

Information for Applicants

Position Description

Victorian Catchment Management Authority Board Members

Role:	Board member
Entity:	Victorian Catchment Management Authority
Location:	Throughout Victoria

Context

The Victorian government is committed to community engagement and increasing diversity in water sector leadership to bring new ideas and reflect our communities.

With the terms of 56 existing catchment management authority (CMAs) board directors, including 10 chair positions, expiring on 30 September 2017, the Minister for Water, the Hon Lisa Neville MP, is inviting expressions of interest in these positions.

Victorian Catchment Management Authorities

Victoria's 10 CMAs are responsible for the integrated planning and coordination of land, water and biodiversity management within their respective catchment and land protection region.



Information for Applicants

Position Description

An overview of the Victorian catchments sector can be found at delwp.vic.gov.au/water/governing-water-resources/catchment-management-authorities

Information on individual CMAs can be found by clicking on the following links:

[Corangamite](#)

[East Gippsland](#)

[Glenelg Hopkins](#)

[Goulburn Broken](#)

[Mallee](#)

[North Central](#)

[North East](#)

[Port Phillip and Westernport](#)

[West Gippsland](#)

[Wimmera](#)

Strategic direction

In October 2016, the Victorian Government released its long term direction for managing Victoria's water resources, *Water for Victoria*. *Water for Victoria* states that Victoria's water sector, including the CMAs will improve the health of priority waterways and their catchments to support our environmental, social, cultural and economic needs and values with a focus on innovation and performance.

Water for Victoria sets a new long-term direction for protecting and improving the health of waterways and their catchments as we deal with the impacts of climate change and a growing population.

Water for Victoria sets out 69 actions under nine themes:

- Climate change
- Waterway and catchment health
- Water for agriculture
- Resilient and liveable cities and towns
- Recognising and managing for Aboriginal values
- Recognising recreational values
- Water entitlements and planning

- Realising the potential of Victoria's water grid and water markets
- Jobs, economy and innovation

For further information on *Water for Victoria*, refer to delwp.vic.gov.au/water/water-for-victoria

Composition of the board

Each CMA has a board that consists of a chair and five to eight other directors appointed by the Minister for Water in consultation with other relevant Ministers.

The governance framework

Legislative context

The board is regulated by a range of legislation which includes:

- *Catchment and Land Protection Act 1994*: the establishing legislation for the CMAs.
- *Water Act 1989*: sets out the water functions that nine of the 10 CMAs need to deliver.
- *Public Administration Act 2004*: sets out the expected standards of conduct across the public sector.
- *Financial Management Act 1994*: provides the basis for financial management and reporting requirements for public bodies in Victoria.

Some of the key reporting requirements that the board will need to prepare include its:

- Annual Report;
- Corporate Plan; and
- Board Performance Report.

Information for Applicants

Position Description

Accountability and key relationships

In fulfilling its responsibilities, the board remains accountable to the Minister for Water and the Minister for Energy, Environment and Climate Change who are accountable to Parliament and the community for the performance of the entities.

The Ministers' portfolio responsibilities include waterway health, integrated catchment management, land management and pest plant and animal management.

In overseeing the performance of the board, the Minister/s are supported by the Department of Environment, Land, Water and Planning (DELWP).

The role

The role of the board

The board is responsible for the strategic planning of the authority, and ensuring that the CMA fulfils its statutory functions consistent with its overall governance framework. This includes:

- providing strategic direction and setting performance targets for the authority;
- approving related plans, budgets and policies;
- establishing and monitoring accountability, compliance and risk management policies and procedures;
- ensuring compliance with legislation and government policy;
- approving and submitting the annual report to the Minister/s;
- liaising with DELWP and the Minister/s through the chair;
- appointing and overseeing the performance of the chief executive officer;
- establishing board processes such as meeting procedures and the management of conflicts of interest; and
- establishing and monitoring delegations and committees.

The role of a Director

Directors, working together under the guidance of the chair, make strategic and high level operational decisions in the best interests of the authority. Board directors are expected to actively contribute to board decisions, applying their specialist skills and experience.

