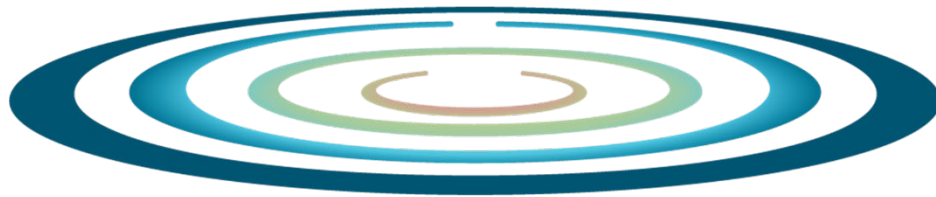


# Glenelg Hopkins



## CMA

### GLENELG HOPKINS COMMUNITY ADVISORY GROUP TERMS OF REFERENCE

**Policy No:** BP.SR.6  
**Version No:** V.4

**Review Schedule**

A&RCo to Endorse: No  
Last Review: September 2025  
Review Cycle: 3 yearly  
Next Review Due: September 2028  
Responsible Officer: Business Development Manager

**Review Notes:**

**Related Policies:**

|                   |   |
|-------------------|---|
| <b>BP.BO.1.02</b> | Minute Recording Procedure for the Board, it's Committees and Advisory Groups |
| <b>BP.BO.3</b>    | Payments to Members of Advisory Groups  |
| <b>BP.CR.3</b>    | Privacy Policy  |
| <b>BP.HR.1</b>    | Directors' and Employees' Code of Conduct                                     |
| <b>BP.SR.3</b>    | Social Media Policy   |

**Related Procedures:** **OP.SR.4** Media Procedure

**Related Resources:** Nil

**Policy Approval and Revision:**

This Terms of Reference was first approved by the Directors of Glenelg Hopkins CMA:

|            |                   |                          |
|------------|-------------------|--------------------------|
| Version 1: | 24 April 2014     | {Resolution No. 1754.00} |
| Version 2: | 23 May 2014       | {Resolution No. 1758.00} |
| Version 3: | 24 August 2022    | {Resolution No: 2481.00} |
| Version 4  | 24 September 2025 | {Resolution No: 2722.00} |

**CHAIRPERSON**

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## Purpose

The Glenelg Hopkins Catchment Management Authority (CMA) is responsible for the planning and implementation of strategies to protect and enhance the health of the region's biodiversity, soils and land.

The Glenelg Hopkins Community Advisory Group (CAG) is one of the vehicles by which the CMA can engage the community in the development and adaptive management of the Regional Catchment Strategy, Regional Waterway Strategy, sub strategies and action plans. Members of the CAG communicate with and access people in the community with an interest in specific resource management matters; they may have particular expertise in some aspects of the CMA's strategies, or may be involved in activities relevant to implementation of strategies and plans. Their membership and method of operation are designed to contribute this knowledge and expertise to the CMA's strategic program. The CAG will provide advice on and be kept informed of strategic direction, monitoring and reporting of achievements, and the adaptive management of strategies and plans.

The Glenelg Hopkins CAG will be an important mechanism to have in place to support the Catchment Stewardship Framework 2024 guiding principles of 'A collaborative planning and delivery approach guided by a shared vision and place-based objectives' and 'Values the diversity of perspectives and knowledge including local, scientific and traditional ecological knowledge of landscapes and natural resources.'

These Terms of Reference are intended to reflect the importance the CMA places on the value of collaborative and constructive relationships and culture.

## Role

The role of the CAG is to provide advice to CMA management and, through them, to the Board on the following:

- Development of relevant natural resource management (NRM) strategies and plans
- Adaptive management of relevant plans and strategies through the planning, monitoring and review cycle
- Emerging community engagement issues arising from, or associated with implementation of strategies and plans
- Issues and threats that have an impact on regional environmental assets
- Any other issue or topic on which the Board or CEO requests specific advice, and
- The range of views in the community on any of the above matters.

## The CMA's Commitment

Glenelg Hopkins CMA will:

- Provide remuneration in accordance with current Glenelg Hopkins CMA Payments to Members of Advisory Groups Policy
- Provide regional opportunities for enhancing each member's knowledge and skills, and
- Provide an Executive Officer with suitable knowledge to manage the CAG.

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## Membership

Membership will comprise of community members, encompassing gender and cultural diversity. Members will have an interest in, and/or experience in adaptive management and strategic regional NRM planning for biodiversity, waterway and land health. Community representatives will be interested in the principles of natural resource management and must be able to address issues on a regional level.

