



City of Nedlands

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# *Terms of Reference Manual for all Council Committees & Working Groups*

As at 2 February 2021

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## Committees

### Audit and Risk Committee

#### Purpose

This Committee is established by Council in accordance with the Local Government Act 1995, part 7, to assist the Council under Regulation 16 of the Local Government (Audit) Regulations 1995 to discharge its responsibilities with regard to the exercise of due care, diligence and skill in relation to:

- The reporting of financial information, the application of accounting policies, and the management of the financial affairs of the City,
- The assessment of the adequacy of the management of Risk.

#### Scope

### Local Government (Audit) Regulations 1995

#### Regulation 16 - Functions of audit committee

An audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
  - (i) its functions under Part 6 of the Act; and
  - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the **CEO's Report**) and is to —
  - (i) report to the council the results of that review; and
  - (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
  - (i) regulation 17(1); and
  - (ii) the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
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- (f) to oversee the implementation of any action that the local government —
- - (i) is required to take by section 7.12A(3); and
  - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
  - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
  - (iv) has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

The committee shall have as its primary duties and responsibilities the following tasks:

### **Audit**

1. To consider and approve the brief for the provision of audit services;
2. To evaluate the responses to the request for the provision of audit services and to make a recommendation to Council on the appointment of an auditor;
3. To meet with Council's external auditors and review the Audit Plan prior to the conduct of the interim audit each year;
4. To ensure that the audit is being conducted in accordance with the brief and the terms of appointment and that matters of concern to the Council and/or the Committee are being addressed;
5. Ensure that the Council's financial affairs and systems and processes are being managed and reported in accordance with statutory requirements and Australian Accounting Standards;
6. Ensure that relevant financial information is reported to Council in a form that meets the needs and expectations of Council, clearly setting out the key relevant financial data, such that the Council can confidently understand the financial performance of the Council's affairs;
7. Review the audit report and make appropriate recommendations to Council; and
8. Where appropriate and with the approval of Council seek advice and/or assistance in relation to matters pertaining to the audit or financial affairs of the City.
9. Monitor the implementation of the Audit Management Plan.

## **Risk Management**

1. Twice yearly consider a report in relation to the management of risk within the City of Nedlands and satisfy itself that appropriate controls and processes are in operation and are adequate for dealing with the risks that impact on the City.
2. To address any specific requests referred to it from Council in relation to issues of risk and risk management.
3. Monitor the implementation of the Strategic Risk Management Plan.

## **Membership**

1. The membership of the committee shall comprise the Mayor and one Councillor from each ward with the Councillors being determined by nomination and if necessary, a ballot conducted at a Council Meeting and up to two non-Councillor Members, being residents of The City of Nedlands.
2. Council will appoint one Councillor from each ward as deputy members of the committee.
3. If a vacancy on the committee occurs for whatever reason, then Council shall appoint a replacement in accordance with the same arrangements as for the original appointment.
4. The term of the presiding member and committee members will expire immediately prior to the next ordinary Council election.
5. The presiding member shall be determined by election amongst the members of the committee. The election will take place at the first meeting following the reconstitution of the committee after each ordinary Council election. The Mayor is eligible to vote for a presiding member but is not eligible to sit as the presiding member.
6. Should the elected presiding member not be present during a meeting of the committee then a temporary presiding member shall be elected in accordance with 5 above.
7. Community members shall have appropriate qualifications in Audit and / or Risk Management.
8. If a Committee member is unable to attend a meeting, an apology or an approved leave of absence is required. The Committee may resolve to relinquish membership after three or more unexcused absences.

**Staff**

The following staff will attend committee meetings to provide technical support and advice:

- Chief Executive Officer
- Director of Corporate & Strategy
- Manager Financial Services

Other staff may attend committee meetings when requested by the Committee through the Chief Executive Officer.

**Invitees/Attendees**

The Committee may invite relevant persons to attend and address or advise the committee, within the ambit of its scope and where necessary with the approval of Council (e.g. if authorisation of funding is required), as it sees fit including but not limited to:

- The external auditor or his/her representative
- Internal auditors
- Relevant consultants

**Meetings**

1. The Council Committee operates under the Council's Standing Orders Local Law.
2. The Committee shall formally meet at least quarterly. A schedule of meetings will be developed and agreed to by the members. Additional meetings may be called by the Presiding member. It is the responsibility of the presiding member to call the meetings of the committee.
3. The quorum for a meeting will be 50% of the offices of the Audit & Risk Committee as per section 5.19 of the Local Government Act 1995.

