*Aboriginal Heritage Act 2006* – Section 189

# Application to meet the Minister’s Guidelines on Heritage Advisor Qualifications and Experience

This form sets out the information to be provided by a person seeking to meet the Minister’s Guidelines on Heritage Advisor Qualifications and Experience, which were published in the Government Gazette on 22 March 2024. The Minister’s Guidelines provide guidance on the appropriate qualifications and experience, or extensive experience or knowledge, that section 189(1) of the *Aboriginal Heritage Act 2006* (Vic) (the Act) requires Heritage Advisors to hold.

To be engaged as a Heritage Advisor, you must either:

* be appropriately qualified and experienced in a discipline directly relevant to the management of Aboriginal cultural heritage, such as anthropology, archaeology or history (see section 189(1)(a) of the Act); or
* have extensive experience or knowledge in relation to the management of Aboriginal cultural heritage (see section 189(1)(b) of the Act).

Heritage Advisors must demonstrate to First Peoples - State Relations (FPSR)[[1]](#footnote-2) that they meet the Minister’s Guidelines, via this application, before they can apply for an account on the Aboriginal Cultural Heritage Register and Information System (ACHRIS).

Before completing this application, please read the following:

* the [Minister’s Guidelines for Heritage Advisor Qualifications and Experience](https://www.firstpeoplesrelations.vic.gov.au/ministers-guidelines-heritage-advisor-qualifications-and-experience), available online
* the Collection Notice at Section 5 below.

## SECTION 1: Applicant’s details

|  |  |
| --- | --- |
| Name of applicant: | Click or tap here to enter text. |
| Mobile: | Click or tap here to enter text. |
| Preferred email address: | Click or tap here to enter text. |
| Name of organisation you are affiliated with:If you are an unaffiliated sole trader, please write ‘sole trader’. | Click or tap here to enter text. |
| Business/organisation address and/or website (optional): | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| Do you wish to be on the email list[[2]](#footnote-3) for Heritage Advisor updates? | Yes[ ]  | No[ ]  |
| Are you applying to meet the Minister’s Guidelines on the basis of **appropriate** **qualifications and experience** (see s.189(1)(a) of the Act)? (If yes, please go to Section 2.) | Yes[ ]  | No[ ]  |
| Are you applying to meet the Minister’s Guidelines on the basis of **extensive experience or knowledge** (see s.189(1)(b) of the Act)?(If yes, please go to Section 3.) | Yes[ ]  | No[ ]  |

## SECTION 2: Application under s189(1)(a) – “appropriate qualifications and experience”

### 2.1 Appropriate qualifications

There are 2 options for meeting the ‘appropriate qualifications’ requirements:

1. via relevant tertiary studies to at least Level 8 of the Australian Qualifications Framework (a bachelor degree with honours, or a graduate diploma or graduate certificate) – see point 1 under s189(1)(a) in the Minister’s Guidelines; or
2. via certain membership types of the professional bodies listed at point 2 under s189(1)(a) in the Minister’s Guidelines.

If you are seeking to meet qualification requirements via tertiary studies, go to Section 2.1.1 of this form.

If you are seeking to meet qualification requirements only via membership of a professional association listed in the Minister’s Guidelines, go straight to Section 2.1.2 of this form.

#### 2.1.1 Tertiary studies

Please list your qualifications here.

The Minister’s Guidelines require studies in a relevant discipline, with a focus on Aboriginal Australia in at least two subjects.

Alternatively, where studies are in a relevant discipline, but lack a focus on Aboriginal Australia, you can meet the qualification requirement by demonstrating an additional year of full-time practical experience, or equivalent, in an Aboriginal cultural heritage management setting in south-eastern Australia (this is in addition to the minimum of one year of full-time practical experience in south-eastern Australia that applies to all applicants, making it a total of two years’ experience).

Please nominate which situation is relevant to you:

|  |  |
| --- | --- |
| [ ]  | My studies were in a discipline relevant to the management of Aboriginal cultural heritage, *including a focus on Aboriginal Australia* (in at least two subjects). |
| [ ]  | My studies were in a discipline relevant to the management of Aboriginal cultural heritage, but *did not focus* *on Aboriginal Australia* (in at least two subjects). |

For each qualification, please provide the full name of the qualification and the awarding institution, and if applicable to you, identify subjects or key research topics with a focus on Aboriginal Australia.

