

## Wheatbelt Natural Resource Management Incorporated

### Sub-catchment Reference Groups Policy

<b>Policy Name:</b>	Sub-catchment Reference Groups Policy
<b>Policy Number:</b>	1.6
<b>Policy Version Number:</b>	V1.00
<b>Policy Category:</b>	Board Governance
<b>Contact Officer:</b>	Chairperson, Sub-catchment Reference Group
<b>Date Approved by the Board of Management:</b>	30 <sup>th</sup> April 2012
<b>Date of Last Review:</b>	Not Applicable
<b>Period Until Next Review:</b>	36 months from the approved date or earlier as required
<b>Related Legislation:</b>	1. Associations Incorporation Act 1987 (Western Australia)
<b>Related WNRM Policies or Procedures:</b>	1. 1.6.1 Terms of Reference, Sub-catchment Reference Groups

#### 1. Definitions

“**Associate**” means an individual that is registered as an Associate of Wheatbelt NRM and is listed on the Associate Register.

“**Member**” means an organisation or group that is registered as a Member of Wheatbelt NRM and is listed on the Member Register.

“**Registered Officer**” means an individual (or approved proxy) that represents a Member.

“**Reference Group**” means a specific group that convenes for the purpose of providing a formalised mechanism for opinion, input and feedback that is reported back to the Board of Management.

“**Sub-catchment**” means one of the three geographic subsets of the Avon River Basin, being an area known either as Avon, Yilgarn or Lockhart River Sub-catchments.

“**Wheatbelt NRM**” means Wheatbelt Natural Resource Management Incorporated.

#### 2. Overview

This Policy relates to the function of a Sub-catchment Reference Group, whether it be representing Avon, Yilgarn and Lockhart River, which provide input to the Board of Management.

The primary function of a Sub-catchment Reference Group is to assist the Board of Management, through the engagement with residents and landowners within the Avon River Basin, to provide input, opinion and guidance related to Sub-catchment matters. Residents and landowners are recognised as key contributors and stakeholders to the

natural resources management of the Avon, and provide valuable input into planning, programs and projects that help the Board of Management make better informed decisions on investments and priorities.

An Associate is encouraged to attend Sub-catchment Reference Group meetings.

### **3. Membership**

3.1 The Sub-catchment Reference Groups will comprise:

3.1.1 a chairperson of Sub-catchment reference group will be appointed by the Board of Management; and

3.1.2 any Associate wishing to participate.

3.2 Members of the public are able to attend as observers, unless the specific meeting is considered to be restricted by the authority of the Board of Management.

### **4. Policy Statements**

4.1 Wheatbelt NRM will have a Sub-catchment Reference Group representing the residents and landowners of each of the Avon, Yilgarn and Lockhart River Sub-catchment areas.

4.2 The key roles and responsibilities of the Sub-catchment Reference Groups are to:

4.2.1 provide a process for the engagement and discussion between Wheatbelt NRM and Associate(s);

4.2.2 provide a mechanism to get involvement, participation and commitment to programs and projects within the Sub-catchment areas; and

4.2.3 provide a mechanism to take the views of attendees to the Board of Management.

4.3 A Board of Management approved Terms of Reference document will set out the operational framework for the Sub-catchment Reference Groups.

4.4 All Associate(s) are entitled to attend a Sub-catchment Reference Group meeting. Those residing as residents or landowners of that specific Sub-catchment are eligible to vote on matters discussed at the meetings.

4.5 The appointed chairperson of the Sub-catchment Reference Group has the right to vote as the Registered Officer in relation to the single Member vote entitlement of the group.

4.6 Members of the public that have not registered as Associate(s) may attend the Sub-catchment Reference Group meetings as observers.

## 5. Responsible Officers

- 5.1 The Board of Management, as part of its governance authority, is responsible for the approval and publication of this Policy, including the approval of any subsequent changes.
- 5.2 The Audit Committee is responsible for reviewing this Policy prior to Board of Management approval, and ensuring the scheduled review of this Policy.
- 5.3 An Associate in attendance at Sub-catchment Reference Group meetings is responsible to act in accordance with this Policy.

## 6. Approval

This Policy was approved by the Board of Management on the 30<sup>th</sup> April 2012.

Jim Sullivan  
Chairperson  
Board of Management  
Wheatbelt Natural Resource Management Incorporated