

# CITY OF ARMADALE

## MINUTES

OF COMMUNITY SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,  
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 3  
NOVEMBER 2009 AT 7.00 PM

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- PRESENT:** Cr C J MacDonald (Chair)  
Cr R Butterfield  
Cr P J Hart  
Cr W Mauger  
Cr M H Norman  
Cr D Shaw
- APOLOGIES:** Cr G A Best
- OBSERVERS:** Cr L Sargeson  
Cr C Wielinga  
Cr L Reynolds AM JP  
Cr H A Zelones JP [7.00 pm to 7.26 pm]
- IN ATTENDANCE:** Ms Y Coyne - Executive Director Community Services  
Mr N Kegie - Executive Manager Community Services  
Mr B Watkins - Manager Fire & Emergency Services  
Mrs P Walker - Manager Library & Heritage Services  
Ms F Grieves - Manager Leisure Services  
Mrs Y Ward - Minute Secretary  
Ms S Allen - Senior Administration Officer  
Mr S Dranfield - Health & Fitness Coordinator  
Mr A Minchin - Program Coordinator  
Ms J McLennan - Recreation Officer

Public: Nil

*“For details of Councillor Membership on this Committee, please refer to the City’s website  
– [www.armadale.wa.gov.au/your\\_council/councillors](http://www.armadale.wa.gov.au/your_council/councillors).”*

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## **DISCLAIMER**

The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings was not read, given no members of the public were present.

## **DECLARATION OF MEMBERS' INTERESTS**

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Nil

## **QUESTION TIME**

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Nil

## **DEPUTATION**

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Nil

## **CONFIRMATION OF MINUTES**

### **RESOLVED**

**Minutes of the Community Services Committee Meeting held on 8 September 2009 be confirmed.**

**Moved Cr Mauger  
MOTION CARRIED (6/0)**

## **ITEMS REFERRED FROM INFORMATION BULLETIN – ISSUES NO. 18/2009**

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The following matters were included for information in the Community Services section – Issue No. 18/2009:

Report on Outstanding Matters – Community Services Committee	C-1
▪ <b>Monthly / Quarterly Departmental Reports</b>	
Library & Heritage Services General Monthly Report – September 2009	C-2
Manager Ranger & Emergency Services Monthly Report – September 2009	C-8
▪ <b>Minutes of Occasional/Advisory Committees</b>	
CoA Highland Reference Group Meeting – 22 September 2009	C-15/“CA-3”-25
Disability Advisory Team Meeting – 6 October 2009	C-15/“CA-4”-29
South East Regional Recreation Advisory Group - 27 August 2009	C-15/“CA-5”-31
▪ <b>Miscellaneous</b>	
Macular Degeneration	C-16
Seniors’ Activity Day – 26 October 2009	C-17
Children’s Week 2009 Calendar of Events	C-18
Children’s Week 2009 – Jull Street Kids Activities	C19

*Committee noted the information and no further items were raised for discussion and/or further report purposes.*

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**COMMUNITY SERVICES COMMITTEE**

3 November 2009

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**LEISURE SERVICES**

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**MATTERS FOR REFERRAL TO STANDING COMMITTEES – WITHOUT DISCUSSION**

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*For the benefit of Cr Zelones and members of staff from Leisure Services, the Chairperson proposed and Committee agreed, that the first items of business be “Matters for Referral to Standing Committees – Without Discussion” (page 12 of the Agenda), followed by the Executive Director’s Report (Presentation).*

### **PROVISION OF ENCLOSED DOG RECREATIONAL AREA**

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At the Council Meeting of 19 October 2009, Cr Zelones raised the following matter under Matters for Referral to Standing Committees – Without Discussion:

*“That the matter of provision of an enclosed dog recreational area be referred to the Community Services Committee.*

Cr Zelones has provided the following report to Committee:

*I have had number of request s over the past three years from residents asking if the City could provide an off leash dog exercise area. I had 2 more arising from residents visiting the Council display at the Kelmscott Show.*