#### Qualification 1

|  |  |
| --- | --- |
| Qualification name: | Click or tap here to enter text. |
| Graduation or conferral date: | Click or tap here to enter text. |
| Awarding institution: | Click or tap here to enter text. |

List subjects or key research topics in qualification 1 that focused on Aboriginal Australia, if applicable:

|  |  |
| --- | --- |
| Subject/topic 1 | Click or tap here to enter text. |
| Subject/topic 2 | Click or tap here to enter text. |
| Subject/topic 3 | Click or tap here to enter text. |

#### Qualification 2

|  |  |
| --- | --- |
| Qualification name: | Click or tap here to enter text. |
| Graduation or conferral date: | Click or tap here to enter text. |
| Awarding institution: | Click or tap here to enter text. |

List subjects or key research topics in qualification 2 that focused on Aboriginal Australia, if applicable:

|  |  |
| --- | --- |
| Subject/topic 1 | Click or tap here to enter text. |
| Subject/topic 2 | Click or tap here to enter text. |
| Subject/topic 3 | Click or tap here to enter text. |

#### Qualification 3

|  |  |
| --- | --- |
| Qualification name: | Click or tap here to enter text. |
| Graduation or conferral date: | Click or tap here to enter text. |
| Awarding institution: | Click or tap here to enter text. |

List subjects or key research topics in qualification 3 that focused on Aboriginal Australia, if applicable:

|  |  |
| --- | --- |
| Subject/topic 1 | Click or tap here to enter text. |
| Subject/topic 2 | Click or tap here to enter text. |
| Subject/topic 3 | Click or tap here to enter text. |

If you wish to put forward more than 3 relevant qualifications, please provide a further description in an attachment to the application.

Please attach a copy or a link to your official academic transcript for each qualification, plus a relevant testamur.

List any attachments at Section 4 of this form.

#### 2.1.2 Membership of professional associations

If you are applying to meet the qualification requirements on the basis of membership of any of the professional bodies listed in the Minister’s Guidelines, please indicate which is relevant. Otherwise leave blank.

Please read the Collection Notice before completing this section.

|  |
| --- |
| Full membership of the Australian Association of Consulting Archaeologists Incorporated |[ ]
| Fellow membership of the Australian Anthropological Society Incorporated |[ ]
| Membership of Professional Historians Australia[[3]](#footnote-4) as a Professional Historian or Professional Historian (Associate) |[ ]

Please attach supporting documentation regarding membership, such as a confirming email from the relevant association.

List any attachments at Section 4 of this form.

### 2.2 Practical experience (alongside qualifications)

#### 2.2.1 Letter or resume about your practical experience

Please attach a letter or resume, prepared by you, that describes the type and length of your relevant practical experience in an Aboriginal cultural heritage management setting in south-eastern Australia.

Minimum experience requirements are set out in points 3 to 6 (under s189(1)(a) requirements) of the Minister’s Guidelines.

If your studies included a focus on Aboriginal Australia in at least two subjects, you must demonstrate a minimum of one year of practical experience, or equivalent, in an Aboriginal cultural heritage management setting in south-eastern Australia.

If your studies did not include a sufficient focus on Aboriginal Australia, you must demonstrate a minimum of two years of practical experience, or equivalent, in an Aboriginal cultural heritage management setting in south-eastern Australia.

List your attachment at Section 4 of this form.

#### 2.2.2 Supporting written references

Please attach written references from two referees who can broadly verify your practical experience claims. Referees must be either:

* a senior employee in a Registered Aboriginal Party[[4]](#footnote-5), and/or
* a Heritage Advisor who has already met the Minister’s Guidelines.

For further details, see the [Guide to Referees for Heritage Advisors](https://www.firstpeoplesrelations.vic.gov.au/guide-referees-heritage-advisors), which you can provide to your referees when requesting a written reference. This link also includes a suggested template.

