



# 2026 Prospective Candidate Information Pack



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# *Acknowledgement of Country*

The City of Nedlands acknowledges the traditional custodians of this land, the Whadjuk people of the Noongar Nation, and pay our respects to culture and Elders, past and present. The City of Nedlands also values the contributions made to the community over the years by people of diverse backgrounds and cultures, including those who have served and sacrificed.



# About the City

## Our history

On 1 July 1959 Nedlands was declared a City by the Governor, Sir Charles Gairdner after years of petitioning by the Nedlands Road Board.

According to Council minutes from 2 July 1959, 300 ratepayers packed into Dalkeith Civic Hall to hear the proclamation. John Charles Smith became the first Mayor and would go on to dedicate 43 years of his life to the local government of Nedlands.

Since then, the City of Nedlands has been led by 13 Mayors and has celebrated 65 years of service delivery for our community.

## Nedlands today

The City of Nedlands is located seven kilometres west of Perth CBD and is situated within the prosperous western suburbs. The City of Nedlands is comprised of four Wards: Coastal Ward, Hollywood Ward, Melvista Ward and Dalkeith Ward. More than 22,000 people call the City of Nedlands home.

Stretching from the banks of the Swan River to the shores of the Indian Ocean, the City of Nedlands provides its residents with a relaxed and abundant lifestyle. The City includes the suburbs of Nedlands, Dalkeith, Mt Claremont, Swanbourne, Karrakatta, along with parts of Floreat and Shenton Park.

Located on Whadjuk Nyoongar Boodja, local lands and waterways provided abundant food and shelter for the Mooro peoples, a subgroup of Nyungar peoples, for 45,000 years. Nanulgurup, the shoreline along Birdwood Parade Reserve, was a meeting place and Traditional Custodians established early tracks that became Stirling Highway, Princess Road, Guger Street, and Victoria Avenue. Europeans settled in the area in 1831, with the creation of Dalkeith Farm market garden and orchard.

In the 1850-60's, Colonel John Bruce invested in the area for his son Edward, known as Ned, creating "Ned's lands". The late 1800's and early 1900's saw the continued development of Nedlands as an important transportation route and a preferred location for hospitals, defence, and educational institutions.

Many significant community and public purpose facilities are located in the area, such as Hollywood Private Hospital, Irwin Barracks, Shenton College, HBF Stadium, West Metro Recycling Centre and Karrakatta Cemetery.

With natural vegetation ranging from coastal shrublands and grasslands, to Banksia, Marri, Jarrah and Tuart woodlands, and bushlands along the Swan River, these areas provide important habitat and ecological linkages for local flora and fauna, including Carnaby's Black-Cockatoos and Forest Redtailed Black-Cockatoos. The City ensures that these areas are protected and preserved for all to enjoy, explore and admire.





### Statistical overview

Distance from Perth city	7km
Population	22,132 people
Families	5,950
Dwellings	8,369
Median population age	43 years
Areas for recreation	211.17 Ha
Natural areas	31.72Ha
Playgrounds	38
Urban trees	24,000+

### Additional resources

The following publications provide some excellent background reading and are available for loan from the Nedlands or Mt Claremont Libraries, or for purchase from the cashier.

- Nedlands – From Campsite to City  
By A E Williams – February 1984
- Asteroids on the Swan –Compiled  
by M R Clarke – 1993

### Suburbs and localities

Nedlands, Dalkeith, Karrakatta, Mt Claremont, Swanbourne, and parts of Shenton Park and Floreat.

### Main community services / facilities

- Nedlands and Mt Claremont Libraries
- Tresillian Arts Centre
- Positive Ageing Program
- Mt Claremont Community Centre
- John Leckie Pavilion
- JC Smith Pavilion
- Allen Park Pavilion
- Dalkeith Hall
- Drabble House
- Adam Armstrong Pavilion

# 2026 Extraordinary Election

## 2026 Extraordinary Election Timetable

Event	Date/Time
Close of Roll	Friday 30 January, 5pm
Nominations Open	Thursday 5 February
Close of Nominations	Thursday 12 February, 4pm
Lodgement of election packages with Australia Post	Thursday 26 February
Election Day	Saturday 28 March
Close of Poll	Saturday 28 March, 6pm



