

Warringah Council Policy

Policy No. PL-755 Committees

Appointment of Community & Other Stakeholder Representatives - Council Committees

1 Purpose of Policy

- To prescribe the process for the appointment of individuals to Council Committees, as either representing organisations, groups or other stakeholders, or the general community, where the composition of the Committee is established in the relevant Committee Charter.
- To ensure representatives are objectively selected on merit, thereby removing any claim of political patronage.

2 Policy Statement

- Council is responsible for adopting the Charter of each Committee established by it, including the composition of the Committee and any specific skills or requirements to be included in that composition.
- It is appropriate that organisations, the general community and other relevant stakeholders be represented on Committees to assist Council in its ongoing planning and decision-making processes.
- The selection of community representatives on Council Committees is a function best administered independently of the elected Council, and in accordance with the Charter of the relevant Committee. This approach avoids both the perception and reality of political interference in the appointment process. Committee representatives shall be entitled to be appointed without influence from political beliefs, philosophical reasons, affiliations or community standing. They are entitled to be considered for appointment because of their interest or involvement in the work of the Committee or because they have particular skills or professional training of benefit to the Committee's deliberations.

3 Principles

The following principles and procedure shall be followed in the appointment of organisational, stakeholder and general community representatives to Committees established by the Council.

3.1 Organisational & Stakeholder Representatives:

Where an organisation, community group, interest group, user group or other stakeholder is, according to a Committee Charter, to be represented on that Committee,

- The organisation or group shall nominate its representative in writing to the General Manager.

- The written nomination is to be made, as appropriate, by a duly authorised office bearer or office holder of the organisation/group concerned using the template provided by Council for that purpose
- The General Manager shall appoint such nominated representative provided that the General Manager shall reserve the right to reject such nominated representative should there be any non-compliance with requirements in the relevant Committee Charter

3.2 Individual Community Representatives:

- Nominations will be publicly invited for appointment to a Committee.
- All nominees will be required to make written application to Council using the template provided by Council for that purpose. Any particular skills, experience or expertise required of members by the relevant Committee Charter must be addressed in any nomination submitted to Council.
- Where complying nominations received are equal to or less than available positions on a Committee, the General Manager may appoint such nominees to the relevant Committee.
- Where the number of complying nominations exceeds the number of individuals required for appointment, the General Manager shall arrange for an independent panel to make a direct appointment (s) based on merit. In such cases the Independent Panel (comprising the Internal Ombudsman, Manager Human Resources (or other nominee of the Director Corporate Services) and one other independent member) is to have regard to any membership requirements outlined in the relevant Committee Charter as well as those detailed in clause 3.3 of this Policy

3.3 General Considerations for Appointment

All appointments to Committees are to have due regard not only to the provisions of the relevant Committee Charter but also to the general principles of merit-based selection, gender balance, equality and diversity of membership.

3.4 Term of Appointment

- A person appointed to a Committee shall continue as a member of the Committee for the period outlined in the relevant Committee Charter. Where a person has been nominated to represent a particular organisation or group on the Committee, a duly authorised representative of the organisation or group may request a change to its nominated representative during the relevant term.

3.4 Delegation of Authority

- By adoption of this Policy, the Council specifically and hereby delegates authority to the General Manager to exercise all functions, powers or actions required to implement this policy.

4 Authorisation

This Policy was adopted by Council on 24 August 2010

This policy replaces Council's previous policy GOV-PL 226 – Advisory & Management Committees of the Council – Appointment of Organisation and Community Members

It is effective from 24 August 2010

It is due for review on 24 August 2015

5 Amendments

This Policy was last amended on 24 August 2010

6 Who is responsible for implementing this Policy?

Director Strategic & Development Services

7 Document owner

Director Strategic & Development Services

8 Legislation and references

a) NSW Local Government Act 1993

9 Definitions

Committee : For the purposes of this Policy, **Committee** refers to any Strategic Reference Group, Community Committee or other advisory committee, taskforce or working party of Council on which the community and/or other stakeholders are represented

