

Position Description

Position Title	Independent Member – Infrastructure Committee
Portfolio	Board
Division	Board
Department/Cost Centre	Institute Board - 02410
Classification	Specialist Staff
Position Number/s	TBA
Reporting to	Chair of the Board
Supervises	Nil

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider.

South West TAFE is where practical skills meet real opportunity. With over 150 industry-aligned courses, we help people build the confidence and capability they need to step into their future — whether that's a new job, a career change or further study.

SWTAFE campuses are situated on the lands of the Gunditjmarra, Kirrae Whurrong, Gulidjan peoples of the Eastern Marr nation, and the Tjap Wurrong and Bunganditj peoples. They are located throughout southwest Victoria in Warrnambool, Hamilton, Portland, Colac, Sherwood Park and a further delivery site at Glenormiston. They offer modern facilities, expert trainers and strong connections to local industry—so learning stays relevant, hands-on and flexible.

We're not just keeping up — we're staying ahead. And we're proud to be part of a region that's growing, evolving and inspiring change.

Infrastructure Committee Overview

The primary purpose of the Committee is to assist the Board in ensuring that appropriate governance is implemented across the organisation and relevant controlled entities in relation to:

- asset management planning, development and implementation;
- capital works; and
- information and communications technology (ICT).

Position Overview (Your Opportunity)

The Infrastructure Committee Independent Member will be an active member of the Committee providing a strong strategic focus in the areas of infrastructure planning and delivery, governance and risk management, project management, environmental sustainability, digital and smart infrastructure, stakeholder engagement, and public sector management.

Key Relationships

Internal	Board Chair CEO Directors Executive Managers Board Secretary
External	Department of Jobs, Skills, Industry and Regions Governance Unit Ministerial Offices

Key Accountabilities

All South West TAFE Board Directors and staff are required to act and work in the best interest of the organisation, as such every member has accountabilities to uphold for both their position and the wider organisation, These accountabilities include but are not limited to:

Infrastructure Committee Functions

The functions of the Infrastructure Committee include:

The Committee oversees:

- the development and implementation of the Asset Management Plans prior to recommending them to the Board for approval, based on the current Asset Management Strategy;
- compliance with the Asset Management Accountability Framework (AMAF) on an annual basis;
- review and provide recommendations to the Board on Capital Works, in line with the Asset Management Strategy and for larger capital works projects, oversee the management and monitor progress of approved Capital Works (building) programs;
- review and provide recommendations to the Board for significant ICT projects, and for larger projects, oversee the management and monitor progress; and
- any other matters referred to the Committee.

Key Selection Criteria (Key to Success)

The successful candidate will demonstrate the best combination of the following characteristics;

- Experience in governance and management of complex organisations, financial acumen and comply with the ethical requirements of government (including conflicts of interest).
- Functional knowledge and strategic thinking in areas such as: infrastructure planning and delivery, governance and risk management, project management, environmental sustainability, digital and smart infrastructure, stakeholder engagement, and public sector management
- An understanding of the legal duties and responsibilities of the Board and its Sub-Committees.
- Well-developed communication and interpersonal skills.
- A capacity to form independent judgements and willingness to constructively challenge/question Management practices and information.
- A professional, ethical approach to the exercise of their duties and the capacity to devote the necessary time and effort to the responsibilities of a member the Infrastructure Committee.

Qualifications and Requirements

Mandatory requirements

- Extensive relevant experience
- Satisfactory Police Check and Working with Children Check

Highly desirable requirements

- Experience working in a governance setting at a Board or Management level
- Strong governance knowledge, with a desire to continue development in this space

Additional Information

- South West TAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2023
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

Position Description

	Authority level	Name	Date
Prepared by	Board Secretary	Bernadette Monnier	7/05/2025
Approved by	Committee Chair	Brian Crook Click here to enter text.	
P&C review	Manager P&C	Lotty Cook	
Agreed by	Incumbent		