**LOCAL GOVERNMENT SECTION 4.13 ELECTION  
CALL FOR NOMINATIONS  
City of Nedlands**

A Section 4.13 Postal Election will be held on Saturday, 28 March 2026 in the City of Nedlands to fill the following vacancies:

<b>District</b>	<b>1 Mayor</b>	<b>20 October 2029</b>
<b>Coastal Ward</b>	<b>1 Councillor</b>	<b>20 October 2029</b>
<b>Coastal Ward</b>	<b>1 Councillor</b>	<b>16 October 2027</b>
<b>Dalkeith Ward</b>	<b>1 Councillor</b>	<b>20 October 2029</b>
<b>Dalkeith Ward</b>	<b>1 Councillor</b>	<b>16 October 2027</b>
<b>Hollywood Ward</b>	<b>1 Councillor</b>	<b>20 October 2029</b>
<b>Hollywood Ward</b>	<b>1 Councillor</b>	<b>16 October 2027</b>
<b>Melvista Ward</b>	<b>1 Councillor</b>	<b>20 October 2029</b>
<b>Melvista Ward</b>	<b>1 Councillor</b>	<b>16 October 2027</b>

**Nominations Open** on Thursday, 5 February 2026

**Nominations Close** at 4.00pm Thursday, 12 February 2026

Nominations must be lodged with the Returning Officer:

- at any time during the above period by arrangement; or
- between 2.00pm and 4.00pm Thursday, 12 February 2026 (close of nominations) at the City of Nedlands, 71 Stirling Highway, NEDLANDS.

#### **Nominations Requirements**

Candidates are required to lodge with the Returning Officer:

- The Commission's preferred method for candidates to nominate is through the Commission's Nomination Builder. This tool assists candidates in completing their nomination form, including their profile and additional information. The Nomination Builder can be accessed via [www.lgportal.waec.wa.gov.au/noms](http://www.lgportal.waec.wa.gov.au/noms). Candidates can complete their nomination details and profile, print the completed form with the allocated nomination ID, and lodge it with the Returning Officer. Alternatively, a copy of the prescribed nomination form is available from the Returning Officer or via [www.elections.wa.gov.au/Candidate-Information](http://www.elections.wa.gov.au/Candidate-Information)
- a single A4 page profile of not more than 1,000 characters (including spaces) containing information about the candidate;
- a nomination deposit of \$100 (cash, EFT, bank cheque or postal order);
- a recent passport-sized photograph (optional);
- every candidate must complete the online course titled *Local Government Candidate Induction*, available at [Induction for Prospective candidates | LGIRS candidates](#), prior to nominating and provide the course code on the nomination form; and
- in addition to the candidate's A4 profile, a candidate can provide additional information that they consider to be relevant to their candidature. This written statement cannot be more than 2,000 characters (including spaces), must be in the English language and is for publication on the local government's official website only. (optional)

#### **Please Note:**

Where an agent lodges a nomination on a candidate's behalf, it must be in the prescribed form with a written authorisation signed by the candidate. The documents may be hand delivered or posted to the Returning Officer and must be received by the close of nominations.

#### **Information**

Full details about eligibility and nomination procedures for prospective candidates can be obtained by contacting the Returning Officer, **Kellie FOSTER** on **0473 032 504** or the Western Australian Electoral Commission on 13 63 06.

**DENNIS O'REILLY**  
ACTING ELECTORAL COMMISSIONER  
13 63 06

# Council Member Responsibilities

## What is required of you

The effective functioning of the City depends on there being a clear understanding of the respective roles, authority and responsibility of Council, individual Council Members, the Chief Executive Officer and other City staff.

As the link between Council and staff, the Chief Executive Officer welcomes contact from Council Members about matters of concern, suggestions for improvements to management and similar issues. Council Members are also encouraged to discuss matters with Directors, relative to the Director's area of responsibility.

In the event a Council Member wishes to make a formal report or complaint about the conduct of an officer, it is to be directed to the Chief Executive Officer in all cases. If the matter is of sufficient seriousness, the Chief Executive Officer may request the matter be put in writing. There are important legal and industrial considerations that require this procedure to be observed in every instance.

