

<b>Responsible Directorate</b>	<b>Office of the Chief Executive Officer</b>
<b>Responsible Business Unit/s</b>	<b>Governance</b>
<b>Responsible Officer</b>	<b>Manager Governance</b>
<b>Affected Business Unit/s</b>	<b>All</b>

## Objective

This policy is to enable Committees and Advisory Groups to make decisions through the selection of External Members that can offer professional expertise, knowledge and/or experience.

## Scope

This policy applies to those who wish to become an External Member of a Committee of the Council or Advisory Group.

Under Section 5.8 of the *Local Government Act 1995*, the Council may establish Committees to assist the Council and to exercise the powers and discharge the duties of the Council that can be delegated to a Committee. Committees report to the Council and can be established for a particular purpose, with a completion date, or can be ongoing. Committees assist good governance when they share the workload and responsibilities of the Council as a whole.

Although not formally established under the *Local Government Act 1995*, Advisory Groups are created from time to time to assist the City in obtaining broader opinion and a collection of differing views on certain subject matters.

The membership and composition of a Committee or Advisory Group can range from only Elected Members through to only members of the community, or a combination of parties.

## Policy

### Invitations to become an External Member of a Committee or Advisory Group

The City will, from time to time, call for nominations from members of the community to become an External Member of a particular City of Stirling Committee(s) or Advisory Group(s).

Local public notice will be given inviting nominations to be made and the notice will include the closing date for submissions and the required information to be supplied with the nomination (such as curriculum vitae).

### Qualification(s) of External Members

For a member of the community to be considered as an External Member of a Committee or Advisory Group they must:

1. Be a resident within the City of Stirling for a minimum of five (5) years, or have the necessary skills, knowledge and experience that is required by law and being fit for purpose for the Committee's or Advisory Group's role;
2. Be willing to serve the Committee or Advisory Group for its duration or term of office;

3. Have (preferably) demonstrated a commitment or contribution to community development that has relevance to the purpose of the Committee or Advisory Group;
4. Acknowledge acceptance and support of the terms of reference;
5. Agree to serve the Committee without prejudice or conflict of interest and to comply with the City of Stirling Code of Conduct and *City of Stirling Meeting Procedures Local Law 2009*;
6. Be willing to serve the Committee or Advisory Group in a voluntary capacity without remuneration; or as determined by Council; and
7. Acknowledge that failure to observe the selection criteria during the term of office may result in the membership being terminated.

## External Member selection and appointments

All External Member appointments are to be made by the Council and the report for its consideration will include the details of those nominations received and the recommended External Member to be appointed.

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## Definitions

**Committee** means a Committee established under the Section 5.8 of the *Local Government Act 1995*.

**External Member** means a member of the community that is not an Elected Member of the City.

**Employee** means an appointed employee of the City of Stirling who attends the meeting in their capacity to provide advice and report to Council and nothing more.

**Local public notice** means an advertisement placed in a local newspaper generally circulating the district of the City of Stirling and on the City's website.

**Advisory Group** means a collection of people that meet to assist the City in making recommendations or forming views for the Administration to progress or to be recommended to Council.

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## Relevant management practices/documents

City of Stirling Code of Conduct

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## Legislation/local law requirements

*Local Government Act 1995*

*City of Stirling Meeting Procedures Local Law 2009*

*Local Government (Rules of Conduct) Regulations 2007*

### Office use only

<b>Relevant delegations</b>	Not applicable			
<b>Initial Council adoption</b>	<b>Date</b>	5 July 2011	<b>Resolution #</b>	0711/010
<b>Last reviewed</b>	<b>Date</b>	4 December 2018	<b>Resolution #</b>	1218/012
<b>Next review due</b>	<b>Date</b>	2020		