

I N D E X

Chief Executive Officer's Report

7 NOVEMBER 2005

ITEMS ON REPORT

VACANCY FOR WALGA MEMBER – INFRASTRUCTURE COORDINATING COMMITTEE	1
VACANCY FOR WALGA NON-METROPOLITAN MEMBER AND DEPUTY NON-METROPOLITAN MEMBER – HEALTHWAY BOARD (WA HEALTH PROMOTION FOUNDATION)	3
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ATTACHMENTS

A-1	DETAILS OF VACANCY - INFRASTRUCTURE COORDINATING COMMITTEE
A-2	DETAILS OF VACANCY – HEALTHWAY BOARD

CITY OF ARMADALE

Chief Executive Officer's Report

**Mayor and Councillors
City of Armadale**

Following is my Report for the period
ended 3 November 2005

***1 VACANCY FOR WESTERN AUSTRALIAN LOCAL GOVERNMENT
ASSOCIATION MEMBER – INFRASTRUCTURE COORDINATING
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 : 25 October 2005
REF : HC
RESPONSIBLE : EDDS
MANAGER

In Brief:-

- WALGA is seeking nomination to fill the position of -
 - WALGA Member –
Infrastructure Coordinating 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 to the Infrastructure Coordinating Committee.

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

RECOMMEND

That Cr _____ be nominated by Council for the position of Western Australian Local Government Association Member – Infrastructure Coordinating Committee.

OR

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

2. **VACANCY FOR WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NON-METROPOLITAN MEMBER AND DEPUTY NON-METROPOLITAN MEMBER – HEALTHWAY BOARD (WA HEALTH PROMOTION FOUNDATION)**

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 : 25 October 2005
REF : HSM
RESPONSIBLE : EDDS
MANAGER

In Brief:-

- WALGA is seeking nominations to fill the positions of -
 - WALGA Non-Metropolitan Member and Deputy Non-Metropolitan Member - Healthway Board (WA Health Promotion Foundation).

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 Non-Metropolitan Member and Deputy Non-Metropolitan Member to the Healthway Board (WA Health Promotion Foundation).

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

RECOMMEND

That Cr _____ and/or Cr _____ be nominated by Council for the positions of Western Australian Local Government Association Non-Metropolitan Member and Deputy Non-Metropolitan Member respectively for the Healthway Board (WA Health Promotion Foundation).

OR

That no nomination be made for the positions of Western Australian Local Government Association Non-Metropolitan Member and Deputy Non-Metropolitan Member respectively for the Healthway Board (WA Health Promotion Foundation).

Moved Cr _____
Carried/Lost ()

3. *COUNCILLORS' INFORMATION BULLETIN – ISSUE NO. 21/2005*

WARD All
FILE REF: CIB
DATE 2 November
2005
REF SDS
RESPONSIBLE CEO
MANAGER

In Brief:

- Councillors' Information Bulletin – Councillors are advised to take note of the information submitted in Issue No.21/2005 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. 21 on 2 November 2005.

Correspondence & Papers

- **Local Government News**
Issue No.40.05 – 14 October 2005
Issue No.41.05 – 21 October 2005
- **ALGA News**
- **Media Releases**

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 – October 2005
- **Miscellaneous Reports**
Assessment of Community Attitudes to Proposed Cat Regs within CoA
Environmental Management in Armadale – Final Report

Information from Development Services

- Report on Outstanding Matters – Development Services Committee
- Health Services Manager's Report for September 2005
- Planning Services Manager's Report for September 2005
- Planning Applications Monthly Statistics – September 2005
- Town Planning Scheme No.2 – Amendment Action Table

- Subdivision Applications – WAPC Approvals/Refusals – August/September 2005
- PAW Closure Report – Significant Actions during September 2005
- Compliance Officer's Report for September 2005
- Building Services Manager's Report & Building Statistics – September 2005
- Building Applications Monthly Statistics – September 2005

RECOMMEND

That Council acknowledge receipt of Issue No 21/2005 of the Information Bulletin.

A handwritten signature in blue ink, appearing to read "Ian Macrae", with a long horizontal flourish underneath.

I MACRAE
ACTING CHIEF EXECUTIVE OFFICER



WESTERN AUSTRALIAN
LOCAL GOVERNMENT ASSOCIATION

6.05

05-047-02-0002

Vacancy for W.A. Local Government Association Member	
WA PLANNING COMMISSION (WAPC)	
INFRASTRUCTURE COORDINATING COMMITTEE	
(APPROVED BY MINISTER)	
Member (1)	
(Panel of 3 names)	

1200720

CITY OF
REC'D 17 OCT 2005
TO: JDS
REFER/NOTE: HC
FILE/S Govt SI

NOMINATION PROCESS:

Nominees are asked to complete the attached Nomination Form and email by **COB Thursday 17 November 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 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 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.

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.

TERM AND COMMENCEMENT DATE:

For a period of two (2) years. Commencement date is upon appointment.

