

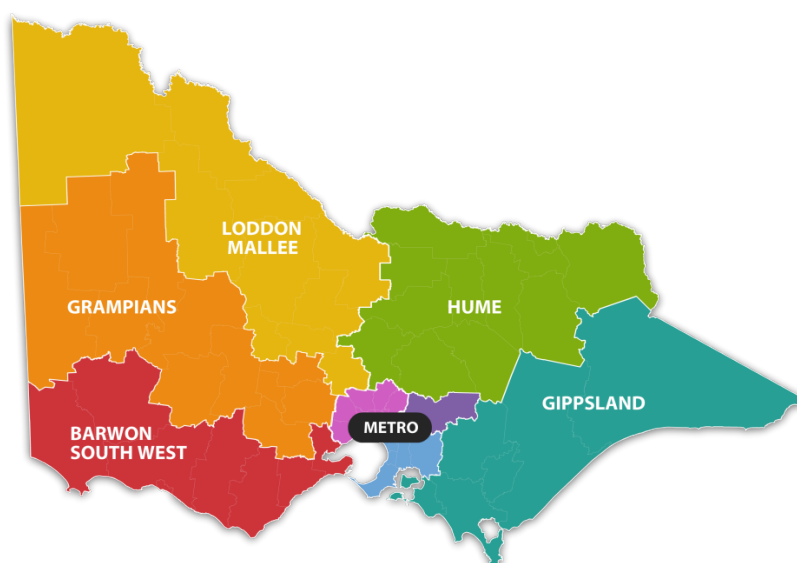
REGIONAL ADVISORY COUNCILS

INFORMATION FOR APPLICANTS

The Victorian Multicultural Commission is seeking expressions of interest from community members, business and local government representatives and service providers interested in representing multicultural affairs in their region.

This information package has been prepared for candidates seeking appointment to the Victorian Multicultural Commission's Regional Advisory Councils (refer to map below) and contains the following:

1. Information about Regional Advisory Councils;
2. Information about the roles and responsibilities of members; and
3. Information about the recruitment process.



Regional Areas

Area	Local Government Areas
Barwon South West	Colac Otway, Corangamite, Glenelg, Greater Geelong, Moyne, Southern Grampians, Surf Coast, Warrnambool and Queenscliffe
Grampians	Ararat, Ballarat, Golden Plains, Hepburn, Hindmarsh, Horsham, Moorabool, Northern Grampians, Pyrenees, West Wimmera and Yarriambick
Loddon Mallee	Buloke, Macedon Ranges, Campaspe, Central Goldfields, Greater Bendigo, Gannawarra, Loddon, Mildura, Mount Alexander and Swan Hill
Hume	Alpine, Benalla, Wodonga, Greater Shepparton, Indigo, Mansfield, Mitchell, Moira, Murrindindi, Strathbogie, Towong and Wangaratta
Gippsland	Bass Coast, Baw Baw, East Gippsland, Latrobe, South Gippsland and Wellington

Metropolitan Areas

Area	Local Government Areas
North and West Metropolitan	Banyule, Brimbank, Darebin, Hobson's Bay, Hume, Maribyrnong, Melbourne, Melton, Moonee Valley, Moreland, Nillumbik, Whittlesea, Wyndham and Yarra
Southern Metropolitan	Bayside, Cardinia, Casey, Glen Eira, Frankston, Greater Dandenong, Kingston, Mornington Peninsula, Port Phillip and Stonnington
Eastern Metropolitan	Boroondara, Knox, Manningham, Maroondah, Monash, Whitehorse and Yarra Ranges

1. About Regional Advisory Councils

Expressions of interest are being sought for members of the Regional Advisory Councils for the 1 July 2017 - 30 June 2019 term.

The Victorian Multicultural Commission is seeking expressions of interest in each of the following eight regions in Victoria: North and West Metropolitan, Eastern Metropolitan, Southern Metropolitan, Barwon South West, Grampians, Loddon Mallee, Hume and Gippsland.

The Regional Advisory Councils are a platform for members to advise the Victorian Multicultural Commission on matters of multicultural affairs, settlement, service delivery and citizenship issues. These voluntary roles present a unique opportunity to directly engage with the Victorian Multicultural Commission and assist in promoting the benefits of diversity at the local level.

