



## ELM09 ELECTED MEMBER INFORMATION FORUMS

Aim	Elected Member Information Forums (EMIFs) are intended to provide a forum at which Elected Members can become fully informed on matters that will be considered by Council and can raise and discuss a broad range of matters of strategic and operational significance
Application	All Elected Members
<i>Statutory Environment</i>	<i>Local Government Act 1995 Shire of Ashburton Standing Orders Local Law 2012</i>
Principles	Strategic Community Plan 2017 – 2027 (Desktop Review 2019)  Goal 05 Inspiring Governance Objective 3 Council leadership
Approval Date	OMC 17 December 2019 (MINUTE: 722/2019)

### **POLICY STATEMENT:**

This Policy has been prepared to provide guidelines governing the conduct of the EMIFs to ensure compliance with the intent of the *Local Government Act 1995* including the principles of open and accountable decision making.

EMIFs shall be conducted on the basis that EMIF items of business will be divided into three distinct sections:



## **1. EN BLOC DISCUSSION**

- a. Elected members to review Agenda Items and identify items that they wish to discuss or have questions.
- b. Councillor Agenda Sheets will be provided at the time of Agenda publication. Elected Members to indicate which items they want to discuss or have further questions. Where possible, questions should be sent to EMACCESS before the meeting.
- c. The Shire President and CEO will receive a summary of the collated Councillor Agenda Sheets to assist with identifying En Bloc Agenda Items prior to Council Meeting.

## **2. EMIF Compliance Items**

Elected Members are to review the Compulsory Annual Compliance Items as listed on a monthly basis. This process gives the Council the necessary tools to meet the compliance objectives set out by the *Local Government Act 1995*.

## **3. EMIF Workshop/Presentation**

- a. Workshops and Presentations allow for the opportunity for the Elected Members to be informed and have input into strategic and corporate direction and related issues of importance to the Shire.
- b. General discussion opportunity, to update Councillors and staff on contemporary Ashburton issues (time permitting).

## **COUNCILLOR REPORTS, NOTICES OF MOTION, CONTEMPORARY ISSUES AND RELEVANT MEETING ATTENDED**

- a. Time is allocated for Councillors to provide a verbal report on any contemporary issues and relevant meetings attended
- b. Any proposed Notices of Motion (Standing Orders clause 5.3) are also to be discussed here, with the view that all Notices of Motion will benefit from a general discussion, but also to deal with proposals that do not require a formal Council decision in a more timely and cost efficient manner (for example, dealt with by consensus and at organisational level).

## **4. EMIF “Carried Over” Compliance Items**

To be held as needed to deal with compulsory compliance and workshop/presentation items (i.e. 1a and 2a above) not completed at the previous Ordinary Council Meeting day.



**FORMAT:**

- A. EMIF dates are to be scheduled by the Elected Members at the same time as the yearly Council Meeting Schedule.
- B. EMIFs will not facilitate a public gallery.
- C. Forums are to be attended by all Councillors and relevant officers.
- D. Decisions or agreement cannot be reached in respect to any matter raised during the EMIF that requires a Council resolution.
- E. All principles of the *Local Government Act 1995* and Council's Code of Conduct apply to these EMIFs. Subject to complying with Council's Code of Conduct, discussion during the Forums should be open, honest and frank in order to engender a team approach to problem solving and to enable Elected Members to become fully informed on matters which may come before them.

**REFERENCES:**

- Emaccess Protocol
- Discussion Board Protocol
- Department of Local Government "Council Forums" Guidelines.