

## COMMITTEE NOMINATION FORM – *Singleton and District Disability Advisory Committee*

### 1. Information

In order for Singleton Council to ensure the success of its Committees, it is important that members have a complementary mix of knowledge, skills, interests and experiences as well as an understanding of the local community's needs and aspirations. It is also important for members to have an understanding of and value working in a collaborative, supportive environment to achieve Committee objectives.

All relevant information will be considered by Council when nominations are reviewed for Council Committee membership.

Nomination forms are to be returned by close of business on **24 November 2020**.

### 2. Nomination Details

Your Name				Date	
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Are you wishing to represent a Group or Organisation?	<input type="checkbox"/> No <input type="checkbox"/> Yes – Name:
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Postal Address				
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Suburb		State		Post code	
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Contact phone number		Work Phone	
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Mobile number		Email address	
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I am nominating for the position of (please select one of the following):

<input type="checkbox"/> Member	<input type="checkbox"/> Vice Chairperson	<input type="checkbox"/> Chairperson
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Summarise briefly why you would like to be nominated as a Member, Vice Chairperson or Chairperson of this committee:

Please list any professional experience, academic qualifications, local knowledge and sporting group or group involvement that may be relevant to this Committee:

Have you been a member of a previous Council Committee? ☐ Yes ☐ No

If yes, please list the name of the Committee/s and period of service.

Have you put forward a nomination for any other new/existing Committee?

☐ No ☐ Yes – Name:

List any additional information to support your nomination

Meetings are generally held during business hours however some may occur after 5pm. Please indicate any days or times you are unavailable to attend meetings.

### 3. Consent and Use of Personal Information

Thank you for nominating for a Council Committee. Please read the following and sign if consent is given:

- ☐ I consent to the personal information provided on my nomination form being used for the purpose of recruitment to and management of Council Committees (see note below).
- ☐ I am aware that membership to this Committee requires my regular attendance at meetings to be held and that an absence from three (3) consecutive meetings, without having submitted an apology to the Chair, may result in my dismissal from the Committee.
- ☐ I have read and agree to abide by Singleton Council's Committees Procedure, the Committee Terms of Reference and Code of Conduct.
- ☐ I confirm that the information given in this form is to the best of my knowledge, true and complete. I understand that any false information or deliberate omission of relevant information may lead to non-selection or termination of appointment.

Name	Signature	Date

### How to Lodge your Application

The application can be lodged by:

- Using the Submit Form button at the end of this form
- Via email – [council@singleton.nsw.gov.au](mailto:council@singleton.nsw.gov.au)
- By post – Director Organisation and Community Capacity, Singleton Council PO Box 314, SINGLETON NSW 2330
- In person – Singleton Council Administration Building, Cnr Queen St and Civic Ave, Singleton NSW 2330

[insert submit  
form button]

**Use and Disclosure of Information:** The *Privacy and Personal Information Protection Act, 1998* provides for the protection of personal information and for the protection of privacy of individuals generally. In compliance with the Act and Council's adopted Privacy Management Plan, your personal information will only be used by Council for the primary purpose of recruitment to, management of and directly related purposes of Council Committees. It will not be added to other mailing lists or provided to a third party. We will not disclose your personal information to any other party except as required by the *Privacy and Personal Information Protection Act, 1998* or the *Government Information (Public Access) Act, 2009* without your consent.

The supply of personal information by you is voluntary, however if it is not supplied Council's ability to process your nomination will be affected. Council is collecting this personal information from you in order to determine suitable members for Committees and groups, to keep you informed about the progress of your nomination and for the ongoing management of Committees. You may make application for access or amendment to your personal information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Privacy and Personal Information Protection Act, 1998 and Council's adopted Privacy Management Plan.