



City of Nedlands

# ***Agenda***

## ***Council Committee Meeting***

***13 March 2012***

Dear Council member

The next meeting of the Council Committee will be held on Tuesday 13 March 2012 in the Council Chambers at 71 Stirling Highway Nedlands commencing at 7 pm.

A handwritten signature in black ink, appearing to read 'Michael Cole', is positioned above the typed name.

Michael Cole  
Acting Chief Executive Officer  
6 March 2012

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## City of Nedlands

**Notice of a meeting of the Council Committee to be held in the Council Chambers, Nedlands on Tuesday 13 March 2012 at 7 pm.**

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### **Council Committee Agenda**

#### **Declaration of Opening**

The Presiding Member will declare the meeting open at 7 pm, and will draw attention to the disclaimer below.

(NOTE: Council at its meeting on 24 August 2004 resolved that should the meeting time reach 11.00 p.m. the meeting is to consider an adjournment motion to reconvene the next day).

#### **Present and Apologies and Leave Of Absence (Previously Approved)**

**Leave of Absence**                      Councillor T James                      Melvista Ward  
**(Previously Approved)**

**Apologies**                      None as at distribution of this agenda.

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**1. Addresses By Members of the Public (only for items listed on the agenda)**

Addresses by members of the public who have completed Public Address Session Forms will be invited to be made as each item relating to their address is discussed by the Committee.

**2. Disclosures of Financial Interest**

The Presiding Member to remind Councillors and Staff of the requirements of Section 5.65 of the *Local Government Act* to disclose any interest during the meeting when the matter is discussed.

A declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.

However, other members may allow participation of the declarant if the member further discloses the extent of the interest. Any such declarant who wishes to participate in the meeting on the matter, shall leave the meeting, after making their declaration and request to participate, while other members consider and decide upon whether the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

**3. Disclosures of Interests Affecting Impartiality**

The Presiding Member to remind Councillors and Staff of the requirements of Council's Code of Conduct in accordance with Section 5.103 of the *Local Government Act*.

Councillors and staff are required, in addition to declaring any financial interests to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

The following pro forma declaration is provided to assist in making the disclosure.

"With regard to ..... the matter in item x..... I disclose that I have an association with the applicant (or person seeking a decision). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

The member or employee is encouraged to disclose the nature of the association.

**4. Declarations by Members That They Have Not Given Due Consideration to Papers**

Members who have not read the business papers to make declarations at this point.

**5. Confirmation of Minutes**

**5.1 Committee Meeting 14 February 2012**

The minutes of the Council Committee held 14 February 2012 are to be confirmed.

**6. Matters for Which the Meeting May Be Closed**

In accordance with Standing Orders and for the convenience of the public, the Committee is to identify any matter which is to be discussed behind closed doors at this meeting and that matter is to be deferred for consideration as the last item of this meeting.

**7. Divisional Reports**

Note: Regulation 11(da) of the *Local Government (Administration) Regulations 1996* requires written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70, but not a decision to only note the matter or to return the recommendation for further consideration.

**7.1 Development Services Report No's PD05.12 to PD13.12**

Development Services Report No's PD05.12 to PD13.12 to be dealt with at this point (copy attached yellow cover sheet).

- PD05.12 No. 14a (Lot 701) Karella Street, Nedlands – Proposed Single Storey Single House
- PD06.12 No. 29 (Lot 138) Louise Street, Nedlands - Outbuilding to Single House
- PD07.12 No. 116 (Lot 368) Dalkeith Road, Nedlands – Retrospective Additions (Garage) to Single House
- PD08.12 No. 33 (Lot 1) Park Road, Nedlands - Proposed Two Storey Dwelling
- PD09.12 Proposed Draft Local Planning Policy - Hollywood Aged Care Retirement Village
- PD10.12 Proposed Draft Local Planning Policy - Old Swanbourne Hospital Design Guidelines for North and South subdivision wings.
- PD11.12 Metropolitan Region Scheme Amendment 1226/57 - Freshwater Bay Parks and Recreation Reservation Boundary Rationalisation - response to public consultation.
- PD12.12 Hampden Broadway North Hollywood Housing Diversity Study Area – Endorsement of Place Game: Place Performance Evaluation survey to assist with preparing Precinct Placemaking Strategies
- PD13.12 Proposed Draft Heritage List 2012

**7.2 Community & Strategy Report No's CM02.12**

Report No's CM02.12 to be dealt with at this point (copy attached pink cover sheet).

