

I N D E X

Chief Executive Officer's Report

4 JULY 2005

ITEMS ON REPORT

VACANCY FOR WALGA MEMBER – HERITAGE COUNCIL OF WA	1
VACANCY FOR WALGA MEMBER – ADVISORY COMMITTEE FOR THE PURITY OF WATER	2
COUNCILLORS INFORMATION BULLETIN ISSUE 13/2005	3

ATTACHMENTS

A-1	VACANCY FOR WALGA MEMBER – HERITAGE COUNCIL OF WA
A-2	VACANCY FOR WALGA MEMBER – ADVISORY COMMITTEE FOR THE PURITY OF WATER

CITY OF ARMADALE

Chief Executive Officer's Report

**Mayor and Councillors
City of Armadale**

Following is my Report for the period
ended 30 June 2005

**1. VACANCY FOR WESTERN AUSTRALIAN LOCAL GOVERNMENT
ASSOCIATION MEMBER – HERITAGE COUNCIL OF WESTERN
AUSTRALIA**

This matter is presented via the CEO's Report for the reason that nominations close prior to the next Full Council meeting.

WARD All
FILE REF: CGOV/51
DATE 22 June 2005
REF HC
RESPONSIBLE EDDS
MANAGER

In Brief:

- WALGA is seeking nominations to fill the position of:
 - WALGA Member – Heritage Council of Western Australia.

DETAILS OF PROPOSAL

Notification has been received from the Western Australian Local Government Association inviting Council to submit nomination/s for appointment of Western Australian Local Government Association Member for the Heritage Council of Western Australia.

A copy of the Nomination Forms and details are at Attachment "A-1" of the CEO's report.

RECOMMEND

1. That _____ be nominated by Council for the position of Western Australian Local Government Association Member – Heritage Council of Western Australia.

OR

2. That no nomination be made for the position of Western Australian Local Government Association Member – Heritage Council of Western Australia.

Moved Cr _____
Carried/Lost ()

2. VACANCY FOR WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION MEMBER – ADVISORY COMMITTEE FOR THE PURITY OF WATER

This matter is presented via the CEO's Report for the reason that nominations close prior to the next Full Council meeting.

WARD All
FILE REF: GOV/51
DATE 22 June 2005
REF HSM
RESPONSIBLE ED DS
MANAGER

In Brief:

- WALGA is seeking nominations to fill the position of:
 - WALGA Member – Advisory Committee for the Purity of Water

DETAILS OF PROPOSAL

Notification has been received from the Western Australian Local Government Association inviting Council to submit nomination/s for appointment of Western Australian Local Government Association Member for the Advisory Committee for the Purity of Water.

A copy of the Nomination Forms and details are at Attachment "A-2" of the CEO's report.

RECOMMEND

1. That _____ be nominated by Council for the position of Western Australian Local Government Association Member – Advisory Committee for the Purity of Water.

OR

2. That no nomination be made for the position of Western Australian Local Government Association Member – Advisory Committee for the Purity of Water.

Moved Cr _____
Carried/Lost ()

3. COUNCILLORS' INFORMATION BULLETIN – ISSUE NO. 13/2005

WARD All
FILE REF: CIB
DATE 29 June 2005
REF SDS
RESPONSIBLE CEO
MANAGER

In Brief:

- Councillors' Information Bulletin – Councillors are advised to take note of the information submitted in Issue No.13/2005 to be received by Council.

Strategic Implications

Corporate Services

- 2.1 Identify and implement mechanisms to improve communication and achieve common understanding of corporate issues and objectives.

COMMENT

The following general information and memorandums were circulated in Issue No. 13 on 29 June 2005.

