

Elected Members Proposed Amendments to Responsible Officer & Committee Recommendation Policy

Objective

To Enable:

- The circulation of proposed amendments by Elected Members to all other Elected Members, for the purposes of overcoming any unnecessary duplication of suggested amendments and enabling Elected Members to seek clarification from their colleagues on any suggested amendments.
- The Chief Executive Officer (CEO) to determine any financial impacts and /or associated risks as a result of the alternate motion.

Policy Statements

- (1) Any proposed amendments to officer recommendations contained in the Monthly Council Agenda Paper are to be made personally by the Elected Member either with or without input from the relevant staff member.
- (2) All proposed amendments are to be forwarded to the Council Liaison Officer (attention Chief Executive Officer) following the distribution of the Agenda Paper to Elected Members, by 10.00am on the day of the Council Meeting, to assist in the administration of this process. A copy of the proposed amendment is to be sent to all other Elected Members.
- (3) A reason for the proposed amendment must be included with the information provided pursuant to Clause 2, above.
- (4) Should it be noted that any proposed amendments forwarded to the Council Liaison Officer have not also been circulated to other Elected Members, staff will forward the information, provided it has been correctly formatted, in accordance with Clauses (2) and (3) above, otherwise the proposal will be returned to the Elected Member with a notation of what is required to ensure compliance with this Policy.
- (5) Elected Members proposing amendments of a similar nature on the same item(s) may consult with each other in order to achieve a consensus position on any item and agree to withdraw any amendment, or part thereof, or to agree to provide an alternative of similar meaning and / or wording to one, or another, of the presented amendments.

- (6) Having received all proposed amendments in accordance with this Policy, the CEO will compile a listing of all proposed amendments received, together with relevant reasons, for provision to the Council Meeting. The listing will comprise of items in their numerical order as they appear on the Agenda Paper. Where multiple amendments are proposed for the same item, they will be listed in the order as received from Elected Members.
- (7) When called upon to do so at the relevant time during the Council Meeting by the Presiding Member, the CEO will inform the Meeting of the items on the Agenda Paper for which he has received notice of a proposed amendment(s), and from which Elected Member(s) the notification(s) has/have been received.
- (8) At the relevant point of the Council Meeting, the Presiding Member shall invite the Elected Member proposing the amendment(s) to move their motion accordingly. In the case where more than one proposal has been received, the Presiding Member shall put the amendment(s) in order of their receipt (i.e. as per list compiled by the CEO) and dealt with in accordance with Council's Standing Orders, where applicable.
- (9) While every encouragement is made for Elected Members to conform with this Guideline, it is acknowledged that it is the right of any Elected Member to refrain from adhering to this procedure, owing to its sub-ordinance to the process stipulated in Council's Standing Orders, in relation to dealing with and the debating of motions.

Scope

This policy applies to amendments proposed to recommendations for Council Meetings.

Legislative and Strategic Context

Local Government Act 1995

- Local Government (Administrative) Regulation 1996
- City of Albany Standing Orders Local Law 2014

Planning and Development Act 2005

- Local governments perform quasi-judicial functions when deciding to approve or not to approve applications for planning or development approval and for other approvals, licences, consents and permits.

Strategic Context (Community Strategic Plan)

- **Objective 1.1:** To establish and maintain sound business and governance structures
- **Community Priority: 1.1.2** Provide informed and transparent decision making that is consistent with our strategic direction, meets our legal obligations, reflect the level of associated risk and are adequately explained to community

Review Position and Date

Chief Executive Officer to review annually.

Associated Documents

Documents that have a bearing on this policy and that may be useful reference material for users of this policy, follow:

- [Local Government Act 1995](#)
- [Planning and Development Act 2005](#)
- [City of Albany Standing Orders Local Law 2014.](#)
- [Department of Local Government Guidelines: A Guide to Meetings](#)

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