# PROCEDURES
# FOR
# STRATEGY SESSIONS,
# BRIEFING SESSIONS,
# COUNCIL / COMMITEE MEETINGS
# AND
# ELECTRONIC MEETINGS

**Adopted**: 27 October 2026

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# STRATEGY SESSIONS

## PURPOSE OF STRATEGY SESSIONS

Strategy Sessions will involve Elected Members, employees as determined by the Chief Executive Officer and, where appropriate, external advisors and provide the opportunity to exchange information and ideas for the development of future reports to Council.

Strategy Sessions will generally involve projects or matters that are in the early planning stages and are some time away from being presented to Council for consideration of a formal decision. During Strategy Sessions:

- the Chief Executive Officer seeks input from Elected Members as the research and further drafting concepts for the report progress.
- Elected Members are fully informed on matters to enable decisions to be made in the best interests of the City.
- Elected Members represent the views of the community in matters.

The input through open and free-flowing exchange of ideas and the willingness to contribute to the Strategy Sessions will provide invaluable direction to the Chief Executive Officer for the research and eventual report on the matter.

## PROCEDURES FOR STRATEGY SESSIONS

The following procedures will apply to Strategy Sessions that are conducted by the City.

1 Strategy Sessions will be closed to the public and all agendas and supporting material, including presentations will be deemed Confidential.

2 Where considered appropriate to ensure Elected Members are fully informed on a matter, the proponent for a report listed on the agenda may be invited by the Chief Executive Officer to attend a Strategy Session to provide a presentation, and will be present for so much of that session that applies to report

3 Where a proponent has provided a presentation to a Strategy Session, a report on the matter raised during the presentation will not be progressed to the next scheduled meeting of Council unless agreed to by the Chief Executive Officer.

4 Dates and times for Strategy Sessions will be set well in advance where practicable.

5 The Chief Executive Officer will ensure timely written notice and a confidential agenda for each Strategy Session is to be provided to all Elected Members.

6 The Mayor is to be the Presiding Member at the Strategy Sessions. If the Mayor is unable or unwilling to assume the role of Presiding Member, then the Deputy Mayor may preside at the Strategy Session. If the Deputy Mayor is unable or unwilling, those Elected Members present may select one from amongst themselves to preside at the session.

7 The Presiding Member of each Strategy Session shall ensure:

(a) Elected Members do not participate in any debate on any matters raised during the session

(b) that the relevant employee, through liaising with the Chief Executive Officer, provides a detailed presentation on matters listed on the agenda for the session

(c) all Elected Members present are encouraged to participate in the session and the sharing and gathering of information and ideas

(d) all Elected Members have a fair and equal opportunity to participate in the session

(e) the time available for the session is liberal enough to allow for all matters of relevance to be identified.

8 Good governance principles recommend that Elected Members, employees and relevant consultants shall disclose their interests on any matter listed for the Strategy Sessions. When disclosing an interest the following provisions apply:

(a) Interests are to be disclosed in accordance with the provisions of the *Local Government Act 1995,* the *Local Government (Model Code of Conduct) Regulations 2021* and the City's *Code of Conduct for Council Members, Committee Members and Candidates* and *Code of Conduct for Employees*

(b) Elected Members disclosing a financial interest or a proximity interest will not participate in that part of the session relating to the matter to which their interest applies and shall depart the room.

(c) The remaining Elected Members may agree that an Elected Member disclosing a financial or proximity interest may participate in discussion on the matter if the remaining Elected Members agree it:

(i) is so trivial or insignificant as to be unlikely to influence the disclosing Elected Member's conduct in relation to the matter;

or

(ii) is common to a significant number of electors and ratepayers of the City.

and a record of that agreement is to be made in the notes kept for the Strategy Session.

(d) Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered, however there is no legislative requirement to do so.

9 A record shall be kept of all Strategy Sessions. As no decisions are made at a Strategy Session, the record need only be a general record of the items covered but shall record any disclosure of interests as declared by individuals. A copy of the record is to be forwarded to all Elected Members.

10 Electronic, visual or audio recording of Strategy Sessions is permitted where prior approval has been given by the Presiding Member.

# BRIEFING SESSIONS

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## PURPOSE OF BRIEFING SESSIONS

Briefing Sessions will involve Elected Members, employees as determined by the Chief Executive Officer and external advisors (where appropriate) and will be open to the public.

Briefing Sessions will provide the opportunity for Elected Members to be equally informed and seek additional information on matters prior to the presentation of such matters to the next ordinary meeting of Council for formal consideration and decision.

## PROCEDURES FOR BRIEFING SESSIONS

The following procedures will apply to Briefing Sessions that are conducted by the City.

1 Briefing Sessions will be open to the public except for matters of a confidential nature. The guide in determining those matters of a confidential nature shall be in accordance with the *Local Government Act 1995*.

2 Dates and times for Briefing Sessions will be set well in advance where practicable, and appropriate notice given to the public.

