

ORDINARY COUNCIL MEETINGS AND FORUMS OF COUNCIL

Responsible Directorate:	<i>Office of the CEO</i>
Responsible Service Unit:	<i>Governance and Legal</i>
Date of Approval:	<i>25 February 2025</i>
Council Resolution No:	CE03-02/25

1. POLICY STATEMENT

The City of Wanneroo (**the City**) is dedicated to providing efficient, participatory and statutory compliant Ordinary Council Meetings and Forums of Council Policy (**Policy**) for the Ordinary Council Meetings, Forums of Council, Council Committees and Working Group Meetings.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this Policy is to establish a functional, transparent, and statutory compliant framework for meetings and forums.

Purpose

The purpose of the policy is to:

- Engage the Council Members in policy, strategy and other important complex issues from concept through to adoption;
- Provide an opportunity for Council Members to participate in the Council's policy and strategy development agenda in collaboration with the City's officers;
- Result in proper and appropriate decision making; and
- Establish timeframes within meeting cycles that provide Council Members with the proper opportunity to absorb and comprehend advice and information.

3. KEY DEFINITIONS

Act	Means the <i>Local Government Act 1995</i>
Administration	The operational arm of the City which includes the employees and is headed by the CEO.
Agenda Briefing	Meeting where Council Members and the community can ask questions, seek clarification and request further information on all matters due for deliberation and consideration at the forthcoming ordinary council meeting and is open to the public.
CEO Strategic Briefing	A CEO strategic briefing provides the CEO and the Council Members with the opportunity to discuss and provide feedback

	on matters of strategic significance to the City and is not open to the public.
Concept Forum	Meeting where Council Members and administration can facilitate the exchange of information and knowledge and is closed to the public.
Council Committee	A committee established under section 5.8 of the Act.
Council Member	Means a person elected under the LG Act as a member of the council of the local government and includes the Mayor or president of the local government
Employee	Means a person employed by a local government under section 5.36(1) of the Act.
Ordinary Council Meeting	A formal meeting of Council conducted in accordance with the Act and applicable local laws for the purpose of considering and dealing with the ordinary business of the Council.
Working Groups	Working Groups are established by a resolution of Council.

4. SCOPE

This policy applies to all Council Members, the Administration and community members who participate in and inform the Council decision-making process.

5. IMPLICATIONS

Priority 7.1 Clear direction and decision making:-

“The City of Wanneroo will have a clear plan for the future and be able to demonstrate successful results. Decision-making will focus on achieving the best outcomes and be in line with the Vision, Goals and Priorities informed by the community.”

6. IMPLEMENTATION

6.1 Ordinary Council Meetings

Ordinary Council Meetings are the principal assembly in which decisions are made by the Council, the peak decision-making body of the City of Wanneroo.

Meetings are to be convened on the fourth Tuesday of the month and conducted in the City of Wanneroo Council Chamber, commencing at 6:00pm, except in:

- a) January whereby an Ordinary Council Meeting will not occur.
- b) October of an ordinary election year whereby an Ordinary Council Meeting will not occur.
- c) December whereby the Ordinary Council Meeting will be conducted on the third Tuesday of that month.

The Agenda for the Ordinary Council Meeting shall be made available to Council Members via the Councillors Hub and to the public via the City's official website no later than 5:00pm on the Wednesday immediately preceding the meeting.

An Ordinary Council Meeting is to be conducted in accordance with the *Local Government Act 1995* ("the Act"), the *Local Government (Administration) Regulations 1996* and the *City of Wanneroo Standing Orders Local Law 2021*.

6.2 Council Committees and Working Group Meetings

Council Committees and Working Groups will be convened on the first, third and fifth Monday of the month commencing at 6:00pm. Council Committees will be conducted in the City of Wanneroo Council Chamber and Working Groups will be conducted in City of Wanneroo Lechenaultia Room.

Council Committee and Working Group meetings are to be closed to the public and all discussions and subject matter are confidential.

Agenda papers for the Committees and Working Groups are to be distributed to the Council Members no later than 5:00pm on the Wednesday immediately preceding the Committee or Working Group Meeting.

