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| Class A cemetery trust applicant guidelines |
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# Introduction

The Minister for Health seeks expressions of interest from suitably qualified and experienced people for appointment to Class A cemetery trust boards. Those interested must be able to represent the local communities in which the trust and cemeteries are located, be committed to good governance and have the capacity to contribute to the governance of a significant public entity.

It is expected that candidates will have capacity to contribute sufficient time to meet the responsibilities of the position. Class A cemetery trust board members are expected to attend a minimum of 75 per cent of board meetings and actively participate in sub committees and other board activities and events. There is also an expectation that appointees participate in training provided by the department.

The Victorian Government is committed to ensuring that government boards and committees reflect the rich diversity of the Victorian community. We encourage applications from people of all ages, Aboriginal people, people with disability, people from culturally and linguistically diverse backgrounds and from lesbian, gay, bisexual, trans, gender diverse, intersex and queer people. We will provide adjustments to the recruitment process upon request.

The appointment process is managed in accordance with the Department of Premier and Cabinet’s *[Appointment and remuneration guidelines](https://www.vic.gov.au/guidelines-appointment-remuneration)* (the Guidelines) and [*Diversity on Victorian government boards guidelines*](https://www.vic.gov.au/guidelines-appointment-remuneration) <https://www.vic.gov.au/guidelines-appointment-remuneration>.

# Advertising

Advertisements will be published on the [Join a Public Board website](https://www.boards.vic.gov.au) <https://www.boards.vic.gov.au> and in regional newspapers. Advertisements will also be circulated via various agencies and networks, and social media.

# Application requirements

## Online application

Applications must be submitted via the [Join a public board website](https://www.boards.vic.gov.au/) <https://www.boards.vic.gov.au>. All applicants, including existing trust members who are applying for reappointment, are required to register through the Join a Public Board website and complete the following steps:

* ‘Create an account’ or log in.
* Go to the ‘Search board vacancies’ page.
* Select the relevant cemetery trust from the list of vacancies or use the search function to find the relevant cemetery trust.
* Click the ‘Apply now’ button.
* Complete the questions on the ‘Complete your application’ page and upload your curriculum vitae.
* Complete all required information (responses to all selection criteria must be provided – **‘refer to curriculum vitae’ is not a sufficient response**).
* Click ‘Save as Draft’ to save application and return to it later or click ‘Submit your application’ to lodge your completed application.

For technical support, please telephone 1300 366 356 during normal business hours or submit an online enquiry via the [Join a public board website](https://www.boards.vic.gov.au/contact-us) <hhtps://www.boards.vic.gov.au/contact-us>.

Note: If you wish to apply to more than one cemetery trust an application to each trust must be made via the Join a Public Board website. Please advise your cemetery trust preference, if applicable, when making multiple applications.

### Curriculum vitae

All applicants are required to provide a personal curriculum vitae (CV). The CV must be **no more than five pages in total** and:

* checked to ensure it is **current**
* in pdf format where possible (any supporting documents, such as a cover letter, should also be submitted in pdf format where possible)
* be uploaded onto the Join a public board website as part of the required online application process.

### Selection criteria

Applicants must provide responses (up to 350 words) to all selection criteria in the Join a public board online application. **‘Refer to CV’ is not a sufficient response.** The list of selection criteria is detailed in the relevant position description available on the [health.vic website](https://www.health.vic.gov.au/cemeteries-and-crematoria/class-a-cemetery-trust-appointments) at <https://www.health.vic.gov.au/cemeteries-and-crematoria/class-a-cemetery-trust-appointments>.

### Data collection and privacy

During the application process, you will be invited to disclose personal information about yourself. You are not obliged to disclose personal information if you do not want to, but it can help us understand how we can support you through the recruitment process and beyond.

We invite you to tell us if you identify as Aboriginal, a person with disability, from a culturally or linguistically diverse background, LGBTIQA+ or a young person, aged 25 years old or less.

