

Recruitment for Council Committees Policy



1. PURPOSE

From time to time it will be appropriate or necessary for the Council to appoint representatives to Committees or the Panel who are not Elected Members to ensure that Council makes informed decisions and/or decisions that incorporate the views of the community.

The purpose of this Policy is to establish a framework for the recruitment of non-Elected Member representatives for Council Committees or Panels to ensure the recruitment process is approached in a consistent and fair manner.

2. POLICY

When undertaking recruitment for Committees or Panels, the CEO will be responsible for:

- a. The development of selection criteria, taking into account the relevant qualifications, interests, experience, knowledge and personal skills required to effectively carry out the role as a Committee Member
- b. Calling for expressions of interest from candidates
- c. Assessment of individual applications and short listing of candidates who meet the relevant selection criteria
- d. Interviewing and the selection of preferred candidate(s)
- e. Forwarding recommendations to Council or the relevant Committee (where the Committee has been delegated the authority to determine its own membership) for approval
- f. Providing feedback to applicants regarding the outcomes.

This Policy should be read in conjunction with the Terms of Reference (TOR) for a particular Committee. This Policy does not over-ride any selection processes detailed in the TOR. A TOR may state that a Committee Member is to be a representative from a specific Government Department. In these instances, the representative will be nominated by that Government Department.

Where the Council is recruiting members for the Council Assessment Panel (CAP), the recruitment must also comply with the requirements set out in the *Planning, Development and Infrastructure Act 2016* concerning the composition and eligibility of CAP members.

2.1 Expression of Interest

Expressions of interest with respect to membership for non-Elected Member representatives for Council Committees or Panels will be called via an appropriated method determined by the CEO. The appropriate avenue for advertising will depend on the nature of the role for which Council is recruiting.

The following information will be contained within the advertisement:

- a. Name of Committee or Panel
- b. Purpose of the Committee or Panel
- c. Summary of the role
- d. Number and type of Representatives sought (i.e. Community Representative or Independent Member)
- e. Brief statement describing the skills and qualifications, experience and expectations of position and knowledge sought to enable the successful person to undertake the role
- f. Estimated term of service (including whether it is proposed as a short term Committee)
- g. Meeting frequency
- h. Location of meetings
- i. Any other relevant information deemed appropriate by the CEO.

2.2 Use of Briefing Sessions

The CEO may hold one or more briefing sessions to assist in the Committee or Panel recruitment process in accordance with section 90A of the *Local Government Act 1999*.

At such briefing sessions, the CEO shall invite the following persons:

- a. Presiding Member of the relevant Committee or Panel, only where the Presiding Member is an Elected Member;
- b. Elected Member(s) as resolved by Council; and/or
- c. A subject matter expert from Council administration.

Attendees at a briefing session may provide feedback and advice to the CEO about recruitment-related matters such as the determination of appropriate selection criteria or the merits of the persons who have applied to be part of the Committee or Panel.

The CEO may also arrange sessions where prospective Committee or Panel members present to the briefing session and attendees provide feedback to the CEO.

No decisions in relation to any recruitment-related matter will be made at the briefing session. All decisions in relation to recruitment process are made at the discretion of the CEO, including what recommendations are to be made to the Council. The CEO is not obliged to take into account any of the feedback received at any briefing session.

Decisions on final appointments are made by the Council or the Committee (if it has delegated authority to determine its own membership). The Council or Committee (as the case may be) has discretion to make appointments, and is not obliged to appoint the person recommended by the CEO.

2.3 Other Matters

Appointments to a Committee or Panel are subject to the receipt of a satisfactory National Police Certificate. The Council will take the necessary steps to do this process.

A Committee Member, once appointed, holds office at the pleasure of Council in accordance with section 41(5) of the Local Government Act 1999.

At the conclusion of their appointment, non-elected representatives of Council Committees or Panels may be re-appointed for a subsequent period or term at the discretion of Council or the relevant Committee (if that Committee has the delegated authority to determine its own membership).

3. DEFINITIONS

For the purposes of this policy the following definitions apply:

CAP

Refers to the assessment panel established by the Council pursuant to section 83 of the *Planning, Development and Infrastructure Act 2016*.

CEO

Refers to the Chief Executive Officer (including their delegate) of the City of Tea Tree Gully.

Committee

A committee established by Council pursuant to section 41 of the *Local Government Act 1999*.

Community Representative

A member of the community who is appointed to represent the interests of the community on a Committee.

Independent Member

A person that is selected by Council for a position on a Committee or Panel, where certain education, qualifications, experience, skills or knowledge is a requirement of, or is desirable for, the role.

Mayor

Refers to the Mayor (including his or her delegate) of the City of Tea Tree Gully, or Acting Mayor of the City of Tea Tree Gully (including his or her delegate).

Presiding Member

Refers to the person who has been appointed to preside over or chair a Committee of Council as described in section 41(4) of the *Local Government Act 1999*.

4. LEGISLATIVE FRAMEWORK AND OTHER REFERENCES

There is no legislative requirement for Council to have a policy relating to this area.

The following legislation is to be considered in the application of this policy:

Disability Inclusion Act 2018

The main objective of this Act is to promote the full inclusion in the community of people with a disability and to assist people with a disability to achieve their full potential as equal citizens.

Equal Opportunity Act 1984

This Act promotes the equality of opportunity between citizens and aims to prevent certain kinds of discrimination based on sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment or age. This Act facilitates the participation of citizens in the economic and social life of the community.

Local Government Act 1999

Section 41(3) of this Act provides that the membership of a committee will be determined by Council and may consist of, or include, persons who are not members of Council.

Planning, Development & Infrastructure Act 2016

Section 82 - 83 of this Act describes the provisions by which a Council may establish a Council Assessment Panel, and includes membership of the Assessment Panel.

4.1 Other references

Council's document including:

- a. Committee Structure, Terms of Reference and Membership
- b. Disability Access and Inclusion Plan

5. STRATEGIC PLAN/POLICY

5.1 Strategic Plan

The following strategic objectives in Council's Strategic Plan 2025 are the most relevant to this report:

Objective	Comments
Community	
<i>People feel a sense of belonging, inclusion and connection with the City and the community</i>	External membership on Council Committees contribute to the City.
<i>People can have a say in decisions that affect them and the key decisions of the Council</i>	The policy provides opportunities for the community and external subject matter experts to participate in Committees or Panels, where Council has determined there will be a Community Representative or Independent Member

6. POLICY IMPLEMENTATION

This Policy will be implemented by the Chief Executive Officer or relevant portfolio director and managed in accordance with Council's scheme of delegations.

Record number	D24/14004
Responsible Manager	Manager Corporate Governance
Other key internal stakeholders	General Manager Community Services Manager City Development
Last reviewed	23 April 2024
Adoption reference	Council
Resolution number	434
Previous review dates	17/02/21, 8/05/18, 14/7/15 (Previously titled “Community Representation Recruitment Policy”), 11/12/12, 16/12/08, 28/02/06, 25/02/03, 13/03/01
Legal requirement	NA
Due date next review	2028
Delegations	Y