MEETING DETAILS:

Meetings: Bi-monthly, 3rd Wednesday alternate months (commencing February) at 2.30pm
Venue: Department for Planning and Infrastructure, Albert Facey House, 469 Wellington Street, Perth
Duration: Approximately 3 hours.
Sitting Fee: \$4,050 per annum.
Travelling allowance: Travel expenses will be reimbursed for country members.

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 in relation to town planning and infrastructure 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

In accordance with Town Planning legislation to deal with infrastructure issues across the State.

BACKGROUND INFORMATION

The Infrastructure Coordinating Committee is to advise the Western Australian Planning Commission on planning for the provision of physical and community infrastructure throughout the State and to perform such of the functions of the Commission under the *Western Australian Planning Commission Act 1985* and any other written law as are delegated to the Infrastructure Coordinating Committee under section 20 of that Act.

CURRENT REPRESENTATIVE AND REASON FOR VACANCY:

Expiration of term of present Member, Cr Elizabeth Taylor, Shire of Kalamunda.

MEMBERSHIP:

The Committee is made up as follows:

- Chairman, WAPC
- CEO, Department for Planning and Infrastructure
- Coordinator of Water Services, Office of Water Regulation
- Coordinator of Energy, Office of Energy
- Director General of Education
- Commissioner for Health
- CEO, Commerce & Trade
- CEO, Resources Development
- Local Government representative
- Director General, Minerals & Energy
- Environmental Protection representative
- Commissioner of Main Roads
- State Treasury representative
- CEO, Water Corporation
- CEO, LandCorp
- Telecommunications industry representative
- Planning professional
- CEO, Department of Housing and Works
- Other persons WAPC may appoint

FOR FURTHER PARTICULARS ABOUT THE COMMITTEE PLEASE CALL:

Mr Steve Radley
Secretary
Infrastructure Coordinating Committee (WAPC)
Ph: 9264 7636
Email: steven.radley@dpi.wa.gov.au

FOR FURTHER PARTICULARS ABOUT THE NOMINATION PROCESS PLEASE CALL:

Margaret Degebrot
W.A. Local Government Association
Ph: 08 9213 2036 or email nominations@walqa.asn.au

Ricky Burges
Chief Executive Officer

6.05	 NOMINATION FORM Closing Date: 17 November 2005	 <small>WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION</small>
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**WA PLANNING COMMISSION (WAPC)
 INFRASTRUCTURE COORDINATING COMMITTEE
 APPROVED BY MINISTER
 Member (1)
 (Panel of 3 names)**

Submission of Nomination	Nominations must be submitted by the closing date to: WA Local Government Association - Attention: Margaret Degebrodt, ➤ preferably by email to nominations@walga.asn.au ; ➤ by facsimile: 9322 2611; or ➤ by post to 15 Altona Street, West Perth WA 6005.
Nominee Title (eg Mayor/President/Cr)	
Last Name	
Given Names	
Council	
Home address	
Email address	<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 Margaret Degebrodt on 9213 2036.
Contact Details	
Home:	
Work:	
Council:	
Mobile:	
Occupation	
Qualifications	
Resume	ESSENTIAL – please attach no more than 1-2 page resume.

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.

Nominee:

Dated:

LATE NOMINATIONS WILL NOT BE ACCEPTED

It is preferred that you submit your completed nomination(s) by email.

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

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.

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.

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.

PLEASE COMMENT ON AND DEMONSTRATE YOUR CAPACITY TO MEET 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 in relation to town planning and infrastructure 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?

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 which 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 (ie 'Statement Addressing Selection Criteria'), and give each criteria a title using exactly the same wording as appears on the nomination form (ie '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 which 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 which 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 which 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 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.**



WESTERN AUSTRALIAN
LOCAL GOVERNMENT ASSOCIATION

6.05

05-030-02-0006

Vacancy for W.A. Local Government Association Member
HEALTHWAY BOARD (WA HEALTH PROMOTION FOUNDATION)

Non-Metropolitan Member (1) (Panel of 3 names)
Deputy Non-Metropolitan 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 17 November 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 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 for each position to be submitted by WALGA to Healthway for onward submission to the Minister for Health. The Minister will select one person for appointment to 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.

TERM AND COMMENCEMENT DATE:

The term of appointment is for three (3) years with the option of reappointment for a further three (3) years, exercisable by the Minister on the renomination by WALGA. Commencement date is upon appointment.

MEETING DETAILS:

Meetings: **Board Meeting** – Bi-monthly (6 per year), Thursday 3.30-6pm approx – plus **Sport Advisory Committee** – Bimonthly (6 per year), Thursday 2.30-5.30pm approx (see Background Information overleaf).

Venue: Healthway, 46 Parliament Place, West Perth.

Sitting Fee: \$8,000 per annum.

Travelling allowance: Travel allowance to attend meetings is paid either as airfares or fuel costs to be recouped.

SELECTION CRITERIA:

Nominee to address the following Selection Criteria:

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

TERMS OF REFERENCE

Available for download from the WALGA website at http://www.walga.asn.au/about_lg/vacancies.

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REC'D	17 OCT 2005
TO: GSM	INIT
	INIT

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BACKGROUND INFORMATION

The Board Member is also expected to be a member of the **Healthway Sport Advisory Committee**.

