

## PROPOSED NOTICE OF MOTION (Elected Members)

Name: Cr Steve Kepert

Date of Meeting: 17<sup>th</sup> July 2020

Meeting of the: Ordinary Meeting of Council

Subject: Elected Member Information Session Charter

*Disclaimer: Where administration has provided any assistance with the framing and/or wording of any motion/amendment to the Elected Member who has advised their intention to move it, the assistance has been provided on an impartial basis. The principle and intention expressed in any motion/amendment is solely that of the intended mover and not that of the officer/officers providing the assistance. Under no circumstance is it to be expressed to any party that administration or any officer holds a view on this motion other than that expressed in an official written or verbal report by administration to the Committee or Council meeting considering the motion.*

### PROPOSED NOTICE OF MOTION: CITY OF MELVILLE

#### The Council:

1. **Directs the CEO to create a charter for Elected Member Information Sessions. The charter is to include the following principles:**
  - a. **Elected Member Information Sessions are to be chaired by an Elected Member of the Council.**
  - b. **Office bearer positions consisting of Chairperson and Deputy Chairperson will be selected through a vote by the Council in accordance with the *City of Melville Meeting Procedures Local Law 2017*, or whichever subsequent relevant Local Law is applicable.**
  - c. **The election and appointment of office bearer positions is to be conducted annually, coinciding with the ordinary local government electoral cycle, that being the first meeting following the third Saturday of every October.**
  - d. **Elected Member Information Sessions will abide by the *City of Melville Meeting Procedures Local Law 2017*, or whichever subsequent relevant Local Law is applicable.**
  - e. **Elected Member Information Session Agendas will be distributed to Elected Members by close of business on the Friday prior to the meeting.**
2. **The charter is to be presented to the 18<sup>th</sup> August 2020 Ordinary Meeting of Council for approval by the Council.**

## **REASONS:**

Elected Member Information Sessions (EMIS) are the City of Melville's primary forum for briefing Elected Members. At present, EMIS have no guiding charter.

This means Elected Members have no formal say in what matters are presented to the Council at these forums as it is wholly determined by the administration.

After a recent investigation it was determined that the control of these meetings was ceded to the CEO at some point between 2006 and 2008. Since then Elected Members have had no say in who chairs these meetings and how these meetings are conducted.

Under the existing system, if an elected member wishes to be briefed on any matter, including by parties other the City of Melville administration, it can be denied by the CEO.

Chairing meetings is a particularly important role which carries responsibilities. It requires accountability and fair judgement to be carried out appropriately. It is not suitable for these meetings to be chaired by an officer when they were not appointed by the Council. This is echoed by the Department of Local Government Sport and Cultural Industries' operational guidelines on Council forums where it states the following:

### Authority for the chair

Many councils have established a forum process without specifying how the forums should be chaired and what authority the chair is given to control proceedings. In some local governments, the CEO chairs the forums in certain circumstances. This latter approach is not supported because it confuses the roles and relationships established in the Act.

It is recommended that the mayor or president or, if appropriate, another elected member, chairs all forums that involve elected members. Properly managed forums rely on strength and leadership from the chair. Therefore, a forum's chair should be supported by established rules similar to the standing orders that apply to formal meetings.

There has also been uncertainty whether the City of Melville's *Meeting Procedures Local Law 2017* applies to these important meetings. It was recently determined that it does not.

This motion, as with the Council's recent decision to review the City of Melville's *Meeting Procedures Local Law 2017*, is a significant step in reforming how the City of Melville conducts its meetings.

**SIGNATURE:** \_\_\_\_\_

**\*\* Please circulate to all Members of the Council, preferably a few days prior to the meeting, or on the night, and pass a copy of this form to the officer recording the minutes of the meeting. \*\***

***Copies of this form are available on the Elected Members Extranet under Forms.***