

# COMMUNITY MEMBER APPOINTMENT TO COUNCIL COMMITTEES POLICY

<b>Responsible Department:</b>	Corporate and Commercial Services
<b>Responsible Section:</b>	Governance and Risk
<b>Responsible Officer:</b>	Manager Governance and Risk

## Objective

This policy aims to establish a framework for the appointment of community members to advisory and other Committees

## Introduction

In carrying out its functions, Council forms a number of advisory and other committees. From time-to-time, it is necessary or preferable for the membership of those committees to include members of the community.

## Policy

### 1. Application

- 1.1. This policy only applies to positions specifically defined in the terms of reference for committees as "community members".
- 1.2. This policy does not apply to the Audit Risk and Improvement Committee.

### 2. Appointment of Community Members to Committees

- 2.1. Council will adopt a selection process for the appointment of community members to committees.
- 2.2. The selection process will involve:
  - (a) Advertisement;
  - (b) Expressions of interest;
  - (c) Review by selection panel;
  - (d) Interview by selection panel (if appropriate);
  - (e) Recommendation to Council;
  - (f) Determination by the Council.

#### Advertisement

- 2.3. Council will advertise community member vacancies in committees as widely as possible in the community.

#### Expressions of Interest

- 2.4. Expressions of Interest should include, at a minimum:
  - (a) The applicant's resume or CV;
  - (b) A declaration of relevant interests; and
  - (c) A letter stating why the applicant believes they should be appointed and the value they will bring.

- 2.5. Applicants should be able to demonstrate the ability to:
- Adhere to Council Policies and Codes;
  - Adhere to Council's Corporate Values;
  - Work constructively with Council and other Committee members.

#### **Review by Selection Panel**

- 2.6. The General Manager will appoint a selection panel, which should be made up of people with the required skills, experience, and impartiality to assess applicants.
- 2.7. The General Manager or their delegate will ensure that the selection panel assesses and considers each application on its merits.
- 2.8. If necessary and appropriate, the selection panel may elect to interview some or all applicants.
- 2.9. Having assessed and considered each application, the General Manager will ensure that the selection panel will report to them, or their delegate, as to:
- The names of suitable applicants;
  - If more than one, the order of preference of suitable applicants; with
  - Reasons for the above.

#### **Recommendation to Council**

- 2.10. The General Manager will ensure a report is brought to Council recommending:
- The appointment of Community members applicant(s) to the committee; or
  - That further endeavour be taken to find suitable candidates.

#### **Determination by Council**

- 2.11. Council will then consider the report and make a determination.

### **3. Review**

- 3.1. This policy will be reviewed within 12 months of an Ordinary Council Election or from time-to-time on an as-needs basis.

### **References**

- Local Government Act 1993* (NSW)
- Local Government (General) Regulation 2021* (NSW).

### **History**

<b>Minute Number</b>	<b>Meeting Date</b>	<b>Description of Change</b>
106/2017	27 June 2017	Adopted
336/2022	October 18, 2022	Endorsed for Public Exhibition
362/2022	November 22, 2022	Adopted