*To my knowledge no such area exists although many of our reserves are used for this purpose but, illegally.*

*Creyk Park was used as a dog training area on Sunday mornings for many years although I believe this no longer occurs. Creyk Park was one of few reserves that had boundary fencing albeit, the driveway and two small gates were left open. Nonetheless, this did provide for a reasonably secure area for dogs to exercise in but not officially sanctioned by the City.*

*With recent upgrades to this park, under our playground improvement program, much of the fencing was removed and replaced with pine bollards.*

*I’m asking that Community Development officers investigate the possibility of providing a legal area for dog owners to exercise their animals.*

### **Officer Comment**

According to the City of Armadale (CoA) Local Laws Relating to Dogs, dogs are prohibited on the following Reserves:

- Memorial Park, Armadale
- Gwynne Park, Armadale
- Morgan Park, Armadale
- Bob Blackburn, Kelmscott
- John Dunn Oval, Kelmscott
- Springdale Park, Roleystone

Except for those listed above, CoA Local Laws define that all remaining reserves owned by the City or under the care, control and management of the City are considered to be dog exercise areas, though some conditions still apply. For example sporting reserves during use or where the entry of dogs is limited by signs ie Minnowarra Park.

According to the Dog Act 1976 a dog is not to be in a dog exercise area unless the dog is on a lead or a competent person is in reasonable proximity to the dog and that person is capable of controlling it. If the requests that are being received are for an enclosed dog exercise area for the purpose of containing dogs not on a leash because they are not controllable then there consideration would need to be taken into account of the stipulations of the Dog Act.

**C38/11/09 RECOMMEND**

**That Council request a report on an enclosed dog recreational area within the City, taking into account resource and legal implications of such an area.**

**Moved Cr Butterfield  
MOTION CARRIED (6/0)**

*Cr Zelones left the meeting at 7.26 pm*

*Executive Director Community Services - Report*

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The Executive Director Community Services provided, by way of a PowerPoint presentation, an overview to Councillors of the structure of the Community Services Directorate, its Departments, their key responsibility areas, the Directorate's resources and future major projects.

The Manager Leisure Services introduced the Leisure Services Department's key staff and provided an overview of the restructured Department's key objectives, services, projects and future directions.

*Cr Butterfield left the meeting at 7.50 pm and returned at 7.53 pm*

*At this juncture of the meeting, Committee returned to the set order of the Agenda.*

**\*\*FEES AND CHARGES VARIATION**

WARD ALL  
FILE REF: CD/D/1  
DATE 3 November 2009  
REF FG  
RESPONSIBLE MANAGER Executive Director  
Community Services

**In Brief:**

The Armadale Arena gym membership has increased by over 400% since the City resumed management in 2008.

Due to the increase in membership, an Off-Peak membership is proposed as part of a strategy to reduce numbers attending at peak times and offer a financial incentive to attend in off peak periods.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

*Building Our Community*

**Legislation Implications**

Local Government Act 1995, Section 6.16 (Imposition of Fees & Charges). There is a requirement to advertise a variation to the fees and charges under Section 6.19 of the Local Government Act 1995 for a 7 day period locally.

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

Acceptance of the variation will potentially increase revenue in 2009/10 financial year.

**Consultation**

**BACKGROUND**

The Armadale Arena gym has increased its membership from 40 regular users (when the City of Armadale resumed management in June 2008) to its current membership of 232. These membership numbers are the highest on record for the Centre, and new members continue to join.

The gym area at the Arena has 'peak periods' which are generally mornings and late afternoons during the week. Because of an increase in membership, there is growing pressure for access to the gym facilities during these times. Members are now making complaints about overcrowding during these peak times, in particular, the late afternoons.

Strategies for addressing the demand on the gym during peak periods include extending the physical area of the gym, providing additional group fitness classes as an alternative and introducing “off-peak” memberships.

There is no budget allocation for the physical expansion of the gym, though this may be considered as a longer term strategy, given there is an opportunity to construct an undercover courtyard adjacent to the current gym area. Another alternative being considered is the provision of additional group fitness classes within current budget allocations but this would be dependent upon member interest.

