

Appointments to Committees, CAP and External Bodies Policy

Policy Reference Number	1406551
Responsible Department	Corporate Services
Related Policies	Administrative Policy for Elected Members
Related Procedures	Nil
Date of Initial Adoption	20 November 2012
Last Reviewed by Council	1 December 2023

1. Purpose

The purpose of this Policy is to provide guidance to:

- Elected Members
- Employees
- Community Members interested in joining a Council body (Committee or Council Assessment Panel)
- Council representation on external bodies

regarding the process and commitment of Council in respect to appointments.

2. Introduction

Council makes appointments to its Council Assessment Panel, Council Committees and external bodies (ie Community Boards and Committees) regularly.

Council has resolved to regularly review appointments to its Committees; a biennial rolling review of Elected Members and Committee appointments is conducted to ensure that Committees retain experience and knowledge, whilst rigorously reviewing the make up and representation of the bodies annually.

3. Power to Make the Policy

Section 41 of the Local Government Act 1999 provides Council with the power to establish Committees and appoint membership to those bodies.

Section 56A of the Development Act 1993 provides Council with the power to establish and appoint the membership of its Council Assessment Panel.

The power to nominate Elected Members to external committees and boards comes from relevant legislation associated with the external body.

4. Strategic Plan Link

This Policy has the following link to Council's Strategic Plan 2024:

- Leading our People (Goal 5)

5. Principles

Appointments will be based on merit and be free from political influence and personal favouritism.

Council acknowledges that the functionality of Committees, Council Assessment Panel and external bodies can be improved by having diversity in the knowledge, skills and experience of its Members.

6. Definitions

Committee in relation to this Policy means a Section 41 Committee of the Campbelltown City Council

CAP means Council Assessment Panel

External Body includes a Government Agency, Non Government Organisation or Community Committee or Board (such as local schools and sporting association boards/committees)

Members includes Elected Members, independent Committee Members or persons appointed to external boards or committees as Council's representative.

Nominee means a person who nominates for a position

7. Policy

7.1 Choosing an Appointment Process

The appointment process selected should take the following factors into account:

- the length of the appointment
- urgency in relation to filling the position
- the knowledge, skill set and experience required of new Members and whether these skills are essential or desirable
- rules and guidelines applicable to Members and any specific expectations required of Members (such as completion of Register of Interest forms)
- the known level of interest in a position and previous level of interest in available positions
- availability of training and expectations of Members in this regard

Where more than one position is available, Council should turn its mind to whether the knowledge, skill set and experience of all appointments needs to be the same or a mix of appointments is preferable.

Elected Member appointments

In relation to Elected Member appointments, the process to be used will either be:

- prescribed by legislation or
- determined by Council

Elected Members interested in nominating for a position that is available through a Council agenda, should prior to the meeting where the matter will be considered, email all Elected Members (cc Chief Executive Officer) to advise of their interest, including details of relevant skills, knowledge, experience and why they are interested in the role

Independent Member appointments

Council needs to ensure when establishing an appointment process for independent appointments to Council Committees or the CAP, that the process to be used aligns well with legislation requirements including composition of Committees or the CAP, specified qualifications or expertise required for positions.

Where a position is anticipated to draw a high level of interest, the position should be advertised publicly to attract the best number of competitive applicants possible.

7.2 Determining the Selection Panel

Selection Panels for appointment of independent persons will include:

- The relevant Committee or Panel Chair
- Chief Executive Officer (or nominee)
- Relevant General Manager (or nominee)

Where the Chair of the Committee is an Independent Member, the Mayor will be included in the Selection Panel instead of the Chair.

7.3 Determining Selection Criteria

In respect to making Member appointments, Council should consider the nominee(s) experience in regard to the following prior to voting on appointments:

- Understanding of the relevant terms of reference and meeting procedures
- Prior experience in a similar capacity
- General understanding of relevant legislation, strategic and operational plans and policies as relevant
- Ability and availability to represent and have an affinity with the community as a whole
- Ability and availability to attend meetings and represent Council at appropriate events
- Willingness and availability to attend training, functions, activities and seminars that assist with the role in question
- Leadership and communication skills
- Ability to be impartial and fair in deliberations and commitment to making informed decisions

If the appointed person is intended to be the Chair of a Committee or CAP, the following should also be considered:

- Expertise in chairing meetings within Local Government
- Ability to preside efficiently, firmly and fairly over meetings
- Ability to manage conflict and differing opinions
- Ability to be impartial and fair to all speakers when chairing meetings

Council will continue its practice to appoint independent people to chair its Committees where appropriate as it provides opportunity for Community leadership and can result in improved Community outcomes for some Committee matters.