If you identify as any of the above, we welcome the opportunity to contact you and discuss how we can support you through the recruitment process. Sharing this information will help you access support should you need it and will also help us to better understand the impact of our work.

## Declaration of private interests

Shortlisted applicants will be required to complete the Declaration of private interests form (DPI form) which will be provided to applicable applicants when shortlisting has been finalised. Successful applicants will be required to complete the DPI form annually once appointed, and whenever there is a material change in their interests, for example, when commencing employment as a ‘public sector employee’ as defined in the Guidelines.

### Conflicts of interest

It is important that applicants clearly identify any conflicts of interest that may arise if appointed to a cemetery trust board and specify how these conflicts will be managed. As a general rule, individuals with pecuniary interests in the organisation will not be appointed to the board, for example, contractors providing goods or services, or individuals with personal or professional interests that are directly affected by strategic decisions made by the board.

## Safety screening

### National police checks

In accordance with government policy, all competitive applicants will be required to undergo employment safety screening. This involves consenting to a national police check and establishing proof of identity. Shortlisted applicants will be required to undertake a national police check. The police check is currently coordinated by the department’s Human Resources Unit who will provide interviewees with the requirements via email.

The appointment of a person to a board, including the reappointment of any current board members, is subject to satisfactory completion of the national police check and the department will meet the costs.

### Probity checks

The following probity checks will be completed for all competitive applicants:

* A check of the Australian Securities and Investment Commission (ASIC) register of persons prohibited/disqualified by ASIC under the provisions of the *Corporations Act 2001*.
* A check of the Australian Financial Security Authority National Personal Insolvency Index which contains information about proceedings and administrations under the *Bankruptcy Act 1996*.

The department may contact the applicant if further information is required in relation to these checks.

### Referee checks

Applicants must nominate two referees in their application. Shortlisted applicants will be asked during their interview to confirm that their nominated referee details are current and confirm referees have been made aware they may be contacted to obtain a reference.

In most cases in a **member** appointment round, the current trust chairperson or another member (if the chairperson is unavailable) will participate in the interview process. A trust panel member should not be nominated as a referee if you are applying to the trust they represent.

**Note:** Referee checks are conducted for all suitable candidates. If referees are contacted, this should not be taken as an indication that the applicant will be recommended for appointment.

## Additional requirements (if applicable)

### Applicants who have lived overseas for at least 12 months in the last 10 years

If the applicant has lived overseas in the last 10 years in any one particular country for 12 months or longer, the applicant must provide a police certificate from that country. Information on how to obtain a police certificate from a particular country is available on the [Department of Home Affairs website](https://immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations/offices-outside-australia) <https://immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations/offices-outside-australia>.

**Note:** Obtaining a police certificate can take several months so applicants who meet this requirement are advised to commence the process as early as possible.

### Applicants who are public sector employees:

A public sector employee is defined in the Guidelines as:

* a person employed under Part 3 of the *Public Administration Act 2004 (Vic)*
* an executive officer or equivalent
* a person employed by a public sector body head or non-departmental entity via an employment agency, or
* a person working for a public sector body head or non-departmental entity via a contract.

**Note:** Employees of universities and Victorian local governments are **not** considered to be ‘public sector employees’ under the Guidelines.

If the applicant is a public sector employee, whether full-time or part-time, they will be required to provide a letter from their substantive employer, **which must be submitted with** their application.

The employer’s letter **must** contain the following information:

* The role undertaken by the employee.
* Details of any perceived or potential conflicts of interest between the responsibilities of the employee and the proposed appointment.
* The work involved in the appointment, can, and will, be performed in the employee’s own time.

#### Executive officer or equivalent in the public sector

If the applicant is employed as an executive officer or equivalent within the public sector, the department is required to seek the Secretary’s approval for the remuneration of a proposed appointee, **ahead** of seeking approval for the appointment itself. If applicable, the applicant must provide clear advice of their role on the application form to ensure approval can be sought from the Secretary in a timely manner.