**Reporting**

The Committee shall report quarterly to the Council summarising its activities during the previous financial year.

**Delegated Authority**

The Audit and Risk Committee will have delegated authority to meet with the auditor in accordance with Section 7.12A(2) of the Local Government Act 1995.

## Chief Executive Officer Recruitment & Selection Committee

1. The CEO Recruitment and Selection Committee is to be an interim Committee for the life of the CEO recruitment and selection processes.
2. In accordance with *Local Government Operational Guidelines Number 10 – Appointing a CEO* (updated April 2019) and in the interests of professionalism for all parties and the reputation of the City, matters discussed and information relating to executive search companies that are commercial in confidence or relating to applicants and their details will be treated in the strictest confidence. All Councillors and staff dealing with the CEO recruitment and selection processes are to sign a confidentiality agreement.
3. The role of respective members of the Committee are to be clarified and confirmed – that is, the roles of the Mayor and Committee members and the roles of alternate Committee members, including whether the alternate Committee members are to act as proxies.
4. The CEO Recruitment and Selection Committee with the assistance of the HR Manager as required will refine the requirements for the selection of the CEO and will assist with coordination of the process.
5. 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.
6. The CEO Recruitment and Selection Committee will report back to Council at important points in the process as approved by Council and enable Council to make the final decision regarding selection and appointment of the interim CEO and the long-Term CEO.

## Chief Executive Officer's Performance Review Committee

### Purpose

Under delegated authority to manage the performance appraisal process of the Chief Executive Officer in order to meet both Council's statutory obligations in accordance with the provisions of Section 5.38(1) of the Local Government Act 1995 and any terms and conditions of the employment contract of the Chief Executive Officer.

### Scope

In managing the performance appraisal process, the Committee:

- (a) May recommend an independent consultant to Council for the purposes of conducting the performance appraisal;
- (b) Is to determine and set in place, an appropriate performance appraisal process;
- (c) Is to make recommendations to Council regarding:
  - a. The setting of goals and objectives
  - b. The measurement of key performance indicators (KPIs); and
  - c. Changes to the remuneration package within the terms of the Chief Executive Officer's contract; and
- (d) May draw on the resources and professional advice of the Manager Human Resources and any additional assistance that the Manager Human Resources may recommend to determine the process and plan and conduct the appraisal.

Any goals, objectives, KPI measurement or remuneration package changes approved by Council must be acknowledged in writing by both the Mayor and the Chief Executive Officer.

All Elected Members are to be briefed of the outcomes of the appraisal prior to any decision by Council.

### Membership

1. The membership of the committee shall comprise the Mayor and one Councillor from each ward with the Councillors being determined by nomination and if necessary, a ballot conducted at a Council Meeting.
2. Council may if it considers it appropriate appoint deputies to the members of the committee.
3. If a vacancy on the committee occurs for whatever reason, then Council shall appoint a replacement in accordance with the same arrangements as for the original appointment.
4. The term of the presiding member and committee members will expire immediately prior to the next ordinary Council election.

5. The presiding member shall be determined by election amongst the members of the committee. The election will take place at the first meeting following the reconstitution of the committee after each ordinary Council election. The Mayor is eligible to vote for a presiding member but is not eligible to sit as the presiding member.
6. Should the elected presiding member not be present during a meeting of the committee then a temporary presiding member shall be elected in accordance with 5 above.

### **Meetings**

1. The Council Committee operates under the Council's Standing Orders Local Law.
2. The quorum for a meeting will be 50% of the offices of the Chief Executive Officer's Performance Review Committee as per section 5.19 of the Local Government Act 1995.
3. The Committee shall formally meet three times a year. A schedule of meetings will be developed and agreed to by the members. Additional meetings may be called by the Presiding member.
4. The Committee's Administrator will be non-voting member and an employee of the City. The Administrator's responsibility is to serve as a secretariat to the Committee by preparing agendas and minutes and ensuring timely distribution to all members; to ensure that meetings are effectively organised and recorded and to provide administrative support for the purposes of the Committee.

### **Staff**

The following staff will attend committee meetings to provide technical support and advice:

- Manager Human Resources
- Chief Executive Officer; (when invited)
- Other staff may attend committee meetings when requested by the Committee through the Chief Executive Officer.

### **Reporting**

The Committee shall report annually to the Council Summarising its activities during the previous financial year.