## Contact with staff

Council Members are not allowed to instruct staff or contractors unless authorised by Council or the Chief Executive Officer.

All Council Members must deal with the Chief Executive Officer or the appropriate Director. Council Members who wish to speak with an officer (other than a Director) should do so only after seeking the Chief Executive Officer's and/or Director's approval. It is requested that all Council Members adhere to this guideline so as to maintain appropriate communication links at all times.

## Record keeping

Mail addressed to Council Members will be opened by the City's Records staff and registered on the City's record management system. Where mail is marked 'Personal', 'Private' or 'Confidential' arrangements will be made for the addressee to open the mail and advise of any content that requires to be recorded on the City's record management system.

Administration will file and archive any public record created or received by Council Members in the course of their duties, as required by the *State Records Act 2000*.

## Media

Individual Council Members may not make statements on behalf of the Council. Official media contact is maintained through the Mayor, in accordance with section 2.8 of the *Local Government Act 1995*. If Council Members wish to write to the editor of a local newspaper, the letter should be prefaced with a statement noting the views and opinions expressed are of the member and not of the Council.

As a Council Member of the City, there is respect for the decision-making processes, which are based on a decision of the majority of the Council. Council Members should therefore refrain from criticising a decision of Council.

Attending any Council or Committee meeting is a duty of each Council Member, who is in the privileged position of being able to participate in the discussion and decision-making process on matters that affect the whole community. Being informed and participating assists in ensuring effective local government.

# Council Meetings

## Meeting procedures

There is a specific local law that controls the conduct and procedure at all Committee and Council meetings. This local law is referred to as "Standing Orders". A copy of the Standing Orders has been provided with this information pack.

Council Members who are new to Local Government Standing Orders and procedures can sometimes experience difficulties following Council proceedings. The Chief Executive Officer is on-hand to assist new Council Members in learning the system. More experienced Council Members are also a ready source of advice for newly elected Council Members.

Standing Orders and meeting procedure training will be provided for all Council Members. New Council Members are strongly encouraged to attend these training sessions. Dates will be advised by the Executive Officer.

## Conduct at meetings

Meetings and debate are conducted according to Council's Standing Orders. Part 8 of the Standing Orders deals with conduct at meetings with the salient points being:

- Members are to address other Council Members by the respective titles of Mayor or Council Member, and to City staff by their official titles.
- Members may not reflect adversely upon a decision of Council, except on a motion that the decision be rescinded.
- Members may not use offensive or objectionable expressions in reference to any Council Member, staff or other person.
- Members are required to be respectful at all times.

Members are encouraged to become familiar with the Standing Orders, which cover all aspects of conduct and procedures at meetings.

The Council may decide, by majority vote, to suspend temporarily one or more of the Standing Orders. The mover of such a suspension must state the clause or clauses to be suspended and the purpose of the suspension.

A copy of the City of Nedlands Code of Conduct for Council Members, Committee Members and Candidates is also included in the information pack.

## Distribution of Agendas and Minutes and other documents to Council Members

All Agendas and Minutes for Committee and Council Meetings or Councillor Briefings are distributed to Council Members via the Councillor Portal and an email from the Executive Officer will be sent to advise when new documents have been added.

The Committee and Council agenda and reports are also available from the City's website at [www.nedlands.wa.gov.au/minutes-agendas](http://www.nedlands.wa.gov.au/minutes-agendas).

Council agenda items include Divisional Reports from each department and, where required, Confidential Reports.

### Public at meetings

The Local Government Act 1995 specifies the public has a right to be present at Ordinary Meetings of Council, except where a motion to the contrary has been carried. The public includes members of the media.

There are valid reasons why, on occasions, the public might be excluded from a meeting. The Local Government Act 1995 stipulates various reasons that justify Council closing the meeting to members of the public and the media.

### Public question time

The Local Government Act 1995 requires the agenda includes a period for public questions, which allows members of the public to ask questions on items being debated by Council or in relation to any matter within Council's jurisdiction. Those wishing to ask a question are requested to do so in writing. If the question has not been submitted in writing the day before, a response may not be possible at the meeting and, in this case, the question will be taken on notice.

