



ABORIGINAL HOUSING VICTORIA

Aboriginal Housing Victoria

2023 Expression of Interest process for future
Board Directorships

Information for prospective applicants

Expression of Interest –Aboriginal Housing Victoria Directorships

Introduction and purpose

Aboriginal Housing Victoria (AHV) is undertaking an open expression of interest (EOI) process, to attract suitably qualified candidates for future directorships on the AHV Board. **For the 2023 EOI round, AHV is seeking EOIs from Aboriginal¹ candidates only.**

AHV is looking to establish a register of interested candidates who have been assessed as demonstrating the potential skills and attributes required, for nomination to Director vacancies as they become available.

AHV maintains a mix of Directors on the Board from different backgrounds with complementary skills and experience required for AHV as relevant to the pursuit of the AHV's objectives, and to maximise its effectiveness and contribution. AHV is looking to attract candidates with experience in Board membership, with relevant skills and qualifications, including finance, law, asset management, governance, and the social housing and Aboriginal community controlled sectors.

Given the challenges involved in identifying candidates with the required skills, experience and personal attributes, AHV is looking to add to its list of suitable candidates, well in advance of availability of Board vacancies.

This information pack includes:

- Background information for potential applicants, including the EOI process;
- Skills and attributes for selection of Directors (**Attachment 1**); and
- Expression of Interest Form (**Attachment 2**).

Who we are

AHV is a not-for-profit company limited by guarantee and regulated by the Australian Charities and Not-for-profit Commission and the Australian Securities and Investment Commission. AHV is a registered housing association under the *Housing Act 1983* (Vic) and was the first Aboriginal housing agency to be registered as a housing provider and housing association in Victoria. AHV is the largest Aboriginal housing agency in Australia.

We target our housing services to those in greatest need. Through the provision of secure housing by an Aboriginal rental provider, AHV helps strengthen and maintain Aboriginal communities and cultural ties.

Our vision is to ensure that Aboriginal Victorians secure appropriate, affordable housing as a pathway to better lives and stronger communities.

Values

Aboriginal cultural values underpin AHV's values. Our values provide an ethical framework within which all decisions are made and our services are delivered. Our values guide how we relate to our clients, each other and to the Aboriginal and non-Aboriginal community.

¹ Throughout this document the term "Aboriginal" is used to refer to both Aboriginal and Torres Strait Islander people

Respect and support for Aboriginal identity and culture and for our renters and stakeholders;
Striving for excellence through leadership in Aboriginal housing and best practice service delivery;
Integrity, trust and honesty in all our business activities;
Collaborative relationships with our community, renters, government and stakeholders;
Kindness, compassion courtesy and dignity in our relationships with our clients, our stakeholders and with each other.

AHV provides housing to nearly 4,000 low income Aboriginal Victorians in over 1,600 properties across the State, representing approximately 8% of the Victorian Aboriginal population.

AHV has over 70 staff across Victoria, with offices in North Fitzroy, Shepparton, Mildura, Bendigo, Ballarat, Warrnambool, Morwell and Bairnsdale. We seek to recruit Aboriginal and non-Aboriginal staff who share AHV's values, so that we can maintain our commitment to the delivery of culturally safe services.

In 2016, the Victorian Government formally announced the transfer of title of 1,448 properties that were previously managed by AHV, on behalf of the Director of Housing. The transfers occurred in three tranches over the following two year period. The transfer of title of these properties to AHV, valued at approximately \$500 million is the largest to any community agency in Victoria. As the single largest financial commitment to Aboriginal Affairs in Victoria's history, it represents one of the most significant acts of self determination in this State. Title transfer represents significant progress toward achievement of the original ambition of AHV's founding Elders, to achieve self-determination and provide culturally responsive housing services.

The Victorian Aboriginal housing and homelessness policy framework was developed by the Victorian Aboriginal community and led by AHV, during 2019. In February 2020, senior Ministers of the Victorian Government and the leadership of the Victorian Aboriginal community came together in the Victorian Parliament to launch the Framework, *Mana-na woorn tyeen maar-takoort* (Every Aboriginal Person Has a Home).

