



Expression of Interest
for
Wet Tropics Management Authority Board of Director
(Indigenous identified female role ONLY)

The Wet Tropics Management Authority is governed by a board established under the *Wet Tropics World Heritage Protection and Management Act 1993*. The Board is comprised of seven directors, including a Chairperson and an Executive Director. The six non-executive directors are appointed by the Queensland Governor-in-Council for a term of up to three years and serve on a part-time basis. The Executive Director of the Authority is a full-time, non-voting Board Director.

One Director position is currently available for an Indigenous Identified female Director. Rainforest Aboriginal Peoples are strongly encouraged to apply for this director position.

The Authority's functions are to:

- develop and implement policies and programs for management of the Area
- formulate performance indicators for the implementation of approved policies and programs
- advise and make recommendations to the Minister and the Ministerial Council
- prepare and implement management plans for the Area
- administer funding arrangements
- facilitate and enter into Cooperative Management Agreements
- rehabilitate and restore the Area
- gather, research, analyse and disseminate information on the Area
- develop public and community education programs
- promote the Area locally, nationally and internationally
- liaise with the Australian and Queensland Governments, agencies and international organisations
- monitor the state of the Area
- advise and report to the Minister and the Ministerial Council on the state of the Area.

The Board's key responsibilities are to decide the objectives, strategies and policies to be followed by the Authority; and to ensure that the Authority performs its functions in a proper, effective and efficient way.

Within this framework and the relevant laws, policies and priorities of the Queensland and Australian Governments, the Board of Directors ensure that the Authority's attention and resources are directed toward achieving the World Heritage Convention's objectives. Directors also facilitate widespread awareness of the role and work of the Authority.

Persons are qualified for appointment as Directors if they have qualifications or extensive experience in a field related to the Authority's functions.

Selection criteria

Candidates for appointment must demonstrate that they possess qualifications or extensive experience in a field related to the Authority's functions and which will benefit the Authority. These include:

- expertise in an area such as tourism and presentation, environmental policy and strategy, planning, science, governance, Indigenous and stakeholder engagement, community advocacy or conservation
- experience in protected area or World Heritage management to help provide long term guidance to the protection, conservation, presentation, and transmission to future generations of the Area.
- superior analytical and communication skills and the ability to provide advice, negotiate and consult with government and the community.

Applicants must not be an officer of the public service of an Australian State or the Commonwealth.

Duties of the role

As part of the Board you will:

- oversee the functions of the Authority as outlined in the *Wet Tropics World Heritage Protection and Management Act 1993*
- operate within government board guidelines ('Welcome Aboard' - A Guide for Members of Queensland Government Boards, Committees and Statutory Authorities')
- decide the objectives, strategies and policies to be implemented by the Authority; and ensure that the Authority performs its functions in a proper, effective and efficient way
- participate in setting the strategic direction of the Authority
- promote the Wet Tropics World Heritage Area locally, regionally, nationally and internationally and involve the community in the management of the Area
- be accountable to Queensland and Australian Government Ministers through the Wet Tropics Ministerial Forum
- have regard to the tradition of Rainforest Aboriginal Peoples particularly concerned with land in the Wet Tropics World Heritage Area.

How you will be assessed

You will be assessed on how you meet the selection criteria listed above. To ensure the panel can make an informed assessment, you are required to:

1. complete the Expression of Interest Form which asks to you address several questions including four specifically regarding your suitability to the role, and
2. attach your current resume (of no more than 6 pages) including names and contact details of at least one referee who has knowledge of your work and one who is a respected Rainforest Aboriginal person from the Wet Tropics region.

The selection panel will assess your suitability for the Director role based on your responses, your resume and other selection processes, which may include an interview and criminal history check.

The Authority is committed to an inclusive culture and encourages applications for this role from people with diverse backgrounds irrespective of disability, generation and sexual orientation.

