

ELECTED MEMBERS INITIATING ACTION POLICY

Council Policy	
TRIM Reference	AR18/46376[v2]
First Issued	27 September 2004
Last Reviewed	11 April 2023
Next Review	July 2027

1. POLICY STATEMENT

- 1.1 Elected Members have various options available to them in relation to obtaining information from staff, some of which are more formal than others. The policy provides clear guidelines for Elected Members when sourcing information to ensure that the most effective method is utilised depending on the information required.

2. PURPOSE

2.1 Purpose

To ensure that information being sourced by the Elected Members is accurate and provided in a timely manner.

2.2 Scope

This policy applies to all Elected Members and the Mayor.

2.3 Strategic Reference

1 Community

- 1.2 We are resilient, inclusive, safe and a vibrant community where people feel proud to live.

4 Infrastructure

- 4.1 Our physical infrastructure meets our community needs.

3. PRINCIPLES

The following procedures shall apply to Elected Members when sourcing information from Council Officers, prior to a Question Without Notice being raised at a Council Meeting.

3.1 CONTACT CHIEF EXECUTIVE OFFICER OR DIRECTOR

If an Elected Member requires information or clarification, the Elected Member should contact the Chief Executive Officer or relevant Director. The Chief Executive Officer or Director will provide the information required. Contact with the Director's is provided at the discretion of the CEO in accordance with section 61(2) of the Local Government Act 1999.

3.2 CUSTOMER REQUEST - MAINTENANCE

If an Elected Member has received a call from a community member in relation to maintenance type work (e.g. pothole in road, fallen tree, dog issues) the Elected Member should recommend to the community member that they call the Civic Centre directly, or use the Council website or MyLocal App and report the issue. Alternatively, the Elected Member can use one of these mechanisms themselves to report the issue so that it can be immediately processed via the electronic "Customer Service Request System". **This is the most effective way of handling these types of issues.**

3.3 QUESTION ON NOTICE

A Question on Notice would be used if an Elected Member requires the reply to be minuted.

If an Elected Member intends placing a Question on Notice on the agenda, the Elected Member should firstly discuss the matter with the Chief Executive Officer in order to obtain any pertinent information and to obtain assistance to complete a “Question on Notice” Form.

To provide sufficient time to research the issue, a completed Question on Notice form should be forwarded to the Chief Executive Officer at least seven clear days¹ prior to the agenda being distributed. For complex issues, the more notice given the better, particularly where recommendations may be involved.

Note ¹ In the calculation of *clear days*, in relation to the giving of notice before a meeting, the day on which the notice is given, and the day on which the meeting occurs will not be taken into account; and Saturdays, Sundays and public holidays will be taken into account.

3.4 NOTICE OF MOTION

A Notice of Motion is issued if an Elected Member is looking to make a change to a current practice or has an idea or suggestion they would like explored. If an Elected Member considers this is the course of action that is required, they should firstly discuss the matter with the Chief Executive Officer in order to obtain any pertinent information and to obtain assistance, before completing a “Notice of Motion” Form. Sufficient time to research the request is required, therefore the “Notice of Motion” form is to be submitted at least seven clear days prior to the agenda being distributed.

3.5 QUESTION WITHOUT NOTICE

This is the least preferred option and should only be used in a matter of urgency. This option is not preferred, as when a Question Without Notice is raised at a Council Meeting, the relevant information may not be available. In accordance with Clause 9 of Local Government Act (Procedures at Meetings) Regulations 2013, it is the discretion of the Mayor to allow the reply to be provided at the next meeting. If this occurs, the reply will not be recorded in the minutes unless a resolution is made to that effect.

4. RESPONSIBILITY & REVIEW

4.1 Responsible Officer

Advice on this policy can be obtained from the Director City Services.

The Chief Executive Officer will be responsible for receiving and actioning Elected Members’ requests.

4.2 Availability

This policy will be available on Council’s website.

4.3 Review

This policy will be reviewed within 12 months of a General Election for Local Government, or as required to meet other obligations.

5. REFERENCES

5.1 Legislation

Local Government Act 1999

5.2 Other References

Elected Members Initiating Action Flowchart (AR14/24814)
Elected Members - Notice of Motion Template
Elected Members - Question on Notice Template

ELECTED MEMBERS INITIATING ACTION