The introduction of an “off-peak” membership is considered an immediate solution and may have the effect of increasing revenue for the Arena.

### **DETAILS OF PROPOSAL**

It is proposed to introduce a reduced “off peak” membership option which would enable access to the gym on the following times at a reduced rate.

Monday to Friday 1:00pm – 3:00pm,  
Saturday 11:00am – 1:00pm  
Sunday 8:00am – 11:00am.

Proposed Off-Peak membership prices would be:

1 month: \$55.00  
3 month: \$130.00  
12 month: \$260.00  
12 month Direct Debit: \$27.00 / month

It is not proposed to apply the senior and pensioner discounts to the off-peak memberships.

### **COMMENT**

#### Analysis

The following table compares off-peak and general memberships.

Length of membership	Off-Peak Membership	Normal Membership
1 month	\$55.00	\$99.00
3 month	\$130.00	\$245.00
12 month	\$260.00	\$520.00
12 month Direct Debit	\$27.00/month	\$47.00 / month

#### Options

Council has the following options:

1. Agree to endorse the introduction of off-peak memberships into the fees and charges.



2. Not endorse the introduction of off-peak memberships into the fees and charges.

Option 1 is recommended.

Conclusion

The increase in memberships is an indication that Council's investment in the upgrade of the Armadale Arena gym has been a positive benefit for the community. It also indicates the success of the marketing and promotion of the Arena that has been undertaken. The practice of introducing "off-peak" memberships is a current practice within the gym industry and is an alternative that is attractive to members that may not normally access a gym. It is also an incentive for those members who have the option of attending during traditionally quiet times.

**C39/11/09 RECOMMEND**

**That Council:**

1. Pursuant to Section 6.16 of the Local Government Act 1995 adopt\*\* the introduction of an off-peak membership into the Fees and Charges applicable at the Armadale Arena as follows:

<b>Length of membership</b>	<b>Off-Peak Membership*</b>
<b>1month</b>	<b>\$55.00</b>
<b>3month</b>	<b>\$130.00</b>
<b>12month</b>	<b>\$260.00</b>
<b>12month Direct Debit</b>	<b>\$27.00/month</b>
<i>*Off Peak Membership to operate during the following times: Monday to Friday 1:00pm – 3:00pm, Saturday 11:00am – 1:00pm Sunday 8:00am – 11:00am.</i>	

2. Pursuant to Section 6.19 of the Local Government Act 1995 advertise the Fees and Charges Variation via local public notices for a (7) day period.
3. Following the closure of the advertising period and there being no adverse response, adopt the above Fees and Charges applicable at the Armadale Arena.

**\*\*ABSOLUTE MAJORITY REQUIRED (PART 1)**

**Moved Cr Hart  
MOTION CARRIED (6/0)**

***APPOINTMENTS TO COMMITTEES OF COUNCIL AND EXTERNAL GROUPS AND COMMITTEES***

WARD ALL  
FILE REF: GA/1/1  
DATE 19 October 2009  
REF YW/YC  
RESPONSIBLE MANAGER Executive Director  
Community Services

**In Brief:**

- Appointment of Members from the Community Services Committee to Committees of Council and External Groups and Committees for a (2) year term ending October 2011.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implication**

Nil

**Legislation Implications**

Local Government Act 1994  
Local Government (Administration) Regulations 1996  
Bushfires Act 1954

**Council Policy/Local Law Implications**

City of Armadale Standing Orders  
City of Armadale Code of Conduct

**Budget/Financial Implications**

Nil

**Consultation**

Councillors

**BACKGROUND**

At its meeting of 19 October 2009, Council resolved that the matter of Council representation on the following Committees and Groups be referred to the Community Services Committee.

