

I N D E X

Chief Executive Officer's Report

5 SEPTEMBER 2005

ITEMS ON REPORT

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ATTACHMENTS

A-1	VACANCY FOR WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION MEMBER – GEOGRAPHIC NAMES COMMITTEE NOMINATION FORM
A-2	VACANCY FOR WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION MEMBER – LOCAL GOVERNMENT AUTHORITIES ANALYTICAL COMMITTEE NOMINATION FORM

CITY OF ARMADALE

Chief Executive Officer's Report

**Mayor and Councillors
City of Armadale**

Following is my Report for the period
ended 1 September 2005

***1. VACANCY FOR WESTERN AUSTRALIAN LOCAL GOVERNMENT
ASSOCIATION MEMBER – GEOGRAPHIC NAMES COMMITTEE***

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 : 24 July 2005
REF : HC
RESPONSIBLE : EDDS
MANAGER

In Brief:-

- WALGA is seeking nominations to fill the position of -
 - WALGA Member –
Geographic Names Committee.

DETAILS OF PROPOSAL

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

A copy of the Nomination Forms and details are at Attachment "A1" of the CEO's report.

RECOMMEND

That _____ be nominated by Council for the position of Western Australian Local Government Association Member – Geographic Names Committee.

OR

That no nomination be made for the position of Western Australian Local Government Association Member – Geographic Names Committee.

Moved Cr _____
Carried/Lost ()

2. VACANCY FOR WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION MEMBER – LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE

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 : 24 July 2005
REF : HSM
RESPONSIBLE : EDDS
MANAGER

In Brief:-

- WALGA is seeking nominations to fill the position of -
 - WALGA Member –
Local Health Authorities Analytical Committee.

DETAILS OF PROPOSAL

Notification has been received from the Western Australian Local Government Association inviting Council to submit nomination/s for appointment of a Western Australian Local Government Association Member for the Local Health Authorities Analytical Committee.

One of the vacancies has arisen as a consequence of the expiration of the term of appointment of the Health Services Manager, who has been a member of the Committee for six years. He would like to be considered for nomination in the event that no Councillor is interested.

A copy of the Nomination Forms and details are at Attachment "A2" of the CEO's report.

RECOMMEND

That Councillor _____ and / or Health Services Manager, Mr P Meyrick be nominated by Council for the position of Western Australian Local Government Association Member – Local Health Authorities Analytical Committee.

OR

That no nomination be made for the position of Western Australian Local Government Association Member – Local Health Authorities Analytical Committee.

Moved Cr _____
Carried/Lost ()

3. *COUNCILLORS' INFORMATION BULLETIN – ISSUE NO. 17/2005*

WARD	All
FILE REF:	CIB
DATE	31 August 2005
REF	SDS
RESPONSIBLE MANAGER	CEO

In Brief:

- Councillors' Information Bulletin – Councillors are advised to take note of the information submitted in Issue No.17/2005 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. 17 on 31 August 2005.

Correspondence & Papers

- **Local Government News**
Issue No.31.05 – 12 August 2005
Issue No.32.05 – 19 August 2005
Issue No.33.05 – 26 August 2005
- **ALGA News**
12 August 2005
19 August 2005
26 August 2005

- **Media Releases**

- Emergency Management Bill Shifts Costs to Local Government – 17 August 2005
- Member for Riverton is Out of Touch – 26 August 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
- **Financial & Corporate**
Accounting Services Report – July 2005
- **Reports**
CCP – Milestone 5 Report

Information from Development Services

- Report on Outstanding Matters – Development Services Committee
- Health Services Manager's Report for July 2005
- School Immunisation Program
- Planning Services Manager's Report for July 2005
- Planning Applications Monthly Statistics – July 2005
- Town Planning Scheme No.2 – Amendment Action Table
- PAW Closure Report – Significant Actions during July 2005
- Compliance Officer's Report for July 2005
- Building Services Manager's Report & Building Statistics – July 2005
- Building Applications Monthly Statistics – July 2005

RECOMMEND

That Council acknowledge receipt of Issue No 17/2005 of the Information Bulletin.



R S TAME
CHIEF EXECUTIVE OFFICER



WESTERN AUSTRALIAN
LOCAL GOVERNMENT ASSOCIATION

Vacancy for W.A. Local Government Association Member

GEOGRAPHIC NAMES COMMITTEE

Member (2)

NOMINATION PROCESS:

Nominees are asked to complete the attached Nomination Form and email by **COB Thursday 15 September 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.

IMPORTANT NOTE

It is important to note that your nomination 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.

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:

Current Member is no longer in Local Government

The term of appointment is indefinite. Commencement date is upon appointment.

MEETING DETAILS;

Meetings: Quarterly on the first Thursday in March, June, September and December
Venue: Department of Land Information, Midland
Duration: 2 hours - afternoon
Sitting Fee: Paid to non-government employees
Travelling allowance: NIL

SELECTION CRITERIA:

Nominee to address the following Selection Criteria:

- ◆ Are you a current Elected Member? Yes/No
- ◆ Are you available to undertake the responsibility? Yes/No
- ◆ What is your relevant experience as an Elected Member? 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?

TERMS OF REFERENCE

To provide the Minister for Land Information with:

- ◆ Advice on geographical nomenclature matters;
- ◆ Guidelines to facilitate the approval and processing of nomenclature applications

BACKGROUND INFORMATION

Responsibility for the naming of roads, features, townsites and places in Western Australia resides with the Minister for Land Information. The Geographic Names Committee was established by the Minister and represents many different points of view, from local communities to professional institutions and government agencies within Western Australia. It provides an inexpensive mechanism to make democratic naming decisions for the State Government.