If your experience is in another Australian state or territory in south-eastern Australia, written references may be accepted from equivalent types of referees with similar experience in cultural heritage management in those jurisdictions.

#### Referee 1

Referee name: Click or tap here to enter text.

Heritage Advisor: [ ]  RAP employee: [ ]

If a RAP employee, the position title and the name of the RAP: Click or tap here to enter text.

#### Referee 2

Referee name: Click or tap here to enter text.

Heritage Advisor: [ ]  RAP employee: [ ]

If a RAP employee, the position title and the name of the RAP: Click or tap here to enter text.

List your attachments at Section 4 of this form.

If you have completed Section 2, go straight to Section 4 of this form.

## SECTION 3: Application under s189(1)(b) – “extensive experience or knowledge”

### 3.1 Letter or resume about your extensive experience or knowledge

If you are applying on the basis of ‘extensive experience or knowledge’ (rather than, or together with, tertiary qualifications or professional membership), please attach a resume, prepared by you, which addresses the following 3 points from the Minister’s Guidelines:

* extensive cultural knowledge gained through cultural transmission as well as life experience as a member of a Traditional Owner community, or through extended association with a Traditional Owner community;
* confirmation of at least three years’ employment with a Registered Aboriginal Party or similar Aboriginal organisation, assisting with cultural heritage assessments, surveys and/or excavations and the evaluation of cultural heritage management plans under the Act, or similar processes in another jurisdiction; and
* experience preparing written material relevant to the management of Aboriginal cultural heritage, such as survey reports and contributions to cultural heritage management plans.

If you have completed any coursework or studies that are relevant to Aboriginal cultural heritage management (for example, a Certificate IV in Aboriginal Cultural Heritage Management), please include this in your resume and attach a scan of a certificate or transcript that confirms the completion of studies.

List your attachment at Section 4 of this form.

### 3.2 Supporting written references

Please attach written references from two referees who can broadly verify your practical experience claims.

Referees must be either:

* a senior employee in a Registered Aboriginal Party, and/or
* a Heritage Advisor who has already met the Minister’s Guidelines.

For further details, see the [Guide to Referees for Heritage Advisors](https://www.firstpeoplesrelations.vic.gov.au/guide-referees-heritage-advisors), which you can provide to your referees when requesting a written reference. This link also includes a suggested template.

If your experience is in another Australian state or territory in south-eastern Australia, written references may be accepted from equivalent types of referees with similar experience in cultural heritage management in those jurisdictions.

#### Referee 1

Referee name: Click or tap here to enter text.

Heritage Advisor: [ ]  RAP employee: [ ]

If a RAP employee, the position title and the name of the RAP: Click or tap here to enter text.

#### Referee 2

Referee name: Click or tap here to enter text.

Heritage Advisor: [ ]  RAP employee: [ ]

If a RAP employee, the position title and the name of the RAP: Click or tap here to enter text.

List your attachments at Section 4 of this form.

## SECTION 4: List of attachments

Please list all attachments that you are submitting with this application form in the table below. This could include:

* academic transcripts and testamurs (Section 2.1.1)
* information about additional qualifications (Section 2.1.1)
* proof of a professional membership (Section 2.1.2)
* your resume or letter about your experience (Section 2.2.1 or Section 3.1)
* supporting written references (Section 2.2.2 or Section 3.2).

|  |  |
| --- | --- |
| Attachment 1: | Click or tap here to enter text. |
| Attachment 2: | Click or tap here to enter text. |
| Attachment 3: | Click or tap here to enter text. |
| Attachment 4: | Click or tap here to enter text. |
| Attachment 5: | Click or tap here to enter text. |
| Attachment 6: | Click or tap here to enter text. |
| Attachment 7: | Click or tap here to enter text. |
| Attachment 8: | Click or tap here to enter text. |
| Attachment 9: | Click or tap here to enter text. |
| Attachment 10: | Click or tap here to enter text. |

## SECTION 5: Collection Notice

The information in this form is collected by the First Peoples -State Relations group in the Department of Premier and Cabinet. All personal information is collected, held, used, managed, shared, disclosed and stored in accordance with the principles of the *Privacy and Data Protection Act 2014*. Your application and its accompanying attachments are stored on a secure database that is only accessible to the relevant Director (and designated staff) in FPSR.