# Ineligibility – Lobbyists and Government Affairs Directors

In accordance with the Guidelines, lobbyists and Government Affairs Directors who must include details in the [Register of Lobbyists](https://www.lobbyists.vic.gov.au/) <https://www.lobbyists.vic.gov.au> (as defined in the [Lobbyist Code of Conduct](https://www.lobbyists.vic.gov.au/code-of-conduct) <https://www.lobbyists.vic.gov.au/code-of-conduct>) are ineligible for appointment to any board that has functions which relate to any matter on which the lobbyist has represented the interests of third parties in the previous 12 months (whether in a paid or unpaid capacity).

# Assessment process

## Timeframe

All applicants should be aware that Governor in Council appointments involve a detailed process, necessitating consideration by the Minister and Cabinet prior to submission to the Governor in Council. Applicants should anticipate a period of up to six months between the close of applications and appointments being finalised.

## Shortlisting

Applications will be assessed against the prescribed selection criteria as detailed in the relevant position description, and suitable applicants will be shortlisted for interview. As part of the shortlisting process, consideration will be given to each trust’s composition, to ensure balance and diversity of necessary skills, expertise, perspectives, lived experience and backgrounds. Generally, a high volume of applications are received for a small number of vacancies and the field is very competitive. As such, it is not always possible to interview all applicants that meet the selection criteria. There is a Class A appointment round each year and persons interested in joining a Class A trust are welcome to reapply via the Join a Public Board website when upcoming vacancies are advertised.

Applicants who are currently members of the board and are seeking reappointment should be aware that reappointment is not automatic and they should not expect to be reappointed as a right.

## Interviews

Shortlisted applicants will be interviewed and assessed to ensure they have the necessary skills and experience for the position and that they are able to commit adequate time to the appointment. It is anticipated that interviews will be conducted via an online meeting platform. The department will provide reasonable adjustments upon request.

## Term of appointment

Class A cemetery trust members are appointed for a term of up to three years. Please note that in accordance with good governance practices, the start date and length of terms of appointment may be varied to ensure continuity within the trust and sufficient opportunities for the appointment of new trust members.

Existing members are eligible for reappointment and must reapply using the formal application process outlined in this document (including completion of all required probity checks). Applicants for reappointment should be aware that reappointment is not automatic: under the *Cemeteries and Crematoria Act 2003* the Minister for Health must ensure all appointments contribute to the trust collectively having the skills and expertise required to perform its functions.

**Note:** There is a tenure limit of a total of 10 years on the same trust applied to an individual, except in an extenuating circumstance.

# Use of your personal information

The department treats all personal information you provide in support of your appointment application in accordance with the *Privacy and Data Protection Act 2014* (the PDP Act).

The PDP Act outlines how personal information must be collected and handled in the Victorian public sector. The PDP Act sets out Information Privacy Principles which must be observed by Victorian Government departments and other public sector bodies when handling personal information. These principles cover the collection, use, disclosure, quality, security, access and correction of personal information by public sector bodies.

Please read the following collection notice carefully.

## Collection notice

Your information is being collected by the department to help process and assess your appointment application. It may also be used to contact you or provide you with other information in relation to board appointments from time to time. You may contact the department to get access to your personal information.

**Note:** If you provide personal information about other individuals, such as referees, you are responsible for making those other individuals aware that such information will be provided to the Victorian Government, the relevant purposes that the Victorian Government will use it for, and how they can access it.

### Collection of personal information

Personal information collected includes:

* name, address, telephone, email
* date of birth and age
* gender
* whether you identify as Aboriginal and/or Torres Strait Islander
* whether you identify as lesbian, gay, bisexual, trans or gender diverse, intersex, queer or questioning (LGBTIQA+)
* what country you were born in
* what country or countries your parents were born in
* what language you speak at home
* whether you identify as having a culturally or linguistically diverse background
* whether you identify as a person with disability.

You are encouraged to respond to the questions on the application form as fully as you feel comfortable, noting that you may select ‘prefer not to say’ where you do not wish to provide the relevant information.

