

## 1.31 COUNCILLOR NOMINATIONS FOR “INDUSTRY REPRESENTATIVE” POSITIONS ON EXTERNAL BODIES

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### OBJECTIVE

To establish the method by which Councillors may submit nominations for “industry representative” positions.

### POLICY

For the purposes of this policy, the following definitions apply.

**‘External Body** - any external body that is not substantively convened or controlled by the Council of the Shire of Gingin.

**‘Industry Representative Position’** – a position that is not restricted to candidates from a specific local government and which will be required to act as a representative of West Australian local government generally.

1. When a notification is received seeking nominations from local government for vacant positions on various external bodies, Administration will advise all Councillors accordingly via the most appropriate method.
2. Councillors will be requested to indicate, by a certain date, whether they are interested in nominating for the position, and all Councillors will be advised of any expressions of interest received.
3. Nominations not subject to Council endorsement will be submitted via Administration in accordance with the relevant deadline.
4. Nominations will be subject to Council endorsement if:
  - a. Sitting or meeting fees are not payable by the external body and a Councillor intends to claim travelling expenses from the Shire of Gingin in accordance with Policy 1.29 – Councillors’ Entitlements in the event that their nomination is successful;
  - b. Membership of the external body is considered to be of particular interest or advantage to the Shire of Gingin, and Council wishes to maximise the possibility of a successful nomination by limiting the number of nominations and selecting the Councillor/s it believes will be the strongest candidate/s; or
  - c. In the opinion of the Shire President, it is necessary for the matter to be formally considered by Council for any other reason.
5. In the event that time constraints allow, nominations as referenced in clause 4 will be the subject of an Officer report to the first available Council meeting following receipt of the call for nominations.
6. If the deadline for submission of nominations is before the date of the first available Council meeting, then nominations as referenced in clause 4 will be the subject of a discussion paper to the first Concept Forum following receipt of the call for nominations.

The nomination will be submitted based on the outcome of Concept Forum discussions, with a formal report being presented to the next Council meeting for endorsement.

7. Nominating Councillors will be required to provide Administration with any necessary information, such as an appropriate resume and/or responses to selection criteria, in sufficient time to allow for submission of their nomination by the specified deadline.

This policy applies to all Shire of Gingin Councillors.

This policy only applies to nominations for positions which are intended to be representative of the local government industry in general. All requests for nominations to specifically represent the Shire of Gingin must be submitted to Council for formal consideration.

## GOVERNANCE REFERENCES

<b>Statutory Compliance</b>	N/A
<b>Industry Compliance</b>	N/A
<b>Organisational Compliance</b>	Council Policy 1.29 – Councillors’ Entitlements

## POLICY ADMINISTRATION

<b>Review Cycle</b>	2 years	<b>Next Review</b>	2021
<b>Department</b>	Office of the CEO		

<b>Version</b>	<b>Decision Reference</b>	<b>Synopsis</b>
1.	21/10/2014 – Item 11.1.2	Policy adopted
2.	Administrative Amendment	Clauses 5 & 6 incorrectly referred to “nominations as referenced in clause 3”. Clauses 5 & 6 amended to read “nominations as referenced in clause 4”.
3.	21/01/2020 – Item 11.1.2	Policy reviewed.