Each Regional Advisory Council will be comprised of:

- > local community members;
- > local service providers delivering services to migrant and multicultural communities;
- > local business and community representatives; and
- > local government representatives.

Role of the Regional Advisory Councils

Regional Advisory Councils will:

- > inform the Commission about issues and challenges impacting multicultural communities in their region;
- > keep the Commission abreast on matters of settlement, multicultural affairs, access to services and citizenship issues, including equitable outcomes for multicultural communities;
- > assist the Commission in its commitment to multicultural affairs in the local regions, including promoting the benefits of cultural, linguistic and religious diversity; and
- > identify potential pathways and opportunities for participation and connecting communities, activities and events to strengthen community capacity.

2. Roles and Responsibilities of Members

The recruitment process seeks to appoint community members, business and local government representatives and service providers across all eight of the Regional Advisory Councils to achieve a balance of experience, diverse backgrounds and expertise.

The Victorian Multicultural Commission strongly encourages people from culturally, linguistically and religiously diverse backgrounds, including refugees and asylum seekers, and people over the age of 16 to apply.

Appointments will be made on a merit basis.

Key selection criteria – community members, business, service and local government representatives

- > Demonstrated personal commitment to the betterment of the region;
- > Comprehensive understanding of local issues impacting multicultural communities; and
- > Strong connections to multicultural communities.

Members are selected as representatives in the following capacities:

- > Local community members are expected to represent themselves and inform on issues and challenges in the region.
- > Leaders from community organisations, service provision and business sectors are expected to represent their agencies and should have a comprehensive understanding of the multicultural and settlement sector.
- > Local government representatives are expected to represent their local government areas and demonstrate a high level understanding of the issues

and challenges impacting multicultural communities.

Expectations of members

Regional Advisory Council members will:

- > Adhere to the guidelines developed for Regional Advisory Councils.
- > Attend scheduled meetings which may require travel within the region.

Term of appointment for members

The term of appointment will be two years, from 1 July 2017 – 30 June 2019.

If a member resigns their replacement will be filled on a case-by-case basis.

Time commitment and attendance requirements

Regional Advisory Councils are expected to meet three times a year. Members are required to attend all scheduled meetings.

In addition to these meetings, Regional Advisory Councils will hold broader community consultations in their region.

Meeting location

The majority of Regional Advisory Council meetings will be held in its respective region.

Remuneration

Members will not be remunerated. However members are eligible to be reimbursed for reasonable out-of-pocket expenses such as travel, accommodation, meals and other incidental expenses associated with attendance at meetings in line with government guidelines, and subject to prior approval by the Commission.

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3. Recruitment Process

1. The expression of interest is open until Friday 19 May 2017.
2. A selection panel will consider all of the applications received. The selection panel may contact candidates' referees.
3. The Victorian Multicultural Commission Chairperson will consider the shortlisted applicants and is responsible for determining the Regional Advisory Council members.
4. The shortlisted candidates will be required to complete a declaration of private interest form and undergo the following probity checks:
 - > The National Criminal Record Check
 - > The Australian Securities and Investment Commission (ASIC) Register of Persons Banned and Disqualified.
5. The Victorian Multicultural Commission Chairperson will send out letters of appointment to successful applicants.
6. Unsuccessful applicants will be notified in writing.

Curriculum vitae (CV)

Applicants must provide a two to three page CV and include the following information:

- > Current employment and employment history;
- > Qualifications (if any);
- > Current memberships of non-government and government bodies, (i.e. board memberships, committees, councils, community groups); and
- > Details of two referees.

Submission

Please submit your application and supporting documentation via email or post to the Regional Advisory Council Secretariat, Victorian Multicultural Commission. If mailing your application, please ensure that the envelope is marked private and confidential.

Email: rac@vmc.vic.gov.au

Regional Advisory Council Secretariat
Victorian Multicultural Commission
GPO Box 4698
MELBOURNE VIC 3001

Retention of information provided

Applicants need to be aware that probity checks and other information provided in their application will be stored securely and dealt with in accordance with the *Privacy and Data Protection Act 2014 (Vic)*.

For assistance with the application, please contact:

Phone: (03) 7017 8147

Email: rac@vmc.vic.gov.au

**Expression of Interest close on
Friday 19 May 2017.**