Correspondence & Papers

- **Correspondence**
Roleystone Karragullen Seniors Club (Inc) – 20 June 2005
Bringing Them Home Committee (WA) Inc – 22 June 2005
- **Local Government News**
Issue No.23.05 – 17 June 2005
Issue No.24.05 – 24 June 2005
- **ALGA News**
17 June 2005
24 June 2005
- **Media Releases**
Consultation Needed on Review of Councils – 13 June 2005
Federal Roads Support Vital After Decreased State Funding – 17 June 2005

Information from Human Resources

- Employee Movements

Information from City Strategy

- **Outstanding Matters**
Progress Report on Contingency, Operational & Strategic Projects
Report on Outstanding Matters – City Strategy Committee
 - **Conference Reports**
LGMA National Congress 2005 – Canberra 22nd to 25th May 2005
-

Information from Development Services

- Report on Outstanding Matters – Development Services Committee
- Health Services Manager's Report for May 2005
- Planning Services Manager's Report for May 2005
- Planning Applications Monthly Statistics – May 2005
- Town Planning Scheme No.2 – Amendment Action Table
- PAW Closure Report – Significant Actions during May 2005
- Subdivision Applications – Recommendation Table (May / June 2005)
- Compliance Officer's Report for May 2005
- Minutes – Community Heritage Advisory Committee Meeting
- Swan Catchment Council – Local Government Info Bulletin Swan Region, May 2005
- 6th International Cities Town Centres & Community Conference – June 2005
- Building Services Manager's Report for May 2005

RECOMMEND

That Council acknowledge receipt of Issue No 13/2005 of the Information Bulletin.



R S TAME
CHIEF EXECUTIVE OFFICER



WESTERN AUSTRALIAN
LOCAL GOVERNMENT ASSOCIATION

4.05

05-071-03-0001 MM

Vacancy for W.A. Local Government Association Member

HERITAGE COUNCIL OF WESTERN AUSTRALIA

Member (1)

(Panel of 3 names)

(APPROVAL BY MINISTER)

NOMINATION PROCESS:

Nominees are asked to complete the attached Nomination Form and email by **COB Thursday 14 July 2005** to nominations@walga.asn.au. Completed forms may also be faxed or posted. Late nominations will not be accepted. At the close of the nomination period the Selection Committee will meet and make recommendations to the next State Council Meeting.

IMPORTANT NOTE

It is important to note that your nomination and supporting documentation is photocopied for the Association's State Council and/or Selection Committee and where relevant, the Minister and Committee Chairman. It is important that profile information be complete, up to date and typed.

Appointments are conditional on the understanding that nominees will resign when their entitlement terminates, that is, they are no longer Elected Members or Serving Officers of Local Government.

MINISTERIAL APPROVAL:

Appointment to the positions requires panels of 3 names to be submitted by WALGA to the Minister for each position. The Minister will nominate one person for appointment to each position to the Governor. It is **essential** that a curriculum vitae be submitted with your nomination form.

EQUALITY:

It should be noted that the Government is committed to providing equal selection opportunity for both indigenous and non-indigenous people and both genders and the W.A. Local Government Association encourages nominations accordingly.

REASON FOR VACANCY, TERM AND COMMENCEMENT DATE:

Ms Nikolee Ansell's term expires 30 June 2005. The term of appointment is at the discretion of the Minister for Heritage, but is usually 3 years and commences on 1 July 2005.

MEETING DETAILS:

Meetings: Monthly, Second Friday of month at 9:00 am + ad hoc meetings of Committees as required.
Venue: Heritage Council, 108 Adelaide Terrace, East Perth.
Duration: 1/2 day
Sitting Fee: Remuneration is set by the Salaries and Allowances Tribunal.
Travelling allowance: Travel expenses paid at Public Service rates.

SELECTION CRITERIA:

You must be a current Elected Member or Serving Officer of Local Government and have experience or a demonstrable knowledge and interest in Heritage issues.

Nominee to address the following Selection Criteria:

- ◆ Must be a current Elected Member / Serving Officer? Yes/No
- ◆ Are you available to undertake the responsibility? Yes/No
- ◆ What is your relevant experience as an Elected Member/Serving Officer? Please provide examples.
- ◆ What are your experiences, skills, attributes or qualifications to support the nomination in relation to Heritage issues? Please provide examples.
- ◆ Please outline your demonstrated interest in the position.
- ◆ What is your capacity to represent the interests of Local Government and the Association?

TERMS OF REFERENCE

The Terms of Reference for the Council are in accordance with the Heritage of Western Australia Act.

The Heritage Council of WA is the State's Advisory body on cultural heritage matters and focuses on places that are significant to the Western Australian community.

The Council has three main functions:

- ◆ To establish and maintain the Register of Heritage Places, an extensive list of places which it is believed should be conserved for future generations;
- ◆ To ensure any development of heritage places is in accordance with the value placed on our cultural heritage by the community;
- ◆ To promote awareness and knowledge of our cultural heritage.