In performing their role, board directors must conduct themselves in a manner that is consistent with:

- the public sector values of responsiveness, integrity, impartiality, accountability, respect, leadership and human rights (as set out in section 7 of the *Public Administration Act 2004*);
- The duties of directors as set out under section 79 of the *Public Administration Act 2004*:
 1. A director of a public entity must at all times in the exercise of the functions of his or her office act:
 - a) honestly; and
 - b) in good faith in the best interests of the public entity; and
 - c) with integrity; and
 - d) in a financially responsible manner; and
 - e) with a reasonable degree of care, diligence and skill; and
 - f) in compliance with the Act or subordinate instrument or other document under which the public entity is established.
 2. A person who is or has been a director of a public entity must not, except to the extent necessary:
 - a) to exercise functions under this or any other Act; or
 - b) to give any information that he or she is expressly authorised, permitted or required to give under this or any other Act – give to any other person, whether directly or indirectly, any information acquired by him or her by reason of being a director.
 3. A director of a public entity must not improperly use his or her position, or any information

Information for Applicants

Position Description

acquired by him or her by reason of his or her position, to:

- a) gain an advantage for himself or herself or another person; or
 - b) cause detriment to the public entity.
4. A director of a public entity who becomes a candidate for an election to the Parliament of Victoria or of the Commonwealth or of any other State or a Territory or to a Council within the meaning of the *Local Government Act 1989* or a corresponding body in another jurisdiction:
- a) must notify the Minister of that fact; and
 - b) must not use any resources of the public entity in connection with his or her candidature.

A copy of the Director's Code of Conduct and guidance notes can be found by visiting vpsc.vic.gov.au/resources/directors-code-of-conduct-and-guidance-notes/

More information regarding the roles and responsibilities of a public entity board directors can be found by visiting vpsc.vic.gov.au/information-for-board-members/

The role of the chair

Being the chair of a CMA board requires a further level of expertise and commitment. The chair is responsible for the cohesive operation of the board and ensures the smooth running of board meetings. The chair must ensure that all board directors' views are considered in decision-making.

Potential chairs are identified as part of the normal director recruitment process. The duties of a chair are outlined in Section 80 of the *Public Administration Act 2004*.

More information on CMA chairs and directors' responsibilities can be obtained through DELWP's [On Board website](#).

Time commitment

On average CMA boards generally meet 8 times a year, however additional meetings and out-of-session discussions are expected. Staff from the CMA will submit plans, proposals or other documents to the board for consideration. The board will assess each agenda item to ensure the proposed options meet a range of economic, social, service, environmental and government objectives.

Board committees are formed for specific topics, such as risk, audit and remuneration. Board directors may need to contribute additional time to board committees, for which they are eligible for additional remuneration under government guidelines. A board director can usually expect to be a member of at least one committee of the board.

Appointees are generally expected to attend at least 75 per cent of board meetings. If applicants are appointed to other boards, they are expected to manage their time appropriately. Applicants should give careful consideration to any existing and anticipated demands on their time.

Remuneration and expenses

All directors are eligible for remuneration in line with the *Appointment and Remuneration Guidelines*, published by the Department of Premier and Cabinet

The remuneration is on a per annum basis. CMA chairs currently receive \$21,980 and CMA board directors receive \$10,990. There is also a daily sitting fee for additional committee work. This is currently set at \$220 (up to \$5,205 per annum) per day for chairs and \$191 (up to \$5,205 per annum) for board directors.

Directors are eligible for reasonable out of pocket expenses. Reimbursement will be in accordance with the policies of DELWP.

Information for Applicants

Position Description

There are limited circumstances where public sector employees may be eligible for remuneration for their service on a Victorian Government board. Current government policy regarding public sector employee remuneration is discussed further below.

Term of appointment

In accordance with the *Catchment and Land Protection Act 1994* board directors, including the chair, may be appointed for terms of up to four years.

Key Selection Criteria

Applicants will be shortlisted on the basis of high level skills, experience and knowledge in relation to the following criteria.

Mandatory skills under the *Catchment and Land Protection Act 1994*

In accordance with the *Catchment and Land Protection Act 1994* (CaLP Act), the board must consist of people with experience and knowledge in one or more of the following areas:

- Land management - Demonstrated experience and knowledge of the land management issues in the catchment and the relevant strategies.
- Water resources management and the water industry - Demonstrated experience and knowledge of water resources management and the water industry in the catchment.
- Waterway management - Demonstrated experience and knowledge of the waterway management issues in the catchment and the relevant strategies
- Environment or natural resources management - An understanding of the key strategic issues and risks in dealing with environmental or natural resource management challenges of the future.

- Primary industry - Demonstrated experience and knowledge of the primary industry issues in the catchment.
- Strategic or business planning - An ability to analyse information, think strategically and review and appropriately question the organisation in order to make informed decisions and assess performance.
- Financial management - Demonstrated experience in analysing and interpreting an organisation's financial position, risk and performance.

