

Position Description

Position title:	Associate Board Member (Youth)
Reports to:	Board Chair
Location:	Huntly
Term:	12 months (July 2026-June 2027)
Time commitment:	Average of two days per month including meeting attendance, reading and preparation.
Remuneration:	\$10,000 annually plus professional development opportunities

About the North Central Catchment Management Authority (CMA)

The North Central Catchment Management Authority (CMA) is the lead natural resource management (NRM) agency in north central Victoria. Our vision is *healthy landscapes supporting prosperous communities*. Our purpose is *connecting rivers, landscapes and people to deliver lasting positive change*.

We achieve this through:

- *Connecting natural resource management activities;*
- *Enabling active communities;*
- *Supporting sound decisions with knowledge, and;*
- *Leading, nurturing and innovating.*

We pride ourselves on integrating community values in the planning and coordination of land, water and biodiversity management. To achieve this, we strive to provide a workplace and work practices that embrace and reflect the diversity of our community and support inclusion and participation by everyone. This is supported by a workplace culture built on respect that is inclusive, adaptive and agile.

Our culture

As a public-sector entity we behave in-line with the seven core values of the Victorian Public Sector, Responsiveness; Integrity; Impartiality; Accountability; Respect; Leadership and Human Rights

In addition to the Public Sector values, we have our own unique set of values – Care; Courage and Connection.

The North Central CMA's values (and supporting behaviours) represent what our communities, stakeholders, partners, and investors can expect from us and also guide our internal interactions. The foundation of North Central CMA's success is in the behaviours, knowledge and skill of our people. To maintain and exceed current levels of success and to chart our future direction with confidence, it is essential that we continue to employ

people who are aligned to our values. Together with the appropriate skills and experience, commitment to our values is required to become a dedicated and valued member of our team.

Our operating environment

The principal statutory obligations of the North Central CMA are prescribed in the *Victorian Catchment and Land Protection Act 1994* and *Water Act 1989*. The core function of the North Central CMA is the delivery of our accountabilities under the *Catchment and Land Protection Act and Water Act 1994*, which primarily include; Regional planning and coordination; Regional delivery; Statutory functions under Part 10 of the *Water Act 1989*; and Statutory functions under Part 77 of the *Water Act 1989*.

The North Central CMA is principally responsible for protecting and improving the health of the region's natural resources in-line with the North Central Regional Catchment Strategy (RCS) and its approved plans and sub-strategies, and delivering on its statutory responsibilities for waterway, rural drainage and floodplain management.

The North Central CMA's strategic direction is guided by Victorian and Australian Government policies and strategies including: Water for Victoria; Protecting Victoria's Environment – Biodiversity 2036; Victorian Waterway Management Strategy; Victorian Floodplain Management Strategy; Victorian Climate Change Framework; Water is Life: Traditional Owner Access to Water Roadmap; Australian Government's Threatened Species Strategy; National Soil Strategy and the Murray Darling Basin Plan.

The North Central CMA is governed by a Ministerially appointed Board, which is directly responsible for strategic direction and which has final responsibility for the functions of the Authority.

About the role

The purpose of the Associate Board Member role is to develop the capability of young Victorians through providing professional development and experience. The role will support building pathways to, and developing a pipeline of, candidates for Ministerial appointments to Victorian public sector Boards.

Young people make invaluable contributions to communities, and the Associate Board Member will be empowered to contribute through participation on board meetings, providing an independent perspective and voice to the Board on a range of issues.

The Associate Board Member 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 they do not have a formal decision-making role on the Board, nor will they have voting responsibilities.

Core responsibilities and duties

The Associate Board Member will provide an independent perspective and voice to the Board on a range of issues through actively participating in board meetings.

They will regularly attend Board meetings 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 North Central CMA and, when required, to represent the CMA at public events.

With Board endorsement, the delegate may represent the North Central CMA on external committees and working groups.

Have a good knowledge of the North Central CMA, its affairs and the environment in which it operates, and to identify and raise issues of significance to our work and communities.

Act in accordance with the Public Sector Values, the Victorian public sector code of conduct and the North Central CMA policies and procedures.

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.
- Participation in other professional development opportunities as approved by the Board Chair.

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

Qualifications and Experience

A young person aged 18 to 34 years who is living in Victoria. Previous experience on Boards is not required. Professional development will be provided to the delegate as part of the role.

Key selection criteria

The successful candidate will:

- Be a young person aged 18 to 34 years who is living in Victoria.
- Be able to enquire, evaluate and make independent judgement and to offer their perspective and skills to the Board.
- Have an interest in environmental management, water management, or primary production and farming.
- Demonstrate the Victorian Public Sector values and North Central CMA's values.
- Have, or have a capacity to develop, an understanding of the CMA and our operating environment.

As this is a governance role the successful candidate will be asked to consent to a police history check as part of background check requirements. This is consistent with North Central CMA policy requiring checks for roles where the incumbent will have access to sensitive or confidential information.

Other position requirements

It is expected the incumbent understands North Central CMA objectives within broader government policy.

An appreciation of Federal, State and regional water and environmental policies and strategies, and an understanding of legislative obligations of the Aboriginal Heritage Act 2006 and Traditional Owner Settlement Act 2010 (as applicable to Dja Dja Wurrung and Taungurung Recognition Settlement Agreements) is desirable.

The incumbent requires the ability to regularly travel to areas within, but not limited to, the North Central CMA region.

Relationships

Reports to:	Board Chair
Responsible for:	Nil
Internal liaisons:	Board and sub-committees, CEO, Executive team
External liaisons:	Government departments (State, Federal and Local) Other government agencies Landholders and communities across the region Non-government organisations

Other relevant information

Diversity and Inclusion

The North Central CMA acknowledges Aboriginal Traditional Owners within the region, their rich culture and spiritual connection to Country, the contribution and interest of Aboriginal people and organisations in land and natural resource management. We value the unique skills and experience Aboriginal employees bring to our culture and our community and are committed to providing supportive career development opportunities.

The North Central CMA is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is our policy to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please contact the Human Resources Manager.

Health and Safety

All members of our Corporate Family are required to carry out their work in accordance with health and safety legislation, and North Central CMA policies and procedures. Workers 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.

Child Safety

North Central CMA is committed to child safety, and all employees are required to abide by the Child Safe Code of Conduct which specifies the expected standards of conduct and appropriate behaviours required when working with and in the company of children. When working with children, employees are required to work in accordance with the Child Safe Standards and North Central CMA policies and procedures.

Privacy and Probity

The collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

If you would like to receive this information/publication in an accessible format (such as large print or audio) please contact us by phone on 03 5448 7124 or email info@nccma.vic.gov.au