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| Class A cemetery trust applicant guidelines |
| OFFICIAL |

# 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 board activities. 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.

# 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 (detailed 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 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>.

### Curriculum vitae

All applicants are required to provide a **current** full personal curriculum vitae (CV). Current CVs must be uploaded on the Join a public board website as part of the online application process.

### Selection criteria

Applicants must provide detailed responses to all selection criteria in the Join a public board application. **‘Refer to CV’ is not a sufficient response.** The list of selection criteria for trust members and for chairpersons are 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, LGBTIQ+ 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 *Appointment and remuneration guidelines* (the Guidelines) available on the [vic.gov website](https://www.vic.gov.au/guidelines-appointment-remuneration) <https://www.vic.gov.au/guidelines-appointment-remuneration>.

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

### Police checks

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

Copies of proof of identity documents do **not** need to be certified.

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

### 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*.

### Referee checks

Applicants must nominate two referees who can support the application with regard to the selection criteria and duties of the position in the online application form as referee reports will be obtained for shortlisted applicants.

## Additional requirements (if applicable)

### Applicants who have lived overseas

If the applicant has lived overseas in the last 10 years in any one particular country for greater than 12 months, 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

If the applicant is a public sector employee, whether full-time or part-time, they will be required to provide a letter from their employer **with** their application. The letter **must** contain the following information:

* Approval for the applicant to undertake the position.
* Details of any perceived or potential conflicts of interest between the responsibilities of the employee and the proposed appointment.
* Specific details regarding the applicant’s employment such as:
  + management and budgetary responsibilities
  + policy interaction with their employer
  + level of remuneration.
* A copy of the applicant’s job description.

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:** If the applicant is employed as an executive officer or equivalent within the public sector, the department will need 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.

Employees of universities and Victorian local governments are not considered to be public sector employees under the Guidelines.

# 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 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.

Applicants who are currently members of the board and who are seeking reappointment should be aware that reappointment is not automatic and that they cannot 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 10 years on the same trust applied to an individual, except in an extenuating circumstance.

## Contact

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

Clare Perconte  
Cemetery Sector Governance Support Unit  
Department of Health  
[Email](mailto:cemeteries@health.vic.gov.au): [cemeteries@health.vic.gov.au](mailto:cemeteries@health.vic.gov.au)

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| To receive this document in another format, phone 1800 034 280, using the National Relay Service 13 36 77 if required, or [email the Cemetery Sector Governance Support Unit](mailto:cemeteries@health.vic.gov.au) <cemeteries@health.vic.gov.au>.  Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.  © State of Victoria, Australia, Department of Health, November 2022.  ISBN 978-1-76096-214-2 (pdf/online/MS word)  Available at [health.vic](https://www.health.vic.gov.au/cemeteries-and-crematoria/class-a-cemetery-trust-appointments) <https://www.health.vic.gov.au/cemeteries-and-crematoria/class-a-cemetery-trust-appointments> |