6.2.1 Exemption

An exemption may be requested via a report to Council where advice is received from members of a committee or group they are unable to attend on either the first, third or fifth Monday of the month.

If an exemption is granted, sufficient timeframe for the distribution of the Agenda must be considered.

6.3 Forums of Council

The principal objective of a council forum is to facilitate the exchange of information and knowledge between the Council Members and the Administration. The subject matter of a council forum will generally lead to decision-making at an Ordinary Council Meeting.

A council forum is not convened under the provisions of Act and, therefore, the guidelines relating to procedural and behavioural control as recommended in the "Local Government Operational Guidelines – Council Forums" are to be applied to this Policy.

- The Mayor is to facilitate, guide and chair the council forum and all questions and discussion are to be directed through the chair.
- In the absence of the Mayor, the Deputy Mayor is to facilitate, guide and chair the council forum, and otherwise by consensus of those Council Members present.

- There is to be no decision making, whether implied or otherwise, at a council forum.
- The declaration of interest provisions applying to council meetings are to apply to a council forum.
- A record is to be kept of opening and closing times, attendance, declaration of interest, requests for information, summary of discussion and actions.
- A schedule of the next three months of Forums of Council will be listed in the Wanneroo Wrap.

The City has two categories of Forums of Council as follows:

- Agenda Briefing; and
- Concept Forum.

6.3.1 Agenda Briefing

An agenda briefing is the forum at which the Council Members and the community can ask questions, deputise and seek clarification and request further information on all matters due for deliberation and consideration at the forthcoming Ordinary Council Meeting.

The agenda briefing is to be open to the public unless a confidential matter, as provided under section 5.23 of the Act, is to be dealt with and the meeting is closed to the public. The reason for closure is to be recorded.

Debating, “debate style” discussion or any statements or expression that might influence or indicate the way in which a Council Member might vote is not permitted.

An item to be addressed is to be limited to a matter on the agenda which is to be subject to deliberation at the next Ordinary Council Meeting.

With the exception of the monthly financial, investment and list of accounts for payments reports, any items for consideration at the Ordinary Council Meeting that have not been listed on the agenda for the Agenda Briefing must be treated as urgent business as provided for in section 3.17 of the *Standing Orders Local Law 2021*.

An agenda briefing is to be convened on the second Tuesday of the month commencing at 6:00pm and conducted in the City of Wanneroo Civic Council Chambers.

Agenda briefing papers are to be distributed to the Council Members no later than 5:00pm on the Wednesday immediately preceding the briefing.

A request from a Council Member for more information or advice is to be recorded and a response is to be included in the Ordinary Council Meeting agenda.

A Council Member who intends to submit an alternate motion (i.e. a motion which is materially different to an officer’s recommendation) should preferably give notice to do so at the agenda

briefing but, in any case, no later than 5:00pm on the Tuesday preceding the Ordinary Council Meeting.

Proposed alternate motions are to be circulated to all Council Members at the same time as the Ordinary Council Meeting agenda.

6.3.2 Concept Forum

Concept forums are to be closed to the public and all discussions and subject matter are confidential.

Concept forums are convened on the first, third and fifth Tuesday of the month commencing at 6:00pm and conducted in the City of Wanneroo Lechenaultia Room.

Agenda papers and other informing documents are to be distributed to the Council Members no later than 5:00pm on the Wednesday immediately preceding the concept forum.

There is limited time available and a relatively high demand for concept forums.

Consequently, the CEO is to ensure that any item put on the agenda is absolutely essential and that the complexity of the subject matter is such that it cannot be suitably explained by other means such as a comprehensive officer's report via the agenda briefing, a video presentation or a briefing report on the Councillors Hub or other similar means.

The CEO is to consider including proposed items on the agenda at the request of four Council Members.

As a concept forum is not open to the public and does not involve any decision making or formal consideration of matters requiring a decision, there are to be matters which, by their nature, are not to be considered. Those matters include:

- An application for development approval;
- A recommendation in relation to applications for subdivision approval;
- An initiation of a local planning scheme amendment or a rezoning;
- Consideration of a proponent's structure plan; and
- An application for a licence, permit, approval or other authorisation under a local law.

