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| Position Description – Group Member and Chairperson |
| Yellingbo Conservation Area Community Reference Group |

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| Roles: | Group member, Chairperson |
| Organisation: | Yellingbo Conservation Area Community Reference Group |
| Reports to: | Regional Director, Port Phillip Region Department of Environment, Land, Water and Planning |
| Area of Interest: | Yarra Valley and southern Dandenong Ranges |

# Yellingbo Conservation Area Community Reference Group

Establishment

The Yellingbo Conservation Area Community Reference Group is being established by the Secretary of the Department of Environment, Land, Water and Planning (DELWP) to advise and assist DELWP and Parks Victoria (PV) with effective community engagement during the establishment of the Yellingbo Conservation Area (YCA).

The Secretary is now seeking expressions of interest for 12 members, including the Chair and Deputy Chair on the Yellingbo Conservation Area Community Reference Group. The Community Reference Group will commence 1 August 2019.

Role and Purpose

The role of the Community Reference Group (CRG) is to support DELWP and PV in the discharge of their functions relating to the establishment of the YCA. This will include providing advice and input into:

* DELWP and PV delivering the establishment of the YCA for the Victorian community,
* improving DELWP and PV’s understanding of community concerns and external environmental priorities in order to shape effective DELWP policy and operational activities,
* enhancing DELWP and PV programs and projects aimed at improving environmental outcomes, including exploring opportunities to partner in the development and delivery of programs.

Strategic direction, operations and achievements

The group’s main purpose is to provide the community’s views to enable DELWP and PV to collaborate, at a strategic level, with the community regarding the implementation of the YCA. The CRG will provide strategic advice regarding community engagement to DELWP and PV that:

* Supports the implementation of the *Government response to Victorian Environmental Assessment Council (VEAC) Yellingbo Investigation Final Report* (March 2014).
* Builds on the existing work of the former Yellingbo Conservation Area Coordinating Committee.
* Allows for strategic discussions that identifies key community issues to advance DELWP’s engagement with the community
* Makes recommendations to DELWP and PV about how to effectively engage with the community
* Predicts community concerns to troubleshoot and address before they become large issues.

Composition of the Group

The CRG will have 12 members, including the chairperson and deputy chairperson appointed by the Regional Director, Port Phillip Region of DELWP. DELWP will provide secretariat support to the CRG. Two members of the CRG will be elected representatives of the Yarra Ranges Council and the Cardinia Shire Council and will be required to meet the selection criteria.

# Geographic Area

The YCA includes public land ranging from Coranderrk Nature Conservation Reserve in the north to Wrights Forest in the south.

Skills required

Members of the Community Reference Group will collectively have knowledge, skills and experience in the following broad themes:

* Local knowledge of the Yarra Valley and the southern Dandenong Ranges area.
* Conservation
* Agriculture and horticulture
* Recreation
* Tourism
* Aboriginal cultural values
* Fire risk management and control

and have good communication and interpersonal skills.

The roles and responsibilities:

Member

The role and responsibilities of individual members of the YCA CRG will include:

* Providing strategic advice regarding community engagement to DELWP and PV
* Attending regular meetings as required (4 per year) and actively participate in the group’s work
* Be respectful, open and honest during meetings
* Be bound by the Victorian Code of Conduct for Victorian Public Service Employees
* Bring their skills and knowledge to the table, and represent a range of different communities
* Reporting back to your networks to ensure two-way communication flow

Chairperson

In addition to the roles required for members, the Chairperson requires a further level of expertise and commitment. The Chairperson is responsible for the cohesive operation of the Community Reference Group and to ensure the smooth running of Group meetings. The chairperson must ensure that all members views are able to be put forward during discussions.

Availability and Commitment

The Community Reference Group will meet quarterly. This can be reviewed after 12 months to ensure meeting frequency is appropriate. Meeting times for the group will be determined by the group, once the CRG has been established. If required, sub-committees can be established for specific purposes.

There is no provision for renumeration for the positions on this Community Reference Group – all the positions are voluntary.

The Group’s meetings will be held in a venue in, or in close proximity to the YCA.

Terms of appointment

Members, including the Chairperson and Deputy Chairperson will be appointed for terms of up to three years.

Key Selection Criteria

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

1. An active and engaged community member with preferences for local knowledge of the Yarra Valley and southern Dandenong Ranges area.
2. Demonstration of existing community networks within the Yarra Valley and southern Dandenong Ranges area.
3. Effective communication and interpersonal skills including the ability to respectfully discuss issues with other group members.
4. Demonstrated ability to work in a committee/team environment or prior committee experience.
5. Be able to show demonstrated knowledge/experience in one or more of the following fields; conservation, agriculture and horticulture, recreation, tourism, Aboriginal cultural values, fire risk management and control.

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:

Representation of women

It is Government policy that no less than 50 per cent of all new appointments be women.

Encouraging Diversity

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

Multiple boards

An individual should hold no more than three positions on non-departmental entity 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 and due to the high costs associated with inter-state travel.

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 OnBoard website is the central place for governance information about DELWP agencies. It contains information about governance requirements, governance guides and resources and links to other current expressions of interest for vacancies on DELWP boards. (<http://www2.delwp.vic.gov.au/boards-and-governance/good-governance>);

The Victorian Public Sector Commission’s website provides further governance and policy information for candidates and public sector board members. ([www.vpsc.vic.gov.au](file:///\\internal.vic.gov.au\DEPI\GroupData\LFE_Group\LMP\Governance\Governance\Services\Statutory%20agencies\GU_Alpine%20Resorts\Appointments_ARMBs%20&%20ARCC\2018\2.%20EOI%20campain\www.vpsc.vic.gov.au));

The Appointment and Remuneration Guidelines outline the standard processes and principles for appointing and remunerating board members of non-departmental entities in Victoria. ([www.dpc.vic.gov.au/index.php/policies/governance/appointment-and-remuneration-guidelines](http://www.dpc.vic.gov.au/index.php/policies/governance/appointment-and-remuneration-guidelines)); and

The Public Board Appointments Victoria website lists the current members of most DELWP major agencies. ([www.publicboards.vic.gov.au](file:///\\internal.vic.gov.au\DEPI\GroupData\LFE_Group\LMP\Governance\Governance\Services\Statutory%20agencies\GU_Alpine%20Resorts\Appointments_ARMBs%20&%20ARCC\2018\2.%20EOI%20campain\www.publicboards.vic.gov.au))