

11.7 ADVISORY COMMITTEES EXPRESSION OF INTEREST - COMMUNITY MEMBERS

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1. EXECUTIVE SUMMARY

At the Ordinary Meeting of Council held on 28 April 2025, Council resolved (R-76-2025) to establish four Advisory Committees to enhance public participation and provide expert input into key strategic areas. These Committees comprise community members with skills, experience, and interest relevant to each Committee's focus.

Following Council's decision, an Expressions of Interest (EOI) process was conducted from 31 July to 10 August 2025 to recruit community members for the Advisory Committees. The process received strong engagement from the community, including 275 webpage visits, 68 document downloads, and 35 formal applications across three Advisory Committees. Applications were reviewed by the Advisory Committee Selection Panel – comprising the Mayor, Deputy Mayor, and relevant subject matter experts on 15 October 2025. The Panel's recommendations for membership were agreed by consensus and are detailed in **Confidential Attachment 1**.

The Access and Inclusion Advisory Committee received fewer applications than required to form the Committee. A second EOI process, closing on 5 November 2025 has commenced to attract additional members. The Selection Panel will convene on 10 November 2025 to finalise recommendations for this Committee, which will be provided to Councillors separately before the 17 November 2025 Council Meeting.

Subject to Council endorsement, successful applicants will be formally appointed and notified following the 17 November 2025 Council Meeting. An induction and welcome event, including Code of Conduct training, will be held in December 2025, with the inaugural meeting of the Committees scheduled for February – March 2026.

2. RECOMMENDATION

That Council:

- 1. Appoint the community members to Council's advisory Committees as listed in Confidential Attachment 1, with the names be identified in the resolution.**
- 2. Write to all the applicants and advise them of the outcome of the Expression of Interest process and outline the next steps for the process and to thank them for their interest and applications.**

3. DISCUSSION

Expression of Interest (EOI) Process

In July 2025, Council invited community members to express interest in joining Advisory Committees via an online form. The form included targeted questions to identify candidates whose skills and experience aligned with committee needs, ensuring balanced membership. Applicants also received access to the Advisory Committee Terms of Reference and Policy documents.

The EOI was launched on Council's website on 31 July 2025 and concluded on 10 August 2025. There were 275 webpage visits, 68 document downloads and 35 applications received.

Assessment of Applications

On 15 October, all applications were collated and assessed by the Advisory Committee Panel, consisting of the Mayor, Deputy Mayor and the relevant Subject Matter Expert (SME). The Advisory Committee Model Terms of Reference requires each Advisory Committee to have a minimum six and maximum twelve community representatives. Three Committees, the Active and Integrated Transport Advisory Committee, the Bushland and Natural Heritage Advisory Committee, and the Sustainability Advisory Committee received sufficient applications. The break down of applications is as shown in **Figure 1**, below.

Figure 1.

Advisory Committee	Number of applications received	Eligible applications recommended for appointment by Selection Panel
Access and Inclusion Advisory Committee	3	Recommended second EOI round be held
Active and Integrated Transport Advisory Committee	8	8
Bushland and Natural Heritage Advisory Committee	13	11
Sustainability Advisory Committee	11	10
Total Number of Applications	35	29

Applications received represent a broad demographic, ranging in age from 18 to 85+ years, and mostly reside within the Willoughby Local Government Area, refer to **Figure 2**, for information on applicants by suburb.

Figure 2.

Suburb	Number of Applicants
Chatswood	3
Castlecrag	10
Castle Cove	3

Northbridge	2
Willoughby	1
Middle Cove	3
Naremburn	3
Artarmon	3
St Leonards	3
North Lane Cove	2
Cheltenham	2

The Access and Inclusion Advisory Committee did not attract sufficient interest to form a committee. A second EOI process commenced on 23 October 2025 and will close on 5 November 2025. The Selection Panel for this Advisory Committee will convene on Monday 10 November 2025 to finalise recommendations for this Committee's membership which will be provided to Council as a late attachment prior to the meeting on 17 November 2025.

Outcome of Assessment process

The Panel considered all 35 applications received and reached consensus that the Committees membership for the Active and Integrated Transport Advisory Committee, the Bushland and Natural Heritage Advisory Committee and the Sustainability Advisory Committee be as recommended in **Confidential Attachment 1**.

Below is a summary of applications which have not been recommended for appointment:

- Three applications received for the Access and Inclusion Advisory Committee - these applications will be considered along with applications received during the second EOI process. It is envisaged that the two rounds EOI will result in sufficient nominations for a recommendation on membership to be provided to Council following the Panel's assessment on 10 November 2025 to enable this Committee's formation.
- Two applications expressed interest in more than one Committee with appointment only recommended for one Committee.
- One application was not recommended for any appointments due to the lack of information provided by the applicant.