- CM02.12 Community Sport and Recreation Fund Applications – UWA Nedlands Football Club and Western Suburbs Cricket Club.

**7.3 Corporate Services Report No's CP12.12 to CP17.12**

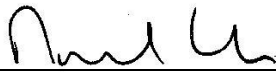
Report No's CP12.12 to CP17.12 to be dealt with at this point (copy attached green cover sheet).

CP12.12	2011/2012 Mid Year Budget Review
CP13.12	Review of Local Law Relating to Dogs
CP14.12	Monthly Financial Report – January 2012
CP15.12	Investment Report – January 2012
CP16.12	List of Accounts Paid – January 2012
CP17.12	Audit and Risk Committee – Compliance Audit Return

**8. Reports by the Chief Executive Officer**

**8.1 Local Government Reform – Right to self-determination**

<b>Committee</b>	13 March 2012
<b>Council</b>	27 March 2012

<b>Applicant</b>	City of Nedlands
<b>Owner</b>	City of Nedlands
<b>A/CEO</b>	Michael Cole – A/Chief Executive Officer
<b>A/CEOs Signature</b>	
<b>File ref</b>	CRS/004
<b>Previous Item No's</b>	N/A
<b>Disclosure of Interest</b>	No officer involved in the preparation of this report had any interest which required it to be declared in accordance with the provisions of the <i>Local Government Act (1995)</i> .

**Purpose**

To seek Council endorsement for the Mayor to write to the Premier, Minister, Leader of the Opposition and Opposition Spokesperson seeking written assurance that they will not initiate or support the repeal, dilution or circumvention of the poll provisions.

**Recommendation to Council**

**Council:**

1. **Advise the Premier of the State of Western Australia, the Minister for Local Government, the Leader of the Opposition, the Shadow Minister for Local Government, our local members of the Legislative Assembly and Legislative Council, the Metropolitan Local Government Review Panel, and the President of the Western Australian Local Government Association, that this Council calls upon the Parliament of Western Australia to forever uphold and not dilute our constituents' right to self-determination as embodied in clauses 8, 9 and 10(2) of Schedule 2.1 of the *Local Government Act 1995*.**
2. **Request the recipient of each such letter to notify our Council by written reply as to whether they do support and will continue to support the preservation without dilution of our constituents' right to self-determination as embodied in clauses 8, 9 and 10(2) of Schedule 2.1 of the *Local Government Act 1995*.**



3. **Provide to the Secretariat of the Councils for Democracy a copy of each of our above letters and any responses that our Council receives, for use in demonstrating collective support for our constituents' right to self-determination in clauses 8, 9 and 10(2) of Schedule 2.1 of the *Local Government Act 1995*.**

### **Strategic Plan**

KFA 5: Governance

- 5.6 Ensure compliance with statutory requirements and guidelines.

### **Background**

In February 2012, the mayors and president of Cottesloe, Claremont, Mosman Park, and Peppermint Grove signed a joint letter to all local governments in Western Australia. The letter sought support to join with fellow councils to preserve the right of constituents to decide for themselves whether or not their council should amalgamated with another council if that is ever proposed.

The right to self-determination is embodied in Schedule 2.1 of the *Local Government Act 1995*, otherwise known as "Poll Provisions". Under these provisions, 250 electors or 10% of electors in each district can require a poll on any proposed merger of their council, whereby they can veto any merger as long as at least 50 % of electors participate and at least 50 % of those who do participate vote against the merger.

With the current Metropolitan Local Government Review, the State Government has indicated that it intends to reduce the number of local governments but there has no assurance given that the Poll Provisions will not be repealed, diluted or circumvented so as to forcibly implement any proposed reduction in council numbers.

### **Proposal Detail**

It is proposed to seek Council endorsement for the Mayor to the write to the Premier, Minister, Leader of the Opposition and Opposition Spokesperson seeking written assurance that that they will not initiate or support the repeal, dilution or circumvention of the poll provisions.

### **Consultation**

Required by legislation:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Required by City of Nedlands policy:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

**Legislation**

- Schedule 2.1 of the *Local Government Act 1995* refers.

**Budget/financial implications**

Budget:

Within current approved budget: Yes  No

Requires further budget consideration: Yes  No

Financial:

No financial implications.