Mana-na woorn tyeen maar-takoort takes a 'rights based' self-determination approach that places Aboriginal Victorians and their communities firmly at the centre of housing policy initiatives. The Framework seeks to improve housing outcomes for all Aboriginal Victorians across their life course; assist in building the capacity of Aboriginal organisations to own, manage and grow rental stock; and identify innovative models that secure housing for Aboriginal Victorians including pathways to private ownership. More information on the Victorian Aboriginal housing and homelessness policy framework, *Mana-na woorn tyeen maar-takoort* can be found at: <https://vahhf.org.au/>

The AHV Board

AHV is governed by a Board of up to 7 members. In line with the AHV Constitution, the Board composition is as follows:

- no less than 5 Directors and no more than 7;
- all Directors must be residents of Victoria;
- a majority of Directors must be Aboriginal; and

- individual Directors must have relevant and complementary skills, in any or all of the areas of business, social housing and homelessness policy, governance, asset management, law, accounting and communications.

The AHV Board meets 9 times per annum, and convenes for approximately 2 hours. Meetings are generally held via videoconference, initially because of the COVID-19 pandemic restrictions, but more recently because we now have several regionally-based Directors. Regional meetings are occasionally scheduled. In addition, out of session meetings are scheduled as required.

Board Committees

The AHV Board has established specialist committees to assist in the execution of its duties, and to maintain a high level of probity and accountability. The Committees provide a forum for detailed consideration of complex issues. Currently, all Directors are members of at least one Board Committee.

Current committees of AHV are:

- Finance Audit and Risk Committee;
- Governance Committee; and
- Asset Committee.

The Finance Audit and Risk Committee assists the Board to meet its responsibilities in relation to AHV financial reporting; compliance with legal and regulatory requirements; internal control structures; risk management systems; and external audit functions. However, the ultimate responsibility for the integrity of AHV financial reporting and risk management remains with the Board.

The Governance Committee has the role of assisting and advising the Board on matters relating to the strategic planning and the selection, composition, structure, conduct, scope of operation, training, performance and remuneration of the Board.

The Asset Committee provides strategic direction to the Board with regard to review, assessment and oversight of asset management and portfolio development activity.

Generally, Board Directors will nominate for at least one Board Committee.

Terms of office

The AHV Constitution provides for Directors to hold office for a term of approximately 3 years commencing at the end of the Annual General Meeting at which they were appointed, and expiring at the end of the third Annual General Meeting after their election, at which time they will retire.

A retiring Director is eligible for re-election, but may only serve a maximum of 3 consecutive terms. The retiring Director is then only eligible to renominate after a break in service of at least 3 years.

Board remuneration

AHV Directors receive remuneration for undertaking their duties on the AHV Board, in line with industry benchmarking. The level of remuneration varies for attendance at Board meetings and Board Committees. Board and Committee Chairs receive a higher rate of remuneration, in recognition of their additional responsibilities.

Selection process

Applicants will be shortlisted on the basis of an assessment of their EOI applications against relevant skills and attributes identified in the AHV Board Skills Matrix. Refer to **Attachment 1** for details.

The skills and attributes can be broadly categorised as follows:

- governance skills (that is, skills directly relevant to performing the Board's key functions);
- industry skills (that is, skills relevant to the industry or sector in which the organisation predominantly operates);
- personal attributes or qualities that are generally considered desirable to be an effective Director; and
- Board diversity.

The range of skills and attributes outlined in **Attachment 1** represent the breadth of skills and qualities required within the AHV Board; it is not expected that potential candidates will be able to demonstrate skills and experience across all identified categories.

Submitting an Expression of Interest

Applicants are invited to submit an EOI form (**Attachment 2**) with relevant attached documentation to AHV. Email applications will be accepted.

EOIs should be addressed to Darren Smith, CEO:

Email: darren.smith@ahvic.org.au

Postal address:

Aboriginal Housing Victoria
Narrandjeri House
125-127 Scotchmer Street
North Fitzroy VIC 3068

1. Governance skills

- Strategy. Ability to:
 - to think strategically and identify and critically assess strategic opportunities and threats and develop effective strategies in the context of the strategic objectives of AHV.
 - actively and constructively contribute to AHV's vision as well as providing input to identify and consider the necessary steps to achieve AHV's objectives.
- Policy development. Ability to identify key issues and opportunities for AHV within the Housing and community housing systems, and for the Victorian Aboriginal community and develop appropriate policies to define the parameters within which the organisation should operate.
- Financial performance. Qualifications and experience in accounting and/or finance and/or the ability to:
 - analyse key financial statements;
 - critically assess financial viability and performance;
 - contribute to strategic financial planning;
 - oversee budgets and the efficient use of resources; and
 - oversee funding arrangements and accountability.
- Risk and compliance oversight. Ability to identify key risks to the organisation in a wide range of areas including legal and regulatory compliance, and monitor risk and compliance management frameworks and systems.
- Information technology strategy and governance. Knowledge and experience in the strategic use and governance of information management and information technology, particularly in the context of personal information privacy and security risk management.
- Executive management. Experience at an executive level including the ability to:
 - appoint and evaluate the performance of the CEO and senior executive managers;
 - oversee strategic human resource management including workforce planning, and employee and industrial relations; and
 - oversee large scale organisational change.
- Commercial experience. A broad range of commercial/business experience, in areas including housing, not-for-profit housing, asset/portfolio management, communications, marketing, branding and business systems, practices and improvement.

