

Executive Management Board Charter

November 2017

Our purpose

The Executive Management Board (EMB) exercises executive leadership and direction, coordination and control, across Energy Safe Victoria (ESV).

The primary role of the EMB is to define and focus the strategic direction of the organisation in line with the Corporate Plan and the Minister's Statement of Expectations, and to prioritise operational decisions in the context of this framework.

The EMB is responsible for providing advice to the Director of Energy Safety (Director) on matters of strategic and operational significance for the organisation.

The EMB endorses the organisation's strategy, budget, major strategic decisions and other organisational policies. The members of the EMB, individually and collectively, support the Director to lead, direct, coordinate and control the operations and performance of the organisation.

Our members

The Executive Management Board membership consists of:

- Director of Energy Safety
- Chief Operating Officer (COO)
- Deputy Director
- General Manager Electrical Safety & Technical Regulation
- General Manager Gas & Pipeline Safety & Technical Regulation
- General Manager Risk, Regulatory Planning and Policy.

Our role

Strategy, prioritisation and delivery

- Prepare strategic plans and business plans for recommendation to Director ESV
- Oversee operational and financial performance
- Ensure that projects deliver against business and financial objectives
- Oversee business performance and ensure accountability across the organisation
- Coordinate and prioritise major change programs, including items arising from internal or external reviews of ESV.

Risk management

- Identify threats and opportunities in the risk environment
- Ensure and foster a safe and healthy workplace.

People and procedures

- Oversee and endorse our policies and guidelines, including the Code of Conduct (VPSC)
- Foster effective and efficient teams working across the organisation
- Endorse recommendations regarding the development of a cohesive, healthy and safe work environment that supports innovation, creativity, diversity and the delivery of our goals
- Promote effective and routine communication across the organisation on governance requirements, accountabilities and responsibilities that support strategic decision-making
- Engage with and consider feedback and recommendations from the Extended Leadership Group (ELG).

How we demonstrate executive leadership

The Executive Management Board will collectively:

- Define tasks and establish challenging, achievable goals
- Inspire each other to cooperate willingly and respectfully
- Speak the truth and demonstrate high integrity
- Exhibit genuine care and compassion for our people
- Ensure its authority is used fairly and wisely.

The Executive Management Board will be able to achieve its objectives and perform its role through:

- Maintaining its vision beyond the interests of divisions or individuals for the good of the organisation
- Respecting the decision-making process and collective decisions made in the organisation's interest
- Asking for, giving and receiving, feedback from others
- Demonstrating accountability and follow through
- Emphasising the importance of a collective sense of mission
- Seeking differing perspectives when problem solving
- Sharing information and proactively reaching out to peers and colleagues
- Celebrating and recognising achievement and success.

When we meet

The Executive Management Board will meet formally every month (except December / January where there is only one meeting). Dates are set in January and members must aim to attend all meetings.

Members are expected to attend all meetings and may send nominees only where such nominees are approved by the Director. There is no set quorum for EMB meetings, but they are unlikely to proceed with fewer than four members present.

From time to time and as required, the Director may invite additional ESV staff members or external stakeholders to present to or participate in the EMB meetings where their specialist contribution adds value.

How we report

Decisions and key points raised at meetings are formally recorded. Key messages from the meeting are circulated to all staff immediately after the meeting, and full minutes circulated to all staff once agreed by EMB members. An update is provided by members to their staff at team meetings, which are scheduled as soon as is practicable after the EMB meeting takes place.

Secretarial support for EMB Meetings

The Office of the Director provides management support to the EMB with additional support provided by the COO's office.

The secretary's role will include responsibility for seeking member contribution to agendas; providing advice to members and the whole organisation on matters of process and scheduling; compiling and circulating agenda papers; and disseminating relevant outcomes, minutes and information to members and, where appropriate, the whole organisation.

Review

This charter will be formally reviewed by the Director and EMB every two years.