**Risk Management**

Not applicable.

**Discussion**

The draft Metropolitan Local Government Review is expected to be made available in April 2012 and a short response time is anticipated. The purpose of this proposal is to seek early assurances from the Premier, Minister, Leader of the Opposition and Opposition Spokesperson seeking written assurance that that they will not initiate or support the repeal, dilution or circumvention of the poll provisions.

**Conclusion**


The proposal to seek Council endorsement for the Mayor to the write to the Premier, Minister, Leader of the Opposition and Opposition Spokesperson is supported and is recommended to Council.

**Attachments**

Nil.

**8.2 Strategic Community Plan – Community Engagement Strategy**

<b>Committee</b>	13 March 2011
<b>Council</b>	27 March 2011

<b>Applicant</b>	City of Nedlands
<b>Owner</b>	City of Nedlands
<b>Officer</b>	Jane Day – Manager Corporate Strategy & Systems
<b>Director</b>	Mike Cole – A/Chief Executive Officer
<b>Director Signature</b>	
<b>File ref.</b>	M12/4765 - STR/057/01
<b>Previous Item No's</b>	Nil
<b>Disclosure of Interest</b>	No officer involved in the preparation of this report had any interest which required it to be declared in accordance with the provisions of the <i>Local Government Act (1995)</i> .

**Purpose**

To obtain Council approval for the Community Engagement Strategy related to the development of the Strategic Community Plan and to give delegated authority to the Acting Chief Executive Officer and Mayor to approve the community engagement material.

**Recommendation to Committee****Council**

1. **approves the Community Engagement Strategy as outlined in Attachment 1; and**
2. **authorises the Acting Chief Executive Officer and Mayor to finalise the community engagement material.**

**Strategic Plan**

- KFA 5: Governance
- 5.2 Develop and maintain a long-term strategic financial plan which is formally reviewed every two years.
  - 5.6 Ensure compliance with statutory requirements and guidelines.

## Background

On 26 August 2010, the Minister for Local Government introduced regulations which establish new requirements for the Plan for the Future under the *Local Government Act 1995*. Under these regulations, all local governments in Western Australia are required to have developed and adopted two key documents by 30 June 2013: a Strategic Community Plan and a Corporate Business Plan – supported and informed by resourcing and delivery strategies. These plans will drive the development of each local government's 2013/2014 Annual Budget and will ultimately help local governments plan for the future of their communities.

## Consultation

Required by legislation: Yes  No

Required by City of Nedlands policy: Yes  No

Consultation type: A community engagement strategy has been developed and is included as Attachment 1

## Legislation

- Local Government Act 1995 – section 5.56
- Local Government (Administration) Regulations 19C

## Budget/financial implications

Budget:

Within current approved budget: Yes  No

Requires further budget consideration: Yes  No

Additional funds for the Integrated Strategic Planning process have been included in the mid-year review.

## Risk Management

Timely undertaking of this process is required to ensure that the City meets the regulatory requirements for community engagement and the timeline set under the Local Government (Administration) Regulations 19C.

## **Discussion**

The Strategic Community Plan is the overarching document that sets out the vision, aspirations and objectives of the community in the City of Nedlands. It will cover a period of at least 10 financial years, and is to be reviewed at least once every four years.

The process of how the Strategic Community Plan is developed, including meaningful community engagement and its interrelationship with the Corporate Business Plan are of more importance than the complexity and length of the Strategic Community Plan itself. It is also important that it be accessible to, and easily understood by, the community and elected members.

The basic standard for the Strategic Community Plan is to meet all regulatory requirements under the Local Government (Administration) Regulations 19C, have a community engagement policy/strategy and that community engagement involves at least 500 or 10% of residents, whichever is fewer, and is conducted by at least two documented mechanisms.

## **Conclusion**

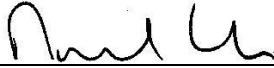
The City is required to undertake community engagement on the development of the Strategic Community Plan and a Community Engagement Strategy has been developed. Council is requested to approve the Community Engagement Strategy to ensure that the timeframe can be adhered to.

