

## Guidelines for the Selection and Appointment of Members for the KAVHA Community Advisory Group

These guidelines establish the process for selecting individuals to be recommended to the KAVHA Advisory Committee Chair for appointment to the KAVHA Community Advisory Group.

The overriding principle when making recommendations is that the proposed appointment(s) need to ensure that the Group as a whole broadly represents the Norfolk Island community and has a strong focus on the interests and activities of KAVHA.

Members will be appointed as individuals that collectively reflect a broad cross section of the community. A Member will not be appointed to act as a representative of a particular organisation or interest group.

The assessment of candidates will be undertaken on a collective basis. That is, the potential candidates will be considered in the context of creating a cohesive Group that achieves the Purpose and Outcomes of the Terms of Reference.

### Selection Committee

When selecting members for the KAVHA Community Advisory Group, a selection committee will be established to consider applications and make recommendations to the Chair of the KAVHA Advisory Committee on proposed appointments.

The initial selection committee will comprise:

- a) Teresa Morey, Director, Heritage and Economic Development Section, Territories Division, Department of Infrastructure, Regional Development and Cities (DIRDC) (Chair)
- b) Claire Quintal, Director, Community, Local Government and Assets, Territories Division, DIRDC
- c) Kieran Vassallo, Assistant Director, Governance Section, Corporate Services Division, DIRDC
- d) Camille Appleton, Project Officer, Heritage and Economic Development Section, Territories Division, DIRDC
- e) Ginny Maidment, Project Officer, Strategic Policy Section, Territories Division, DIRDC.

Part of



United Nations  
Educational, Scientific and  
Cultural Organization



Australian Convict Sites  
inscribed on the World  
Heritage List in 2010



## **Selection Criteria**

Selection criteria for Community Advisory Group members are tailored to the business of the Group and to ensure community representation. Selection criteria may be varied from time to time to improve their effectiveness as a selection tool for Group membership.

Applicants should demonstrate:

1. A strong interest in improving and conserving KAVHA as a World Heritage Listed site and for the benefit of the community
2. Relevant knowledge and experience (*Please address area(s) of interest, knowledge or experience from the list at 4.i of the KAVHA Community Advisory Group Terms of Reference*)
3. A proven ability to:
  - i. respect diverse points of view,
  - ii. participate effectively in a meeting setting, and
  - iii. liaise with members of the Norfolk Island community, private sector and government agencies.

## **Selection Processes**

The selection committee will:

- Review Expressions of Interest to establish a short list of suitable candidates
- Seek additional information as appropriate (e.g. referee reports)
- Recommend a minimum of five applicants
- Prepare a final report of the selection process recommending candidates for appointment to the Chair of the KAVHA Advisory Committee.

## **Information to be made available to applicants**

Information on and/or links to the Terms of Reference and the selection criteria for the Group will be available to candidates as part of the Expression of Interest process.

## **Appointment of Members**

The decision to appoint members to the Community Advisory Group is at the discretion of the Chair of the KAVHA Advisory Committee, currently the Administrator of Norfolk Island. Consistent with the Community Advisory Group Terms of Reference, between five and twelve members may be appointed to the Group.

Successful and unsuccessful applicants will be notified of the outcome of their EOI in writing.

The appointment of members to the Community Advisory Group will be publicly announced via a media release in the Norfolk Islander newspaper and Norfolk Island Online.

The first meeting of the KAVHA Community Advisory Group is proposed to be held in February 2019.