

# Victorian Aboriginal Employment and Economic Council Expressions of Interest – Information for Applicants

The Victorian Aboriginal Employment and Economic Council will provide a strong Aboriginal voice in employment and economic development for Victoria's First Peoples.

The Department of Jobs, Precincts and Regions (DJPR) is establishing the inaugural Victorian Aboriginal Employment and Economic Council (the Council) as a partnership initiative with Victoria's First Peoples.

The Council will form an Aboriginal representative body from various industries and sectors to promote and advance the economic prosperity of Aboriginal Victorians.

Expressions of Interests are currently being sought from highly motivated, experienced and passionate Aboriginal Victorians with experience in economic development to join as a member of the Council.

The Council will play a lead role in:

- developing and implementing the next iteration of the Victorian Aboriginal Employment and Economic Strategy.
- guiding DJPR in the development of policies, practices, and programs based on the principles of self-determination.
- providing oversight and monitoring DJPR strategic plans and frameworks including but not limited to DJPR Self-Determination action plan and Aboriginal Recruitment and Career Development Strategy.
- advising DJPR on matters affecting Victoria's First People in business, employment, tourism, culture and economic development.

The Expression of Interest period closes **19 August 2020**.

## Information about the roles

The Council may have up to 20 community members not including government members preferably in the areas of business and entrepreneurship, traditional owners, education and skills development, creative industries, community organisations and development, tourism and Koori youth.

One position is reserved for a representative from DJPR Creative Industries First Peoples Partnership Group.

A further five positions on the Council will be reserved for representatives from peak Aboriginal bodies across DJPR portfolio responsibilities including:

- Kinaway Aboriginal Chamber of Commerce
- Victorian Aboriginal Education Association Incorporated (VAEAI)
- Victorian Aboriginal Community Controlled Health Organisations (VACCHO)
- Koori Youth Council (KYC)
- Federation of Victorian Traditional Owners Corporations (FVTOC)

Membership will comprise a balance of representation by gender and region.

## Skills and expertise required for the positions

Members of the Council are required to have knowledge, skills and expertise in one or more of the following areas or industry relevant to the department's portfolio:

- Small businesses and entrepreneurship
- Employment

- Tourism
- Procurement
- Traditional Owner groups
- Creative industries
- Community development

### Terms of appointment

Inaugural community members will sit on the Council pending the establishment of the next Victorian Aboriginal Employment and Economic Strategy and partnership arrangements are put into place.

### Time Commitment and Attendance Requirements

Meetings will be quarterly at locations rotating between regional and metropolitan areas in Victoria.

Members are expected to attend at least 75 per cent of scheduled Council meetings and should be prepared to commit time for additional activities. If applicants are appointed to other Boards, they are expected to manage their time appropriately.

Applicants should carefully consider any existing and anticipated demands on their time.

## RECRUITMENT PROCESS

### Appointment process

- The total length of the appointment process may take up to three months.
- The Expression of Interest closes **19 August 2020**.
- Short-listing will be conducted during the month after applications close. Applicants who are not short-listed will be notified in writing.
- The Department will contact short-listed candidates.
- The short-listed candidates will be required to complete probity checks.
- Only Aboriginal and Torres Strait Islander People are eligible to apply as these positions are exempt under the special measures provision of S12(1) of the Equal Opportunity Act (VIC).

### Information to be provided by applicants

Applicants are required to submit an Expression of Interest via Get on Board at [www.getonboard.vic.gov.au](http://www.getonboard.vic.gov.au)

Applicants are required to provide:

- A current resume
- a maximum of two pages addressing the key selection criteria.
- Diversity Information and Privacy Consent

A covering letter is not required.

### Selection Criteria

Please provide answers to the following criteria including examples about yourself in two-pages total.

- Outline your vision for economic development and prosperity for Aboriginal Victorians, and
- What skills, experience and achievements would you bring to the Council to support economic prosperity for the Victorian Aboriginal community?

### Resume

Applicants must provide a resume include the following information:

- Current employment
- Qualifications
- Referees
- Current memberships of Commonwealth and Victorian government bodies and non-government bodies (i.e. boards, committees, councils, community groups)

Your resume should give a clear indication about your skills, experience and achievements relevant to the Council.

Additional enquiries or assistance with completing the Expression of Interest package, can be directed to Mr Lou Leo, Manager – Aboriginal Community Engagement and Partnerships via email: [VAEECSecretariat@ecodev.vic.gov.au](mailto:VAEECSecretariat@ecodev.vic.gov.au).

### Declaration of Private Interests

You will only be required to submit a Declaration of Private Interest (DoPI) if you are recommended for appointment. The main purpose of the DoPI form is to ensure that prior to appointing a member to the Council, the Department is aware if the candidate has any pecuniary or other interest that could conflict with the proper performance of their duties as a member or could reasonably give rise to an expectation of a conflict of interest. Declaring a conflict of interest does not necessarily make you ineligible for appointment.

### Probity Checks

You will only be required to undergo probity checks if you are recommended for appointment, in which case a fit2work form will

be provided to you. It is expected that all candidates undergo the following probity checks to the satisfaction of the Department, prior to their appointment.

- A National Police Record Check; and
- Australian Securities & Investment Commission (ASIC) & Australian Financial Security Authority (AFSA) checks.

ASIC and AFSA checks involve comparing your name, current address and date of birth against the names of people listed in AFSA's 'National Personal Insolvency Index' and ASIC's registers (e.g. ASIC's 'Banned & disqualified persons' register).

## FURTHER INFORMATION

### Conflicts of Interest

Council members are expected to avoid actual, potential or perceived conflicts of interest. Where this is unavoidable, the Council member is obligated to bring this to the attention of the Chairs and/or Secretariat.

## INFORMATION ABOUT RELEVANT GOVERNMENT POLICIES

The Guidelines outline relevant policies in relation to board and committee membership, which include the following:

### Representation of women

It is Government policy that no less than 50 per cent of all new appointments to paid Victorian Government boards and Victorian courts be women.

### Encouraging Diversity

Appointments to Victorian Government entities should, as far as practicable, reflect the diversity of the Victorian Community. Aboriginal Australians, Aboriginal people with a disability, and lesbian, gay, bisexual, trans, gender diverse and intersex Aboriginal people are encouraged to apply.

### Multiple boards

An individual should hold no more than three positions on non-departmental entity boards at any one time.

### Victorian residents

Appointees must reside in Victoria.

## Public sector employees - remuneration

Public sector employees are not eligible for remuneration in circumstances where board membership is a requirement of their substantive position.

## Further Reading

There are resources available to assist you with applications including:

The Victorian Public Sector Commission's website at [www.vpsc.vic.gov.au](http://www.vpsc.vic.gov.au) provides further governance and policy information for applicants and Council members.

The Department of Premier and Cabinet's *Appointment and Remuneration Guidelines – 1 July 2019* are available at their website [www.dpc.vic.gov.au](http://www.dpc.vic.gov.au)

## Contact for more information

Lou Leo  
Manager, Aboriginal Community Engagement and Partnerships  
Mobile: 0428 097 227  
Email: [VAEECSecretariat@ecodev.vic.gov.au](mailto:VAEECSecretariat@ecodev.vic.gov.au)