

Position description: Livestock Health and Pest Authority director

Livestock Health and Pest Authorities deliver the frontline livestock health and pest animal service in NSW. Working hand in hand with landholders, authorities are committed to safeguarding agricultural production from the biosecurity risks posed by disease and pests. Authorities also manage travelling stock reserves, stock movement and identification and assist with drought relief.

The authority is seeking to appoint two directors to sit on the board of the authority. These two directors are in addition to the elected directors. The key role of the board of directors is described as follows:

- Setting and monitoring the strategic direction of the authority
- Setting local livestock health and pest priorities
- Building relationships with ratepayers and other key stakeholder groups
- Reviewing and challenging the performance of management
- Ensuring the financial sustainability of the authority
- Maintaining sound policies for risk management and regulatory compliance

The position description set out below gives both a general overview of the role of a director as well as some of the specific responsibilities that directors will be required to perform for the authority.

Position description of a director of board of a LHPA	
The position	<p>The position is that of a director on the board of a Livestock Health and Pest Authority. As a member of that board the person will be required to advise and oversee the Livestock Health and Pest Authority in relation to its role in:</p> <ul style="list-style-type: none">• Strategy• Monitoring• Risk management• Compliance• Policy framework• Networking• Stakeholder communication• Decision-making, and• Governance. <p>The tasks that the board of directors will undertake with respect to each of these areas, and hence the tasks in which a member must be competent, are stated below.</p>
Strategy role	<p>With respect to strategy, the tasks that the board of directors will undertake include:</p> <ul style="list-style-type: none">• Involvement in formulation of the authorities strategic plan and high level business unit plans

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	<ul style="list-style-type: none"> • Formal signing off of the plan • Monitoring progress against the plan • Signing off on the annual budget for the authority
Monitoring role	<p>With respect to monitoring, the tasks that the board of directors will undertake include:</p> <ul style="list-style-type: none"> • Refining and focusing the financial and non-financial reporting and KPIs • Providing a mechanism for detailed quarterly review of overall (not just financial) performance • Devising and reviewing performance against benchmarked performance criteria
Risk management role	<p>With respect to risk management, the tasks that the board of directors will undertake include:</p> <ul style="list-style-type: none"> • Overview and monitor risks to the authority fulfilling its objectives • Discuss key high level risks • Reporting of major adverse risk events • Approve risk management solutions
Compliance role	<p>With respect to compliance, the tasks that the board of directors will undertake include:</p> <ul style="list-style-type: none"> • Reviewing the current compliance processes and determining appropriate compliance approach for the authority • Oversee the implementation of a reviewed compliance program • Monitoring compliance with State Management Council policies and procedures
Policy framework role	<p>With respect to policy framework, the tasks that the board of directors will undertake include:</p> <ul style="list-style-type: none"> • Reviewing and commenting on the appropriateness of the extent and content of policies • Approving new policies • Ensuring an appropriate framework is in place for policy review
Networking and community engagement role	<p>With respect to networking and community engagement, the tasks that the Board of directors will undertake include:</p> <ul style="list-style-type: none"> • Ensuring that the authority has strategies in place for the engagement of the community and the ratepayers of the authority • Where appropriate participate in networking and community engagement strategies • Ensuring that the authority develops and maintains sound relationships with key stakeholders
Stakeholder communication role	<p>With respect to stakeholder communication, the tasks that the board of directors will undertake include:</p> <ul style="list-style-type: none"> • Ensuring that there are strategies in place to ensure that the community and the ratepayers of the authority are aware of the

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	<p>achievements and initiatives of the authority</p> <ul style="list-style-type: none"> • Where appropriate participate in stakeholder communication • Periodically reviewing the effectiveness of stakeholder communications
Decision-making role	<p>With respect to decision-making (and in addition to the other aspects covered), the board of directors will be involved in decisions associated with:</p> <ul style="list-style-type: none"> • Livestock health • Pest animal and pest insect control and management • Travelling Stock Reserves • Drought • Emergency management • Stock identification
Governance role	<p>With respect to governance, the tasks that the board of directors will undertake include:</p> <ul style="list-style-type: none"> • Ensuring that there is a corporate governance charter in place for the authority. • Reviewing and updating the corporate governance charter as required • Ensuring all directors are familiar with their obligations as directors including their obligations under the code of conduct for the authority. • Ensuring that there is a process in place for an annual review of the board of directors and individual directors.
<i>Rural Lands Protection Act</i> Responsibilities	<p>Directors of the board will be subject to the roles and responsibilities of directors as outlined in the <i>Rural Lands Protection Act</i>. These responsibilities are defined as follows:</p> <p>Every director of a board of an authority, must:</p> <ul style="list-style-type: none"> • act honestly and exercise a reasonable degree of care and diligence in carrying out his or her functions under this or any other Act, and • act for a proper purpose in carrying out his or her functions under this or any other Act, and • not use his or her office or position for personal advantage, and • not use his or her office or position to the detriment of the director's authority (respectively). <p>In addition directors must comply with the code of conduct for directors. This code is available on the LHPA internet.</p>
Period of appointment	<p>Successful applicants will be appointed to 30 April 2013. Details of the selection process and remuneration are available on the Livestock Health and Pest Authorities website at www.lhpa.org.au.</p>
Time commitment	<p>Directors must have sufficient time available to fulfill their commitment to the position. Directors will be required to be available to attend board</p>

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	meetings on a monthly basis. Directors are also expected to spend time preparing for meetings. Directors will also have the opportunity to be involved in regional and state activities along with participation in committee formed by the board.
Selection requirements	<p>Applicants need to have expertise, experience or qualifications in one or more of the following areas:</p> <ul style="list-style-type: none"> ○ Financial management ○ Corporate governance ○ Agricultural production including but not limited to: <ul style="list-style-type: none"> ○ Livestock health ○ Grazing management ○ Pest animal and pest insect management ○ Community and stakeholder engagement ○ Business ○ Law ○ Issues within the district of the authority related to the functions of the authority ○ Strategic planning and risk management
Behavioral competency	<p>Directors of the board must have the following behavioral attributes:</p> <ul style="list-style-type: none"> ● Integrity and high ethical standards; ● Strong leadership skills; ● Be respectful of others; and ● Be outcome focused.