

Recruitment for Council Committees Policy



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Responsible Manager	Manager Governance & Policy
Other key internal stakeholders	Director Organisational Services & Excellence Director Community & Cultural Development Manager Community Development & Engagement Manager City Development Manager Community Safety Director Assets & Environment Manager Civil Assets
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1. PURPOSE

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 to select the most appropriate representative is approached in a consistent and fair manner. This Policy provides guidelines regarding the membership and duties of the selection panel and the basis for selection of representatives.

This Policy incorporates external representation on Council's section 41 Committees under the *Local Government Act 1999* and is to be in line with the Committees' Council endorsed Terms of Reference (TOR). This Policy is to support the Council Committee TORs and does not over-ride selection processes detailed in a TOR.

Council Committees with non-Elected Member representation may include subject matter experts such as the Independent Members on Council's Audit Committee and Council Assessment Panel. Other section 41 Committees may be established to include community and/or subject matter expert representation. 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.

2. POLICY

Where opportunities exist for Council to appoint a community representative, independent member or other subject matter expert as a member of a Council Committee, expressions of interest shall be called via an appropriate method). The type of role stipulated in the TOR may influence the most appropriate avenue for advertising. The following information will be contained within the advertisement:

- a. Name of Committee
- b. Summary of the role or purpose of the Committee
- c. Number and type of Representatives sought
- d. Brief statement describing the skills and qualifications, experience and expectations of Committee Members and knowledge sought to enable the successful person to undertake the role
- e. Estimated term of service (including whether it is proposed as a short term Committee)
- f. Meeting frequency
- g. Location of meeting
- h. Any other relevant information.

Selection panels will be established to choose the potential representatives for approval by Council or the relevant Committee. They are to consist of at least two persons who have expertise relevant to the role(s) being selected and the Committee to which they will be appointed.

The Selection Panel will consist of at least two members that may include:

- a. Mayor or Presiding Member of the relevant Committee
- b. The CEO or an employee nominated by the CEO
- c. An Elected Member or a subject matter expert from Council Administration (or independent expert where required)

The selection panels formed for the purpose of choosing Community Representatives, Independent Members or other subject matter experts will be responsible for:

- a. The development of selection criteria, taking into account the relevant qualifications, interest in the subject matter of the Committee, experience, knowledge and personal skills required to effectively carry out the role as a Committee Member
- b. Assessment of individual applications and short listing of candidates who meet the relevant Selection Criteria
- c. Interviewing and the selection of preferred candidate(s)
- d. Forwarding recommendations to Council or the relevant Committee for approval
- e. Providing feedback to applicants regarding the outcomes.

The selection of non-Elected Member Representatives will be based on merit using a pre-determined selection criteria and by applying the principles of equal opportunity. External non-Elected Member Committee membership are to be selected in accordance with the principles contained within the Equal Opportunity Act 1984, the Disability Inclusion Act 2018, and Council's Disability Access and Inclusion Plan.

Applicants who are selected to be on a Committee may be required to undertake a National Criminal History Certificate before being appointed. Council will undertake this process.

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

At the conclusion of their appointment, non-elected representatives of Council Committees may be re-appointed for a subsequent period or term at the discretion of Council or the relevant Committee.

3. DEFINITIONS

For the purposes of this policy the following definitions apply:

CEO

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

Community Representative

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

Independent Member

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

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.