

# INFORMATION FOR CANDIDATES

The following information summarises the government policies relevant to applicants for appointment (or reappointment) to Department of Sustainability and Environment (DSE) portfolio public entities.

## APPOINTEE DECLARATION

Each applicant must complete an Appointee Declaration. When completing the declaration, please note that:

1. the return period is from the start of the last full financial year to the date of the declaration;
2. where information about income is sought only the source of income is required, not the amount received;
3. where information about shares or other securities is sought no information about the value or number or shares held needs to be declared, only the name of the body for which the shares/securities are held.

## CONFLICT OF INTEREST

The Directors' code of conduct (see [www.ssa.vic.gov.au](http://www.ssa.vic.gov.au)) highlights the imperative to avoid placing yourself in a position of a conflict of interest. Conflicts are not limited to personal or private interests. It is important where circumstances provide potential for conflict of interest or undue influence, or any reasonable perception that a conflict may exist, that you identify these early and avoid any actual, or perception of, impropriety. If you have any doubts about a possible conflict you should discuss the matter with the Chairperson in the first instance.

## REQUIRED PROBITY CHECKS

Each applicant must undergo the following checks to the satisfaction of the Minister:

- a National Police Record Check;
- Australian Securities and Investment Commission (ASIC); and
- Insolvency Trustee Services Australia (ITSA) checks.

### National Police Record Check

To undertake a national police record check a "Consent to Check and Release National Police Record" form must be completed. Instructions accompany this form explain how the form is to be completed and what information is released by Victoria Police.

The form may only be completed using Adobe® Reader® version 8 or above.

Before completing the form please ensure you have downloaded latest version of this software from <http://www.adobe.com/ap/products/acrobat/readstep2.html>.

### ASIC and ITSA checks

The Department uses the personal information you provide to undertake the ASIC and ITSA checks.

## STANDARD CURRICULUM VITAE

Each applicant must complete a standard CV. The CV form must be typed, signed and dated, and the original must be provided to the Department.

## INFORMATION PRIVACY ACT 2000

The *Information Privacy Act 2000* requires Government agencies to gain consent to collect sensitive data such as racial or ethnic origin, membership of political, professional or trade associations and criminal records for the purpose of administering appointments to a public entity. By voluntarily providing information for the purpose of appointing you to a public entity it is considered that you have consented to the collection of this sensitive data. You are able to access data that the Department holds about you by contacting The Manager, Privacy at PO Box 500, East Melbourne VIC 8002.

*If all or part of the information requested is not provided, including providing permission to undertake a national police record check, this failure may affect your application.*

The Privacy Consent Form" details the reasons why your information is collected and what it is used for and provides an opportunity for you to consent to share your information for the purposes of considering you for appointment to other public entities.

## TIME COMMITMENT

Appointees are generally expected to attend at least 75% of their entity's meetings; applicants should give careful consideration to any existing and anticipated demands on their time.

## REMUNERATION AND EXPENSES

Appointees may be entitled to receive remuneration and expenses for their service on a public entity.

Fees are payable to Public Sector Employees (PSEs) in limited circumstances.

### Public Sector Employees

The definition of PSE is broad and includes employees of a Government Department, statutory body, instrumentality, board, Local Government, or a member of the academic staff of any Australian institution of higher education.

As a matter of Government policy PSEs who apply for appointment to a public entity are only entitled to receive remuneration for their service if:

1. they are not the holder of an executive officer or equivalent position (see below); and
2. the duties to be performed on the public entity are outside of the applicant's public sector duties; and
3. there are no material conflicts between applicant's substantive public sector employment and the duties required to be performed on the public entity.

Executive officer equivalent positions include positions where the PSE's employment is governed by Government Sector Executive Remuneration Panel (GSERP) policies or the PSE's minimum total remuneration/salary package is \$127,721 per annum or more.

PSE's must obtain written confirmation from their substantive public sector employer that they have approval to perform the duties on the public entity, and that those duties will be performed in the applicant's own time.

A PSE's entitlement to receive remuneration may also be limited by the Act which establishes the particular public entity. For further information please refer to the relevant Act.

## AVAILABILITY OF FORMS

If you require a copy of any form (including an electronic version), please contact the Department's Customer Service Centre (CSC) on 136 186 or email [customer.service@dse.vic.gov.au](mailto:customer.service@dse.vic.gov.au) citing the DSE public entity to which you are seeking appointment.

## RELEVANT BACKGROUND READING

The Department has published the *Governance Guidelines for DSE Portfolio Statutory Authority Board Members*. This provides an introduction to governance and government stakeholders for new board members. It may be of interest to applicants and is available from the Department's CSC.

The State Services Authority's website at [www.ssa.vic.gov.au](http://www.ssa.vic.gov.au) provides further governance and policy information for applicants and public entity Directors.

The *Guidelines for the Appointment and Remuneration of Part-time Non-executive Directors of State Government Boards and Members of Statutory Bodies and Advisory Committees* are available on Department of Premier and Cabinet ([www.dpc.vic.gov.au](http://www.dpc.vic.gov.au)) website under *Guidelines and Procedures*.