### Purpose of collection

Personal information is collected for the following purposes:

* To enable those involved in the appointment process to assess and process your appointment application.
* To contact you and provide you with information.
* To share your information with other Victorian Government departments for the purposes of enabling the relevant Minister to consider you for appointments to other boards.
* For inclusion in the Victorian Public Sector Commission (VPSC) Government Appointments and Public Entity Database to:
	+ enable the Victorian Government to monitor and develop strategies for the diversity and profile of appointments to, and composition of, public sector entity boards to which the Government may make appointments
	+ publicly report aggregated and de-identified information about the diversity of membership of Victorian Government boards
	+ research and plan improvements to governance processes for Victorian public sector entity boards
	+ make select information publicly available on the Public Board Appointments Victoria website (refer to [Disclosure of personal information](#_Disclosure_of_personal) for more information).

### Disclosure of personal information

If appointed to a cemetery trust, your personal information may be disclosed to:

* Victorian Government departments and authorised officers nominated by department Secretaries or their delegates
* authorised officers of the VPSC (nominated by the Victorian Public Sector Commissioner or their delegate) for inclusion in the Government Appointments and Public Entity Database and the [Public Board Appointments Victoria website](http://www.publicboards.vic.gov.au) <www.publicboards.vic.gov.au>
* the department for the purposes of annual reporting
* Cabinet or any member of it for use only for the purpose on annual reporting
* Victorian Government departments for the purposes of enabling the relevant Minister to consider you for appointment to other boards
* funded organisations for the purpose of providing training
* other members appointed to the same cemetery trust.

The following information may be publicly released to the media or Members of Parliament, and will be made publicly available on the [Public Board Appointments Victoria website](http://www.publicboards.vic.gov.au) <www.publicboards.vic.gov.au> and the [department’s website](https://www.health.vic.gov.au/cemeteries-and-crematoria/cemetery-trust-member-appointments) <www.health.vic.gov.au/cemeteries-and-crematoria/cemetery-trust-member-appointments>:

* Trust member’s first name and surname
* Trust member’s position on the trust (member or chairperson)
* Trust member’s term of appointment (start and end date)
* Name and address of the trust the member is appointed to

### Information security

Your personal information will be stored in the department’s secure cemeteries database, and the VPSC’s Government Appointments and Public Entity Database and eRecruitment system, [Join a Public Board](https://www.boards.vic.gov.au) <https://www.boards.vic.gov.au>.

The department and the VPSC have implemented technology and security policies, rules and measures to protect the personal information that it has under its control from unauthorised access, improper use, alteration, unlawful or accidental destruction and accidental loss. The department and the VPSC will remove personal information from their systems where it is no longer required (and in accordance with the *Public Records Act 1973*).

### Access

Your information is accessible to you and can be obtained by making a request to the department and the VPSC. Contact:

Department of Health – Divisional Portfolio Entity and Appointments Advisory Unit <cemeteries@health.vic.gov.au>
VPSC – Governance and Corporate <info@vpsc.vic.gov.au>

Privacy policies:

[Department of Health](https://www.dhhs.vic.gov.au/publications/privacy-policy) <https://www.dhhs.vic.gov.au/publications/privacy-policy>
[VPSC](https://vpsc.vic.gov.au/privacy/privacy-policy) <https://vpsc.vic.gov.au/privacy/privacy-policy>

### Enquiries

Enquiries about how personal information is managed by the department can be emailed to the Privacy and Legal Compliance Team <privacy@health.vic.gov.au>.

Alternatively, enquiries can be made to the:

Privacy Information Officer

Victorian Public Sector Commission

3 Treasury Place

MELBOURNE VIC 3002

Email <info@vpsc.vic.gov.au>

## Contact

If you have any enquiries in relation to the appointment process, please contact:

Clare Perconte, Divisional Portfolio Entity and Appointments Advisory Unit, Department of Health
Email: cemeteries@health.vic.gov.au

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