COUNCIL MEMBERSHIP:

The Council will comprise the following representatives:

- ◆ National Trust of Australia representative
- ◆ WA Local Government Association representative
- ◆ Owners' representative
- ◆ Professional organisations' representative
- ◆ 4 Other Members with expertise, experience and practical interest in heritage matters.

FOR FURTHER PARTICULARS ABOUT THE COMMITTEE PLEASE CALL:

Mr Ian Baxter
Director Heritage Council of WA
Tel (08) 9220 4122
Fax: (08) 9221 4151

FOR FURTHER PARTICULARS ABOUT THE NOMINATION PROCESS PLEASE CALL:

Meredith Neilsen
WA Local Government Association
Inquiries: mneilsen@walga.asn.au or Ph: 08 9213 2013

Nominations must be submitted by the closing date to:

**WA Local Government Association - Attention: Meredith Neilsen, by preferably email to nominations@walga.asn.au;
by facsimile: 9322 2611;
or by post to WA Local Government Association, 15 Altona Street, West Perth WA 6005**

**Ricky Burges
Chief Executive Officer**

4.05

NOMINATION FORM

Closing Date: 14 July 2005



HERITAGE COUNCIL OF WESTERN AUSTRALIA

Member (1)

(APPROVAL BY MINISTER)

(Panel of 3 names)

Submission of Nomination	<p>Nominations must be submitted by the closing date to: WA Local Government Association - Attention: Meredith Neilsen,</p> <ul style="list-style-type: none"> ➤ by preferably email to <u>nominations@walga.asn.au</u>; ➤ by facsimile: 9322 2611; or ➤ by post to 15 Altona Street, West Perth WA 6005.
Nominee Title (e.g. Cr)	
Last Name	
Given Names	
Council	
Home address	
Email address	<input type="checkbox"/>
Contact Details	
Home:	
Work:	
Mobile:	
Occupation	
Qualifications	
Curriculum Vitae	
<p>I hereby submit my nomination and declare that all information I have provided is true and correct. I also certify that my nomination is made in accordance with my Council's policy on representation (where applicable). Should my nomination be successful, I will make every endeavour to commit the time and effort necessary to undertake this position, and will adhere to the eligibility criteria which specifies that should I no longer be a serving elected member or officer (whichever is applicable) in Local Government, I will resign from the Committee/Board as the Association's representative.</p>	
Nominee:	Dated:
<p>LATE NOMINATIONS WILL NOT BE ACCEPTED It is preferred that you submit your completed nomination(s) by email.</p>	

SELECTION CRITERIA:

Please ensure you address each of the following selection criteria.
Details on how to address the selection criteria are attached to this nomination form.

IMPORTANT NOTE

It is important to note that your nomination and supporting documentation is photocopied for the Association's State Council and/or Selection Committee and where relevant, the Minister and Committee Chairman. It is important that profile information be complete, up to date and typed.

Appointments are conditional on the understanding that nominees will resign when their entitlement terminates, that is, they are no longer Elected Members or Serving Officers of Local Government.

MINISTERIAL APPROVALS

Ministerial approvals for appointment require a panel of 3 names to be submitted to the Minister for each position. It is **essential** that a curriculum vitae be submitted with your nomination form.

PLEASE COMMENT ON AND DEMONSTRATE YOUR CAPACITY TO MEET THE FOLLOWING SELECTION CRITERIA:

1. **Are you a current Elected Member / Serving Officer? Yes / No.**
(Note: only current Elected Members / Serving Officers are eligible to nominate.)
2. **Are you available to undertake the responsibility? Yes/No**
3. **What is your relevant experience as an Elected Member? Please provide examples.**
4. **What are your experiences, skills, attributes or qualifications to support the nomination in relation to heritage issues? Please provide examples.**
5. **Please outline your demonstrated interest in the position.**
6. **What is your capacity to represent the interests of Local Government and the Association?**

Please list the Boards/Committees on which you currently represent Local Government.



WESTERN AUSTRALIAN
LOCAL GOVERNMENT ASSOCIATION

Addressing Selection Criteria

Selection of preferred candidates for vacancies on boards and committees is determined by the Association's Selection Committee, which makes recommendations to State Council for ratification.

