

Northern Beaches Council Policy

Appointment of Community and Stakeholder Representatives on Committees

Policy Statement

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 Terms of Reference (ToR) or Charter.

To ensure representatives are objectively selected on merit, thereby removing any claim of political patronage.

Principles

The following principals and procedure shall be followed in the appointment of organisational, stakeholder and general community representatives to Committees established by the Council or on behalf of other agencies.

- All appointments to Committees are to have due regard not only to the provisions of the relevant Committee Charter or ToR but also to the general principles of merit-based selection, gender balance, equality and diversity of membership.
- The selection of community representatives on Council Committees is a function best administered independently of the elected Council, and in accordance with the ToR 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.

Scope and Application

- 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.
- 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.

Organisational and Stakeholder Representatives:

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

- The organisation or group shall nominate its representative in writing to the Chief Executive Officer (CEO).
- 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 including evidence of constitution and membership.

- The CEO shall appoint such nominated representatives and reserves the right to reject such nominated representatives should there be any non-compliance with requirements in the relevant Committee Charter or ToR.

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 or ToR 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 CEO may appoint such nominees to the relevant Committee.
- Where the number of complying nominations exceeds the number of individuals required for appointment, the CEO shall arrange for an independent panel to make a direct appointment(s) based on merit. In such cases the Independent Panel, comprising the Head of Integrity and Complaints Resolution Unit (or delegate), a member of Human Resources (or other nominee of the CEO) and the relevant Executive Manager, is to have regard to any membership requirements outlined in the relevant Committee ToR or Charter as well as those detailed in this Policy.

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 ToR or Charter.
- Where a person has been nominated to represent a particular organisation or group on the Committee, a duly authorised representative of the organisation may request a change to its nominated representative during the relevant term.

Delegation of Authority

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

Responsible officer

Executive Manager Governance and Risk

References and related documents

- NSW Local Government Act 1993

Definitions

- **Committee** : For the purposes of this Policy, Committee refers to any Strategic Reference Statutory Committees and Joint Stakeholder committees or other advisory committees that have councillors and community members represented.

Effective Date: TBC

Review Date: November 2021

Revision History

Replaces former PL-755 Policy.