Committee/Organisation		Council Representation Required	Prior Appointments	Meeting Details
<b>Council established Committees</b>				
1	Aboriginal & Torres Strait Islander Advisory Group	1 Member 1 Deputy (optional)	Cr K Lethbridge Cr J Knezevich	1st Tuesday of each month – 12.30 pm – alternates between City of Armadale/Champion Centre
2	City of Armadale Highland	1 Member	Cr J A Stewart	3rd Tuesday of the month – 6.00 pm (mid year onwards) –

Committee/Organisation	Council Representation Required	Prior Appointments	Meeting Details
<b>Council established Committees</b>			
	Reference Group	1 Deputy (optional)	Cr R Butterfield City of Armadale
3	Disability Advisory Team	1 Member 1 Deputy (optional)	Cr P J Hart Cr J Knezevich (Deputy) 1st Tuesday of the month at 9.00 am – City of Armadale
4	Minnawarra Festival Reference Group	1 Member 1 Deputy	Cr J A Stewart Cr R Butterfield 1 <sup>st</sup> Tuesday of the month at 6.00 pm – City of Armadale
5	History Reference Group	1 Member 1 Deputy (optional)	Cr L Reynolds Cr J H Munn (Deputy) 1 <sup>st</sup> Thursday, bi-monthly at 7.00 pm. Birtwistle Local Studies Library.
<b>External Organisations</b>			
1	Armadale PCYC Management Committee	2 Delegates 1 Deputy	Cr W Mauger Cr Zelones 3 <sup>rd</sup> Wednesday of the month – 6.00 pm – Armadale Arena
2	Bushfire Advisory Committee	1 Delegate 1 Deputy	Cr L Scidone Cr P J Hart As and when required
3	Community Arts Network (WA) Inc. Board	1 Board Member	Cr J A Stewart Quarterly – 5.30 pm on a Wednesday – King Street Arts Centre, 357 Murray Street, Perth.
4	Connected Communities Armadale Inc.	1 Delegate	Cr R J Tizard 4 <sup>th</sup> Thursday, bi-monthly at 8.00 am – City of Armadale
5	South East Region Recreation Advisory Group	1 Delegate 1 Deputy	Recreation Planning Co-ordinator 3 <sup>rd</sup> Thursday – quarterly at 4.00 pm at various venues
<b>Local Organisations</b>			
1	Armadale State Emergency Service	1 Delegate [Liaison only]	Cr Reynolds Weekly – night varies – 7.45 pm – Lot 92, Owen Road, Kelmscott.
2	Neighbourhood Watch Committee (City of Armadale)	1 Delegate	Cr MacDonald 3 <sup>rd</sup> Wednesday of the month at 7.00 pm – City of Armadale.
3	Neighbourhood Watch Committee (Regional)	1 Delegate	Nil Bi-monthly - Wednesday at 7.30 pm – Maddington Resource Centre.

There have been two changes to the above table, which are explained below:

Community Arts Network (WA) Inc. Board (CANWA)

Council originally nominated a Councillor to the CANWA Board at a time when the City was developing a partnership with the group in relation to a major project which, unfortunately did not eventuate. Outgoing Councillor J A Stewart continued to nominate for a position on the Board and currently holds a position till May 2010. His position is not contingent upon

his being an elected member. Mr Stewart has indicated his preference to serve out the elected period on the CANWA Board and that he will more than likely seek re-election to it in his own right. There is no requirement for the Council to nominate a representative at this time.

#### Armadale PCYC Management Committee

The City was represented on the Armadale PCYC Management Committee when that group was managing the Armadale Arena. In 2008, the City resumed management of the Arena and as a consequence, Council decided not to continue to appoint a delegate or have officer representation directly. Rather the role, if Council elects to have one is as a liaison only.

### **DETAILS OF PROPOSAL**

Committee is requested to consider and recommend appointments from its membership to various committees and groups. All appointments are for a (2) year period, i.e. 2009 – 2011. The following gives a brief explanation of each to assist Committee with nominations.

#### ***Council established Groups***

##### Aboriginal & Torres Strait Islander Advisory Group

The purpose of the group is to be a reference group for the development of the Champion Centre and other related Indigenous Community Development issues. Its membership consists of local community indigenous residents and other government and non-government agencies linked with indigenous service provision.

