government board, trust or committee during their official duties (including travel to and from) members are covered for Personal Accident under the Government's insurance and risk management arrangements as administered by SAICORP, the insurance division of the South Australian Government Financing Authority.

**FOR FURTHER INFORMATION OR DETAILS ON REIMBURSEMENT PLEASE  
CONTACT RENEE CLARK via email at: [renee.clark@sa.gov.au](mailto:renee.clark@sa.gov.au) or telephone  
8391 7513**