The selection process utilised in making recommendations is **merit-based**.

Integral to this process is the requirement to objectively assess and rate applicants on the basis of defined selection criteria for the vacancy. The applicant who rates the highest against the criteria will be the preferred candidate for the vacancy.

Selection criteria describe the qualifications, knowledge, skills, abilities, experience and interest a person requires in order to do a job effectively. The vacancy for which you are applying will include a variety of essential and desirable selection criteria that you must address in your application.

You must meet each of the essential criteria to be considered suitable for the vacancy. Whilst it is not necessary to satisfy the desirable criteria, where there are several candidates who meet the essential criteria, the Selection Committee will shortlist on the basis of the desirable criteria.

Many applicants are unsuccessful because they do not clearly address each selection criteria and assume that the Selection Committee will be able to 'read between the lines' in their application.

If you do not have sufficient space on the nomination form to address each of the selection criteria for the position, you may use a separate document. Make sure that you give the document an appropriate title (i.e. 'Statement Addressing Selection Criteria'), and give each criteria a title using exactly the same wording as appears on the nomination form (i.e. 'Relevant skills in the area'). List each criterion in the same order as they appear on the nomination form.

To make your selection criteria statement effective, it is recommended that you adhere to the following process:

- (i) Ensure that you separately address each selection criteria.
- (ii) Under each heading, write one or two short paragraphs explaining how you meet that particular criterion.
- (iii) Each statement addressing a selection criterion needs to demonstrate your experience, skills, education, knowledge or interest that has equipped you to meet the requirements of the position.

Below are some suggestions as to what information to include in the statement you write for each selection criteria:

- ♦ **Highlight your relevant skills and experience by describing your major responsibilities through your position on Councils, in current or previous employment or through relevant non-paid work.**

Example

During my 6 years on Council, I have developed skills which are relevant to the vacancy through my extensive involvement as a member on a range of Council committees, including X, Y and Z. Specific skills I have developed on these committees include

- ♦ **Indicate the extent of your experience in relation to a particular criterion**

Example

I have over three years' experience as a member on the following Council committees – X, Y and Z. In addition, I was Chairman of X for two years and Deputy Chairman of Y for four years.

- ♦ **Briefly give details of one or two specific things that you have done that are good examples of your ability to meet the criterion.**

Example

My capacity to represent the interests of Local Government and the Association is demonstrated through my involvement as a member on the X board. During my time in this position, I demonstrated this capacity when an important issue came before the board for a decision that had particular relevance to Local Government. I liaised with the Policy Manager from the Association to be briefed on the ramifications of the issue, and at the next meeting of the board I was able to effectively argue for a period of consultation prior to making a final decision. The result was that the decision was deferred until the Association had completed a suitable period of consultation with member Local Governments.

- ♦ **Where possible, indicate how successfully you meet the criterion. You could do this by referring to feedback you have received from others, or things that you have established which are still being used.**

Example

The Committee that I chaired developed a report on XYZ, which was subsequently endorsed by Council. The recommendations were adopted in full and the changes which eventuated are still in operation today.



WESTERN AUSTRALIAN
LOCAL GOVERNMENT ASSOCIATION

4.05

<file #.>

Vacancy for W.A. Local Government Association Member

ADVISORY COMMITTEE FOR THE PURITY OF WATER

Metropolitan Member (1)

NOMINATION PROCESS:

Nominees are asked to complete the attached Nomination Form and email by **COB Thursday 14 July 2005** to nominations@walga.asn.au. Completed forms may also be faxed or posted. Late nominations will not be accepted. At the close of the nomination period the Selection Committee will meet and resolve on preferred candidates or make recommendations on preferred candidates to the WALGA State Council.

EQUALITY:

It should be noted that the Government is committed to providing equal selection opportunity for both indigenous and non-indigenous people and both genders and the W.A. Local Government Association encourages nominations accordingly.

REASON FOR VACANCY, TERM AND COMMENCEMENT DATE:

A comprehensive revision to the Australian Drinking Water Guidelines is being implemented. The term of appointment is ongoing and commencement is upon appointment.

