



# Guidelines for the selection of Members for the Kingston Community Advisory Group

November 2021

These guidelines establish the process for selecting individuals to be recommended to the Kingston and Arthur's Vale Historic Area (Kingston) Advisory Committee Chair for appointment to the Kingston 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 Kingston.

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

## 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 Kingston 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 Kingston Community Advisory Group Terms of Reference*)
3. A proven ability or capacity 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 applicants to fill the vacant positions in the Group's membership
- Prepare a final report of the selection process recommending candidates for appointment to the Chair of the 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 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.