



## CFA Performance and Policy Consultative Committee

### Expression of interest information pack for applicants

#### Application Process

The following table provides the steps that applicants should take when applying to be a member of the Committee and if invited to an interview.

Any questions about the application process should be directed to Megan Elkington at [m.elkington@cfa.vic.gov.au](mailto:m.elkington@cfa.vic.gov.au) or (03) 9262 8277.

Steps for applicants	By when?
1. Review the Committee's terms of reference at: <a href="https://yourcfainfo.vic.gov.au/consultative-committee/">https://yourcfainfo.vic.gov.au/consultative-committee/</a> and download the: a) Application form b) Declaration of Private Interest form c) National Criminal Record Check form	Before applications close on 7 October 2016
2. Read the <i>Expression of Interest information pack for applicants</i>	Before applications close on 7 October 2016
3. Complete and submit: a) the <i>Application form</i> ; and b) your resume to: <a href="mailto:performancepolicycc@cfa.vic.gov.au">performancepolicycc@cfa.vic.gov.au</a>	By 5pm on 7 October 2016
<b>If invited to attend interview, applicants will also be required to provide the following:</b>	
4. Complete the Declaration of Private Interest Form	Bring to interview
5. Complete the National Criminal Record Check form	Bring to interview

#### Information for Applicants

##### Assessing candidates

The CFA is undertaking an expression of interest process to appoint three volunteer CFA members and three career CFA members. See **Appendix 1** for the Committee's terms of reference.

In assessing candidates for appointment to the Committee, a balance of skills and community connectedness will be sought. Members will be appointed on the basis of individual expertise and not as representatives of specific organisations.

In acknowledgment of the diverse composition of the Victorian community, the CFA seeks applications from people with various backgrounds and experience. The CFA strongly encourages applications from:

- women
- Aboriginal Victorians
- older Victorians



- younger Victorians
- Victoria's culturally and linguistically diverse communities
- Victorians living in regional and rural areas
- Victorians with a disability

Applicants will be shortlisted, interviewed and assessed to ensure that they have the necessary qualifications, skills and experience for the position, including that they are able to commit adequate time to the appointment. The following sections describe the selection criteria, roles and responsibilities of the Chair and members, and the terms and conditions of appointment.

### **Selection criteria**

The criteria for selection of Committee members include:

- demonstrated connection to the CFA and the communities it services
- a high level of integrity and/or standing in the community
- experience in, or knowledge of, a broad range of issues affecting the CFA and its operations
- capacity to provide constructive advice and work collaboratively with other Committee members
- capacity to think and act strategically
- capacity to commit adequate time to participate in Committee meetings and other activities as required (such as working groups and strategic planning)

### **Roles and Responsibilities**

- Participate in and prepare for meetings by reading and responding where necessary in a timely fashion to minutes, information and other reports circulated by the Secretariat.
- Respond to requests by the Chair or Secretariat for verbal or written input into discussion papers and reports.
- Participate in sub-committees or working groups.
- Provide input into the agenda for meetings.
- Provide input to meeting discussions.
- Complete an annual Declaration of Private Interests and remain aware of, and actively manage, conflict of interest concerns.

### **Terms and conditions of Appointment**

As per the Terms of Reference for the Consultative Committee, Consultative Committee members are not entitled to receive any salary or fee solely by reason of their position of member or chair of the Committee.

### **Declaration of Private Interests**

In accordance with government policy, shortlisted applicants who are invited to interview will be asked to complete a Declaration of Private Interests to the satisfaction of the Ministers prior to their appointment. This declaration provides for disclosure of private interests or



other interests, which could conflict with the proper performance of a committee member's duties.

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

### **Probity Checks**

It is essential that appointees to government public entities have records of personal, professional and commercial integrity, and that the public sector is seen as maintaining high standards in this area. The appointment of individuals, including the reappointment of any past committee members, to a Ministerial Advisory Committee are subject to the satisfactory completion of formal probity checks detailed below. The Application Form includes a section on consent for these checks.

#### National Police Record Check

In accordance with government policy, all shortlisted applicants will be required to provide information for a National Police Records check. Applicants will be asked to provide this information on the Police Check form. The CFA will consider in particular whether the person has been convicted of any indictable offence or fraud. Applicants who have resided overseas for 12 months or more in the last ten years will be required to submit the results of an international police check. Applicants holding a police certificate/s provided within the last six months may provide a certified copy of this instead. Please note that the existence of a criminal record does not mean that the applicant will automatically be assessed as being unsuitable. Each case will be assessed on its merits.

#### Australian Securities and Investments Commission Check

This check is of a register of persons prohibited/ disqualified by the Australian Securities and Investments Commission (ASIC) under the provisions of the *Corporations Act 2001* (Cth). The register shows if the person has been disqualified from acting as a director or acting in the management of a company.

#### National Personal Insolvency Index Check

This check is conducted through the Insolvency and Trustee Service Australia which contains information about proceedings and administrations under the *Bankruptcy Act 1966* (Cth). This check shows if a person is or has been insolvent.

### **Appendix 1 – Terms of Reference**