## **Attachments**

1. Community Engagement Strategy (To be circulated prior to Councillor Workshop – Monday 19 March 2012).

### 8.3 New Council Committee Structure

<b>Committee</b>	13 March 2012
<b>Council</b>	27 March 2012

<b>Applicant</b>	City of Nedlands
<b>Owner</b>	City of Nedlands
<b>A/CEO</b>	Michael Cole – A/Chief Executive Officer
<b>A/CEOs Signature</b>	
<b>File ref</b>	CRS/004
<b>Previous Item No's</b>	N/A
<b>Disclosure of Interest</b>	No officer involved in the preparation of this report had any interest which required it to be declared in accordance with the provisions of the <i>Local Government Act (1995)</i> .

#### Purpose

The purpose of this report is to seek Council endorsement for the proposed Committee structure for a trial period of 12 months. Subject to Council endorsement, Councillors will be asked to put forward their nominations for the April Council meeting so that the new Committee structure can be in place for May 2012.

#### Recommendation to Council

##### Council:

1. Approves the establishment of the following Committee:
  - a. Planning and Development Committee;
  - b. Technical Services Committee; and
  - c. Corporate and Community Development Committee;
2. Approves the terms of reference for each Committee as per attachment 1; and
3. Requests, subject to 1. and 2. above, each Councillor to submit their nomination for each Committee, in order of preference, to the Acting Chief Executive Officer by no later than Thursday 5 April 2012.

#### Strategic Plan

- KFA 5: Governance
- 5.6 Ensure compliance with statutory requirements and guidelines.

## **Background**

In accordance with Section 5.8 of the *Local Government Act 1995*, Council may establish committees of three or more persons to assist Council to exercise the powers and discharge the duties of the Council.

At present, Council has established the following Committees:

- Audit & Risk Management Committee
- Budget Committee
- Chief Executive Officer's Performance Review Committee
- Committee of the Whole of Council (Council Committee)
- Sustainable Nedlands Committee

## **Proposal Detail**

It is proposed to replace the Committee of the Whole of Council, commonly referred to as Council Committee, and establish a revised Committee structure by creating the following Committees:

1. Planning and Development Committee;
2. Technical Services Committee; and
3. Corporate and Community Development Committee.

Each Committee will need to be formally appointed by Council and the Committee of the Whole disbanded.

In addition to the above, it is proposed to also establish a Strategic Planning Committee to guide future business by identifying and promoting new initiatives to Council. Membership would comprise the Mayor, Deputy Mayor and CEO, with meetings held as required but at least every 3 months.

A proposed timetable is as follows:

- Week 1 – Tuesday Planning and Development Committee and Thursday Technical Services Committee.
- Week 2 – Tuesday Corporate and Community Services Committee.
- Week 3 – Free for other workshops/meetings, budget discussions, deputations, forums etc.
- Week 4 – Tuesday – Full Council Meeting (except December, scheduled for third Tuesday).

Scheduling of Planning and Development and Technical Services in Week 1 allows more time between Committee and Council meetings than at present for any matters that require clarification before the full Council meeting.

### Consultation

Required by legislation: Yes  No

Required by City of Nedlands policy: Yes  No

A workshop was held with Elected Members to discuss the new Committee structure on Monday 27 February. As a general consensus was not reached, the matter is now referred Council for further consideration.

### Legislation

- Section 5.8 of the *Local Government Act 1995*.

### Budget/financial implications

Budget:

Within current approved budget: Yes  No

Requires further budget consideration: Yes  No

Financial:

No financial implications.

### Risk Management

Not applicable.

### Discussion

The proposal to establish three (3) new committees and to disband the existing Committee of the Whole Council has been discussed at a workshop with Councilors and is now referred Council for consideration. Subject to Council endorsement of the structure, Councillors will be asked to nominate their preference for each Committee for the April Committee and Council meetings.

### Conclusion

The proposed new structure is seen as an option to improve the efficiency of Council and Committee meetings, with councillors increasing their knowledge and expertise in matters before their



**Attachments**

Terms of Reference:

1. Planning and Development Committee
2. Technical Services Committee
3. Corporate and Community Development Committee

**9. Urgent Business Approved By the Presiding Member or By Decision**

Any urgent business to be considered at this point.

**10. Confidential Items**

Any confidential items to be considered at this point

**Declaration of Closure**

There being no further business, the Presiding Member will declare the meeting closed.