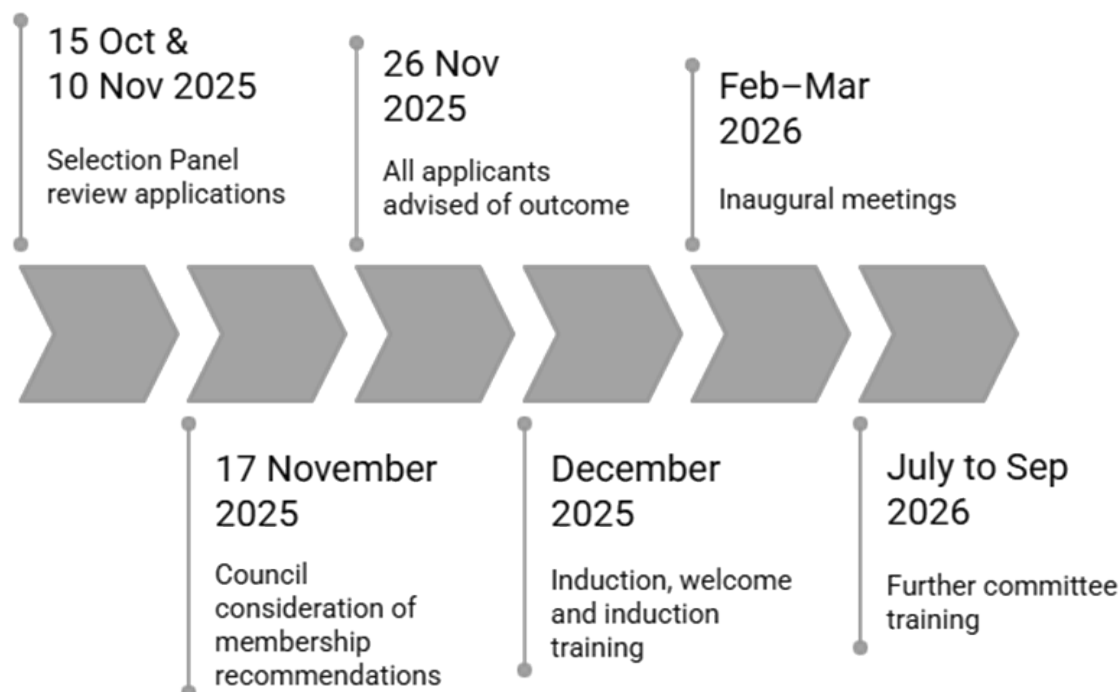
A summary of the assessment outcomes for all applications received is provided in **Confidential Attachment 2**.

Next Steps

The onboarding process is outlined below in **Figure 3**.

Figure 3.

Advisory Committee Onboarding 2025 Timeline



If Council appoints the recommended members, confirmation and an invitation to a welcome meeting will be sent by Wednesday 26 November 2025. The meeting will cover Committee responsibilities, meeting protocols, Code of Conduct training, and provide an opportunity for networking.

Reason for Confidentiality of Attachments

In accordance with the *Local Government Act, 1993*, in the opinion of the General Manager, **Confidential Attachments 1 and 2** are confidential information as referred to in section 10A(2):
(e) information that would, if disclosed, prejudice the maintenance of law,

The reason why information contained in the attachments is confidential and discussions on the content of these attachments should be dealt with in a confidential session of the Council meeting closed to the public, is because they contain personal information of individuals, disclosure of which would contravene Information Protection Principle 11 (Section 18 *Privacy and Personal Information Protection Act 1998*). On balance, the public interest in preserving the confidentiality of this information and discussions relating to these attachments or the persons named outweighs the public interest in maintaining openness and transparency in Council decision-making because the disclosure of this information would result in the release of information as outlined above.

4. COMMUNITY STRATEGIC PLAN OUTCOME

5.1 Be honest, transparent and accountable in all that we do.

5.5 Make it easy for citizens to engage and participate in decision making.

5. GOVERNANCE, RISK AND COMPLIANCE IMPLICATIONS

Advisory Committees are a component of Council's Community Engagement Strategy. The effective administration, including appointment of members demonstrates Council's commitment to public participation. The process for nomination and appointment of advisory committee members has been conducted in accordance with the adopted Model Terms of Reference and the specific Terms of Reference for each of the four committees.

Advisory Committee members will be required to manage and declare conflicts of interest in accordance with Council's adopted Code of Conduct.

6. FINANCIAL / RESOURCE IMPLICATIONS

The formation and ongoing management of Advisory Committees is included in Council's Adopted Budget.

7. CONSULTANT USED IN PREPARATION OF THIS ITEM

Nil.

ATTACHMENTS:

- 1. CONFIDENTIAL ATTACHMENT 1 - RECOMMENDED MEMBERSHIP FOR FOUR ADVISORY COMMITTEES**
- 2. CONFIDENTIAL ATTACHMENT 2 - CONFIDENTIAL ADVISORY COMMITTEE MEMBER NOMINATIONS RECEIVED**