## Committee of The Whole of Council

### Purpose

The Committee of the Whole of Council will consider matters presented to it by the Council administration and only make recommendations to Council to enable the necessary or convenient proper management of the Council functions of the Local Government Act 1995, the Planning and Development Act 2005 and other relevant legislation as amended from time to time.

### Scope

1. This Committee is established by Council in accordance with the Local Government Act 1995, section 5.8.
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, Deputy Mayor and all Councillors will be members of the Council Committee.
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 Council Committee operates under Council's Standing Orders Local Law.
2. The Council Committee will meet on the second Tuesday of each month, except for December when the meeting will be held on the first Tuesday of the month, in January when no meeting will be held, or as otherwise determined by Council.
3. The quorum for a meeting will be 50% of the offices of the Council Committee as per section 5.19 of the Local Government Act 1995.

## Delegations

1. Council Committee is delegated decision making to determine:
  - a. The Council position on development applications to a Joint Development Assessment Panel;
  - b. Representation and presentation to a Joint Development Assessment Panel on Council's position, where the Mayor and Deputy Mayor decide not to speak for Council;
  - c. The need for professional support for preparation and representation to a Joint Development Assessment Panel and expenditure within existing budget in relation to performance of this delegation.

## Public Art Committee

### Purpose

The Public Art Committee will be established under the Local Government Act 1995 to implement public art projects within the City of Nedlands.

### Aim

To ensure that the City of Nedlands includes artworks of a high standard in the public domain.

### Scope

The Committee will undertake the following within the City of Nedlands:

1. Initiate, consider and decide on proposals for public artworks.
2. Oversee the implementation of public artworks.
3. Consider external proposals for public artworks to be donated to the City of Nedlands.
4. Promote awareness of the City's existing public artworks.
5. Review the City's art collection and make recommendations to Council on its conservation.
6. Review Council's Public Art Policy as required and make recommendations to Council on any proposed changes.
7. Develop a draft Percent for Art Policy and make recommendation to Council on its adoption.

### Procedure

After adoption of the City's budget by Council each year and before commencing its work for the ensuing year the Committee shall:

- Consider the budget and any other available funds for art works to be acquired in the ensuing year.
- Formulate a plan of priorities and objectives for the year including the proposed siting of any public art works.
- Present that plan for review and amendment or approval by the Council.

## Delegated Authority

The Committee has delegated authority to implement public artworks of not more than \$10,000 each to the value of up to, in all, the budget allocation approved by Council within the current financial year's budget. Artworks over \$10,000 shall be recommended to Council for approval.

## Membership

1. Mayor or Deputy Mayor and four (4) Councillors (one from each Ward) with the Councillors being determined by nomination and if necessary, a ballot conducted at a Council Meeting
2. Two community representatives with professional expertise in public art, who are residents of the City.
3. One youth representative with an interest in public art, aged 12 – 25 years, who is a resident of the City.
4. Non-residents of the City of Nedlands may be appointed as non-voting members.

## Meetings

1. The Council Committee operates under the Council's Standing Orders Local Law.
2. The quorum for a meeting will be 50% of the offices of the Arts Committee as per section 5.19 of the Local Government Act 1995.
3. Meetings are open to community and Councillors.
4. Voting members are listed under Membership above.
5. Non-voting members may participate in all aspects of the meeting other than voting.
6. Non-voting attendees (as distinct from non-voting members) will have observer status.
7. The presiding member will be elected by the member of the Committee.
8. Election of the presiding member will take place at the first meeting of the Committee following its reconstitution after each ordinary election.
9. The Mayor is eligible to vote for a presiding member but is not eligible to sit as the presiding member of the Committee.

10. The term of presiding member expires with the expiry of the Committee immediately before the next ordinary Council election.
11. If the presiding member will not be present at a meeting of the Committee then a temporary presiding member shall be elected by the members of the Committee attending the meeting.
12. Meetings will be held quarterly or as required.

### **Staff**

The following staff will attend meetings to provide support and advice:

- Manager Community Development, as required.
- Tresillian Arts Centre Coordinator, as required.
- Any other officer, as required.

### **Terms of Reference**

The Terms of Reference will be reviewed annually.