7.4 Advertising

Advertising of positions will be considered on a case by case basis and Employees will consider the method that will best reach the target market.

Employees will utilise methods that result in the greatest cost-benefit to Council when preparing advertisements for positions.

7.5 Assessing nominations

Elected Member positions

Council will consider Elected Member nominations to a position and agree by resolution an appropriate person for the position in relation to the selection criteria discussed in clause 7.3.

To enable Elected Members to manage potential conflicts of interest:

- Where the Elected Member is not named in the Council agenda, the Mayor (or Presiding Member) will call for a show of hands as to who is interested in being nominated to a position, prior to the motion being formulated
- Once a motion has been formulated, the Elected Member(s) who are named in the motion will need to declare a Material Conflict of Interest and leave the Chamber while the Motion is debated and voted upon.

Members authorised and in attendance to vote on the matter will be provided with individual voting slips to facilitate a silent ballot vote. The Chief Executive Officer will tally all voting and advise the Mayor of the outcome for announcement to the meeting. A motion will then be formulated to resolve a Member to the position.

Independent Member positions

In respect to independent appointments, Employees will establish assessment processes and methods that:

- Result in the identification of a person(s) who most satisfies the qualifications and other merit criteria used in making the appointment decision
- Provide a sound basis for making appointments according to merit

Employees will provide a recommendation (including reasons for their advice) in a report to Council for consideration. Information about interested candidates will be provided to Elected Members in a manner that protects the privacy of individuals.

All Committee, CAP and external body appointments will be made by Council. Council reserves the right not to appoint or nominate a person for a position where it considers that none of the nominees meets the selection criteria.

7.6 Unsuccessful nominees

Employees will ensure that where nominees are assessed as being inappropriate for an advertised position, that:

- nominees are made aware, in a timely manner, of the decision to eliminate them from consideration
- unsuccessful nominees who request feedback have access to sufficient information concerning themselves to understand and discuss the decision

7.7 Selection and Appointment

The Chief Executive Officer will ensure that all persons recommended to Council for appointment:

- Meet any relevant qualifications, operational requirements and organisational needs that were used to make the recommendation
- Comply with the Terms of Reference of the relevant Committee, CAP or External Body
- Are not employees of the City of Campbelltown if the appointment is for an Independent Member of a Council Committee or CAP

Employees will:

- Include reasons for the proposed appointment when making recommendations to Council whilst protecting the reputation and privacy of all candidates
- Ensure that all nominees for appointment are advised of the outcome of the appointment process prior to the minutes of the Council meeting (where the matter was decided) being published
- Ensure that the offer of appointment is made in writing and clearly sets out all of the conditions of the appointment

The Risk Management Coordinator will:

- Advise the Local Government Mutual Liability Scheme of the appointed person's details upon their appointment

Appointments take effect only after all conditions of the appointment are satisfied.

7.8 Remuneration of Independent Council Committee and CAP members

Remuneration rates for Independent Committee and CAP members will be regularly reviewed by Council with consideration of the following (where relevant):

- Remuneration Tribunal rulings
- Rates currently being paid by other like Councils for similar Committee/CAP responsibilities and workloads
- LGA sitting fees for similar responsibilities
- Guidance provided on the Department of Premier and Cabinet's website in regard to the operation and remuneration of Government Boards and Committees

The impact of increasing sitting fees or allowances on Council's budget, operational requirements and Long Term Financial Plan.

8. Review & Evaluation

Within twelve months of each new Council term, Council will review this policy. Following this initial review, this policy will be reviewed at least biennially by Staff with minor administrative adjustments being approved by the Chief Executive Officer.

9. Availability of the Policy

Copies of this Policy will be available at Council's principal office during ordinary business hours and at Council's website www.campbelltown.sa.gov.au.