

## Council Policy NB-P-02 Appointment of Committee Members

### 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 or Charter.

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

### 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 or on behalf of other agencies.

- All appointments must be in accordance with Council's Community Committee Framework (2022/165351).
- All appointments to Committees are to have due regard not only to the provisions of the relevant Committee Charter or Terms of Reference 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 Terms of Reference 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. Objectivity is an essential requirement and therefore conflicts of interest, perceived or otherwise, must be identified and must be disclosed and may preclude representatives being selected.

### 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 Terms of Reference, 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 Terms of Reference, or conflicts of interest.

#### 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 Terms of Reference 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 assessment panel to make a direct appointment(s) based on merit. In such cases the Panel, comprising of Executive Manager Governance & Risk (or delegate), a member of Community Engagement (or other nominee of the CEO), and the relevant Executive Manager, is to have regard to any membership requirements outlined in the relevant Committee Terms of Reference 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 Terms of Reference 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.

#### Community Notification

Opportunities will be advertised via Council's e-news, website and social media channels. Emails will be sent to target groups and the Community Engagement Database. Detailed information and nomination forms will be available on the website. Ideally nominations will be open for 28 days and a minimum of 14 days.

#### Delegation of Authority

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

#### **Responsible officer**

Executive Manager Governance and Risk

#### **References and related documents**

- Northern Beaches Council Committee Framework (adopted 22 February 2022)
- Northern Beaches Council Policy Framework (adopted 28 November 2023)
- NSW Local Government Act 1993

## Definitions

“Committee”, for the purposes of this Policy, refers to any Strategic Reference Group, Reference Groups, Statutory Committees and Joint Stakeholder committees, or other project/working advisory groups that have councillors and community members represented.

## Review Date

July 2026

## Revision History

Revision	Date	Change	TRIM Ref
1	17 April 2018	Policy adopted by Council	2018/266800
2	17 April 2020	Policy amended by Director Corporate and Legal to incorporate the Community Committee framework (see related email 2020/221767)	2018/266800
3	24 March 2022	Draft Appointment of Committee Members	2022/186992
4	13 April 2022	Updated following CET review	2022/186992
5	28 June 2022	Updated following public exhibition for Council consideration	2022/186992
6	26 July 2022	Adopted by Council	2022/186992
7	13 Dec 2023	Updated with a reference number following adoption of the Council Policy Framework at the November 2023 Council meeting	2022/186992