

Governance 13: Appointment of Community Members to Advisory Committees and Reference Groups

1. Purpose

The purpose of this policy is to provide a clear and understandable expectation as to the requirements of community members to achieve appointment to Advisory Committees and Reference Groups established by the Council.

This policy outlines the criteria, role and responsibilities required of a member of the public to be appointed to an Advisory Committee or Reference Group as well as how the assessment will be evaluated and reported to Council for appointment to be ratified

2. Policy Statement

- 2.1 The City of Kalamunda has a long record of strong community engagement. We recognise the importance and value of engaging with our community and seek to act in a participatory manner. The City has maintained strong ties with local environmental community groups, cultural community groups and demographic specific groups and believe that being in close contact with the views of community leads to good governance and effective decision making.
- 2.2 The City is committed to engaging with its community in a collaborative manner to resolve issues and achieve goals. In order to pursue this goal, Council will establish a range of community-led Advisory Committees and Reference Groups to assist in dealing with specific service areas or issues.
- 2.3 The establishment of these committees and groups requires a City-wide advertising period to receive nominations and a selection process to identify the most suitable candidates for each role. Council requires clarity in how it selects members of the community.
- 2.4 Nominations must be based on a set criterion, with diversity amongst applicants being reflected at all times.
- 2.5 Collaborating involves the City engaging with community members on an issue that will become the basis for the development of a plan, project, facility or service.
- 2.6 Collaboration:
 - (a) generally, occurs in the form of working groups or advisory committees;
 - (b) is either for the duration of the project (working groups) or on-going if issue related (advisory committees);
 - (c) can be used in conjunction with inform, consult and involve strategies; and
 - (d) involves communication, not just between the community and the local government, but also amongst stakeholders and community members.
- 2.7 This level of engagement provides participants with a level of influence over outcomes in the City. It should be noted that the final decision ultimately remains

with the Council. These participants may be interested members of the community or may represent specific stakeholder groups.

2.8 Participants have a responsibility to:

- (a) actively listen to the opinions of a wide range of stakeholders;
- (b) adopt and adhere to the values and code of conduct of the City;
- (c) commit sufficient time to the process;
- (d) represent the interests of other people, including those who might be less vocal or harder to reach;
- (e) recommend the best-fit solution that meets the needs of all people with an interest or those likely to be affected, including those from minority groups; and
- (f) keep people informed on the progress of the process.

2.9 It is essential to the balanced operation of any collaborative group that membership is reflective of all views, and is regularly refreshed, and does not become dominated by the strongly held thoughts of a small group of residents.

2.10 The Advisory Committees and Reference Groups are established by Council to provide input into particular issues.

2.11 Membership is by invitation of the Council and expressions of interest are advertised via media channels and on the City's homepage.

- (a) Advisory Committees and Reference Groups shall all have terms of reference which are to include:
 - (i) the purpose and objectives of the Committee/Group;
 - (ii) the membership of the Committee/Group;
 - (iii) meeting times – usually up to three times per annum, at a time of day that suits members;
 - (iv) review periods – usually annually in September;
 - (v) meeting procedures - including nomination and role of the Committee/Group Chair and Deputy Chair, process for decision making and recording of that decision, Disclosure of any Non-Pecuniary or Pecuniary Interests, adherence to any Code of Conduct etc; and
 - (vi) the recording of minutes and any associated proposals or suggestions is to be in accordance with the Terms of Reference of each Committee or Group as the case may be.

- 2.12 Once publicly advertised, all interested members of the public are required to apply before the deadline date.
- 2.13 Any late applications will not be considered.

3. Terms of Reference and Advertising

- 3.1 When a committee or reference group is to be established, the following will occur.
- 3.2 Terms of reference will be developed and adopted by Council, and are to include:
 - (a) the purpose;
 - (b) the objective;
 - (c) reporting periods/frequency;
 - (d) constitution of the committee (numbers, background, skills base);
 - (e) meeting times and frequency;
 - (f) review periods (for on-going committees this is generally in September);
 - (g) meeting procedures - including nomination and role of the Committee/Group Chair and Deputy Chair, process for decision making and recording of that decision, Disclosure of any Non-Pecuniary or Pecuniary Interests, adherence to any Code of Conduct etc;
 - (h) Officer responsible for support, if required;
 - (i) Councillor's sponsoring the Committee; and
 - (j) the recording of minutes and any associated proposals or suggestions to be submitted to Council.
- 3.3 Expressions of Interest to participate in the committee will be advertised for a minimum of three weeks, throughout the City, including via the City's web site and social media.
- 3.4 Expressions of Interest will request the following general information:
 - (a) General background and life experience of the Nominee;
 - (b) The Nominees ability to:
 - (i) commit sufficient time to the process;
 - (ii) act as an advocate for the City displaying positive intent at all times;
 - (iii) represent the interests of other people, including those who might be less vocal or harder to reach;
 - (iv) choose the best-fit solution that meets the needs of all people with an interest or those likely to be affected, including those from minority groups;
 - (v) have a level of general knowledge relevant to the Committee's responsibility;

- (vi) keep people informed on the progress of the process
- (vii) comply with the requirements of the LGA Act 1995 and to adhere to the Code of Conduct.

4. Assessment of Nominations

4.1 Evaluation Process and Report

- (a) City officers will undertake an assessment against the selection criteria of each application for a committee or group. The assessment will be undertaken by a panel of up to five City officers appointed by the CEO.
- (b) A designated officer will produce an evaluation report outlining the selection process and will identify the candidates that best met the criteria.
- (c) The evaluation report will be a confidential attachment to the Council report. Council, upon receipt of the confidential evaluation report will have the ability to review and change the recommendations of officers should Council see the need.

4.2 Confidentiality

- (a) All applications will remain confidential and names of the recommended appointments will also remain confidential.
- (b) All applicants will receive a letter outlining the result of their application as to whether they were successful or unsuccessful. The City has no requirement to provide feedback on the status of any application.

5. Selection Criteria

A community member's application to be on an Advisory Committee or Reference Group will be assessed and their final score weighted against the following selection criteria:

	Selection Criteria	Weighting
1.	Knowledge and experience of the topics the Committee/Group will be required to address.	25%
2.	Ability to work in teams and groups.	25%
3.	The ability to allocate the necessary time to attend meetings and read documentation prior to the meeting.	25%
4.	Whether the application addresses a knowledge/skills gap on the Committee/Group, with consideration given to the balance of the Committee/Group ensuring broad and diverse community representation).	15%
5.	Representation from all wards within the City will be considered important to provide a balance of membership from the different communities of interest. Should there be more than one candidate from a ward the candidate with the highest scores in points 1-4 will receive an additional ward score of 10%.	10
Score	Assessment	
21 – 25%	Excellent	
16 – 20%	Very Good	
11 – 15%	Satisfactory	
6 – 10%	Poor	
1 – 5%	Unsuitable	

Status	N/A		
Related Local Law	N/A		
Related Council Policies	N/A		
Relevant Delegation	N/A		
Related Internal Procedures	N/A		
Related Budget Schedule	N/A		
Legislation	<i>Local Government Act 1995</i>		
Notes and Conditions	N/A		
Authority	Council		
Adopted	27 August 2019	Next Review Date	27 August 2021