2. Industry skills

- Housing experience. Broad housing and homelessness policy experience and expertise. An understanding of the issues and broad environmental factors effecting the provision of housing to low/medium income households including National, State and local factors.
- Asset management. Extensive experience and qualifications relative to strategic asset planning and development in the housing and construction sectors.
- Finance and risk management. Extensive financial and risk management expertise and qualifications, particularly within the housing and construction sectors.
- Community and stakeholder engagement. High level reputation and networks in the local community including with Aboriginal community members and organisations, and the ability to effectively engage and communicate with those stakeholders.

- Director experience. Director knowledge. An understanding of Director responsibilities as they relate to the legal, financial and ethical frameworks.

3. Personal attributes

- Integrity (ethics). A commitment to:
 - understanding and fulfilling the duties and responsibilities of a director, and maintaining knowledge in this regard through professional development;
 - putting the AHV's interests before any personal interests;
 - being transparent and declaring any activities or conduct that might be a potential conflict; and
 - maintaining Board confidentiality.
- Effective listener and communicator. The ability to:
 - listen to, and constructively and appropriately debate, other people's viewpoints;
 - develop and deliver cogent arguments; and
 - communicate effectively and respectfully with a broad range of stakeholders.
- Constructive questioner. The preparedness to ask questions and challenge management and peer directors in a constructive and respectful way.
- Contributor and team player. The ability to work as part of a team, and demonstrate the passion and time to make a genuine and active contribution to the Board and AHV vision.
- Commitment. A visible commitment to the purpose for which AHV has been established and operates, and to AHV's ongoing success.
- Influencer and negotiator. The ability to negotiate outcomes and influence others to agree with those outcomes, including an ability to gain stakeholder support for the Board's decisions.
- Critical and innovative thinker. The ability to critically analyse complex and detailed information, readily distil key issues, and develop innovative approaches and solutions to issues.

4. Board diversity

- Culture. Experience and understanding of the housing and broader issues affecting Aboriginal peoples, particularly within Victorian Aboriginal communities.
- Gender. AHV is seeking to achieve relatively equal gender representation on the Board; reflecting gender diversity in the local community, and in recognition that gender diversity correlates positively with performance.
- Geographic and cultural diversity. AHV has a commitment to servicing the Aboriginal Victorian community and being able to respond effectively to local needs. Therefore the Board Directors must live in Victoria and should be representative of metropolitan and regional communities. A majority of Directors must be Aboriginal.
- Age. Diversity in age of Directors is preferred, to enable different generational perspectives to be considered as part the Board's deliberations.
- Previous Board experience. The Board should collectively comprise directors who demonstrate competence and experience at Board level and/or who have completed formal training in directorship/governance.



AHV Board Director Expression of Interest Form

Name:

Title | First Name | Surname |

Address:

Street |
 Suburb | Post Code |
 Postal address |

Contact:

Telephone | Mobile |
 Email |

Employment:

Employer | Position Title |

Declaration

I, the undersigned declare that the information provided above and with this application is true and correct.

Signature | Date |

Documents for submission

Please submit the following:

- 1 Completed Director Expression of Interest Form.
- 2 An Expression of Interest application (no more than 2 pages), which should include your relevant areas of knowledge and interest (refer to **Attachment 1** of the EOI, *Skills and Attributes of Directors*).

In completing the application, please make specific reference to your:

- motivation for seeking an AHV Directorship;
- governance experience and/or qualifications; and
- knowledge and/or experience of the social housing and/or Aboriginal community controlled sectors.

- 3 A brief resume, which should include:

- Education history
- Qualifications
- Employment history
- Community involvement /Community group membership
- Industry / special interest membership
- A minimum of two referees.

How to submit your Expression of Interest:

Please email to darren.smith@ahvic.org.au or send by mail to:

Darren Smith
Chief Executive Officer
Aboriginal Housing Victoria
125-127 Scotchmer St
Fitzroy North VIC 3068