Application to become a member of the Victorian Aboriginal Heritage Council

Appointments to the Council are made by the Minister for Treaty and First Peoples in accordance with the *Appointment and Remuneration Guidelines for Victorian Government Boards, Statutory Bodies and Advisory Committees*.

**Please complete,** **sign and submit the application form by 5pm on Wednesday 16 October 2024.**

Please note that you can provide the information required at Part 3 by: completing Part 3 of the Form or providing a cover letter and resumé.

Please complete all parts of this application form.

**PART 1**

**Applicant Information**

First Name: Surname:

Address:

Email: Phone:

Gender: Date of Birth:

Country of Birth:

Please outline the area or areas of Victoria to which you can demonstrate Traditional Ownership:

**References**

Referee 1

First Name: Surname:

Email: Phone:

Referee 2

First Name: Surname:

Email: Phone:

**PART 2**

The Department of Premier and Cabinet (the Department) treats all personal information provided by an individual in support of an appointment application in accordance with the *Information Privacy Act 2000* and the *Public Records Act 1973*. The personal information you provide in this statement is required for application processing and assessment purposes. Please contact the Department if you have any questions about the handling of this information.

When you provide us with information about other individuals, we rely on you to make them aware that such information will or may be provided to us as part of the application process.

Your signature below confirms your consent in relation to how the information you have provided in this application will be used by the Department.

I consent to the Department’s use of personal information in this application as part of administering appointments to statutory authorities and advisory committees.

Signature:

Date: / /

**PART 3**

A Council member must be an Aboriginal person who:

* is a Victorian Traditional Owner;
* is resident in Victoria; and
* has relevant experience or knowledge of Aboriginal Cultural Heritage in Victoria.

*Council welcomes applicants from a diverse range of backgrounds and experiences, including people of different genders, people of all ages, people with disability, and LGBTQIA+ people.*

**Please answer the questions below to provide information that addresses your eligibility to be a member of Council.**

**1. Have you attached a cover letter describing your reasons for seeking appointment to the Council?**

Yes [ ]  If yes, go to question 2.

No [ ]  If no, please describe your reasons for seeking appointment to the Council.

**2. Are you a member of any boards, committees, councils, etc?**

Yes [ ]  If yes, please provide details below or attach a resumé including these details.

No [ ]

**Membership of other bodies**

Please list any current and/or previous memberships on other government, or non-government bodies (i.e. membership on boards, committees, councils, etc).

|  |  |  |  |
| --- | --- | --- | --- |
| **Body** | **Position** | **Period of service** **(e.g. 2 years, 2010-2012)** | **Number of times appointed** |
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**3. If you have attached a cover letter, does it include a description of your knowledge and experience regarding Aboriginal Cultural Heritage issues in Victoria?**

Yes [ ]  If yes, go to question 4.

No [ ]  If no, please describe your knowledge and experience regarding Aboriginal Cultural

Heritage issues in Victoria below.

**4. Have you attached a resumé providing details of your work experience?**

Yes [ ]  If yes, go to question 5.

No [ ]  If no, please provide this information in the table below.

**Work Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment** | **Employer** | **Position** | **Period of service****(e.g. 2 years, 2017-2019)** |
| **Current employment**  |  |  |  |
| **Previous employment**  |  |  |  |
| **Previous employment** |  |  |  |

**5. Have you attached a resumé providing details about your education?**

Yes [ ]  If yes, go to question 6.

No [ ]  If no, please describe your knowledge and experience regarding Aboriginal Cultural

Heritage issues in Victoria below.

**6. Do you have the requisite time to participate?**

Council is required to meet at least once every two months, currently six times per year, and meetings are usually held over two to three days. As well as preparing for and attending Council meetings, Council members are expected to participate in working groups and delegated advisory committees, and to represent Council at other meetings as required. Meetings are generally held in Melbourne, with some meetings held in regional Victoria each year.

**Do you believe you have adequate time to commit to the duties of Council?**

Yes [ ]

No [ ]

**7. Are you willing to consent to probity checks?**

Appointments to the Council are made by the Minister for Aboriginal Affairs in accordance with the *Appointment and Remuneration Guidelines for Victorian Government Boards, Statutory Bodies and Advisory Committees*. This includes a requirement for shortlisted candidates to complete probity checks including police record checks, bankruptcy checks and other checks related to suitability to be a director of a corporate body.

**Are you willing to consent to the probity checks described above?**

Yes [ ]

No [ ]

**8. Please include any additional details you would like to provide below**

Thank you for completing this application to become a member of the Victorian Aboriginal Heritage Council.

**Please complete, sign and submit the application form by 5pm on Wednesday 16 October 2024.**

Applications should be submitted to the Office of the Victorian Aboriginal Heritage Council at vahc@dpc.vic.gov.au

To speak with the Office about your application, please contact (03) 9922 7002