



WALGA Selection Committee

Vacancy

CONTROL OF VEHICLES (OFF ROAD AREAS) ACT ADVISORY COMMITTEE

1 MEMBER AND 1 DEPUTY MEMBER

(Panel of names)
(Ministerial Approval)

Closing date: 5pm Friday, 5 August 2022

NOMINATION PROCESS

Nominees are asked to complete the attached Nomination Form and email by **COB Friday 5 August 2022** to 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, 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 approval for appointment requires name to be submitted to the Minister for each position. It is **essential** that a curriculum vitae, using the attached proforma, be submitted with your nomination form, no more than 2 pages.

EQUALITY

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

REASON FOR VACANCY, TERM AND COMMENCEMENT DATE

The terms of current representation expire on 30 June 2022. The term of appointment is for a period not exceeding three (3) years. Commencement date and appointment period is to be confirmed by the Minister upon appointment.

MEETING DETAILS:

Meetings:	Held as required
Venue:	DLGSC Office, 246 Vincent St, Leederville
Duration:	To be confirmed
Sitting Fee:	Nil
Travelling allowance:	Reimbursement of travel associated with meetings applicable in accordance with Public Sector Commission guidelines

ELIGIBILITY

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.

Open to all Elected Members and Local Government Serving Officers.

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?
- Have you at any stage been censured by the Standards Panel? Yes / No

TERMS OF REFERENCE

The Terms of Reference for the Control of Vehicles (Off-road Areas) Advisory Committee are as per the *Control of Vehicles (Off-road Areas) Act 1978*. The Advisory Committee provides advice and recommendations to the Minister for Local Government in relation to:

- The use of or proposed use of land by vehicles, including the declaration of prohibited and permitted areas;
- Submissions made by parties affected by the operation of the Act;
- Consultations with relevant bodies or persons in relation to the use of, or proposed use of any land by vehicles.

BACKGROUND INFORMATION

The *Control of Vehicles (Off-Road Areas) Act 1978* (the Act) was developed to prohibit the use of vehicles otherwise than on a road, to provide for areas where the use of off-road vehicles shall be permitted, for the registration of off-road vehicles and for related purposes. The *Control of Vehicles (Off-road Areas) Regulations 1979* (the Regulations) outline the registration and penalty fees payable under the Act.

MEMBERSHIP

Membership will comprise of 7 permanent members, which will include nominated senior officer(s) from the Department of Local Government, Sport and Cultural Industries (DLGSC) as Chair of the Advisory Committee. Members are appointed under section 21(1) of the Act. Committee members will be appointed for a period not exceeding three (3) years.

Additional members will be appointed from:

- A panel of names submitted to the Minister by WALGA (2members –s. 21(1) (b));

- Persons who, in the opinion of the Minister, have appropriate experience in the operation of off-road vehicles (2members – s. 21(1)(d));
- A person who, in the opinion of the Minister, has appropriate experience in the operation of four wheel drive vehicles (1 member – s. 21 (1)(e)); and
- A person nominated by the Minister to whom administration of the Conservation and Land Management Act 1984 is for the time being committed by the Minister, being a person who in the opinion of that Minister has appropriate experience in environmental matters (1 member – s. 21(1)(f)).
- Deputies are appointed under s 24(1).

CONTACT DETAILS

FOR FURTHER PARTICULARS ABOUT THE COMMITTEE PLEASE CALL

Mr Troy Hancock
Senior Legislation Officer - Policy and Legislation, Local Government
140 William Street, Perth, WA, 600
Telephone: (08) 6552 1624
troy.hancock@dlgsc.wa.gov.au

FOR FURTHER PARTICULARS ABOUT THE NOMINATION PROCESS PLEASE CALL

Chantelle O'Brien
Governance Support Officer
W.A. Local Government Association
Ph: 08 9213 2013 or email nominations@walga.asn.au

Nominations must be submitted by the closing date to:

WA Local Government Association - Attention: Chantelle O'Brien

- **by preferably email to nominations@walga.asn.au ;**
- **by facsimile: 9213 2077; or**
- **by post to 170 Railway Parade, West Leederville WA 6007.**

Nick Sloan
Chief Executive Officer



NOMINATION FORM

Closing date: 5pm Friday, 5 August 2022

CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT ADVISORY COMMITTEE

1 Member and 1 Deputy Member
(Panel of names)
(Approval by Minister)

Submission of Nomination	Nominations must be submitted by the closing date to: WA Local Government Association - Attention: Chantelle O'Brien ➤ by preferably email to nominations@walga.asn.au ; ➤ by facsimile: 9213 2077; or ➤ by post to 170 Railway Parade West Leederville WA 6007.
Nominee Title (egCr)	
Last Name	
Given Names	
Council	
Home address	
Email address	
Post Code	
Contact Details Home: Work: Mobile:	
Occupation	
Qualifications	
Curriculum Vitae	A curriculum vitae is required (1–2 pages only).
<p>I hereby submit my nomination and declare that all information I have provided is true and correct. I also certify that my nomination is made in accordance with my Council's policy on representation (where applicable). Should my nomination be successful, I will make every endeavour to commit the time and effort necessary to undertake this position, and will adhere to the eligibility criteria which specifies that should I no longer be a serving elected member or officer (whichever is applicable) in Local Government, I will resign from the Committee/Board as the Association's representative.</p> <p><i>Nominee:</i> _____ <i>Dated:</i> _____ (Please sign or type name) (Please enter date)</p> <p>UNSIGNED OR LATE NOMINATIONS WILL NOT BE ACCEPTED Canvassing of Selection Committee members and WALGA State Councillors will result in disqualification from the selection process.</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.

PLEASE COMMENT ON AND DEMONSTRATE YOUR CAPACITY TO MEET 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?
- Have you at any stage been censured by the Standards Panel? Yes / No

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.