### Public address session

Council complements public question time with a public address session that allows members of the public to make a statement or air their views on a particular subject. These sessions do not require a response. Those wishing to make an address are required to complete a public address session form before the meeting. The time limit per address is three minutes. The overall public address session is limited to 15 minutes.

### Voting at meetings

Each Council Member present at a Council meeting is required to vote. All voting is recorded in Committee and Council minutes.

Section 5.21 of the *Local Government Act 1995* relating to voting at Council meetings stipulates:

- The Presiding Member must use his/her casting vote when applicable (e.g. when votes for and against are equal).
- It is an offence for Council Members to not vote when present at Council meetings.

- There is a maximum penalty of \$5,000 for the Presiding Member not using the casting vote or Council Members not voting at the Council meeting.

In accordance with Regulation 11(da) of the *Local Government Act 1995*, all reasons for Council decisions that are contrary to Administration's recommendation will also be shown in the Council Minutes.

Council Members who are unable to attend a meeting at short notice, are requested to submit apologies via the Chief Executive Officer or the Executive Officer.

### Attendance at meetings

In accordance with Section 2.25 of the *Local Government Act*, a Member who is absent for three consecutive ordinary meetings, without first obtaining leave of the Council, is disqualified from continuing their membership of the Council. Council Members are alerted to the fact that Council holds one ordinary meeting per month.

Council members who know in advance that they will be absent for one or more meetings, should submit an application for leave of absence. The Council may then, by resolution, grant leave of absence. Leave cannot be granted to a member in respect of more than six consecutive ordinary meetings of Council without the approval of the Minister.

### Dress standards

Council Members are required to attend Council meetings in appropriate dress, such as collar, tie and jacket (or suit) for men and business attire for women. Committee meetings may be less formal. Any other dress requirements for Council functions will be stipulated on the invitation.

### Special Council Meetings

Where there is a need to meet urgently, either in the opinion of the Mayor or at least one-third of the Council Members. A Special Council Meeting may be called by the Mayor (or specified authority) in accordance with the Act and applicable notice requirements to consider matters requiring immediate Council attention.

### Annual General Meeting of Electors

An Annual General Meeting (AGM) of Electors is held each financial year. There are two items of business required on the agenda:

1. Acceptance of the annual report
2. General business

### Committees of Council

The Act provides for Council to establish advisory committees. Council Members are usually appointed to advisory committees at the first Council meeting following the election. The Mayor has ex-officio right to sit on any of the committees a Council Member may be appointed to.

Appointments are normally for two years (from the date of appointment to the next biennial election) and Council Members are eligible for re-appointment. The current committee and working group appointments will be provided to you.

### Delegates to external committees and other bodies

In addition to the statutory advisory committees, Council makes nominations or appointments to a number of external committees and boards, either as members, delegates or observers.

Council Members are usually appointed to external committees at the first Council meeting following the election.

### Working groups

Working groups are established by resolution of Council and usually involve members of the community and/or Council Members. The role of these groups is to help with community consultation and support staff in completing the designated project. Administrative liaison working groups submit their reports to the Chief Executive Officer.

Staff members chair and run these working groups.

Council Members are not automatically appointed to these working groups, although they may express an interest in nominating for a working group. However, members should understand a position on a working group is in the capacity as a community member and not as a Council Member, and their role is to assist with community consultation.



'6009' by Anne Neil & Steve Tepper, 2003, Nedlands

# General Information

## Induction/training courses available and conferences

All elected Council Members are required to attend a series of administrative inductions with the Chief Executive Officer, Executive Officer, and Directors. An induction schedule is contained in your information pack.

The Western Australian Local Government Association (WALGA) runs a series of compulsory training programs specifically designed for Elected Members. Council Member Essentials Training consists of the following modules:

- Understanding Local Government
- Conflicts of Interest
- Serving on Council
- Meeting Procedures
- Understanding Financial Reports and Budgets

These modules must be completed within the first 12 months of being elected. The City will facilitate Council Member attendance for this compulsory training.