Michael Cole  
Acting Chief Executive Officer

**Attachments to Item 8.3**

**Committee – 13 March 2012  
Council – 27 March 2012**

**New Council Committee Structure**

**Terms of Reference**

**Planning and Development Committee**

## **Draft Terms of Reference – Planning and Development Committee**

### **Purpose**

The Planning and Development Committee will consider matters presented to it by the Council administration or as permitted under Council's Standing Orders and only make recommendations to Council to enable the necessary or convenient proper management of the Council functions listed below as described in parts 3 to 9 of the *Local Government Act 1995* as amended from time to time relevant to the Planning and Development Services Directorate.

### **Functions**

The Committee will consider matters presented to it by the Council administration or as permitted under Council's Standing Orders and only make recommendations to Council to enable the necessary or convenient proper management of the Council functions listed below as described in parts 3 to 9 of the *Local Government Act 1995* as amended from time to time.

Part 3 – Functions of local governments

Part 4 – Elections and other polls

Part 5 – Administration

Part 6 – Financial management

Part 7 – Audit

Part 8 – Scrutiny of the affairs of local governments

Part 9 – Miscellaneous provisions

Without limiting the functions of the Committee, matters presented to the Committee shall include:

- land use planning
- building approvals
- environmental health
- traffic and parking planning matters
- building management and maintenance
- leased property management

### **Scope**

1. This Committee is established in accordance with Council Policy "Council Committees and Administrative Liaison Working Groups".

2. Clause 3.2(4) of Council's Standing Orders further states:

"Unless stated otherwise in the Terms of Reference of that Committee, the procedure for meetings of Committees and the order of business shall be the same as the procedure and the order of business for Council meetings".

### **Under these Terms of Reference**

1. The Presiding Member may invite any members of the public who have prior to the meeting commencing requested, as required under Clause 3.4 of Council's Standing Orders, to address the Committee on a particular item just prior to the item being considered by Committee. If the Presiding Member invites the speaker/s forward to address the Committee, then it must also be before the item has been moved and seconded.
2. Committee members and Staff are not required to rise when speaking in a Committee meeting; and
3. A Committee member may speak more than once on a matter, but no more than twice on a matter, unless so agreed to by the Presiding member.

### **Membership**

1. The Mayor (ex-officio) and one Councillor from each Ward. The Committee shall appoint the Presiding Member. Other Councillors may attend as non-voting members and may speak with the consent of the Presiding Member.
2. Meetings of the Committee shall be open to the public, except where the Committee decides by resolution to conduct its business or any specified part thereof behind closed doors, in which case provisions of clause 3.12 inclusive of Council Standing Orders apply.

### **Meetings**

1. The Planning and Development Committee will meet on the first Tuesday of each month with the exception of January.
2. In January, no Committee meetings or ordinary Council meetings are to be held.

Note: This does not exclude such circumstances that may occur from time to time which require the calling of Special Council meetings in December or January of each year.

**Attachments to Item 8.3**

**Committee – 13 March 2012  
Council – 27 March 2012**

**New Council Committee Structure**

**Terms of Reference**

**Technical Services Committee**

## **Draft Terms of Reference – Technical Services Committee**

### **Purpose**

The Technical Services Committee will consider matters presented to it by the Council administration or as permitted under Council's Standing Orders and only make recommendations to Council to enable the necessary or convenient proper management of the Council functions listed below as described in parts 3 to 9 of the *Local Government Act 1995* as amended from time to time relevant to the Technical Services Directorate.

### **Functions**

The Committee will consider matters presented to it by the Council administration or as permitted under Council's Standing Orders and only make recommendations to Council to enable the necessary or convenient proper management of the Council functions listed below as described in parts 3 to 9 of the *Local Government Act 1995* as amended from time to time.

Part 3 – Functions of local governments

Part 4 – Elections and other polls

Part 5 – Administration

Part 6 – Financial management

Part 7 – Audit

Part 8 – Scrutiny of the affairs of local governments

Part 9 – Miscellaneous provisions

Without limiting the functions of the Committee, matters presented to the Committee shall include:

- roads and other related capital works
- parks
- waste services
- vehicles
- plant and equipment

### **Scope**

1. This Committee is established in accordance with Council Policy "Council Committees and Administrative Liaison Working Groups".
2. Clause 3.2(4) of Council's Standing Orders further states:

"Unless stated otherwise in the Terms of Reference of that Committee, the procedure for meetings of Committees and the order of business shall be the same as the procedure and the order of business for Council meetings".

