



Governance Framework Policy

Council Policy Objective

To provide a transparent, efficient, participatory and statutorily compliant meeting framework in which:

- Council Members are engaged in the development of strategy and policy from initiation to adoption.
- Council Members are provided with accurate, relevant and timely information by the Chief Executive Officer (CEO) to inform quality decision-making.
- Community members can participate in the decision-making process and have access to information used to inform Council decisions.

Council Policy Scope

This policy applies to Council Members, the Administration and community members participating in and informing the Council decision-making process.

Council Policy Statement

1. Ordinary Council Meetings

Ordinary Council Meetings shall be conducted in the Council Chamber on the fourth Tuesday of each month, commencing at 6:00pm, except in:

- a. December whereby the Ordinary Council Meeting will be conducted on the second Tuesday of that month.
- b. January whereby an Ordinary Council Meeting will not occur.
- c. October of an ordinary election year whereby an Ordinary Council Meeting will not occur.
- d. Instances of a public holiday.

The Agenda shall be made available to Council Members via the Councillor Portal and to the public via the City's website no later than 8.30pm on the Thursday immediately preceding the meeting.

2. Special Council Meetings

Special Council Meetings shall be conducted in the Council Chamber.

Agendas for Special Council Meetings shall be made available to Council Members via the Councillor Portal and to the public via the City's website no less than 24 hours prior to the meeting, unless, in extenuating circumstances, agreed upon by CEO and the Presiding Member.



3. Council Meeting Agenda Forums

Agenda Forums shall be conducted in the Council Chamber on the second Tuesday of each month commencing at 6:00pm except in December whereby the Council Meeting Agenda Forum will be conducted on the first Tuesday of that month.

The purpose of the Agenda Forum is for Council Members to ask questions and seek information in respect to items that are to be considered at the forthcoming Ordinary Council Meeting.

Agenda Forums shall be chaired by the Mayor, in the absence of the Mayor the Deputy Mayor, and otherwise by resolution of those Council Members present.

No debate shall be allowed, nor decisions made at Agenda Forums.

Agenda Forums shall be open to the public except for confidential items.

Agendas shall be made available to Council Members via the Councillor Portal and to the public via the City's website no later than close of business on the Thursday immediately preceding each Agenda Briefing.

Members of the public may make presentations or ask questions on items contained within the agenda. Presentations are limited to 3 minutes.

The agenda shall comprise all officers' reports and recommendations that will be given consideration at the Ordinary Council Meeting in the same month.

With the exception of the monthly financial, investment and list of accounts for payment reports, any items for consideration at the Ordinary Council Meeting that have not been listed on the agenda for the Agenda Forum must be treated as urgent business as provided for in section 3.10 of the *Standing Orders Local Law 2016*.

A general record is to be kept of the Agenda Forum noting attendance, requests for further information and interests disclosed. Elected members can request a question to be recorded.

Answers to questions taken on notice or recorded on request will be provided as 'further information' in the agenda for the corresponding Ordinary Council Meeting.



4. Concept Forums

Concept Forums shall be conducted in the Council Chamber or Boardroom on the first and third Tuesday of each month commencing at 5.30pm and finishing no later than 7.30pm. The sessions provide an environment where Council Members and the Administration can meet to review and measure the performance of policy and strategy matters, and to discuss and consider complex, important and topical issues.

Concept Forums also provide an opportunity to discuss projects that are in the early planning stage and are sometime away from being presented to Council for decision.

Concept Forums are closed to the public.

Concept Forums shall be chaired by the Mayor, in the absence of the Mayor the Deputy Mayor, and otherwise by resolution of those Council Members present.

Debating, collective decision making or revelation of one's intention to vote at a future Council meeting is not permitted. Expressing an opinion on matters under discussion is appropriate and welcome.

A general record is kept of the sessions by the CEO noting attendance, requests for further information and interests disclosed.

The two principal modes of communication at Concept Forums shall be information exchange and facilitated discussion.

4.1 Information Exchange

Staff, subject matter experts and relevant stakeholders will inform Council Members on complex, important and topical issues both strategic and operational.

- a) Staff must ensure that Council Members are provided sufficient time in which to ask questions, seek clarification and provide feedback on the subject matter; and
- b) All items must be supported by briefing papers providing enough detail to orientate and prepare Council Members on the subject matter so as to stimulate discussion and information exchange.

4.2 Facilitated Discussion

A forum in which Council Members can be actively involved and engaged in the development, review and performance measurement of the City's policy and strategy framework on an ongoing basis.



- a) All discussions are to be facilitated by either an appropriately qualified staff member or subject matter expert;
- b) Feedback from the discussion must be recorded and utilised by staff to inform and guide the preparation of draft strategy and policy documents that will form the basis of future Council decision making and community engagement processes; and
- c) All discussions must be informed by a discussion paper containing sufficient information and background material to enable a Council Member to actively and effectively participate in discussion and the facilitated distillation of key themes.