More than one half of the members of the board of each CMA (other than the Port Phillip and Westernport CMA) must be persons whose principal occupation is primary production.

Do you consider yourself a person whose current 'principal occupation is primary production' (that is, agriculture, apiculture, aquaculture, forestry or horticulture)? This can be in business management, industry, science, research, or higher education.

Highly desirable skills

In addition to the mandatory skill outlined above, skills, knowledge or experience in the following areas will be considered highly desirable:

- Community engagement - Ability to build partnerships with the community and a strong commitment to consult with stakeholders and partners in the catchment.
- Public administration and corporate governance - An understanding of the roles, duties and governance obligations of statutory boards and the ability to effectively undertake these responsibilities.

Information and forms to be provided by applicants

How to apply

- Expressions of interest open 1 March 2017 for four weeks.
- Information on how to apply will be available in March 2017.
- If you are interested in being contacted when board appointments become available, please email your name and contact details – waterandcatchments@delwp.vic.gov.au
- In the meantime, please register on [Get On Board](#)

Applicants are required to upload a current curriculum vitae, complete an online Declaration of Private Interests and a questionnaire outlining their relevant skills, experience and knowledge in relation to the Key Selection Criteria.

Applicants shortlisted for an interview will be subject to the following probity checks, prior to their appointment:

- National Criminal Record Check;
- Australian Securities & Investment Commission register of person's banned and disqualified check; and
- Australian Financial Security Authority and National Personal Insolvency Index check.

Information about relevant Government policies

The Victorian Government's [Appointment and Remuneration Guidelines](#) outline relevant policies in relation to board and committee membership, which include the following:

Gender equity

It is Government policy that no less than 50 per cent of all appointments to paid Victorian Government boards and Victorian courts be women.

Encouraging Diversity

Appointments to Victorian Government entities should, as far as practicable, reflect the diversity of the Victorian Community. Women, Aboriginal Victorians, people with a disability, people from culturally and linguistically diverse backgrounds and lesbian, gay, bisexual, transgender and intersex people are encouraged to apply.

Reappointment

Candidates being considered for reappointment undergo the same open and competitive selection process as candidates who have not served on the board.

Multiple boards

An individual should hold no more than three positions on government boards at any one time.

Victorian residents

It is preferred that appointees reside in Victoria, so that they act in the best interests of the State.

Public sector employees – remuneration

Public sector employees are not eligible for remuneration in circumstances where board membership is a requirement of their substantive position.

Public sector employees may be eligible for remuneration only in circumstances where the proposed appointment is on a personal basis and the

work required for the board will be undertaken in their own time or during periods of approved leave.

Remuneration of executive level or equivalent public sector employees requires written approval from the Secretary, Department of Premier and Cabinet.

For further information regarding the *Appointment and Remuneration Guidelines* visit dpc.vic.gov.au/index.php/policies/governance/appointment-and-remuneration-guidelines

Further information

A number of resources are available which may assist applicants in understanding the requirements of the role of a board member and the public sector environment.

- DELWP's On Board website is the central place for governance information about DELWP agencies. It contains information about governance requirements, governance guides and resources and links to current expressions of interest for vacancies on DELWP boards. delwp.vic.gov.au/boards-and-governance/on-board-basic-requirements-of-good-governance
- The [Victorian Public Sector Commission's](#) website provides further governance and policy information for candidates and public sector board members.
- The [Appointment and Remuneration Guidelines](#) outline the standard processes and principles for appointing and remunerating board members of non-departmental entities in Victoria.
- The [Public Board Appointments Victoria](#) website lists the current members of most DELWP major agencies.

Information for Applicants Position Description

© The State of Victoria Department of Environment, Land, Water and Planning 2017



This work is licensed under a Creative Commons Attribution 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria as author. The licence does not apply to any images, photographs or branding, including the Victorian Coat of Arms, the Victorian Government logo and the Department of Environment, Land, Water and Planning (DELWP) logo. To view a copy of this licence, visit <http://creativecommons.org/licenses/by/4.0/>

Disclaimer

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

Accessibility

If you would like to receive this publication in an alternative format, please telephone the DELWP Customer Service Centre on 136 186, email customer.service@delwp.vic.gov.au, or via the National Relay Service on 133 677 www.relayservice.com.au. This document is also available on the internet at www.delwp.vic.gov.au