



WALGA

1.14

05-035-02-0002

Vacancy for W.A. Local Government Association Member WA LOCAL GOVERNMENT GRANTS COMMISSION

**1 Metropolitan Member and 1 Deputy Member
1 Country Rural Member and 1 Deputy Member**

(APPROVAL BY MINISTER)

(Panel of 3 names requested for Metropolitan Member and 3 names for Country Rural Member)

NOMINATION PROCESS:

Nominees are asked to complete the attached Nomination Form and email by **5pm Thursday 20 February 2014** 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.

MINISTERIAL APPOINTMENTS

Ministerial appointments require a panel of names to be submitted to the Minister for each position. It is **essential** that a curriculum vitae be submitted with your nomination form in accordance with the attached pro-forma and a statement addressing the selection criteria.

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. The W.A. Local Government Association encourages nominations accordingly.

MEETING DETAILS:

Meetings:	Generally monthly with some country travel involving 4-5 trips per annum of 3-5 days duration
Venue:	Department of Local Government and Communities, Gordon Stephenson House, 140 William Street Perth
Duration:	Normally half a day.
Sitting Fee:	\$20,800.00 pa and deputy members \$720 per day or \$470 for a part day when sitting.
Travelling allowance:	Reimbursed for travel expenses as per State Government policy

BACKGROUND INFORMATION

The Grants Commission recommends to the Minister for Local Government allocations of general purpose and identified local road funding to Western Australian Local Governments.

ELIGIBILITY

Metropolitan Member and Deputy	Open to Elected Members in the Metro area
Country Rural Member and Deputy	Open to Non-Metropolitan Elected Members from Shires

SELECTION CRITERIA:

Nominee to address the following Selection Criteria:

- What is your relevant experience in Local Government? 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?

INTERVIEW COMPONENT

Please note an interview may be requested as part of the selection process

MEMBERSHIP:

The Board is made up as follows:

- Chairman appointed by the Minister for Local Government;
- Department of Local Government Representative; and
- Three WA Local Government Association Representatives.

FOR FURTHER PARTICULARS ABOUT THE COMMISSION PLEASE CALL:

Mr Ross Earnshaw

Manager of the WA Local Government Grants Commission

Ph: 6552 1510

ross.earnshaw@dlgc.wa.gov.au

FOR FURTHER PARTICULARS ABOUT THE NOMINATION PROCESS PLEASE CALL:

Margaret Degebrodts Governance Support Officer

WALGA

Ph: 08 9213 2036 or email nominations@walga.asn.au

Nominations must be submitted by the closing date to:

WA Local Government Association - Attention: Margaret Degebrodts,

- **by preferably email to nominations@walga.asn.au ;**
- **by facsimile: 9322 2611; or**
- **by post to 170 Railway Parade West Leederville WA 6007.**

Ricky Burges

Chief Executive Officer

NOMINATION FORM

Closing Date: 5pm Thursday 20 February 2014

WA LOCAL GOVERNMENT GRANTS COMMISSION

1 Metropolitan Member and 1 Deputy Member
1 Country Rural Member and 1 Deputy Member

(APPROVAL BY MINISTER)

(Panel of 3 names requested for Metropolitan Member and 3 names for Country Rural Member)

Submission of Nomination	Nominations must be submitted by the closing date to: WALGA - Attention: Margaret Degebrod preferably by email to nominations@walga.asn.au . Alternatively, nominations can be submitted by: facsimile to 9322 2611 or by post to 170 Railway Parade West Leederville WA 6007
Nominee Title (eg Mayor/President/Cr)	
Last Name	
Given Names	
Council	
Home address	
Postal address	
Contact Details	
Home:	
Work:	
Mobile:	
Email	
Occupation	
Qualifications	
Curriculum Vitae	ESSENTIAL – please attach no more than 1-2 pages.

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:

(Please enter date)

UNSIGNED OR 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.

Curriculum Vitae Proforma

ITEM 9.2.5
APPENDIX 3

The following information is required by the Department of the Premier and Cabinet from board member nominees. (For both new members and reappointed members). A maximum of two pages for each member.

Title

Full Name

Postal Address

Contact Telephone Number

Email Address

Current employer and position

Work history relevant to board position

Voluntary involvement relevant to board position

Qualifications/training


Other board experience (list all current position)

Current contact details of two (2) referees

The following information is optional and provides us with important data on the diversity of our board membership across government and helps us assess how well we are achieving these outcomes.

Date of Birth	dd/mm/yyyy	
Aboriginal	Yes / No	
Torres Strait Islander	Yes / No	
Country of Birth – Australian	Yes / No	If no, please specify
Language other than English spoken at home	Yes / No	If no, please specify
Person with a disability or special needs	Yes / No	If no, please specify

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 APPOINTMENTS

Ministerial appointments require a panel of 3 names to be submitted per position to the Minister. 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 in Local Government? Please provide examples.**

- 2 What are your experiences, skills, attributes or qualifications to support the nomination? Please provide examples.**

- 3 Please outline your demonstrated interest in the position.**

- 4 If successful, what do you see as your role and how would you represent Local Government and the Association?**



WALGA

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.**