4.3 Agenda setting for Concept Forums

The agenda will be set by the CEO but guided by the following:

- a) Complex matters which are considered by the CEO to be topical, important and deserving of more scrutiny by, and communication with Council Members.
- b) Matters relating to the development, review and performance measurement of strategies contained within or generated by the City's Integrated Strategic Planning Framework. Matters relating to the development and review of Council Policies as provided for in the Council Policy Framework.
- c) Other matters of a similar nature supported for inclusion on the agenda by at least two Council Members.

The Concept Forum Agenda containing Briefing Papers and Discussion Papers shall be made available to Council Members via the Councillor Portal on or before the close of business on the Friday immediately preceding the Concept Forum.

5. Declaring Interests at Council Meeting Agenda Forums and Concept Forums

Disclosure rules applying to meetings constituted under the *Local Government Act 1995* apply at all Council Meeting Agenda Forums and Concept Forums.

Council Members having a direct or indirect financial interest or proximity interest in a matter listed for discussion should declare that interest and leave the room for the duration of discussion on that matter. A Council Member having left the room is not permitted to contact any person within the room until the meeting has moved to the next item of business.

Council Members having an impartiality interest in a matter listed for discussion should declare that interest however there is no requirement to leave the room.



6. Dealing with Officer Recommendations and Council Motions

6.1 Revised Officer Recommendations

Additional information may emerge, or circumstances may change with regards to items contained within the Ordinary Council Meeting Agenda. In such circumstances, an officer may put forward a revised officer recommendation.

The CEO is to ensure that the revised recommendation is supported by the new information or circumstances that necessitated the change. This would include any material impacts that the revised recommendation might have upon the implications contained within the original officer's report. The CEO must make the revised recommendation and supporting information available as soon as possible.

6.2 Alternate Motions and Material Amendments

In accordance with the *Standing Orders Local Law 2017*, alternate motions and material amendments must be submitted by Council Members in writing to the CEO and received on or before 12 noon on the day before each Council meeting.

Alternate motions either negate or change the intent of the original motion.

Material amendment means any amendment, modification or supplement to an original motion that:

- (i) increases or decreases a financial commitment by more than 5% of the project budget being considered
- (ii) amends a key milestone or delivery date
- (iii) requires the commitment of additional resources
- (iv) Adds, amends or removes a condition or advice note

The CEO is to ensure that alternate motions and material amendments along with an officer's response to the motion or material amendment is made available electronically as soon as possible and in hard copy on commencement of the subject meeting. The officer's response is to advise of any material changes that the alternate motion or material amendment might have upon the implications contained within the original officer's report.

The response may also contain an officer's recommendation in support, opposition or otherwise of the alternate motion or material amendment.

Alternate motions and material amendments shall be considered by Council in ascending order according to the time, then date of receipt by the CEO.



7. Representation on Council Committees, Regional Local Governments and External Committees

Nomination of Elected Members to Council Committees, Regional Local Governments and External Committees shall take place at a Special Meeting of Council convened for the purpose of electing members to these groups as soon as is practicable after each local government election.

Council Committees

Name	Role/Objective	Number of Council Members
Audit & Risk Committee	To oversee the risk management, internal control, legislative compliance and external audit processes of the City, including receipt of the auditors statements and management reports.	Mayor & four Council Members one from each ward. Deputy Mayor and four Deputy Council Members one from each ward.
Chief Executive Officer Performance Review Committee	To undertake an annual review of the performance of the Chief Executive Officer as required by Section 5.38 of the Local Government Act 1995 and establish annual performance objectives for the Chief Executive Officer	Mayor & four Council Members one from each ward. Deputy Mayor and four Deputy Council Members one from each ward.
Public Art Committee	To ensure that the City of Nedlands includes artworks of a high standard in the public domain.	Mayor & four Council Members one from each ward
Workforce Plan Implementation Committee	<ol style="list-style-type: none"> 1. To consider and approve the Workforce Plan Implementation Strategy and Tasks; 2. To work with the Administration to determine the additional information required for effective implementation, and the extra resources required, if any. 3. To approve the brief for an external consultant, if required, to facilitate the Implementation Strategy. 4. To recommend to Council, based on the City's consultation process with the different stakeholders and 	Mayor & four Council Members one from each ward. Deputy Mayor and four Deputy Council Members one from each ward.



	<p>benchmarking, what discretionary services should be provided by the City, and at what service levels, together with the cost-benefit analysis of such services.</p> <ol style="list-style-type: none"> To submit to Council recommendations for changes to the adopted Workforce Plan, if any, by 30 April 2023. To collaborate with the CEO Performance Review Committee to ensure effective development of KRAs, goals, measures, and targets. 	
Integrated Transport Strategy Committee	<ol style="list-style-type: none"> Provide guidance to the Consultant on the Community Consultation Plan and process; Approve the Community Consultation Plan; Provide guidance to the Consultant on the Community Consultation results. Provide guidance and input to each iteration of the draft Integrated Transport Strategy; and Consider the draft Integrated Transport Strategy and make a recommendation to Council on the adoption of the Integrated Transport Strategy. 	<p>Mayor & four Council Members one from each ward.</p> <p>Deputy Mayor and four Deputy Council Members one from each ward.</p>
Foreshore Management Steering Committee	<ol style="list-style-type: none"> Evaluate the Request for Quote (RFQ) responses received by the City for the provision of Foreshore Management planning services and select a preferred consultant. Provide guidance to the Consultant on the community consultation plan and process. Approve the community consultation plan. Provide guidance to the Consultant on the Concept 	<p>Mayor & four Council Members one from each ward.</p> <p>Deputy Mayor and four Deputy Council Members one from each ward.</p>



