



# Council Representation on Advisory Committees & External Organisations Policy

## Policy – CP007

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Manager Corporate Administration	ELT	Council	27/05/2020	2020/0106
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### 1. The purpose of this policy is

To provide guidance for a consistent approach to the appointment, review, reporting and support processes in relation to Council representation on advisory committees and external organisations.

### 2. Policy Statement

Council recognises it is important for it to be represented on various external committees to ensure the interests of the community are considered.

### 3. Principles

In determining how the municipality should be best represented, the following needs to be considered:

- 3.1 Councillors are the representatives of the Mildura municipality.
- 3.2 Certain appointments are guided by statutory requirements and ministerial appointments.
- 3.3 While linkage between available positions and relevant Portfolio Councillors is preferred, for reasons relating to workload, areas of interest, skills and expertise, this is not always possible.
- 3.4 Councillors shall have the opportunity to determine whether a Councillor or Council Officer is the most appropriate representative in situations where this option is available.
- 3.5 The appointment of Council Officers to advisory Committees and external organisation should be guided by the following:
  - a) The status/position of other stakeholders on external organisations.

- b) The level of policy development and decision making involved in the external organisations and the potential impact and influence in relation to Council priorities and direction.
- c) The opportunity to influence Council's profile and reputation.
- d) Acknowledgement that Council Officers will be directly invited to sit on external organisations as a representative of Council based on their professional role, level of industry expertise and skills in relevant areas.

#### **4. Appointment Process**

- 4.1 Councillor appointments to be made outside of the annual review process in item 7.1 should be the subject of a report to Council. Depending on the nature of the advisory committee or external organisation, the matter should be first discussed with the Mayor, Deputy Mayor or relevant Portfolio Councillor. If considered necessary, the matter should be raised at a Council Forum. A register of Councillor appointments will be maintained by the Chief Executive Officer.
- 4.2 Should a Councillor be approached by a member of the public to be a member of an advisory committee or an external organisation, the appointment will depend on the nature of the request.
  - a) If the Councillor is being asked as an individual then he/she must make the determination in a private capacity.
  - b) If the Councillor is being asked as a member of Council, then he/she should first discuss the matter with the Mayor, Deputy Mayor or relevant Portfolio Councillor.
- 4.3 In cases where the Councillor representative is unable to attend a meeting, the alternate Portfolio Councillor as identified on the adopted schedule shall attend in his/her place.
- 4.4 Having regard to the principles in (3) above, the appointment of Council officers to advisory committees and external organisations will be at the discretion of the Chief Executive or General Manager. This may be undertaken in consultation with the Mayor, Deputy Mayor or relevant Portfolio Councillor.

#### **5. Councillor Representation on Section 86 Special Committees**

- 5.1 Councillor representatives on Special Committees shall act in an advisory capacity only.
- 5.2 As such, Councillor representatives shall not stand as Chairperson and shall not have voting rights.

## 6. Support for Councillor Appointments

- 6.1 All Councillor appointments will be supported by a member of the Executive Leadership Team.
- 6.2 Executive Leadership Team support to Councillors will include pre-meeting liaison and advice regarding forthcoming meetings to determine representation required. Advice to be provided should include the nature of impending business ie policy making, significant decision making or networking/information sharing.

## 7. Review and Assessment Process

- 7.1 On an annual basis, the list of Councillor appointments should be submitted to Council to allow for a review that provides for the following;
  - a) Reallocation of positions to other Councillors or Council Officers if considered necessary.
  - b) Assessment of whether Council representation is still considered beneficial.
- 7.2 The schedule submitted on an annual basis should provide for an assessment of the previous year's activity and a comment on continued alignment with Council policy or direction.

## 8. Reporting Process

- 8.1 **Councillor positions:** As issues of significant interest arise, Councillors will bring these matters to the attention of fellow Councillors. In addition to reporting on issues as they arise, at least one summary status report over a 12 month period should be provided in relation to Councillor appointments. These reports should be distributed to all Councillors or raised at a Council Forum, if required. The summary status report should contain at least the following items:
  - the purpose of the committee/organisation
  - the activities undertaken over the previous 12 months
  - the relevance of the committee/organisation to Council
  - any major issues which Council needs to be aware of in relation to the activities of the committee/organisation.
- 8.2 **Council Officer positions:** Reporting on positions held by Council officers will occur through normal Departmental operations. Significant matters will be brought to the attention of Councillors through means introduced by the Chief Executive Officer. This may occur through updates to the Executive Leadership Team, Portfolio Councillor, briefing notes to Councillors or to Council Forums or reports to Council. The Chief Executive Officer or relevant General Manager shall determine the most appropriate method depending on need and nature of issue.

**9. Who is responsible for implementing the policy**

Manager Corporate Administration

**10. Definitions**

Section 86 Committee                      Committees set up under Section 86 of the *Local Government Act 1989* to which Council can delegate certain functions, duties or functions

**11. Legislation and other references**

**11.1 Legislation**

*Local Government Act 1989*  
*Local Government Act 2020*

**11.2 Documents**

Nil

**11.3 Risk Assessment Reference**

*Please tick the corporate risk(s) that this policy is addressing.*

<b>Risk Category</b>	✓	<b>Risk Category</b>	✓
Asset Management		Financial Sustainability	
Committees	✓	Human Resource Management	
Compliance – Legal & Regulatory	✓	Leadership & Organisational Culture	✓
Contract Management		Occupational Health & Safety	
Contract Tendering & Procurement		Organisational Risk Management	
Corporate Governance	✓	Project Management	
Environmental Sustainability		Public Image and Reputation	✓