MEETING DETAILS:

Meetings: Quarterly. Six weeks after to commencement of each quarter.
Venue: Grace Vaughan House, 227 Stubbs Terrace, Shenton Park
Duration: 3-4 hours – commencing at 9.00am.
Fees: Unknown at this stage

SELECTION CRITERIA:

Nominee to address the following Selection Criteria:

- ◆ Are you a current Elected Member/Serving Officer Yes/No
- ◆ Are you available to undertake the responsibility? Yes/No
- ◆ What is your relevant experience as an Elected Member/Serving Officer? Please provide examples.
- ◆ What are your experiences, skills, attributes or qualifications to support the nomination? Please provide examples.
- ◆ Please outline your demonstrated interest in the position.
- ◆ What is your capacity to represent the interests of Local Government and the Association?

BACKGROUND INFORMATION

For the past 75 years the Advisory Committee for the Purity of Water has provided a high level interdepartmental consultative mechanism for protecting, monitoring and managing the quality of drinking water supplies throughout Western Australia. This includes many

hundreds of small supplies under the control of Local Government, the great majority of them in the country.

In accordance with the National Water Quality Management Strategy, the Advisory Committee is about to implement within Western Australia a comprehensive revision to the Australian Drinking Water Guidelines, published in December 2004. The revised Guidelines introduce a 'catchment to tap', philosophy that will place far greater emphasis upon catchment and land management policies.

The Advisory Committee for the Purity of Water currently reports directly to the Minister for Health. In addition the Committee provides advice to the State Water Taskforce.

MEMBERSHIP

The Committee membership comprises;

- ◆ Department of Health (Chair);
- ◆ Department of Agriculture
- ◆ Chemistry Centre (WA);
- ◆ Conservation and Land Management;
- ◆ Department of Environment
- ◆ Economic Regulation Authority;
- ◆ Water Corporation;
- ◆ AqWest
- ◆ Busselton Water Board
- ◆ Parsons Brinckerhoff (Remote Areas Essential Services Program)

FOR FURTHER PARTICULARS ABOUT THE COMMITTEE PLEASE CALL:

Mr Richard Theobald
Secretary
(08) 9388 4967 or email richard.theobald@health.wa.gov.au.

FOR FURTHER PARTICULARS ABOUT THE NOMINATION PROCESS PLEASE CALL:

Meredith Neilsen
W.A. Local Government Association
Ph: 08 9213 2013 or email nominations@walqa.asn.au

Nominations must be submitted by the closing date to:

WA Local Government Association - Attention: Meredith Neilsen,

- **by preferably email to nominations@walqa.asn.au;**
- **by facsimile: 9322 2611; or**
- **by post to 15 Altona Street, West Perth WA 6005.**

Ricky Burges
Chief Executive Officer

4.05

NOMINATION FORM

Closing Date: 14 July 2005



ADVISORY COMMITTEE FOR THE PURITY OF WATER

Metropolitan Member (1)

Submission of Nomination	<p>Nominations must be submitted by the closing date to: WA Local Government Association - Attention: Meredith Neilsen,</p> <ul style="list-style-type: none"> ➤ by preferably email to <u>nominations@walga.asn.au</u>; ➤ by facsimile: 9322 2611; or ➤ by post to 15 Altona Street, West Perth WA 6005.
Nominee Title (e.g. Cr)	
Last Name	
Given Names	
Council	
Home address	
Email address	<input type="checkbox"/>
Contact Details	
Home:	
Work:	
Mobile:	
Occupation	
Qualifications	
Curriculum Vitae	
<p>I hereby submit my nomination and declare that all information I have provided is true and correct. I also certify that my nomination is made in accordance with my Council's policy on representation (where applicable). Should my nomination be successful, I will make every endeavour to commit the time and effort necessary to undertake this position, and will adhere to the eligibility criteria which specifies that should I no longer be a serving elected member or officer (whichever is applicable) in Local Government, I will resign from the Committee/Board as the Association's representative.</p>	
Nominee:	Dated:
<p>LATE NOMINATIONS WILL NOT BE ACCEPTED It is preferred that you submit your completed nomination(s) by email.</p>	

Selection Criteria:

✓Please ensure you address each of the following selection criteria.

Details on how to address the selection criteria are attached to this nomination form.