##### City of Armadale Highland Reference Group

The purpose of the group is to assist with the Armadale Highland Gathering and has a membership that includes organisations that participate in the event.

##### Disability Advisory Team

The purpose of the team is to provide a forum on access and inclusion issues, information sharing and advocacy. It provides feedback on the City's Access and Inclusion Plan and has membership of officers from different Directorates in addition to community members and government and non-government agencies.

##### Minnawarra Festival Reference Group

The purpose of the group is to provide a reference forum to assist with the Minnawarra Festival. Its membership comprises community members and organisational representatives.

##### History Reference Group

The purpose of the group is to provide a reference forum on a range of issues associated with the City's historical collections, its Museums, Local Studies Library and historic precincts and any other matters related to preserving the history of the district. Its membership comprises community members and representatives from relevant organisations.

#### ***External Committees***

##### Bushfire Advisory Committee

The Bushfire Advisory Committee is a Committee created under the Bushfires Act to advise Council on restricted, prohibited and permissible burning periods. It also advises on matters related to the prevention of bushfire. (Note: According to the Bushfires Act, Local

Governments *may* establish an Advisory Committee, however there is no obligation to do so). Membership is made up of representatives of local volunteer bushfire brigades, the Chief Bushfire Control officer and his deputy. Historically Council representation has been elected members from the Jarrah and Neerigen wards because of the particular relevance to those areas.

#### Connected Communities Armadale Inc.(CCAI)

The CCAI has membership comprising representatives from the ARA, City of Armadale, the Business and Education sectors in addition to community members. Its purpose is to enhance community well being in Armadale through:

- Strengthening and positioning Armadale in the context of the knowledge economy;
- Enhancing the Armadale region ICT capacity;
- Improving availability and accessibility to broadband enabled infrastructure;
- Increasing community uptake of the internet, broadband and online applications;
- Assisting in the development of the local community through ICT capacity;
- Enhancing the financial self-sufficiency of the Armadale community;
- Supporting investment and reinvest in local IT initiatives, infrastructure and equitable broadband ICT access.

#### South East Region Recreation Advisory Group (SERRAG)

SERRAG is a regional recreation advisory group whose membership comprises representatives from each of the Local Governments in the South East Region, the Department of Sport and Recreation, WA Sports Federation and Curtin University. The group meets quarterly to discuss recreation issues and projects of regional significance. A key priority for the group in 2010 will be to review the Regional Sport and Recreation Facility Strategy. The Leisure Services Manager and the Recreation Planning Co-ordinator attend on behalf of the City. Council has previously not nominated a representative, however given the intent to review the Regional Sport and Recreation Facility Strategy, it may be relevant for a Councillor to be nominated.

#### Armadale State Emergency Service

The City provides financial support via the Emergency Services Levy. The Council representative is a liaison role only.

#### Neighbourhood Watch Committee (City of Armadale)

Neighbourhood Watch is a community self-help programme that aims to prevent crime and protect the safety, security and quality of life for everyone in our Community.

It does this by addressing defined goals namely:

- To reduce fear of crime in our community;
- To reduce preventable crime;
- To encourage reporting of suspicious activity;
- To improve the quality of information passed on to Police;
- To improve the level of home security in the community;
- To encourage marking valuables to discourage theft;
- Assist in identifying recovered property

The City of Armadale Neighbourhood Watch Committee meets on the third Wednesday of the month at 11a.m.in the Committee Room of Council.

Neighbourhood Watch Committee (Regional)

The Regional Committee consists of delegates from the Armadale and Gosnells Committees of Neighbourhood Watch which meet on a bi-monthly basis. There has been no delegate nominated from the City of Armadale to the Regional Council of Neighbourhood Watch for the past four years.