Further information

Find out more about the Wet Tropics World Heritage Area at wettropics.gov.au

To submit your application please send to wettropics@wtma.qld.gov.au

For further information contact Scott Buchanan by email wettropics@wtma.qld.gov.au or phone 07 4241 0500

Closing date for expressions of interest is 20 November 2020.

Frequently asked Questions

How do I know if I am qualified to be a board director?

Board directors need to be able to demonstrate that they have qualifications or extensive experience in a field related to the Authority's functions (see above).

Under section 16 of the *Wet Tropics World Heritage Protection and Management Act 1993*, an officer of the public service of the State or the Commonwealth cannot be a Board Director.

Do I need any formal academic qualifications?

No, you do not. See below.

What types of skills are being sought?

The expression of interest outlines the selection criteria and duties of the role including:

- expertise in an area such as tourism and presentation, environmental policy and strategy, planning, science, governance, Indigenous and stakeholder engagement, community advocacy or conservation
- experience in protected area or World Heritage management to help provide long term guidance to the protection, conservation, presentation, and transmission to future generations of the Wet Tropics of Queensland World Heritage Area.
- superior analytical and communication skills and the ability to provide advice, negotiate and consult with government and the community.

Why has this position become vacant?

The term of the Indigenous Identified (female) Board Director became vacant in May 2020.

What time commitments are required?

The Wet Tropics Management Authority Board is required to meet at least four times in each calendar year. Board meetings usually run for 1-2 days.

Board directors also may have special assignments (in the past these may be about 10 days each calendar year).

The Board may also undertake field trips and site inspections as required. These events and activities are organised by Authority staff.

Do I need to live in the Wet Tropics region?

Not necessarily, but it is preferred.

What are the timelines for recruitment?

There are several steps involved in recruitment as these positions are considered significant appointments and need to be endorsed by the Queensland Governor-in-Council. We anticipate that the appointment process is likely to be completed early in the 2021 calendar year.

Is this a paid position?

Directors are entitled to be remunerated for attending meetings in accordance with the Government policy *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies* (the Remuneration Procedures). The Remuneration Procedures list the fees for the category – Regulation, Administration and Advice Level 2, as follows:

- Chairperson: daily fee \$520
- Director: daily fee \$400.

Members are also eligible to be reimbursed for reasonable out of pocket expenses including travel, accommodation, motor vehicle allowances and meals.

Where are the meetings held?

Board meetings are usually held in Cairns at the Authority's offices. However, the Board also meets in various locations around the Wet Tropics region.

Will I be considered if I have a criminal conviction?

Yes, you will. As with any significant appointment, you will need to advise of any disclosable convictions, i.e. convictions as an adult that form part of your criminal history and which have not been rehabilitated under the *Criminal Law (Rehabilitation of Offenders) Act 1986*.

If you are unsure about the status of any criminal convictions which you have, you may wish to seek legal advice in responding to this question.

I have served on the Wet Tropics Board before, so am I allowed to do another term?

Under the Act, an appointment of a Director is for a term (not longer than three years). A previous Director is eligible for reappointment unless he/she has completed six consecutive years as a Director.

Is there any other useful information that I should be aware of?

Yes. These documents and links may provide some useful guidance for you.

- **Welcome Aboard: A guide for members of Queensland Government Boards, committee and statutory authorities**—found at premiers.qld.gov.au/publications/categories/policies-and-codes/handbooks/welcome-aboard.aspx
- **The World Heritage Convention**—the Federal Government is a signatory to the World Heritage Convention an international treaty that binds the Government to protect World Heritage Areas for future generations whc.unesco.org/en/convention/
- **World Heritage legislation**—the *Wet Tropics World Heritage Protection and Management Act 1993* is the Queensland legislation which sets out the role of the Wet Tropics Management Authority in managing the World Heritage Area legislation.qld.gov.au/view/pdf/inforce/current/act-1993-050
- **The Wet Tropics Management Authority 2018-2019 Annual report**—each year the Wet Tropics Management Authority's Annual Report and State of the Wet Tropics Report are tabled in the Australian and Queensland parliaments wettropics.gov.au/annual-reports