All items presented at concept forums must provide appropriate time at the conclusion of presentations for questions, comments and requests for clarification from Council Members.

The agenda for a concept forum will be split into three sections:

- **Briefing** – information exchange
- **Workshop** – facilitated discussion
- **CEO Strategic Briefing** – important/emerging issues

Section 1 - Briefing

The briefing section of the concept forum agenda provides an opportunity for information exchange between a staff member or consultant delivering a presentation, and the Council Members. The discussion is informed by previously distributed supporting materials with the opportunity for questions and feedback from the Council Members.

Section 2 - Workshop

The workshop section of the concept forum provides an opportunity for a facilitated discussion between Council Members and the staff on a new or major revision of policy, strategy, or other important complex issue informed by a discussion paper.

A workshop is to be led by an appropriately trained facilitator so that the participants can effectively express themselves and uniform concepts, themes and collective desires can be distilled and summarised.

A discussion paper on the subject matter in the format provided for in **Appendix A** is to be used to inform the workshop.

The summarised outcomes of a workshop are to be used by the CEO to inform the development of all City of Wanneroo policy and strategy and advocacy positions on complex matters.

Section 3 - CEO Strategic Briefing

The CEO strategic briefing section of the concept forum agenda provides the CEO and the Council Members with a quarterly opportunity to discuss and provide feedback on matters of strategic significance to the City.

Business items are subject to the discretion of the CEO but may include:

- Progress reporting on the achievement of previously agreed key focus areas;
- Discussion on emerging opportunities or challenges coming from significant strategic issues; and
- Briefing on key strategic risks.

6.4 Adjournment of Ordinary Council, Council Committee and Forums of Council Meetings

Council and Committees may adjourn the meeting to another day, time and place to resume from the point it adjourned.

The Mayor / Presiding Member may adjourn a meeting for 15 minutes to regain order of a meeting that has been disrupted.

If the meeting is adjourned for a second time due to disruption, the Mayor / Presiding Member must adjourn the meeting to another day, time or place (not on the same day), with notice being published on the City's official website.

If a meeting reaches 10:45pm Council / Presiding Member may decide to either extend the meeting for a further 15 minutes to allow for any remaining business to be concluded or determine to adjourn the meeting.

If any business remains at 11:00pm the meeting must adjourn to a day and time which is at least 10 hours later to deal with any outstanding agenda items and a notice must be published on the City's office website listing when the meeting will resume.

7. AUTHORITIES AND ACCOUNTABILITIES

The Executive Manager Governance and Legal is responsible for implementation of this policy in collaboration with relevant service unit managers.

8. ROLES AND RESPONSIBILITIES

Council & Corporate Support are responsible for the preparation and distribution of agendas, discussion papers and minutes in conjunction with Governance and Legal and the CEO.

9. DISPUTE RESOLUTION (if applicable)

All disputes regarding this policy will be referred to the Executive Manager Governance and Legal in the first instance. If an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

10. EVALUATION AND REVIEW

This policy will be reviewed in 12 months.

An evaluation of the effectiveness of the Policy will be based on whether users of the Policy consider it to be comprehensive.

11. RELATED DOCUMENTS

City of Wanneroo Code of Conduct – Council Members, Committee Members & Candidates.

City of Wanneroo Standing Orders Local Law 2021.

12. REFERENCES

Local Government Act 1995.

Local Government (Administration) Regulations 1996.

Department Local Government Sport and Cultural Industries - Local Government Operational Guidelines No. 5 – January 2004 *Council Forums.*

13. RESPONSIBILITY FOR IMPLEMENTATION

General Counsel.

REVISION HISTORY

Version	Next Review	Record No.
1 – (CE01-11/24)	November 2025	24/347840[V1]
2 - (CE03-02/25)	February 2025 Additional Item 6.2.1	24/347840[V2]
3	November 2025	

APPENDIX A

Discussion Paper Format:

- Subject Matter
- Executive Summary
- Background
- Proposed Policy Approach
- Alternative Options
- Recommended Stakeholder Engagement
- Legislative / Strategic / Financial / Risk Implications