MEMBERSHIP

The Committee is comprised of representatives from the following organisations:

- Department of Indigenous Affairs
- State Records Office
- Main Roads Western Australia
- Western Australian Local Government Association (2 representatives)
- Australia Post
- Urban Development Institute of Australia (WA Division) Inc.
- Department of Industry and Resources
- Fire and Emergency Services Authority
- Department of Land Information - Chairman

FOR FURTHER PARTICULARS ABOUT THE COMMITTEE PLEASE CALL:

Mr Brian Goodchild
Secretary, Geographic Names Committee
PO Box 2222
Midland WA 6936
Ph: 9273 7049
e-mail: brian.goodchild@dpi.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@walga.asn.au

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 15 Altona Street, West Perth WA 6005.**

Ricky Burges
Chief Executive Officer

5.05
 NOMINATION FORM
Closing Date: COB Thursday 15 September 2005

GEOGRAPHIC NAMES COMMITTEE

Member (2)

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 nominations@walga.asn.au; ➤ by facsimile: 9322 2611; or ➤ by post to 15 Altona Street, West Perth WA 6005.
Nominee Title (egCr)	
Last Name	
Given Names	
Council	
Home address	
Email address <input type="checkbox"/>	<p>Are you interested in being directly notified (electronically) of vacancies on State & Federal Boards & Committees. If so, please tick the box or phone Meredith Neilsen on 9213 2013.</p>
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> <p style="text-align: center;"><i>Nominee:</i> _____ <i>Dated:</i> _____</p> <p>LATE NOMINATIONS WILL NOT BE ACCEPTED It is preferred that you submit your completed nomination(s) by email.</p> <p><u>Selection Criteria:</u> ✍ <i>Please ensure you address each of the following selection criteria.</i> Details on how to address the selection criteria are attached to this nomination form.</p>	

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? Yes / No.**

- 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? 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

Vacancy for W.A. Local Government Association Member

LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE

METROPOLITAN MEMBERS (2)

(No further than 40 Kilometres from Perth)

(APPROVAL BY MINISTER)

(Panel of 3 Names)

NOMINATION PROCESS:

Nominees are asked to complete the attached Nomination Form and email by **COB Thursday 15 September 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 is photocopied for State Council 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 approval for appointment requires 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.

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

Expiry of current terms of appointment.

TERM AND COMMENCEMENT DATE:

The term for the vacancies is three years. Commencement date to be advised by Committee.

MEETING DETAILS:

MEETINGS: Quarterly

LOCATION: To be advised.

DAY/TIME: Friday 10.30am

DURATION: 2 hours

MEETING FEE: \$150 per half day and \$220 for a full day

TRAVEL ALLOWANCE: Only paid where a meeting is held **outside the metro area.**

SELECTION CRITERIA:

Nominee to address the following Selection Criteria:

1. Must be a current Elected Member / Serving Officer.
2. What is your relevant experience as an Elected Member / Serving Officer? Please provide examples.
3. What are your experiences, skills, attributes or qualifications to support the nomination? Please provide examples.
4. Are you available to undertake the responsibility?
5. Please outline your demonstrated interest in the position in relation to food hygiene and safety and the Environmental Health area of Local Government service delivery.
6. What is your capacity to represent the interests of Local Government and the Association?

TERMS OF REFERENCE

- Formulate and operate a scheme which provides for the chemical analysis of food products supplied across all Local Government areas in Western Australia;
- To fix the fees charged to Local Government participating in the scheme and paid to the appointed analyst contracted to provide the said analysis;
- To ensure effective liaison and communication with the Department of Health to avoid duplication in service delivery; and
- To do such other acts and duties as may be required from time to time in performing the functions of the Committee.

MEMBERSHIP:

The Committee will comprise of the following representation:

- Environmental Health Officers from five Statutory Member Councils
- Three Local Government Metropolitan Members (within 40kms of the GPO)
- Two Local Government Country Members

FOR FURTHER PARTICULARS ABOUT THE COMMITTEE PLEASE CALL:

Mr Trevor Chapman
Local Health Authorities Analytical Committee
Ph: (08) 9300 4074

FOR FURTHER PARTICULARS ABOUT THE NOMINATION PROCESS PLEASE CALL:

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

Ricky Burges
Chief Executive Officer

5.05
NOMINATION FORM
Closing Date: 15 September 2005



LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE

Metropolitan Members (2)

(No further than 40 Kilometres from Perth)

(APPROVAL BY MINISTER)

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 nominations@walga.asn.au ; ➤ by facsimile: 9322 2611; or ➤ by post to 15 Altona Street, West Perth WA 6005.
Nominee Title (egCr)	
Last Name	
Given Names	
Council	
Home address	
Email address	<p><input type="checkbox"/> Are you interested in being directly notified (electronically) of vacancies on State & Federal Boards & Committees. If so, please tick the box or phone Meredith Neilsen on 9213 2013.</p>
Contact Details Home: Work: Mobile:	
Occupation	
Qualifications	
Curriculum Vitae	A curriculum vitae is required (single page please)
<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> <p><i>Nominee:</i> _____ <i>Dated:</i> _____</p> <p style="text-align: center;">LATE NOMINATIONS WILL NOT BE ACCEPTED</p> <p style="text-align: center;">It is preferred that you submit your completed nomination(s) by email.</p> <p>Selection Criteria:</p> <p> <i>Please ensure you address each of the following selection criteria.</i></p> <p>Details on how to address the selection criteria are attached to this nomination form.</p>	

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WESTERN AUSTRALIAN
LOCAL GOVERNMENT ASSOCIATION

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- **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 which 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.

- **Mention any relevant qualifications and training you have, particularly if your experience is limited. This may include details of any relevant training courses you have attended or subjects studied.**