Recruitment for Council Committees Policy

Record number D17/63301

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

Last reviewed 8 May 2018

Adoption reference Council

Resolution number 1051

Previous review dates 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 2021
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.

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 in the local newspaper and/or other suitable media (e.g. recruitment and professional sites, social media, Council publications (time permitting), phone, mail, or email to persons who have previously expressed an interest in relevant Committee matters). 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:

- Name of Committee
- Summary of the role or purpose of the Committee
- Number and type of Representatives sought
- 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
- Estimated term of service (including whether it is proposed as a short term Committee)
- Maximum meeting frequency
- Location of meeting
- 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 members 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:

- Mayor or Presiding Member of the relevant Committee
- The CEO or an employee nominated by the CEO
- An Elected Member or a subject matter expert from Council Administration
The selection panels formed for the purpose of choosing Community Representatives, Independent Members or other subject matter experts will be responsible for:

- 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
- Assessment of individual applications and short listing of candidates who meet the relevant Selection Criteria
- Interviewing and the selection of preferred candidate(s)
- Forwarding recommendations to Council or the relevant Committee for approval
- 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 Discrimination Act 1992, and Council’s Community Wellbeing and Inclusion for All Policy and Disability Discrimination Act Access Action Plan.

Applicants who are selected to be on a Committee must 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).

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 Discrimination Act 1992
The main objective of this Act is to eliminate, as far as possible, discrimination against persons on the grounds of disability. It is designed to ensure that people with disabilities are not deprived of equal opportunity by stereotype, prejudice or misconception, or by unnecessary barriers or restrictions. The Act requires that a person’s disability should be taken into account only where it is relevant and fair to do so.

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.

Other references
Council’s document including:
- Committee Structure, Terms of Reference and Membership
- Community Wellbeing and Inclusion for All Policy
- Fees and Charges Register

STRATEGIC PLAN/POLICY
Strategic Plan

<table>
<thead>
<tr>
<th>Theme</th>
<th>Objective</th>
<th>Comments</th>
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<tbody>
<tr>
<td>PROSPEROUS AND CONNECTED</td>
<td>A community that has a say in decisions that affect them.</td>
<td>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</td>
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<td></td>
<td>A community that participates in meaningful community and economic activities.</td>
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<td>VIBRANT AND LIVEABLE</td>
<td>A place that expresses a unique character and identity, an area that inspires pride in its residents and one that people enjoy visiting.</td>
<td>External membership on Council Committees contribute to the character and identity of the City</td>
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Organisation Plan
Our Strategic Plan is supported by an Organisation Plan which focuses on five key themes of organisational excellence. The themes most relevant to this report are: People and Leadership; and Governance.

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).

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.

ACCESSIBILITY
This Policy and Council’s Fees and Charges Register are available to be downloaded free of charge from Council’s website: www.cttg.sa.gov.au
Hard copies, for a fee, can be provided in accordance with Council’s Fees and Charges Register at Council’s Civic Centre at 571 Montague Road, Modbury SA 5092.