

**Vacancy for W.A. Local Government Association Member**  
**SOUTH WEST REGION PLANNING COMMITTEE (SWRPC)**  
**1 Non-Metropolitan Member**  
**(Ministerial - Panel of two names)**

### NOMINATION PROCESS

Nominees are asked to complete the [attached Nomination Form](#) and email by **5pm Wednesday, 10 February 2016** 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 make recommendations to the next State Council Meeting.

### IMPORTANT NOTE

Please note, your nomination 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 APPROVAL

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

### EQUALITY

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

### REASON FOR VACANCY; TERM AND COMMENCEMENT DATE

The term of appointment is from the date of appointment by the Western Australian Planning Commission, expiring on 31 December 2016.

### MEETING DETAILS

Meetings:	Four meetings per year, held on <i>the 3<sup>rd</sup></i> Wednesday of the month at 9am, plus special meetings and tours of regions during the year.
Venue & Duration:	Department of Planning, 6th Floor Bunbury towers. Duration of 2-3 Hours (afternoon).
Sitting Fee:	\$210 per ½ day meeting or \$315 per full day meeting (4+ hours)
Travelling allowance:	Travel costs reimbursed in accordance with the Government policy on travel allowance

### SELECTION CRITERIA

Nominee to address the following Selection Criteria:

- Are you a current Elected Member? Yes/No
- Are you a current Serving Officer? Yes/No
- What is your relevant experience as an Elected Member/ **Serving Officer**? Please provide examples.
- What are your experiences, skills, attributes or qualifications to support the nomination? Please provide examples.
- Please demonstrate your 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 / BACKGROUND INFORMATION**

### **Role:**

In accordance with Schedule 2 clause 8(5) of the Planning and Development Act 2005:

“a regional planning committee is to –

advise the Commission on planning for the region, or part of the region, for which the regional planning committee is established; and make recommendations to the Commission on the need for, and the extent and content of, region planning schemes; and perform such of the functions of the Commission under this Act, the Strata Titles Act 1985 and any other written law as are delegated to the committee under section 16.”

### **MEMBERSHIP**

In accordance with Schedule 2 clause 8(2) of the *Planning and Development Act 2005* “a regional Planning Committee is to consist of:

- (a) the chairperson, or a person nominated by that person and approved by the Minister; and
- (b) the chief executive officer, or a person nominated by that person and approved by the Minister; and
- (c) a person approved by the Minister and appointed by the Commission as having practical knowledge of and experience in community affairs; and
- (d) not less than 2 persons approved by the Minister and appointed by the Commission from a list of the names of persons representing the interests of the local governments within the whole or part of the regions for which the regional planning committee is established submitted to the Commission by WALGA; and
- (e) a person nominated by the Regional Minister, approved by the Minister and appointed by the Commission to represent the interests of the commission or commissions as defined in the *Regional Development Commissions Act 1993* within the whole or part of the region for which the regional planning committee is established; and
- (f) a person approved by the Minister and appointed by the Commission as having practical knowledge of and experience in one or more of the fields of urban and regional planning, commerce and industry, engineering, surveying, valuation, transport, housing, heritage, environmental conservation, natural resource management, urban design, the planning and provision of community services or infrastructure, or community affairs; and
- (g) such other person or persons as the Commission, after obtaining the approval of the Minister, appoints from time to time.”

### **INTERVIEWS**

For the following committees, the Selection Committee will short-list candidates for interview, with short-listed candidates to be interviewed by the Selection Committee's Interview Panel:

- Local Government Grants Commission
- Local Government Advisory Board
- Local Government Superannuation Plan Trustee Board
- Local Government Self Insurance Schemes Board
- Western Australian Planning Commission

Recommendations from the Interview Panel will be referred to the Selection Committee for ratification prior to being considered by State Council to endorse as the preferred candidate(s) for the vacancy on the board or committee.

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

Ms Michelle Sanfilippo

Committee Support Team Leader, Western Australian Planning Commission

(08) 6551 9050

[committees@planning.wa.gov.au](mailto:committees@planning.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@walga.asn.au](mailto:nominations@walga.asn.au)

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

**WA Local Government Association - Attention: Margaret Degebrod**

- **by preferably email to [nominations@walga.asn.au](mailto:nominations@walga.asn.au) ;**
- **by facsimile: 9213 2077; or**
- **by post to 170 Railway Parade WEST LEEDERVILLE WA 6007.**

**Ricky Burges  
Chief Executive Officer**

1.16

01-006-07-0001

# NOMINATION FORM

**Closing Date: 5pm Wednesday 10 February 2016**

## SOUTH WEST REGION PLANNING COMMITTEE (SWRPC)

### 1 Non-Metropolitan Member (Ministerial - Panel of 2 names)

Submission of Nomination	<p><b>Nominations must be submitted by the closing date to:</b>  <b>WA Local Government Association - Attention: Margaret Degebrodt</b></p> <ul style="list-style-type: none"> <li>➤ by preferably email to <a href="mailto:nominations@walga.asn.au">nominations@walga.asn.au</a> ;</li> <li>➤ by facsimile: 9213 2077; or</li> <li>➤ by post to 170 Railway Parade West Leederville WA 6007.</li> </ul>
Nominee Title (eg Mayor/President/Cr)	
Last Name	
Given Names	
Council	
Home address	
Post Code	
Email address	
Contact Details	
Home:	
Work:	
Council:	
Mobile:	
Occupation	
Qualifications	
Curriculum Vitae	<b>A curriculum vitae is required 1 – 2 pages only in the attached format (maximum of 2 pages).</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>	
<i>Nominee:</i>	(Please sign or type name)
<i>Dated:</i>	(Please enter date)
<p><b>UNSIGNED OR LATE NOMINATIONS WILL NOT BE ACCEPTED</b>  <b>Canvassing of Selection Committee members and WALGA State Councillors will result in disqualification from the selection process.</b></p>	
<p>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 2 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:**

- Are you a current Elected Member? Yes/No
- Are you a current Serving Officer? Yes/No
- What is your relevant experience as an Elected Member/ **Serving Officer**? Please provide examples.
- What are your experiences, skills, attributes or qualifications to support the nomination? Please provide examples.
- Please outline your demonstrated interest in the position.
- 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.*

