



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 7:00pm, 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 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 7:00pm 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 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 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, and External Committees

Nomination of Elected Members to Council Committees, 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 and Improvement 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.	In accordance with the Committee's Terms of Reference.
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	In accordance with the Committee's Terms of Reference.
Chief Executive Officer Recruitment Committee	An interim Committee for the life of the CEO recruitment and selection processes. The CEO Recruitment and Selection Committee will coordinate the end-to-end recruitment process, including working with an Executive Search consultancy as required to advertise for and search and select appropriate candidates.	In accordance with the Committee's Terms of Reference.
Public Art Committee	To ensure that the City of Nedlands includes artworks of a high standard in the public domain.	In accordance with the Committee's Terms of Reference.
Workforce Plan Implementation Committee	To oversee the implementation of the City of Nedlands Workforce Plan.	In accordance with the Committee's Terms of Reference.



Integrated Transport Strategy Committee	To oversee and provide guidance to the Administration on the City of Nedlands Integrated Transport Strategy Project.	In accordance with the Committee's Terms of Reference.
Foreshore Management Steering Committee	To oversee the City of Nedlands Foreshore Management Planning Project.	In accordance with the Committee's Terms of Reference.
Governance Committee	To deal with the formulation of policy, review delegations and subsidiary legislation.	In accordance with the Committee's Terms of Reference.

Internal Working Groups

Name	Role/Objective	Number of Council Members
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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 the 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-Group Technical Representatives to assist with the review. Local Governments shall provide an update on projects and report any projects that are at risk.	One Council Member Delegate One Council Member Deputy Delegate
Coastal Management Plan Working Group (Committee)	This Working Group is established oversee the City of Nedlands Coastal Management Plan Project.	One Council Member as a City Representative One Council Member as a Deputy City Representative

8. Policy Review

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

Document Control			
Document Responsibilities			
Owner	Chief Executive Officer	Owner Business Unit:	Office of the Chief Executive Officer
Inception Date:	14/12/2021 (Item 13.1)	Decision-maker:	Council
Review Date:	13/12/2022 (Item 19.1) 31/01/2023 (Item 04.17) 26/03/2024 (Item 20.2) 10/12/2024 (Item 19.3)	Repeal and Replace:	Nil.
Compliance Requirements: Review after Ordinary Local Government Election.			
Legislation:	City of Nedlands Code of Conduct Council Members, Committee Members and Candidates City of Nedlands Standing Orders Local Law <i>Local Government Act 1995</i>		
Link to Council Plan	Pillar – Performance Outcome – Effective leadership and governance		



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 Friday before 1st Tuesday of month



Second Tuesday of month Agenda Forum

Open to public
7pm 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 the 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 Friday before 3rd Tuesday of month



Fourth Tuesday of month* Ordinary Council Meeting

Open to public
7pm 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 on Thursday before OCM

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