

## **CALL FOR NOMINATIONS TO FILL A VACANCY AS A LOWER BURDEKIN WATER RATEPAYER DIRECTOR**

### **CALL FOR NOMINATIONS TO FILL A VACANCY AS A RATEPAYER DIRECTOR**

Lower Burdekin Water (LBW) calls for nominations to fill a vacancy on the board for a water ratepayer representative.

Lower Burdekin Water is a category 2 water authority under the Water Act 2000 (the Act) and is responsible for sustainably managing water resources within and around the Lower Burdekin Water Authority Area.

LBW is a Queensland Government Agency and as such Directors on the board are appointed by the Minister for Regional Development, Manufacturing and Water.

The obligations of the Board are set in LBW's Governance Policy which include: to define policy and program outcomes, and monitor the effectiveness of such, to monitor finances and ensure the ongoing financial health of the Authority. These are in addition to other legal obligations as a director.

The obligations of the Ratepayer Director are set in LBW's Governance Policy, and include:

- (a) serve on at least one Board committee;
- (b) read and understand all Board policies and program plans;
- (c) contribute skills, knowledge, and experience, when appropriate;
- (d) listen carefully for other viewpoints;
- (e) assume a leadership role in Board activities with special emphasis on those undertaken by a committee on which the Director serves;
- (f) support all decisions made by the Board and represent the Authority in a positive light to the public;
- (g) hold fellow Directors and officers accountable for performing according to these policies; and
- (h) attend training and up-skilling sessions as required.

Directors shall:

- (a) Review and understand director responsibilities and obligations as set out in the QLD GOV Welcome Aboard handbook;
- (b) regularly attend and participate in Board meetings;
- (c) attend and participate in committee meetings, where relevant;
- (d) be well-informed and prepared for meetings, which includes the review of all agenda documents and meeting materials in advance;
- (e) attend and participate in Ratepayer meetings and other events as required; and
- (f) give notice to fellow Directors whenever another commitment or illness will prevent attendance at one of the above.

### **7.4 Expertise Criteria for Directors**

Skills and experience in the following areas have been determined as necessary for the Authority's directors:

- (a) good governance – the understanding of the processes and behaviours required;
- (b) strategic expertise – the ability to understand and review strategy;
- (c) sound financial and accounting knowledge. The ability to read and understand business accounts, financial statements and management reports presented to the board as well as financial reporting requirements;
- (d) compliance – the board's responsibility involving overseeing compliance with numerous laws as well as understanding an individual director's legal and fiduciary duties and responsibilities;

- (e) risk management – experience and understanding in managing areas of major risk within business;
- (f) managing people and achieving change – managing and understanding relationships and engagement with key stakeholders and staff;
- (g) information technology – basic understanding of the use of electronic communication and media; and
- (h) industry knowledge – background understanding of agricultural and water or similar industries.

**The eligibility to be nominated as a Director, obligations pertaining to the role, and the selection process being applied are defined in the LBW’s Governance Policy in accordance with the relevant legislation.**

**Eligibility to be Nominated as an LBW Ratepayer Director:**

**7.7. Ratepayer Nominated Directors**

- (a) ...
- (b) Ratepayer Director nominees shall be nominated by Ratepayers.
- (c) All Ratepayers are eligible to be nominated for Ratepayer Nominated Director positions.
- (d) Only one Ratepayer Representative from any one Ratepayer entity is eligible to stand for nomination.
- (e) ...

**1.3 Definitions**

**Ratepayer** means a person or entity who pays rates and charges or fees to the LBW as per the LBW’s Rating Policy (RP001).

**Ratepayer Representative** means a director, employee or lessee of a Ratepayer entity or organisation who has been nominated in writing by the Ratepayer as its representative.

**Nomination Process:**

To be considered by the Selection Committee, all nominations must be:

- in writing (a form has been attached to this notice);
- signed by the candidate and signed by two (2) Ratepayers or Ratepayer Representatives; and
- received by LBW before nominations close at **2.30pm on Friday 11 February 2022.**
- Nominees must demonstrate how they meet the Eligibility Criteria (a form has been annexed to this notice).

The Selection Committee will consider all properly made nominations to determine the most suitable candidates for the vacant position prior to providing the name of the candidates and all supporting information, as required under the Water Act 2000, to the Minister for his review and appointment. The Selection Committee may, at its sole discretion, interview nominated candidates before making a decision as to the most suitable candidates.

Further information about the Lower Burdekin Water governance process can be found at:

<http://lowerburdekinwater.com.au/wp-content/uploads/2021/04/ADM002-Governance-Policy.pdf>

**On behalf of the Board, Lower Burdekin Water**

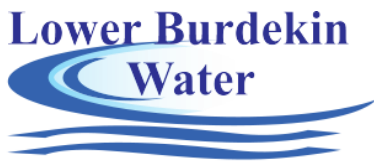
c\ - David Sartori

Executive Officer

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**NOMINATION FORM TO FILL A VACANCY AS A LOWER BURDEKIN WATER RATEPAYER DIRECTOR**

<b>Nominee's name:</b>	
<b>Nominee's Address:</b>	
I confirm that I am a Lower Burdekin Water ratepayer or an authorised Lower Burdekin Water ratepayer representative in the Lower Burdekin Water Authority Area:	Yes <input type="checkbox"/> No <input type="checkbox"/>
I confirm that I accept this nomination and have completed the eligibility criteria below:	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Nominee's Signature</b>	.....
<b>1<sup>st</sup> Person Nominating Name:</b>	
<b>1<sup>st</sup> Person Nominating Address:</b>	
I confirm that I am a Lower Burdekin Water ratepayer or an authorised Lower Burdekin Water ratepayer representative	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Nominator 1 Signature</b>	.....
<b>2<sup>nd</sup> Person Nominating Name:</b>	
<b>2<sup>nd</sup> Person Nominating Address:</b>	
I confirm that I am a Lower Burdekin Water ratepayer or an authorised Lower Burdekin Water ratepayer representative	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Nominator 2 Signature</b>	.....

<b>Eligible Criteria</b>	<b>Nominees supporting information</b> Please demonstrate how you meet the following <i>Expertise Criteria</i> for Directors. (If more space is required just send additional pages, with the nominees name at the top.)
(a) good governance – the understanding of the processes and behaviours required;	
(b) strategic expertise – the ability to understand and review strategy;	
(c) sound financial and accounting knowledge. The ability to read and understand business accounts, financial statements and management reports presented to the board as well as financial reporting requirements;	
(d) compliance – the board’s responsibility involving overseeing compliance with numerous laws as well as understanding an individual director’s legal and fiduciary duties and responsibilities;	
(e) risk management – experience in managing areas of major risk within business;	
(f) managing people and achieving change – managing relationships and engagement with key stakeholders and staff;	
(g) information technology – basic understanding of the use of electronic communication and media; and	
(h) industry knowledge – background understanding of agricultural and water or similar industries.	