### **Under these Terms of Reference**

1. The Presiding Member may invite any members of the public who have prior to the meeting commencing requested, as required under Clause 3.4 of Council's Standing Orders, to address the Committee on a particular item just prior to the item being considered by Committee. If the Presiding Member invites the speaker/s forward to address the Committee, then it must also be before the item has been moved and seconded.
2. Committee members and Staff are not required to rise when speaking in a Committee meeting; and
3. A Committee member may speak more than once on a matter, but no more than twice on a matter, unless so agreed to by the Presiding member.

### **Membership**

1. The Mayor (ex-officio) and one Councillor from each Ward. The Committee shall appoint the Presiding Member. Other Councillors may attend as non-voting members and may speak with the consent of the Presiding Member.
2. Meetings of the Committee shall be open to the public, except where the Committee decides by resolution to conduct its business or any specified part thereof behind closed doors, in which case provisions of clause 3.12 inclusive of Council Standing Orders apply.

### **Meetings**

1. The Technical Services Committee will meet on the first Thursday of each month with the exception of January.
2. In January, no Committee meetings or ordinary Council meetings are to be held, unless circumstances require the calling of a Special Council meeting.



**Attachments to Item 8.3**

**Committee – 13 March 2012  
Council – 27 March 2012**

**New Council Committee Structure**

**Terms of Reference**

**Corporate and Community Development Committee**

## **Draft Terms of Reference – Corporate and Community Development Committee**

### **Purpose**

The Corporate and Community Development Committee will consider matters presented to it by the Council administration or as permitted under Council's Standing Orders and only make recommendations to Council to enable the necessary or convenient proper management of the Council functions listed below as described in parts 3 to 9 of the Local Government Act 1995 as amended from time to time relevant to Corporate Services and Community Development Directorates.

### **Functions**

The Committee will consider matters presented to it by the Council administration or as permitted under Council's Standing Orders and only make recommendations to Council to enable the necessary or convenient proper management of the Council functions listed below as described in parts 3 to 9 of the Local Government Act 1995 as amended from time to time.

Part 3 – Functions of local governments

Part 4 – Elections and other polls

Part 5 – Administration

Part 6 – Financial management

Part 7 – Audit

Part 8 – Scrutiny of the affairs of local governments

Part 9 – Miscellaneous provisions

Without limiting the functions of the Committee, matters presented to the Committee shall include:

- Corporate Governance and Legislative Compliance;
- Financial Management, Budget reporting, insurance, rating services, accounting services;
- Corporate Services, (ie. IT, Records, Ranger Services, Customer Services);
- Community Services, (ie. Community Care (HACC), Children's Services Youth Services, Volunteer Services, Community Engagement);
- Community Centres;
- Library Services; and
- Sport and Recreation

### **Scope**

1. This Committee is established in accordance with Council Policy "Council Committees and Administrative Liaison Working Groups".

2. Clause 3.2(4) of Council's Standing Orders further states:

“Unless stated otherwise in the Terms of Reference of that Committee, the procedure for meetings of Committees and the order of business shall be the same as the procedure and the order of business for Council meetings”.

### **Under these Terms of Reference**

1. The Presiding Member may invite any members of the public who have prior to the meeting commencing requested, as required under Clause 3.4 of Council's Standing Orders, to address the Committee on a particular item just prior to the item being considered by Committee. If the Presiding Member invites the speaker/s forward to address the Committee, then it must also be before the item has been moved and seconded.
2. Committee members and Staff are not required to rise when speaking in a Committee meeting; and
3. A Committee member may speak more than once on a matter, but no more than twice on a matter, unless so agreed to by the Presiding member.

### **Membership**

1. The Mayor (ex-officio) and one Councillor from each Ward. The Committee shall appoint the Presiding Member. Other Councillors may attend as non-voting members and may speak with the consent of the Presiding Member.
2. Meetings of the Committee shall be open to the public, except where the Committee decides by resolution to conduct its business or any specified part thereof behind closed doors, in which case provisions of clause 3.12 inclusive of Council Standing Orders apply.

### **Meetings**

1. The Corporate and Community Development Committee will meet on the second Tuesday of each month with the exception of January.
2. In January, no Committee meetings or ordinary Council meetings are to be held, unless circumstances require the calling of a Special Council meeting.