You are being asked to provide the information in this form primarily for the purpose of assessing whether you meet the Minister’s Guidelines. Meeting these requirements in turn enables you to seek access to the Victorian Aboriginal Heritage Register (the Register) in the capacity of a Heritage Advisor (see sections 146(1)(c) and/or (g) of the *Aboriginal Heritage Act 2006*), including via an account on the Aboriginal Cultural Heritage Register and Information System (ACHRIS).

#### Information about professional associations (sensitive information)

If you are seeking to rely on your membership of a professional association to satisfy the ‘qualifications’ component in section 189(1)(a) of the Act (see point 2 under s189(1)(a) in the Minister’s Guidelines), you need to provide information about that membership.

By providing this information, you are giving consent for FPSR to collect this information about you. If you do not provide information about your membership of a professional association, you will not be able to be assessed against point 2 under s189(1)(a) in the Minister’s Guidelines.

#### Inclusion on the email distribution list

Where you have elected in Section 1 to be on the email list for Heritage Advisor updates, the relevant Director in FPSR and designated staff may from time to time use the email address you provided to send out general updates advising of key developments relevant to the general duties of Heritage Advisors. This includes information regarding any amendment of the *Aboriginal Heritage Act 2006* and/or the Aboriginal Heritage Regulations 2018, open letters to Heritage Advisors, and new or revised practice notes or guidance documents published on the Department of Premier and Cabinet’s website.

#### Consequences of not providing information

If you choose not to provide the information requested in this form, FPSR cannot assess whether you meet the Minister’s Guidelines, and this will prevent you from being able to register an account with ACHRIS to access the Register.

If you have any questions about how your personal information will be handled, or you would like to gain access to your personal information, you can contact FPSR via:

* email to aboriginal.heritage@dpc.vic.gov.au, or
* postal mail addressed to Heritage Registrar, GPO Box 4912, Melbourne VIC 3000.

## SECTION 6: Declaration

I declare the following:

* To the best of my knowledge and belief, the information supplied in this application and its attachments is correct and complete.
* I consent to providing information about my membership of professional associations (if you filled out section 2.1.2 above).
* I will not make claims or statements that I am ‘registered’ by FPSR or by the Secretary of the Department of Premier and Cabinet as a Heritage Advisor, but I may, if I choose, publicly refer to myself as being a “Heritage Advisor who has met the ‘Minister’s Guidelines on Heritage Advisor Qualifications and Experience’ under Victoria’s *Aboriginal Heritage Act 2006.”*



Please insert signature

Date: Click or tap to enter a date.

## How to submit your application

It is strongly preferred that your application and attachments are scanned and emailed to vahr@dpc.vic.gov.au. Applications should be addressed to: Heritage Registrar, FPSR

If email is not possible, post your application to: Heritage Registrar, FPSR, GPO Box 4912, MELBOURNE VIC 3001

(Please note that postal mail is only collected once a week.)

Please allow at least 10 working days for a response to your application.

For all enquiries, please email vahr@dpc.vic.gov.au or call 1800 762 003.

1. First Peoples - State Relations is a group within the Department of Premier and Cabinet. [↑](#footnote-ref-2)
2. See further information about this email list in the Collection Notice at Section 5 below. [↑](#footnote-ref-3)
3. This includes membership as a Professional Historian or Professional Historian (Associate) of Professional Historians Association (Victoria & Tasmania), and other state and territory affiliates of Professional Historians Australia. [↑](#footnote-ref-4)
4. Registered Aboriginal Parties are Traditional Owner corporations appointed by the Victorian Aboriginal Heritage Council under section 151 of the Act to be the primary source of advice and knowledge about Aboriginal cultural heritage in their registered area. For further info go to: https://www.aboriginalheritagecouncil.vic.gov.au/about-victorias-registered-aboriginal-parties. [↑](#footnote-ref-5)