### **Approved / Reviewed**

- 10 December 2013 – CM11.13 Arts Committee and Terms of Reference
- 27 October 2015 – 14.6 Arts Committee and Terms of Reference
- 23 February 2016 – CM01.16 Appointment Community Members Arts Committee
- 24 October 2017– Arts Committee Terms of Reference
- 23 April 2019 – 14.1 Notice of Motion - Arts Committee Terms of Reference
- 5 November 2019 – Item 5.3 Special Council Meeting
- 28 April 2020 – CM03.20 Proposed Changes to Arts Committee's Terms of Reference
- 16 June 2020 – Item 8 – Special Council Meeting

# Working Groups

## Community Working Group – Terms of Reference

### Introduction

The City of Nedlands is seeking nominations from community members for representation on the Community Working Group (CWG) to assist with the review of and development of local planning policies and other planning instruments to help facilitate and guide development within the City of Nedlands.

The CWG will assist in ensuring that the local planning policy reviews and development consider and respond to key matters of importance to the local community. The advice and input of the Community Working Group will be vital in preparing and developing draft local planning policies to the wider community.

It is anticipated that the CWG will comprise members representing residents, property owners and business owners throughout the City. The CWG members will be expected to attend regular fortnightly meetings facilitated by the City of Nedlands and chaired by a nominated Elected Members.

### Community Working Group Nominations

The CWG will be established by the City of Nedlands following a public invitation for nominations from interested persons. The CWG members will be randomly selected from the pool of applicants by a City of Nedlands using the method approved by Council.

The Community Working Group will consist of:

- A Councillor appointed as Chairperson by Council;
- 12 appointed members selected from the pool of applicants received; and
- A secretary, appointed by the CEO.

Working group members will be selected based on, general representation of the demographics of the City, being from the local community and stakeholder groups that are currently engaged in the implementation of LPS3 (includes residents affected by recent development projects or who have lodged a Development Application recently) and their willingness to provide constructive input to local planning policies and instruments.

### Background

The gazettal of Local Planning Scheme No.3 has prompted the City to undertake a significant review and update of its suite of local planning policies and instruments to help facilitate and guide development within the City of Nedlands. To help support this process, the City is inviting members of the community to nominate to be involved in a Community Working Group.

## Purpose

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.

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.

## Objectives of the CWG

The objectives of the CWG are to:

- Foster stakeholder and community awareness and understanding of the precinct planning and local planning policy process;
- Foster stakeholder and community understanding of the development of precinct plans and local planning policies;
- Foster the City of Nedlands's awareness of community concerns and aspirations for the respective precinct areas;
- Obtain and provide input to the local planning policy development process for the precinct areas from a range of diverse perspectives; and
- Obtain and provide local input and knowledge into the development of appropriate local planning policies that are cognisant and responsive to the specific precinct areas.

The CWG is an advisory group, not a decision-making group. Decisions relating to the inclusion of material are the responsibility of the City of Nedlands administration and finally Council.

## Membership

Participation in the CWG is voluntary and open to key stakeholders and residents who live, work or have an interest in planning matters relating to the City.

The membership for the Community Working Group will comprise of the following:

- An Elected Member, who will be chosen by Council, will chair the CWG;
- A total of 12 of community members that meet the criteria of the CWG as defined in this Terms of Reference, being;
  - Representatives who are over 16 years of age;
  - Representatives from appropriate local community stakeholder groups; and
  - Community representatives who reflect a diversity of community views and interests and the various geographical areas of the City.

A City secretary will provide administrative assistance to the CWG. A City planner will provide advice as required to the CWG.

A maximum of 12 CWG members will be accepted unless there is a compelling reason for why there needs to be additional members, as determined by Council.

City of Nedlands staff will attend CWG meetings and provide technical input / advice as required and / or to observe deliberations. Consultants or relevant government agencies may also attend meetings to clarify matters or hear specific feedback from the CWG, at the discretion of the CEO.

### **Conflict of Interest**

A conflict of interest arises where City of Nedlands interest are, potentially or perceived, to be in conflict with the member's private interest and where these may be seen to influence the member's decisions and actions while participating in the CWG. If an actual or potential conflict of interest arises in relation to a particular topic, CWG members must inform the City of Nedlands and the rest of the CWG as soon as practicable.

As a guide financial / proximity interests are to be declared for members where an individual development is being discussed and the member lives next door to the property or owns the property. The same applies where less than 10% of the City's households are being affected by a policy or scheme amendment, a financial interest should be declared, and the member should abstain from participation.

Impartiality interests should be declared where a member is friends or kin with a person directly affected.

### **Protocols**

The following code of conduct is expected to be adhered all members of each Community Working Group.