**Explanatory Notes**

*The following procedural notes are provided to assist Committee in making recommendation on the above appointments.*

1. *appointments to any of the above committees/groups need not necessarily be restricted to members of the Community Services Committee;*
2. *nominations for appointment can be verbal or in writing - past practice, which has operated without problem, has been on a verbal basis,*
3. *in the event of no nominations being received, the matter be referred to full Council for nomination and subsequent appointment;*
4. *in the event of more nominations being received than positions to be filled, the options are:*

***for external committees/groups***

- a) *conduct a ballot to determine person(s) recommended for appointment, OR*
- b) *refer the nominations received to Council where the appointment will be determined by ballot.*

***for Council established committees***

- a) *consider/recommend to Council an increase in the number of positions and accordingly recommended person(s) for appointment, OR*
- b) *conduct a ballot to determine person(s) recommended for appointment, OR*
- c) *refer the nominations received to Council where the appointments will be determined by ballot.*

**C40/11/09 RECOMMEND**

1. **That Council approve the following appointments to Council established Groups for the (2) year period ending October 2011.**
  - a. **Cr Lethbridge and Cr Norman be appointed Member and Deputy Member to the Aboriginal & Torres Strait Islander Advisory Group.**
  - b. **Cr Norman and Cr Butterfield be appointed Member and Deputy Member to the City of Armadale Highland Reference Group.**
  - c. **Cr Hart and Cr Shaw be appointed Member and Deputy Member to the Disability Advisory Team.**

- d. Cr Norman and Cr Butterfield be appointed Member and Deputy Member to the Minnowarra Festival Reference Group.
      - e. Cr Reynolds and Cr Hart be appointed Member and Deputy Member to the History Reference Group.
2. That Council approve the following appointments to External Organisations for the (2) year period ending October 2011:
  - a. Cr Shaw be appointed as Liaison Member to the Armadale PCYC Management Committee.
  - b. Cr Hart and Cr Wielinga be appointed Member and Deputy Member to the Bush Fire Advisory Committee.
  - c. Cr Tizard be appointed Delegate to the Connected Communities Armadale Inc. Committee.
  - d. Cr Butterfield be appointed as Delegate to the South East Region Recreation Advisory Group.
3. That Council approve the following appointments to Local Organisations for the (2) year period ending October 2011:
  - a. Cr Mauger be appointed Delegate to the Armadale State Emergency Service.
  - b. Cr Butterfield be appointed Delegate to the City of Armadale Neighbourhood Watch Committee.
4. That Council does not appoint a Delegate to the Regional Neighbourhood Watch Committee.

Moved Cr Shaw  
MOTION CARRIED (6/0)

**VACANCY – WA LOCAL GOVERNMENT ASSOCIATION MEMBER – HERITAGE COUNCIL OF WESTERN AUSTRALIA**

WARD : ALL  
DATE : 26 October 2009  
REF : HC  
RESPONSIBLE : Executive Manager Planning  
MANAGER : Services

**In Brief:-**

- WALGA is seeking a nomination to fill the position of Local Government Representative on the Heritage Council of Western Australia.

**DETAILS OF PROPOSAL**

Notification has been received from the Western Australian Local Government Association (WALGA) seeking nominations from Elected Members and Local Government Officers for a position on the Heritage Council of Western Australia representing Local Government.

The Heritage Council has three main functions to:

- Establish and maintain the Register of Heritage Places which it is believed should be conserved for future generations;
- Ensure any development of heritage places is in accord with the value placed on our cultural heritage by the community; and
- Promote awareness and knowledge of our cultural heritage.

Nominees are asked to complete the attached Nomination Form by 4.00pm Monday, 16 November 2009. A copy of the Nomination form and details of the position is attached. **(Refer to Attachment “A-1” – Summary of Attachments – buff page.)**

**C41/11/09 RECOMMEND**

**That Councillor Zelones be nominated for the position of Western Australian Local Government Association Representative on the Heritage Council of Western Australia.**

**Moved Cr Butterfield  
MOTION CARRIED (6/0)**



***EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT***

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The Executive Director Community Services advised that verbal advice has been received of the success of the Lotterywest grant for the Youth Activity Area of \$300,000.

