

EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

<u>Position:</u>	Independent Aboriginal Delegate
<u>Entity:</u>	East Gippsland Catchment Management Authority
<u>Reports to:</u>	Board Chair
<u>Remuneration:</u>	\$9,703 per annum

ABOUT EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY

The East Gippsland Catchment Management Authority (the Authority) provides for the integrated management of country, including sea, water, land and community.

The Authority is committed to working in partnership with Aboriginal people and organisations to care for country. The Authority is also responsible for caring for waterways, and water statutory activities.

The Authority acknowledges the Traditional Owners and First Nations People of the region: the Gunaikurnai, the Bidwell-Maap and the Nindi-Ngujarn Ngarigo Monero. The Authority is a strong supporter of Traditional Owners and First Nations People Self-determination.

POSITION OBJECTIVES

The Board is accountable to the Minister for Water for the performance of the Authority.

In carrying out its responsibilities, the Board undertakes to serve the interests of Government, employees, customers and the broader community honestly, fairly, diligently and in accordance with applicable laws.

The Board's responsibilities include setting the strategic direction, objectives and performance targets while ensuring resources are available to achieve these goals. The Board also identifies and monitors major risks.

The independent Aboriginal Delegate (Delegate) will provide an independent perspective and input into the Board and will actively participate and gain experience in Board meetings and activities.

The Delegate does not have the same responsibilities as a board member under the CaLP Act, the *Public Administration Act 2004*, and other statutory provisions. Equally, the Delegate does not have a formal decision-making or voting role on the Board.

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The Delegate will:

- Provide an independent perspective and input to the Board on a range of issues including caring for Country and cultural values
- Build a pathway for, and succession of Aboriginal Board members to support Delegates to consider applying for a Ministerial appointed board positions in the future.
- Increase awareness of Board roles and opportunities in the Aboriginal community and provide practical experience to develop governance skills relevant to public sector boards.
- Encourage future applications for a Board member role and align with the Victorian Government's commitment that government boards reflect the rich diversity of the Victorian community.

TIME COMMITMENT

The Board meet six times a year, with most meetings held in Bairnsdale. Meetings range from 5 hours to full day or two day sessions.

In addition to attending the meetings, the Delegate will need to allocate time for meeting preparation and reading, participation in Board planning/workshops or other Authority events as well as training as specified by DEECA or the Authority.

ENGAGEMENT CONDITIONS

As an Independent Delegate to the Board, the person must comply with the Code of Conduct for Directors of Victorian public entities:

[Code of conduct for directors of Victorian public entities - VPSC](#)

The Delegate will need to:

- Hold and maintain a Victorian Driver's License.
- Provide a satisfactory National Police Check prior to date of commencement with the Authority.
- Sign a confidentiality agreement.
- Complete a Conflict-of-Interest Declaration, Declaration of Private Interests, Primary and Ordinary Return, Related Party Declaration and have these details placed on the Authority's Register of Interests.

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ELIGIBILITY

- A person of Aboriginal or Torres Strait Islander descent who is living in Victoria.
- Demonstrated ability to model the Code of Conduct for Directors of Victorian public entities.
- Be capable of making a valuable contribution to the Board and able to comply with the Authority Board Charter.

SKILLS

The Delegate will have existing experience, or have an interest in developing skills in the following areas:

- Financial management
- Working with community
- Caring for Country
- Strategy and business management
- Corporate governance
- Cultural knowledge and understanding

OH&S RESPONSIBILITIES STATEMENT

The East Gippsland Catchment Management Authority (the Authority) is committed to providing, so far as is reasonably practicable, a work environment that is safe and without risks to health for all employees, contractors and others who enter our work area. This commitment includes establishing and maintaining safe systems of work, safe plant and equipment together with appropriate training and competent supervision.

Occupational Health & Safety is an area where all persons at the Authority have a shared or joint responsibility, with the Chief Executive Officer accepting overall responsibility. Management, including supervisors will always regard health and safety as their highest priority and will not knowingly place employees, contractors or members of the general public at risk.

RESPONSIBILITIES

Board

- Exercise due diligence to ensure the Authority is appropriately managing its safety responsibilities.
- Approval and annual review of the OHS Policy.
- Monitoring health and safety performance and the implementation of the OHS Policy.