### **Conduct**

Members are required to:

- Abide by any policy of Council regarding Working Groups;
- Act with honesty, good faith and integrity;
- Abide by the Terms of Reference as set out in this document;
- Actively participate in meetings;
- Declare any actual or perceived conflicts of interest at the commencement of the meeting;
- Represent the interests of their local community rather than individual interests or issues; and
- Maintain confidentiality of discussions within meetings. Members are not permitted to liaise with the media and represent either the opinions of council or the group.

## Sharing of Information

Members will not use any information disclosed at meetings for personal purposes or gains for either themselves or others (including financial gains) and maintain confidentiality of all information provided.

In particular, members are required not to use any Community Working Group for any public lobbying or political purposes, including use of social media to promote specific campaigns or strategies.

Any material breach of this code of conduct may result in immediate termination of membership.

## Meeting Procedures

All CWG members will be required to provide the City with contact details (email and phone number) to ensure that the City is able to communicate with CWG members throughout its existence and provide updates as and when required.

- Prior to any scheduled meeting, the City of Nedlands will provide all members with any relevant background materials, including meeting agendas and minutes, prior to any scheduled CWG meetings.
- CWG members will be given access to a dedicated online engagement portal to access relevant information and to ask any specific questions.
- The format of the meetings, as to where, when and how they will be conducted will be confirmed following appointment of the successful CWG members.

## CWG facilitation

The CWG may, from time to time, be facilitated by a representative from the City's Urban Planning Directorate where agreed by the Chairperson and the CEO, and will be an opportunity for the community to be directly involved in the development of the local planning policies and planning instruments. In attendance there will also be the relevant Urban Planner and when applicable, appointed consultants who have been engaged to provide expert advice and guidance.

The City of Nedlands in its capacity of a facilitator agrees to:

- Facilitate CWG meetings in a fair and unbiased manner;
- Ensure all members have an opportunity to make comments, ask questions and raise issues;
- Manage the meeting so that all agenda items are discussed within a reasonable timeframe
- and that meetings start and finish at the agreed time; and
- The facilitator may extend the finish time of a meeting or schedule another meeting if it is evident that further discussion on a specific item is warranted.

## Members' responsibilities and outcomes

- Members are appointed to the CWG to represent their local community and/or local organisation. Members will, to the best of their ability:
- Review and understand the background materials (to be provided prior to the workshops). This will help you get up to speed and come to the workshops ready to listen and contribute.
- Attend all meetings and site tours of the CWG;
- If absence from a meeting cannot be avoided, notify the City of Nedlands of their apology as soon as possible;
- Act in the interests of the local community and/or organisation they represent;
- Discuss feedback being raised by their local community and/or organisation;
- Provide a two-way communication channel between the project and the community, including dissemination of information provided by the City of Nedlands to their local community and/or organisation;
- Should members receive confidential or commercially sensitive information it will be clearly marked as such and must not be disseminated.

## Differing views and consensus

The aim of the CWG is to represent a diversity of viewpoints. It is not a requirement, or anticipated, that consensus will always be reached among members on the topics discussed. Where group members hold a range of perspectives on a topic, the differing viewpoints will be noted and taken into consideration.

## Media protocol

CWG members agree to speak to the media only on their own behalf, not as a member of the CWG. A member of the CWG will be selected to speak to the media on behalf of the CWG if required. If the nominated person is approached by the media for an interview or comment, the CWG member agrees to notify the City of Nedlands prior to providing a response. No member may discuss views expressed by another member without their knowledge and consent. The City of Nedlands will not publicly identify any CWG members in the media without their knowledge and consent.

## Privacy

All CWG members will be required to provide the City of Nedlands with contact details to allow for distribution of meeting notes and communication between meetings.

The City of Nedlands will not provide contact details to any other party without the consent of the CWG member/s in question. All CWG members are free to discuss the outcomes of the meetings with other people, however the specific views and opinions of other reference group members are confidential and not to be shared outside the reference group. Any published documents relating to the CWG, including agendas and minutes of the CWG meetings will have names removed.

## Site Assessment Working Group – Terms of Reference

### Purpose

For the purpose of this Terms of Reference, the 'Site' is defined as the proposed Hospice site and its vicinity within the Allen Park Master Plan location. The establishment of the SAWG will enable the key stakeholders to be directly involved in reviewing the proposal for a Perth Children's Hospice in Swanbourne.

The feedback provided by the SAWG will assist the City of Nedlands and Council in making decisions that respond to community concerns and aspirations and have the best overall outcomes for the community.