Council Members are encouraged to participate in programs and training courses, specifically designed for professional development relating to their role and responsibilities in local government. These professional development programs have been developed by industry-recognised providers and are offered locally.

## Councillor Portal

The City has a Councillor Portal which contains information to assist Council Members in their role. If you require further information to perform your role you are entitled to request this, pursuant to s5.92 of the *Local Government Act*.

## Council Members' fee and allowances

All Council Members are paid an allowance as per the *Salaries and Allowances Act 1975*. All Council Members shall receive their annual allowance paid monthly in advance directly to their nominated bank account.

## Disclosure of Financial Interest in Returns

Council Members are required to submit Primary and Annual Financial Interest Returns. A Primary Return Form is found on the Attain database.

The Primary Return must be completed and lodged using the Attain program online. A login will be organised with the governance officer and training on the software will be provided. The primary return must be completed within three months following the election. Please refer to the training document - Attain for Council Members.

Written acknowledgement of the receipt of your return will be provided and your return will be placed on the Financial Interests Register.

## Council Member email address

A Council email address will be provided to you for use in your role as a Council Member. This email account is accessed via any computer, ipad or mobile device. Your Councillor email should be used at all times for your Council related business and not for personal use. Personal emails should not be used for Council business. Please refer to page 12 for information about your obligation to maintain accurate Council records under the *State Records Act 2000*.

## Insurance

Council has insurance cover for personal accidents and business travel for Council Members, providing the following:

- Death and/or injury arising in the course of the Council Member's official duties, including authorised travel.
- Death and/or injury to the Council Member's spouse/partner (only while accompanying a Council Member in the course of their official duties).
- Baggage and certain property while on authorised travel.
- Motor vehicle, while being used in association with official Council duties.

## Community engagement

The City of Nedlands continually focuses on building strong relationships with the community and local stakeholders through community engagement practices.

The City aims to engage meaningfully with local stakeholders by ensuring broad participation, particularly in relation to issues and projects that directly or potentially affect the community. At the same time, the City aims to deliver engagement activities in a manner that best meets public expectations.

In March 2016, the City implemented 'Your Voice Nedlands', an online community engagement hub which serves as the main channel for engaging with the community and local stakeholders. This engagement hub, in conjunction with the City's website, provides a central place for the community to find information and interact with the Council. We use various methods of engagement, such as online forums, surveys, polls and online tools for pinpointing issues.

The online hub is supported by other complementary tools that communicate the City's activities, such as various digital and print materials. Depending on the complexity of projects, interactions with the community will include events such as community information sessions, drop-in sessions or workshops.

Community engagement is intrinsic to providing good governance and strong leadership. It is a core part of City business, which ensures the community is consulted on its needs and concerns as part of the City's decision-making processes. This puts the City in a better position to deliver effective outcomes for the community and to guide its priorities into the future.

### Help to increase the level of community participation

Elected Members can help to increase community participation in engagement activities by:

- Spreading the word about Your Voice Nedlands and asking people to visit the site and register.
- Participating in projects and providing valuable information which will assist Council to make better decisions for the community.

### Community engagement activities being undertaken on projects

Please visit the City's engagement page at [yourvoice.nedlands.wa.gov.au](http://yourvoice.nedlands.wa.gov.au) to view the latest projects.

- Engagement projects form part of Concept Forums and the monthly Information Bulletin.
- Outcomes of engagement projects are summarised as part of officer reports to Council.

### Civic functions & community events

Elected Members will be invited to attend a range of events, including but not limited to:

- Citizenship ceremonies
- Award ceremonies
- Exhibition openings
- ANZAC Day services
- Remembrance Day services
- Community events

On occasion, Elected Members will be given the opportunity to speak at events. The Mayor and/or Deputy Mayor often perform official duties at civic functions.



'Asteroid' by Rick Vermey, 2001, Nedlands

**To submit your nomination,  
make an appointment with the WAEC Returning Officer:**

Kellie Foster

0473 032 504

[lgxro\\_nedlands@elections.wa.gov.au](mailto:lgxro_nedlands@elections.wa.gov.au)



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