



Position Description

Position Title:	Independent Board Delegate (First Nations)
Tenure:	12 – 24 Months (Negotiable)
Time:	Average of two days per month including meeting attendance, reading and preparation (some additional time may be required to attend approved professional development opportunities).
Location:	Traralgon or Leongatha (Hybrid Available)
Remuneration:	\$10,291.97 annually plus professional development opportunities
Reports To:	WGCMA Board Chair

A ORGANISATIONAL AND POSITION OBJECTIVES

About West Gippsland Catchment Management Authority (CMA)

Our organisation was established in 1997 to manage land and water resources in the West Gippsland region which covers over 17,500 square kilometres from near Warragul to San Remo, Wilsons Promontory, Lakes Entrance and to Mount Howitt, past Licola.

As a leader in Natural Resource Management, we exist to implement integrated catchment management to improve priority landscapes.

Position Objective

The purpose of the Independent Board Delegate role is to build pathways, through providing professional development and experience, and developing a pipeline of future First Nations Board members for Ministerial appointments to Victorian public sector Boards.

The role will provide an independent perspective and voice to the Board on a range of issues including First Nations values and perspectives regarding environmental management, water management and land management, through actively participating in board meetings.

We acknowledge and pay our respects to the Traditional Owners of the region, the Gunaikurnai, the Bunurong, the Boonwurrung and Wurundjeri Peoples and pay respects to Elders, past, present and emerging.

The delegate does not have the same responsibilities as a board member under the Catchment and Land Protection Act 1994, the Public Administration Act 2004, and other statutory provisions. As such the delegate does not have a formal decision-making role on the board, nor will they have voting responsibilities.

B RESPONSIBILITIES & DUTIES

The Independent Board Delegate will regularly attend Board meetings (up to 8 per year) and actively contribute, having read and considered the relevant papers. As a participant in Board meetings, they will:

- Contribute to the development and delivery of our vision and the strategic direction.
- Support good governance of the Board and CMA.
- Support successful financial, social, and environmental performance of the CMA.
- Promote the work of the West Gippsland CMA and, when required, to represent the CMA at public events.

Professional development will be provided to build practical experience to develop governance skills relevant to public sector boards, including;

- Induction and governance training.
- Peer mentorship and experience through Board participation.

Subject to the professional development opportunities the incumbent chooses to undertake, additional time commitment may be required beyond the usual meeting preparation and attendance.

C OTHER POSITION REQUIREMENTS

This is an Aboriginal Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.

A person of Aboriginal or Torres Strait Islander descent who is living in Victoria. (The delegate is not required to represent the Traditional Owner groups on whose Country we operate). Previous experience on Boards is not required. Professional development will be provided to the delegate as part of the role.

D ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Act in accordance with the Public Sector Values, the Code of Conduct for Victorian public sector employees and West Gippsland CMA policies and procedures.
- Responsible for determining day to day priorities to achieve required outputs
- Carry out duties in a responsible and professional manner with a strong consideration for effective workplace relations

- Ability to represent the CMA on committees in a professional manner, in order to pursue the goals and objectives of the CMA
- Represent West Gippsland CMA in meetings and discussions with external liaisons, as appropriate, in accordance with the Authority's adopted policies.

E KEY SELECTION CRITERIA

Essential:

- A person of Aboriginal or Torres Strait Islander descent who is living in Victoria (The delegate is not required to represent the Traditional Owner groups on whose Country we operate).
- Able to enquire, evaluate and make independent judgement and to offer their perspective and skills to the Board.
- Have an interests in environmental and water management and connection to Aboriginal values.
- Demonstrate the Victorian Public Sector values and West Gippsland CMA's values.
- Have, or have a capacity to develop, an understanding of the CMA and our operating environment.

F ORGANISATIONAL RELATIONSHIPS

Reports To	WGCMA Board Chair
Responsible For	Nil
Internal Liaisons	WGCMA Board, subcommittees, CEO and Executive Team.
External Liaisons	Other position specific governance group(s), Other State Government Authority, Gunaikurnai Land and Waters Aboriginal Corporation, Water corporations, Local government, Community groups, Industry, including power generators and agriculture, members of the public

G HEALTH AND SAFETY

Individuals are required to carry out their work in accordance with health and safety legislation, and WGCMA policies and procedures. Individuals have a responsibility to exercise reasonable care to protect their health and safety and that of others by following all reasonable health and safety instructions; reporting any incident or hazards; assist in hazard identification, risk assessment and implementation of risk controls; and use PPE provided.

The following information is provided to identify health and safety issues specific to this role:

- Travel to areas within, but not limited to, the West Gippsland CMA region
- Activities associated with office work, including sedentary desk work
- Ability to deal with third parties in conflict or adverse conditions
- Ability to work in the field.

H WGCMA VALUES & BEHAVIOURS

Our values underpin every aspect of our work:

"We collaborate and support each other and our partners by acting with integrity, empathy and passion to protect and enhance the region's catchments".

I OTHER RELEVANT INFORMATION

1. Code of Ethics

West Gippsland CMA would require the participant to adhere to the following principles: "He/She or They shall not use the position for his or her personal gain or advantage, nor disclose any confidential information which may be acquired as a result of special opportunities arising from his/her or their employment with the Authority".

2. Smoking Restriction Program

The WGCMA provides a smoke free work environment and a non-smoking policy applies throughout all areas of WGCMA's operations including all vehicles.

3. Privacy

The WGCMA collects personal information in accordance with the *Privacy and Data Protection Act 2012*. Information provided by you in support of your application will only be used in consideration of this vacancy. To protect your privacy all documentation provided by you will be destroyed at the conclusion of the recruitment process.

4. Equal Opportunity

We believe that the unique contributions of our people create our success. We share a commitment to value and embrace diversity in all forms; so that our work environment is a safe space we can all belong. All qualified applicants will receive consideration for employment regardless of their background, identity, orientation, ability or thinking style.