

M21/5811 – LATE ITEM FROM THE GOVERNANCE COMMITTEE – REVIEW OF THE CITY OF MELVILLE (REC) (ATTACHMENT)

Ward	: All
Category	: Strategic
Subject Index	: City of Melville
Customer Index	: City of Melville
Disclosure of any Interest	: No Officer involved in the preparation of this report has a declarable interest in this matter.
Previous Items	: 9.1 Motion – Review of the City of Melville - Governance Committee Meeting held 8 February 2021
Works Programme	: Not Applicable
Funding	: Not Applicable
Responsible Officer	: Marten Tieleman Chief Executive Officer

AUTHORITY / DISCRETION

DEFINITION

<input type="checkbox"/>	Advocacy	<i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input checked="" type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes & policies.</i>
<input type="checkbox"/>	Review	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

M21/5811 – LATE ITEM FROM THE GOVERNANCE COMMITTEE – REVIEW OF THE CITY OF MELVILLE (REC) (ATTACHMENT)**KEY ISSUES / SUMMARY**

- To advise the Council of a motion presented and endorsed by the Governance Committee at its meeting held 8 February 2021
- To seek Council approval to commence the process to engage independent consultants to undertake a Review of the City of Melville, with the selection of the consultant to be presented to the April 2021 Ordinary Meeting of Council.

BACKGROUND

At the meeting of the Governance Committee held 8 February 2021, the Mayor presented a motion to the Committee for consideration.

DETAIL

The Governance Committee resolution that was unanimously supported was that:

“The Governance Committee recommends that the Council authorise the CEO to begin the process of advertising for independent consultants to conduct a review of the City of Melville consistent with the draft terms of reference circulated by the Mayor to all elected members on Saturday the 30th of January 2021.

The time frame should allow for the finalisation of the selection process at the April 2021 Ordinary Meeting of Council.”

The draft terms of reference provided by the Mayor to the Governance Committee with his motion [5811 Draft Terms of Reference](#).

The need for an organisational review has been subject of discussions between the Mayor and CEO at their weekly meetings. The CEO and Mayor are in agreement that it is timely to conduct an organisational review with the City having completed the reviews of the Strategic Community Plan and the Corporate Business Plan and with the current review of the Long Term Financial Plan.

As part of this review it will be necessary to review services and service levels to ensure that the organisation is appropriately structured and resourced to meet the desired outcomes determined by the community and the Council. A review will also ensure that the organisation is capable of meeting service level demands and is positioned to meet new and emerging service and legislative demands.

Given the tight timeframe, should the Council support the Governance Committee recommendation including the consideration of a recommended consultant at the April Ordinary Meeting of Council, it is proposed that the CEO in conjunction with the Mayor would finalise the scope of works. A draft scope of works would be circulated to Elected Members for comment.

M21/5811 – LATE ITEM FROM THE GOVERNANCE COMMITTEE – REVIEW OF THE CITY OF MELVILLE (REC) (ATTACHMENT)**STAKEHOLDER ENGAGEMENT****I. COMMUNITY**

No community consultation has been undertaken in relation to this matter.

II. OTHER AGENCIES / CONSULTANTS

No consultation with other agencies or consultants has been undertaken in relation to this matter.

STATUTORY AND LEGAL IMPLICATIONS

The CEO is responsible for the day-to-day management and operations of the City, including the appointment of suitable staff and the management of resources in accordance with the s5.41 of *Local Government Act 1995*.

The organisational review will provide recommendations relating to the organisational structure to meet the day-to-day operations and long term strategic direction of the City.

FINANCIAL IMPLICATIONS

A budget allocation for this review will be subject to a budget amendment which will need to be approved by the Council.

The recent Mid-Year Review (to be presented to the Council in March 2021) has identified a budget surplus, which would be available to fund the costs associated with the Organisational Review.

The budget implications and proposed budget amendment will be included in the report to be tabled at the April Ordinary Meeting of Council.

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

An Organisation Review is the next logical step in ensuring the City's organisation structure is well placed to deliver the objectives outlined in the Strategic Community Plan, the Key Focus Areas of the Corporate Business Plan and the Operating and Capital requirements articulated in the Long Term Financial Plan.

The purpose of this review would be to assist the Council and the CEO mitigate any risks associated with the delivery of the community outcomes identified through the City's integrated planning framework.

M21/5811 – LATE ITEM FROM THE GOVERNANCE COMMITTEE – REVIEW OF THE CITY OF MELVILLE (REC) (ATTACHMENT)**POLICY IMPLICATIONS**

Council Policy CP-023 Procurement Policy relates procurement activities and prescribes the process that the City follows based on the procurement/contract value.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council could consider the scope of works at the March Ordinary Meeting of Council however, given the desire to appoint a consultant at the April meeting this would not provide sufficient time to advertise and prepare a shortlist for Council consideration.

CONCLUSION

The CEO and Mayor are in agreement that it is timely to conduct this organisational review. The recommendation from the Governance Committee seeking to engage independent consultants to undertake a review of the City of Melville in accordance with Terms of Reference as proposed by the Mayor is supported.

This report seeks the approval of the Council to commence this process.

COMMITTEE RECOMMENDATION (5811)**APPROVAL****That the Council:**

- 1. authorise the CEO to begin the process of advertising for independent consultants to conduct a Review of the City of Melville consistent with the [5811 Draft Terms of Reference](#) circulated by the Mayor to all elected members on Saturday the 30th of January 2021.**
- 2. note the time frame should allow for the finalisation of the selection process at the April 2021 Ordinary Meeting of Council.**