IMPORTANT NOTE

It is important to note that your nomination and supporting documentation is photocopied for the Association's State Council and/or Selection Committee and where relevant, the Minister and Committee Chairman. It is important that profile information be complete, up to date and typed.

Appointments are conditional on the understanding that nominees will resign when their entitlement terminates, that is, they are no longer Elected Members or Serving Officers of Local Government.

PLEASE COMMENT ON AND DEMONSTRATE YOUR CAPACITY TO MEET THE FOLLOWING SELECTION CRITERIA:

- 1. Are you a current Elected Member/Serving Officer Yes / No**
- 2. Are you available to undertake the responsibility? Yes / No**
- 3. What is your relevant experience as an Elected Member/Serving Officer? Please provide examples.**
- 4. What are your experiences, skills, attributes or qualifications to support the nomination? Please provide examples.**
- 5. Please outline your demonstrated interest in the position.**
- 6. What is your capacity to represent the interests of Local Government and the Association?**

Please list the Boards/Committees on which you currently represent Local Government



WESTERN AUSTRALIAN
LOCAL GOVERNMENT ASSOCIATION

ADDRESSING SELECTION CRITERIA

Selection of preferred candidates for vacancies on boards and committees is determined by the Association's Selection Committee, which makes recommendations to State Council for ratification.

The selection process utilised in making recommendations is **merit-based**.

Integral to this process is the requirement to objectively assess and rate applicants on the basis of defined selection criteria for the vacancy. The applicant who rates the highest against the criteria will be the preferred candidate for the vacancy.

Selection criteria describe the qualifications, knowledge, skills, abilities, experience and interest a person requires in order to do a job effectively. The vacancy for which you are applying will include a variety of essential and desirable selection criteria that you must address in your application.

You must meet each of the essential criteria to be considered suitable for the vacancy. Whilst it is not necessary to satisfy the desirable criteria, where there are several candidates who meet the essential criteria, the Selection Committee will shortlist on the basis of the desirable criteria.

Many applicants are unsuccessful because they do not clearly address each selection criteria and assume that the Selection Committee will be able to 'read between the lines' in their application.

If you do not have sufficient space on the nomination form to address each of the selection criteria for the position, you may use a separate document. Make sure that you give the document an appropriate title (i.e. 'Statement Addressing Selection Criteria'), and give each criteria a title using exactly the same wording as appears on the nomination form (i.e. 'Relevant skills in the area'). List each criterion in the same order as they appear on the nomination form.

To make your selection criteria statement effective, it is recommended that you adhere to the following process:

- (iv) Ensure that you separately address each selection criteria.
- (v) Under each heading, write one or two short paragraphs explaining how you meet that particular criterion.
- (vi) Each statement addressing a selection criterion needs to demonstrate your experience, skills, education, knowledge or interest that has equipped you to meet the requirements of the position.

Below are some suggestions as to what information to include in the statement you write for each selection criteria:

- **Highlight your relevant skills and experience by describing your major responsibilities through your position on Councils, in current or previous employment or through relevant non-paid work.**

Example

During my 6 years on Council, I have developed skills which are relevant to the vacancy through my extensive involvement as a member on a range of Council committees, including X, Y and Z. Specific skills I have developed on these committees include

- **Indicate the extent of your experience in relation to a particular criterion**

Example

I have over three years' experience as a member on the following Council committees – X, Y and Z. In addition, I was Chairman of X for two years and Deputy Chairman of Y for four years.

- **Briefly give details of one or two specific things that you have done that are good examples of your ability to meet the criterion.**

Example

My capacity to represent the interests of Local Government and the Association is demonstrated through my involvement as a member on the X board. During my time in this position, I demonstrated this capacity when an important issue came before the board for a decision that had particular relevance to Local Government. I liaised with the Policy Manager from the Association to be briefed on the ramifications of the issue, and at the next meeting of the board I was able to effectively argue for a period of consultation prior to making a final decision. The result was that the decision was deferred until the Association had completed a suitable period of consultation with member Local Governments.

- **Where possible, indicate how successfully you meet the criterion. You could do this by referring to feedback you have received from others, or things that you have established which are still being used.**

Example

The Committee that I chaired developed a report on XYZ, which was subsequently endorsed by Council. The recommendations were adopted in full and the changes which eventuated are still in operation today.