The Board is established under the *Tobacco Control Act 1990* and reports to the Minister for Health. It is an independent, statutory body with the following broad objectives:

- To fund activities that promote health to all sections of the community with a special emphasis on young people and to provide grants to organisations for health promotion programs and research;
- To sponsor sport, arts and racing activities that encourage healthy lifestyles and provide opportunities to promote health messages.

The replacement of tobacco advertising and sponsorship was a priority for Healthway during its first five years.

Healthway receives an allocation annually and distributes its funds through sponsorships and grants. Around \$5.6 million goes to sport, \$2.8 million to arts, \$5.3 million to health projects and health research and \$950,000 to racing organisations each year.

All decisions relating to the allocation of grants and sponsorships are made by the Board based on recommendations from specialist advisory committees – Health, Research, Sport, Arts and Racing.

CURRENT REPRESENTATIVE AND REASON FOR VACANCY:

Expiry of term of current member (Cr Les Atkins) and deputy (Cr Leonard Cargeeg). Term expires January 2006. Current incumbent is eligible for reappointment for a further term of three (3) years.

MEMBERSHIP:

The Board comprises an independent Chair and 10 nominees of stakeholder groups from both government and non-government organisations:

- | | |
|--|--|
| • Mr Luc Longley (Chair) | Nominated and appointed by the Premier |
| • Mr Maurice Swanson (Deputy Chair) | Representing the Australian Council on Smoking and Health (ACOSH) |
| • Dr Rosanna Capolingua | Representing the AMA |
| • Mr Michael Jackson | Representing the Department of Health |
| • Ms Allanah Lucas | Representing the Department of Culture and the Arts |
| • Mr Ronnie Hurst | Representing the Department of Sport and Recreation |
| • Assoc Prof Beth Hands
Recreation (ACHPER) | Representing the Australian Council for Health, Physical Education and
Recreation |
| • Ms Carol Innes | Representing Arts Voice |
| • Mr Bob Welch | Representing the WA Sports Federation |
| • Cr Les Atkins | Representing the WA Local Government Association (WALGA) |
| • Dr David Vicary | Office for Children and Youth |

FOR FURTHER PARTICULARS ABOUT THE COMMITTEE PLEASE CALL:

Neil Guard
Executive Director
PO Box 1284
West Perth WA 6872
Ph: 9476 7004
Email: nguard@healthway.wa.gov.au

FOR FURTHER PARTICULARS ABOUT THE NOMINATION PROCESS PLEASE CALL:

Margaret Degebrod
W.A. Local Government Association
Ph: 08 9213 2036 or email nominations@walga.asn.au

Ricky Burges
Chief Executive Officer

<p>6.05</p> <h2 style="margin: 0;">NOMINATION FORM</h2> <p>Closing Date: Thursday 17 November 2005</p>	 <small>WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION</small>
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HEALTHWAY BOARD (WA HEALTH PROMOTION FOUNDATION)

Non- Metropolitan Member (1) (Panel of 3 names)
Deputy Non-Metropolitan Member (1) (Panel of 3 names)

(APPROVAL BY MINISTER)

<i>Please indicate the position you are nominating for</i>	<p>Non-Metropolitan Member <input type="checkbox"/></p> <p>Panel of 3 names required</p> <p>Deputy Non-Metropolitan Member <input type="checkbox"/></p> <p>Panel of 3 names required</p>
<p><small>You may wish to be considered for more than one position, if so, please indicate by placing 1 in the box representing your first choice and 2 in the box representing your second choice and so on. (ie: If unsuccessful in the 1st position, you will be considered in the 2nd position).</small></p>	
Submission of Nomination	<p>Nominations must be submitted by the closing date to: WA Local Government Association - Attention: Margaret Degebrod, </p> <ul style="list-style-type: none"> ➤ preferably by email to nominations@walga.asn.au ; ➤ by facsimile: 9322 2611; or ➤ by post to 15 Altona Street, West Perth WA 6005.
Nominee Title (eg Mayor/President/Cr)	
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 Margaret Degebrod on 9213 2036.</p>
Contact Details	
Home:	
Work:	
Council:	
Mobile:	
Occupation	
Qualifications	
Curriculum Vitae	A curriculum vitae is required
<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>	
<p>✍ Please ensure you address each of the following selection criteria overleaf. Details on how to address the selection criteria are attached to this nomination form.</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

Your nomination and supporting documentation will be photocopied for the Association's State Council and/or Selection Committee and where relevant, the Minister and Committee Chairman. Therefore, 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 or Serving Officer? Yes/No.
- 2 Are you available to undertake the responsibility? Yes/No
- 3 What is your relevant experience as an Elected Member or Serving Officer? Please provide examples.
- 4 What are your experiences, skills, attributes or qualifications to support the nomination? Please provide examples.
- 5 What is your capacity to represent the interests of Local Government and the Association?
- 6 What is your particular interest and/or experience in sport and health promotion?
- 7 What is your capacity to represent the interests of country, rural and remote communities?

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.

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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.