

EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

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| <u>Position:</u> | Associate Board Member |
| <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 East Gippsland region covers 2.2 million hectares of land, lakes and coastal waters in eastern Victoria. About 83% of the region is in public ownership, mainly as state forests, national and coastal parks, and marine national parks, and virtually all of this retains extensive native vegetation cover. East Gippsland is the only place on mainland Australia where such continuity of natural ecosystems – from the alps to the sea – still exists.

The East Gippsland Catchment Management Authority is a government statutory authority with legislated functions for planning and delivering waterway management programs and leadership and co-ordination of integrated catchment management across the region, in partnership with Traditional Owners, agencies and the community.

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.

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

The Associate 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 Associate does not have a formal decision-making or voting role on the Board.

The Associate will:

- Provide an independent and diverse perspective to aid Board decision making.
- Encourage future applications for Board member roles and to align with the Victoria Government's commitment that government board's reflect the rich diversity of the Victorian community including young people.
- Provide an invaluable contribution to the community through participation.
- Increase awareness of board roles and opportunities in young Victorians, emerging professionals and provide practical experience to develop governance skills relevant to public sector boards.

TIME COMMITMENT

The Board meet six times a year, with most meetings held in Bairnsdale. Meetings range from 5 hours to a full day or two day sessions which include planning workshops and/or field trips.

In addition to attending the meetings, the Associate 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.

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ENGAGEMENT CONDITIONS

As an Associate, 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.
- Live in Victoria.
- 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.

ELIGIBILITY

- A person aged between 18 to 34 years.
- 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:

- Primary production, providing advice about primary production or engaging in research about primary production
- Financial management
- Working with community
- Caring for Country
- Strategy and business management
- Corporate governance
- Cultural knowledge and understanding

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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.