



Mr Marten Tieleman

Via email: marten.tieleman@melville.wa.gov.au

Dear Mr Tieleman

GOVERNANCE CONCERNS AT THE CITY OF MELVILLE

I refer to the City of Melville Governance Improvement Plan 2023-24 (the Plan) that was endorsed by council on 15 August 2023.

The Department of Local Government, Sport and Cultural Industries (DLGSC) has reviewed the Plan’s contents, and formed the view that various items require further consideration and/or action by the City as set out in the following table:

Issue	Response required
<p>Communication – council member queries and requests for information. Council to adhere to respectful discussion and professional interactions with CEO and staff.</p>	<ul style="list-style-type: none"> • Develop policy and process for information requests between council members and CEO (communication protocols). • Consider including questions and answers in Agenda Briefing Forum notes. • Consider providing answers to questions taken on notice at Agenda Briefing Forum in OCM report and elected member portal
<p>Clarify meeting procedures, standing orders and behavioural codes of conduct</p>	<ul style="list-style-type: none"> • Council members with presiding member responsibilities to undertake training on meeting procedure compliance and how to manage inappropriate questions. • All council members to undertake training on meeting procedures and appropriate meeting participation. • Employees involved in council meetings to receive training on how to apply and interpret meeting procedures.

	<ul style="list-style-type: none"> • All council members and employees involved in council meetings to be informed and aware of processes for making behavioural complaints and minor breach complaints where relevant. • Investigate reasons behind continued deferred items at OCM's and identify avenues for improving rate of deferrals (investigation to consider including a survey from CEO to council members)
<p>Ensuring there is clarity and understanding of the distinction between the functions and roles of the Council, council members, the CEO and administration staff</p>	<ul style="list-style-type: none"> • Council members to receive training on roles and responsibilities on induction (likely to be in the form of a session facilitated by DLGSC). • Council members to receive training on their roles and responsibilities including how to obtain information relevant to their role without becoming involved in operational matters. • Council members to educate and inform community members who request intervention or assistance with operational matters of their inability to intervene to ensure community expectations are clarified. • Review City's governance framework to determine whether it meets the needs of council to effectively undertake their decision-making role.
<p>Commitment from council to 'buy in' and work collegiately for the betterment of the City's community</p>	<ul style="list-style-type: none"> • The CEO to investigate whether any actions within the City's control could limit further increases in legal expenditure. • Council members be offered, and encouraged to participate in, team building exercises to build collegiality (as part of their induction and on an ongoing basis). • Consider introducing a mentoring program between council members or with other local governments, to improve culture. • Completion of all actions related to council.

As part of the City's commitment to improve governance and action its Plan, DLGSC requests that the City consider the above, and provide a response to DLGSC by 30 November 2023 as to how it intends to address the identified outstanding matters.

If you have any queries or concerns about this or any associated matter, please contact the Director of Local Government Support and Engagement, Mustafa Yildiz on (08) 6552 1788 or by email at mustafa.yildiz@dlgsc.wa.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to be 'T. Fraser', written in a cursive style.

Tim Fraser
EXECUTIVE DIRECTOR LOCAL GOVERNMENT

31 October 2023