***COUNCILLORS' ITEMS***

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Nil

**MEETING CLOSED AT 8.17 PM**

# **COMMUNITY SERVICES COMMITTEE**

## **SUMMARY OF “A” ATTACHMENTS**

**3 November 2009**

<b>Attachment No.</b>	<b>Subject</b>	<b>Page</b>
A-1	NOMINATION DOCUMENTATION - HERITAGE COUNCIL OF WA	17 - 22



WALGA

6.09

05-071-03-0001

Vacancy for W.A. Local Government Association Member

**HERITAGE COUNCIL OF WESTERN AUSTRALIA**

**Member**

(Panel of 3 names)

(APPROVAL BY MINISTER)

**NOMINATION PROCESS:**

Nominees are asked to complete the attached Nomination Form and email by **4pm Monday 16 November 2009** to [nominations@walga.asn.au](mailto:nominations@walga.asn.au). Completed forms may also be faxed or posted. Unsigned or 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**

Please note, your nomination will be photocopied for the Association's State Council and/or Selection Committee and where relevant, 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 APPROVAL:**

Appointment to the position requires a panel of 3 names to be submitted by WALGA to the Minister. The Minister will nominate one person for appointment 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:**

Expiration of current term. The term of appointment is at the discretion of the Minister for Heritage – usually between 2 and 5 years.

**MEETING DETAILS – TBC**

Meetings: Monthly  
Venue: Heritage Council, 108 Adelaide Terrace, East Perth.  
Duration: 1/2 day  
Sitting Fee: Remuneration is determined by the Minister for Public Sector Management.  
Travelling allowance: Travel expenses paid at Public Service rates.

**ELIGIBILITY**

Open to Elected Members and Local Government Officers.

**SELECTION CRITERIA:**

Nominee to address the following Selection Criteria:

- 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.
- If successful, what do you see as your role and how would you represent 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 1990.

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, practical interest in heritage matters.

**FOR FURTHER PARTICULARS ABOUT THE COMMITTEE PLEASE CALL:**

Mr Graeme Gammie  
Executive Director of the Officer of Heritage, Heritage Council of WA  
Tel (08) 9220 4122  
Fax: (08) 9221 4151

**FOR FURTHER PARTICULARS ABOUT THE NOMINATION PROCESS PLEASE CALL:**

Tim Lane  
Governance Policy Officer  
WA Local Government Association  
Inquiries: [tlane@walga.asn.au](mailto:tlane@walga.asn.au) or Ph: 08 9213 2029

**Nominations must be submitted by the closing date to:**

WA Local Government Association - Attention: Tim Lane, preferably by email to [nominations@walga.asn.au](mailto: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

6.09	<h2 style="margin: 0;">NOMINATION FORM</h2> <p style="margin: 0;">Closing Date: 4pm Monday 16 November 2009</p>	 <p style="margin: 0;">WALGA</p>
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### HERITAGE COUNCIL OF WESTERN AUSTRALIA

#### Member (1)

(Panel of 3 names)  
(APPROVAL BY MINISTER)

Submission of Nomination	<p>Nominations must be submitted by the closing date to: WA Local Government Association - Attention: Tim Lane,                  &gt; by preferably email to <a href="mailto:nominations@walga.asn.au">nominations@walga.asn.au</a> ;                  &gt; by facsimile: 9322 2611; or                  &gt; by post to 15 Altona Street, West Perth WA 6005.</p>
Nominee Title (eg Cr)	
Last Name	
Given Names	
Council	
Home address	
Postal address	
Contact Details	
Home:	
Work:	
Mobile:	
Occupation	
Qualifications	
Curriculum Vitae	<b>A curriculum vitae is ESSENTIAL 1 – 2 pages only</b>
<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><b>LATE OR UNSIGNED NOMINATIONS WILL NOT BE ACCEPTED</b> 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 What is your relevant experience as an Elected Member? Please provide examples.
- 2 What are your experiences, skills, attributes or qualifications to support the nomination in relation to heritage issues? Please provide examples.
- 3 Please outline your demonstrated interest in the position.
- 5 If successful, what do you see as your role and how would you represent Local Government and the Association?

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



## 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.*