### Objectives of the SAWG

The objectives of the SAWG are to:

- 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 regularly report the results of this engagement to Council.
- 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.

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.

### Membership on SAWG

Participation in the SAWG is voluntary and open to key stakeholders within the suburb of Swanbourne.

The membership for the SAWG will comprise of the following:

- A Councillor appointed as Chairperson by Council.
- Up to 12 appointed members selected from the pool of applicants received:
- A secretary, appointed by the CEO.

A City secretary will provide administrative assistance to the SAWG. Other administration advice will be provided on an as-needs basis, at the discretion of the CEO.

### **Conflict of Interest**

A conflict of interest arises where the City of Nedlands interests are, potentially or perceived, to be in conflict with the member's private interest and where these may be seen to influence the member's decisions and actions while participating in the SAWG. If an actual or potential conflict of interest arises in relation to a particular topic, SAWG members must inform the City of Nedlands and the rest of the SAWG as soon as practicable.

### **Protocols**

The following code of conduct is expected to be adhered to by all members of the SAWG.

### **Code of Conduct**

- Act with honesty, good faith and integrity.
- Abide by the Terms of Reference as set out in this document.
- Actively participate in meetings.
- Declare any actual or perceived conflicts of interest at the commencement of the meeting.
- Represent the interests of their local community rather than individual interests or issues; and
- Maintain confidentiality of discussions within meetings.

### **Provision of Information**

The City will provide SAWG with all relevant information within reasonable timeframes to enable the group to effectively perform its role.

### **Sharing of Information**

Members will not use any information disclosed at meetings for personal purposes or gains for either themselves or others (including financial gains) and maintain confidentiality of all information provided.

In particular, members are required not to use any SAWG for any public lobbying or political purposes, including use of social media to promote specific campaigns or strategies.

Any material breach of this code of conduct may result in immediate termination of membership.

## Meeting Procedures

All SAWG members will be required to provide the City with contact details (email and phone number) to ensure that the City is able to communicate with SAWG members throughout its existence and provide updates as and when required.

- Prior to any scheduled meeting, the City of Nedlands will provide all members with any relevant background materials, including meeting agendas and minutes, prior to any scheduled SAWG meetings.
- SAWG members will be given access to a dedicated online engagement portal to access relevant information and to ask any specific questions.
- The format of the meetings, as to where, when and how they will be conducted will be confirmed following appointment of the successful SAWG members.

## SAWG facilitation

The City of Nedlands in its capacity of a facilitator agrees to:

- Facilitate SAWG meetings in a fair and unbiased manner.
- Ensure all members have an opportunity to make comments, ask questions and raise issues.
- Manage the meeting so that all agenda items are discussed within a reasonable timeframe and that meetings start and finish at the agreed time.
- The facilitator may extend the finish time of a meeting or schedule another meeting if it is evident that further discussion on a specific item is warranted.

## Members' responsibilities and outcomes

Members are appointed to the SAWG to represent their local community. Members will, to the best of their ability:

- Review and understand the background materials (to be provided prior to the meetings). This will help you get up to speed and come to the meetings ready to listen and contribute.
- Attend all meetings and site tours of the SAWG;
- If absence from a meeting cannot be avoided, notify the City of Nedlands of their apology as soon as possible;
- Act in the interests of the local community and/or organisation they represent;
- Discuss feedback being raised by their local community;
- Provide a two-way communication channel between the project and the community, including dissemination of information provided by the City of Nedlands to their local community and/or organisation;
- Should members receive confidential or commercially sensitive information it will be clearly marked as such and must not be disseminated.

## **Differing views and consensus**

The aim of the SAWG is to represent a diversity of viewpoints. It is not a requirement, or anticipated, that consensus will always be reached among members on the topics discussed. Where group members hold a range of perspectives on a topic, the differing viewpoints will be noted and taken into consideration.

## **Media protocol**

SAWG members are not to speak or respond to media enquiries. If you are approached, you must direct the query to the City of Nedlands Communication team who will liaise with the City's spokesperson who is the Mayor and/or CEO for a response.

## **Privacy**

All SAWG members will be required to provide the City of Nedlands with contact details to allow for distribution of meeting notes and communication between meetings.

The City of Nedlands will not provide contact details to any other party without the consent of the SAWG member/s in question.

All SAWG members are free to discuss the outcomes of the meetings with other people, however the specific views and opinions of other reference group members are confidential and not to be shared outside the reference group. Any published documents relating to the SAWG, including agendas and minutes of the SAWG meetings will have names removed.