	<p>designs, Program of Works and Community Consultation results.</p> <p>5. Provide guidance and input into the draft Foreshore Management Plan including defining the area of interest and the matters to be considered under this management plan; and</p> <p>6. Consider the draft Foreshore Management Plan and make a recommendation to Council on the adoption of the Foreshore Management Plan.</p>	
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Internal Working Groups

Name	Role/Objective	Number of Council Members
Community Working Group	<p>The CWG will perform the vital role of being a conduit between the Council and the community and helping to inform and identify local community priorities in the review and formulation of local planning policies and relevant planning instruments.</p> <p>The objective is to engage directly with community representatives on key issues and areas of interest in developing local planning policies in an impartial manner.</p>	<p>One Council Member Delegate</p> <p>One Council Member Deputy Delegate</p> <p>Twelve Community Members</p>
Site Assessment Working Group	<p>The objectives of the SAWG are to:</p> <ul style="list-style-type: none"> • Foster stakeholder and community awareness and understanding of the proposed development in Allen Park; • Discuss any required variation to the Allen Park Master Plan. • Foster the City of Nedlands' awareness of community concerns and aspirations for the respective residence proposal at Allen Park and 	<p>One Council Member Delegate</p> <p>One Deputy Council Member Delegate</p>



	<p>regularly report the results of this engagement to Council.</p> <ul style="list-style-type: none"> • Obtain and provide local input and knowledge into the area as part of the review process. • Collaborate and communicate with other parties to facilitate understanding of the issues. • To provide the provision of feedback to the City on the project development. <p>The SAWG is an advisory group, not a decision-making group. Decisions relating to the final development of Allen Park are the responsibility of City of Nedlands Council and the State Government.</p>	
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External Committees & Panels

Name	Role/Objective	Number of Council Members
WALGA Central Metropolitan Zone	To participate in political advocacy and for services to meet the needs of WALGA members.	Two Council Member Delegates Two Council Member Deputy Delegates
Development Assessment Panel	To determine mandatory planning applications with a value over \$20 million and applicants who have opted-in for assessment by the JDAP.	Two Local Members Two Alternate Local Members
Lake Claremont Advisory Committee	The Committee was established to prepare and implement a Management Plan for the Lake. Lake Claremont Committee, with community participation, ensures that they Lake is Managed by the Town of Claremont, as a healthy natural seasonal lake for both conservation and recreational purposes.	One Council Member Delegate One Deputy Council Member Delegate
Metropolitan Regional Road Group	The Agenda should include an item to review all current funded projects. Quarterly Expenditure Reports are distributed by MRWA to each Local Government and the respective Sub-	One Council Member Delegate One Council Member Deputy Delegate



	Group Technical Representatives to assist with the review. Local Governments shall provide an update on projects and report any projects that are at risk.	
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8. Policy Review

This performance of this Policy shall be reviewed after each Ordinary Local Government Election.

Related documentation

City of Nedlands Code of Conduct Council Members, Committee Members and Candidates for Election

Related local Law and Legislation

City of Nedlands Standing Orders Local Law
Local Government Act 1995

Related delegation

Nil.

Review History

Adopted by Council 31 January 2023 (Amendment - Item 8) effective 1 February 2023

Adopted by Council 13 December 2022 (Item 19.1) effective 1 January 2023

Adopted by Council 14 December 2021 (Item 13.1) effective 1 January 2022



First Tuesday of month Concept Forum

Closed to public
5:30pm to 7:30pm

To discuss:

- complex matters
- review and performance measurement of strategies
- other matters supported by 2+ Cllrs.

Agenda, briefing, and discussion papers added to Cllr portal by COB Friday before 1st Tuesday of month



Second Tuesday of month Agenda Forum

Open to public
6pm start

Opportunity for Council Members to ask questions and seek information on items to be considered at the forthcoming Ordinary Council Meeting.

Members of the public may make presentations or ask questions on items contained within the agenda.

Agenda added to Cllr portal and City's website by COB Thursday before Agenda forum



Third Tuesday of month Concept Forum

Closed to public
5:30pm to 7:30pm

To discuss:

- complex matters
- review and performance measurement of strategies
- other matters supported by 2+ Cllrs.

Agenda, briefing, and discussion papers added to Cllr portal by COB Friday before 3rd Tuesday of month



Fourth Tuesday of month* Ordinary Council Meeting

Open to public
6pm start

Council members to consider items on the agenda comprising of officer's reports and recommendations.

Members of the public may make presentations or ask questions on items contained within the agenda.

Agenda added to Councillor portal and City's website by 8:30pm Thursday before OCM

**December OCM is held on 2nd Tuesday of month | No OCM in January | No OCM in October of ordinary election year*