

Title	Elected Members Appointments & Training – Standing Committees, Reference Groups, Boards & External Organisations
Policy Number (Governance Purpose)	



Policy Type

Council

Policy Purpose

This policy is to provide the guidance for Council to establish Standing Committees, Reference Groups and to appoint delegates to external committees/groups. It outlines the membership and requirements of such groups. Additionally it covers the broad principles around participation in external committees/groups and ensures an adequate training programme is established to provide an awareness for Council appointed delegates on the responsibilities associated with their role and function.

Policy Statement

Generally, appointments to Standing Committees, Reference Groups and external committees/groups will be made biennially, following Council elections. When required, membership changes may be made; new groups may be established and appointments made, and or groups disbanded or membership ceased to external groups.

For all appointments, the Chief Executive Officer is to seek expressions of interest from Elected Members. The Chief Executive Officer is able to exercise the methodology to administer the selection of elected members to external Boards, Panels or Committees. In seeking expressions of interest, the Chief Executive Officer is to provide as much information as possible, including frequency / timing of meetings and whether remuneration to members is applicable. A process for nominations and appointments is to be recorded and distributed to Elected Members.

(1) Standing Committees

The Local Government Act 1995, Section 5.8, states that a local government may establish committees to assist the Council and exercise the powers and discharge the duties of the local government that can be delegated to committees. Section 5 of the Act refers.

(2) Reference Groups

Council may establish reference groups for the purposes of dealing with issues of special focus or nature. These groups have no decision making authority but may provide advice and recommendations to Council.

A Terms of Reference is to be established for each group. The Terms of Reference is to include:

1. Name of the group
2. Purpose of the group

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3. Membership of the group
4. Quorum
5. Roles and Responsibilities
6. Accountability (reporting structure and process)
7. Term (if temporary) or planned review of group
8. Meeting information – frequency, records, communication, confidentiality

(3) External Organisations

Council may appoint delegates to externally established committees and advisory / reference groups for the purposes of facilitating two way communications.

To ensure that Council appointed delegates to external groups do not compromise or commit Council on issues, delegates are to comply with the following principles.

1. Council appointed delegates to external committees or organisations may provide input and vote on matters under consideration, provided that their input is not, or could be, in conflict with a position of Council and is otherwise considered by the delegate to be in the best interests of the City of Cockburn.
2. Where an issue, or issues, under consideration by an external committee or organisation is known to be, or could be, in conflict with a formal position of Council, it is the responsibility of the Council appointed delegate to present the formal Council position to the committee or organisation at which he or she is representing Council.
3. In cases where a matter under consideration by the external committee or organisation is known in advance and is likely to be of specific interest to Council, the Council appointed delegate should notify the Chief Executive Officer (CEO) of the matter immediately, and prior to the meeting at which the matter is to be discussed, for advice.
4. Where, in the opinion of the CEO, the matter is of a politically sensitive nature, the CEO shall refer the matter to the Mayor to, if appropriate, make a statement on behalf of the City.
5. Where the Mayor speaks on behalf of Council on an issue pursuant to Clause (3) 3 above, this position shall be made known to the Council appointed delegate to convey to the relevant meeting at which the issue is to be considered.
6. Should an issue arise at a meeting of which no previous indication or notice was given, and which is, or could be, of interest to Council, the Council appointed delegate should inform the meeting of that fact and refrain from formally participating in any outcome associated with the issue or committing Council, or presenting an opinion on the matter, on behalf of Council.
7. Where a Council appointed delegate to an external committee or organisation is uncertain whether an item or issue raised at a meeting of the

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committee or organisation is, or is likely to be, an issue of interest to the Council, the delegate should preface any remarks or action taken in the role of Council delegate that, in the absence of any formal position adopted by the City in relation to the matter, the comments and other participatory action by the delegate are provided to the best of the delegate’s knowledge as being in the best interests of the City of Cockburn, but may be subject to being amended or overruled in the future, by decision of the Council.

(4) Training of Council Delegates on Committees or Boards

As part of an effective Corporate Governance regime, it is expected that Council appointees will be adequately aware of their role and responsibilities when acting in a capacity as Council’s delegate.

1. Upon the appointment of Council delegates as representatives of the City of Cockburn to any internally established committee, pursuant to the Local Government Act, 1995, or to any externally established Board or other organisation, arrangements shall be made, through Council’s Executive Services Department, to have delegates enrolled to complete an appropriate training session relevant to the appointed role.
2. The training described in Clause (4) 1 above shall include, but not necessarily be limited to, the following subjects:-
 - (a) Roles and Responsibilities of Board/Management Committee members;
 - (b) Legal implications;
 - (c) Financial management and accountability;
 - (d) Risk management;
 - (e) Constitutions;
 - (f) the Association and Incorporations Act 1987; and
 - (g) due diligence as a Board/Management Committee member.
3. All Council appointed delegates shall be required to undertake this training within 12 months of their appointment by Council.
4. Elected Member delegates re-appointed by Council following biennial local government elections shall only be required to repeat the training, should they be re-elected as member of Council (i.e. every 4 years).
5. Similarly, Council employees re-appointed as delegates following biennial local government elections shall be required to repeat the training every 4 years.
6. Where possible, the relevant training will be undertaken to include the maximum number of Council delegates identified as requiring the training.

Strategic Link:	Strategic Community Plan
Category	Elected Members

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