

**DEPARTMENT OF HUMAN SERVICES**  
**EXPRESSIONS OF INTEREST FOR**  
**APPOINTMENT TO THE STATE TRAUMA COMMITTEE**

**GUIDELINES AND INFORMATION FOR APPLICANTS**

***BACKGROUND***

The Minister for Health, the Hon Bronwyn Pike MP, seeks expressions of interest from suitably qualified and experienced persons for appointment to positions on the State Trauma Committee as outlined in the terms and conditions.

The State Trauma Committee is responsible for providing advice to the Minister for Health and the Department of Human Services on issues associated with the Victorian State Trauma System. In particular, the committee will provide advice on:

- Policy development, purchasing and funding issues to ensure optimal outcomes for trauma patients;
- System performance, the development of key performance indicators and benchmarks for the sector and the best ways to report this information;
- Methods of ensuring that clinical care delivered to trauma patients is of a high quality and a uniform standard across the state, including evaluation of performance information and the development and evaluation of clinical management policies and protocols;
- Injury prevention initiatives; and
- The best ways of linking educational programs to service provision.

The STC will also:

- Evaluate core components of the system;
- Provide performance feedback to trauma care providers;
- Disseminate information to trauma care providers; and
- Promote system enhancements among key stakeholders.

**GOVERNANCE ARRANGEMENTS**

The State Trauma Committee is a ministerial advisory committee and was established in 2000. Persons are appointed by the Minister for Health and the chair is appointed by the Governor in Council on the recommendation of the Minister for Health.

The positions currently being advertised will be appointed from 1 January 2006.

**ASSESSING CANDIDATES**

The capacity of the candidate to contribute time to the workload and demands of board and committee membership will be a factor in the selection process.

It is important that applicants clearly identify any conflicts of interest that may arise if appointed to a Board, and specify how these conflicts will be managed.

## **Selection Criteria**

In selecting candidates, consideration will be given to committee composition and ensuring correct balance. The following criteria will be taken into account:

- continuing high levels of performance in significant fields of endeavour;
- the integrity of the individual - a high standing in the community would be essential;
- a clear understanding of the objectives, roles, duties and obligations of non-executive directors - especially under the *Corporations Act 2001* (where applicable);
- experience in, or knowledge of, general management or a specialist field which may be relevant;
- availability and a good working knowledge and understanding of accountability relationships;
- relevant experience;
- capacity to think and act strategically; and
- any legislative requirements.

In addition, in the selection of the chair, emphasis should be placed on a person who is:

- able to exhibit clear leadership talents;
- impartial; and
- able to work effectively with:
  - stakeholders;
  - the department; and
  - other members of the committee.

## **TERMS AND CONDITIONS OF APPOINTMENT**

Short-listed applicants will be assessed to ensure that they have the necessary qualifications, skills and experience for the position and that they are able to commit adequate time to the appointment. Applicants will be required to provide information on whether they are current members of any other government bodies.

It is an expectation that, if appointed, members will make a significant contribution to the committee and will attend as many meetings as possible.

### **Declaration of private interests**

In accordance with Government policy, applicants will be asked to complete a declaration of private interests to the satisfaction of the Minister prior to their appointment. This provides for disclosure of private interests or other interests, which could conflict with the proper performance of duties.

The information provided in this declaration will be held and reviewed by the department in accordance with the Information Privacy Act 2000.

The appointment of individuals, including the re-appointment of any current members is subject to the satisfactory completion of a declaration and other required paperwork.

## **Probity checks**

It is essential that appointees have records of personal, professional and commercial integrity, and that the public sector is seen as maintaining high standards in this area. In accordance with government policy, nominees will be required to consent to the conduct of formal probity checks. These probity checks will consist of a criminal record check Australia wide by Victoria Police, an Australian Securities and Investments Commission disqualification register check, and a National Personal Insolvency Index check conducted through the Insolvency and Trustee Service Australia.

Applicants are required to provide a completed signed *Consent to Check and Release National Police Record*. The form should specify that the certificate be forwarded the Department of Human Services. Applicants holding a police certificate provided within the last 12 months may provide a certified copy of this instead of completing the consent form.

The appointment of individuals, including the re-appointment of any current members is subject to the satisfactory completion of the formal probity checks detailed above.

## **Referee reports**

Referee reports are an important part of the selection process and will be obtained for all shortlisted applicants. Applicants are asked to nominate 2-3 referees who can support the application relevant to the key selection criteria and duties of the position.

## **Capacity to commit adequate time**

It is important that applicants are aware of the time commitment involved in discharging the duties of being a committee member.

## **APPLICATIONS**

Applicants must complete the following documents:

- Application form
- Curriculum vitae
- Declaration of private interests
- Privacy consent form
- Consent to check and release national police record

The curriculum vitae must be typed. All forms are also available for download from [www.health.vic.gov.au/trauma](http://www.health.vic.gov.au/trauma). Completed forms must be returned by 16 September 2005 to:

Mr Evan Spurway  
Senior Program Advisor, Access and Metropolitan Performance  
Department of Human Services  
GPO Box 4057  
Melbourne 3001

If you have any questions regarding the State Trauma Committee, please contact Mr Spurway on 03 9616 7773 or [evan.spurway@dhs.vic.gov.au](mailto:evan.spurway@dhs.vic.gov.au).