- Membership of the CAG will endeavour to cover a broad range of NRM and community aspects, which may include, but not be limited to: land and water management, farming, fishing, recreational groups, Landcare, Traditional Owner land and sea management, ecological research, and biodiversity management.
- The group will be made up of between 6 and 13 members comprising of the following:
  - At least 5 community representatives
  - An Traditional Owner or Aboriginal community nominee
  - A Youth Member (aged 18-34 years)
- The term of the CAG member will be 3 years. After an initial term an Advisory Group member may be asked to re-apply for a second 3-year term. The group has the authority to co-opt other people as needed on a temporary basis. This request will be based on the skill, knowledge and diversity needs of the CAG.
- Maximum number of terms for CAG continuous membership is three terms.
- When vacancies on the CAG arise, they will be filled as soon as practical.
- Where the conduct of a CAG member is inconsistent with the CMA Code of Conduct, or where a member has unapproved absence, the CEO has the power to revoke their CAG membership.
- A CMA Board member may attend meetings in the capacity of an observer.

## Administration and Support

The CEO will appoint an Executive Officer to the CAG with support from business administration. The role of the Executive Officer will be to ensure, consistent with the available budget:

- The smooth running of Advisory Group meetings
- That administrative and logistical support is provided to the CAG sufficient for it to fulfil its role, and
- The effective communication between CMA management, the Board and the CAG.

## Appointment

- The CMA will seek nominations for CAG membership through an advertisement and a recruitment process
- The Board Chairperson and CEO will select the Chair of the CAG, upon recommendation of the selection panel.

Final membership recommendations will be made to the CEO by the Executive Officer, and members will be appointed by the CEO for a period of 3 years. Where appointments are made to fill member vacancies between terms, they will align with the term of the rest of the group (i.e. may not be three years).

## Accountability

- The CAG will be chaired by a Community member.
- Activities of the CAG will be reported to staff and Board via management and in liaison with the CAG Chair.
- Decisions of the CAG have the status of advice which forms part of the organisation's decision-making process.

NOTE: The Glenelg Hopkins CMA Media Procedure outlines the normal responsibilities in relation to communicating with the broader community and media. *Representation or communication on behalf of the CMA must be authorised or delegated by the CEO. All media contact regarding Glenelg Hopkins CMA business is to be referred to the Communication and Engagement Advisor.*

It is the responsibility of the CAG Chair to:

- Work with the Executive Officer and group members to formulate the agenda for each meeting
- Lead and facilitate meetings of the Group to ensure that all members have a say and that all issues are properly considered, and clear advice is made and documented, and
- Approve meeting Minutes before distribution.

## Operating Practices

The CAG's operating practice shall include:

- Meeting at least three times per year
- Additional meetings if necessary, to address particular issues
- Good meeting procedures with an emphasis on facilitating discussion and consensus, and
- A member shall not be absent for more than 2 consecutive meetings, or more than 3 meetings within a 12-month period. In this instance the member is to advise and seek the Chair's approval.

## Minutes

Minutes of meetings will be reviewed by the Executive Officer and then passed onto the Chair to sign off. After signing, minutes will not be changed until reviewed by the CAG at their next meeting, where any changes will then be agreed.

Minutes of meetings must be kept and made available and must record the proceedings of the meeting, names of members present, and any reports presented to the meeting.

Minutes of CAG meetings will be presented to the Board via MFI Reports Update section.

The meeting agenda and any relevant documentation will be sent out one week prior to the meeting.

## Quorum

A quorum shall consist of an Executive Officer and not less than three members. Without a quorum, discussion can be held but advice from the Group cannot be finalised without agreement of a quorum. Consensus of a quorum maybe achieved via electronic or other means.

## Avoid and Manage Conflicts of Interest

A conflict of interest is where an employee has private interests that could improperly influence, or be seen to influence, their decisions or actions in the performance of their public duties.

Conflicts may be actual, potential or perceived:

- Actual conflict of interest: there is a real conflict between an employee's public duties and private interests.
- Potential conflict of interest: an employee has private interests that could conflict with their public duties. This refers to circumstances where it is foreseeable that a conflict may arise in future and steps should be taken now to mitigate that future risk.
- Perceived conflict of interest: the public or a third party could form the view that an employee's private interests could improperly influence their decisions or actions, now or in the future.

At the start of each meeting the Chair will ask if any Members have a conflict of interest in respect to any matter on the Agenda. If a Member has an interest, they will declare it, including the nature of the interest and the conflict that results, or may result from it.

If the Chair or Member becomes aware that another Member may have an undeclared interest, he/she will raise the matter immediately, so the Member can declare the interest, if it exists.

If the Chair has an interest, the Chair will declare it to the Forum.

If a conflict of interest is identified, the following process will be followed:

- the member will leave the room at the start of the relevant agenda item and not return until the start of the next agenda item; and
- not participate in any discussion or decision on the matter.

## Confidentiality

Some information provided to the CAG may be of a confidential nature. Members are asked not to circulate meeting material without permission from Glenelg Hopkins CMA.

## Review

A comprehensive CAG Review will be conducted every 3 years.

## Claim Forms

Claim forms will be available to CAG members at each meeting. Claim forms must be submitted to the CMA on the day or as soon as possible after a meeting.

## Resignation of Community Advisory Group Members

A Member's office shall cease if he or she resigns their office by notice in writing to the CEO of Glenelg Hopkins CMA.

**End.**