3 The Chief Executive Officer will ensure timely written notice and an agenda for each Briefing Session will be provided to all Elected Members, members of the public and external advisors (where appropriate).

4 The Mayor is to be the Presiding Member at Briefing Sessions. If the Mayor is unable or unwilling to assume the role of Presiding Member, then the Deputy Mayor may preside at the Briefing Session. If the Deputy Mayor is unable or unwilling, those Elected Members present may select one from amongst themselves to preside at the Briefing Session.

5 There is to be no debate among Elected Members on any matters raised during the Briefing Session.

6 Relevant employees of the City will be available to make a presentation or respond to questions on matters listed on the agenda for the Briefing Session. This includes questions on Motions of which previous notice has been given.

7 All Elected Members will be given a fair and equal opportunity to participate in the Briefing Session.

8 The Presiding Member will ensure that time is made available to allow for all matters of relevance to be covered.

9 Good governance principles recommend that Elected Members, employees and relevant consultants shall disclose their interests on any matter listed for the Briefing Sessions. When disclosing an interest the following provisions apply:

(a) Interests are to be disclosed in accordance with the provisions of the *Local Government Act 1995,* the *Local Government (Model Code of Conduct) Regulations 2021* and the City's *Code of Conduct for Council Members, Committee Members and Candidates* and *Code of Conduct for Employees*.

(b) Elected Members disclosing a financial interest or a proximity interest will not participate in that part of the session relating to the matter to which their interest applies and shall depart the room.

(c) The remaining Elected Members may agree that an Elected Member disclosing a financial or proximity interest may participate in discussion on the matter if the remaining Elected Members agree:

(i) is so trivial or insignificant as to be unlikely to influence the disclosing Elected Member's conduct in relation to the matter;
or
(ii) is common to a significant number of electors and ratepayers of the City, and a record of that agreement is to be made in the notes kept for the Briefing Session.

(d) Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered, however there is no legislative requirement to do so.

10 A record shall be kept of all Briefing Sessions. As no decisions are made at a Briefing Session, the record need only be a general record of the items covered but shall record any disclosure of interests as declared by individuals. A copy of the record is to be forwarded to all Elected Members.

## PROCEDURES FOR PUBLIC QUESTION TIME AT BRIEFING SESSIONS

### Questions asked verbally

1 Members of the public are invited to ask questions at Briefing Sessions.

2 Questions asked at a Briefing Session must relate to a report contained in the agenda.

3 A register will be provided for those persons wanting to ask questions to enter their name. The Presiding Member may call persons registered to come forward in an order that allows the maximum opportunity for as many people as possible to address the meeting on the widest range of matters that are listed in the agenda. Persons that come forward are to state their name and suburb.

4 Public question time will be limited to two verbal questions per person.

5 Statements are not to precede a question during public question time and questions must be succinct and to the point. Statements can only be made during public statement time.

6 Members of the public are encouraged to keep their questions brief to enable everyone who desires to ask a question to have the opportunity to do so.

7 Public question time will be allocated a minimum of 15 minutes in accordance with regulation 6(1) of the *Local Government (Administration) Regulations 1996*. Public question time is declared closed following the expiration of the allocated 15 minute time period, or earlier if there are no further questions. The Presiding Member may extend public question time in intervals of 10 minutes, but the total time allocated for public question time is not to exceed 35 minutes in total.

8 Questions are to be directed to the Presiding Member and shall be asked politely, in good faith, and are not to be framed in such a way as to reflect adversely or to be defamatory on a particular Elected Member or City employee. The Presiding Member shall decide to:

- accept or reject any question and their decision is final;
- nominate a City employee to respond to the question;
  or
- take a question on notice. In this case a written response will be provided as soon as possible, and included in the Council Minutes.

9 Where an Elected Member is of the opinion that a member of the public is:

- asking a question at a Briefing Session that is not relevant to a report listed in the agenda;
  or
- making a statement during public question time,

they may bring it to the attention of the Presiding Member who will make a ruling.

10 Questions and any responses will be summarised and included in the agenda of the next Council Meeting.

11 It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI Act). Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the City and may refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act.

**Questions in Writing – (Residents and/or ratepayers of the City of Joondalup only).**

1 Only City of Joondalup **residents and/or ratepayers** may submit questions to the City in writing.

2 Questions **must** relate to a report contained in the agenda.

3 The City will accept a maximum of five written questions per City of Joondalup resident/ratepayer. To ensure equity and consistency, each part of a multi-part question will be treated as a question in its own right.

4 Questions lodged by 9:00am on the day immediately prior to the scheduled Briefing Session will be responded to, where possible, at the Briefing Session. These questions, and their responses, will be distributed to Elected Members and made available to the public in written form at the meeting.

5 The Presiding Member shall decide to accept or reject any written question and their decision is final. Where there is any concern about a question being offensive, defamatory or the like, the Presiding Member will make a determination in relation to the question. Questions determined as offensive, defamatory or the like will not be published.

6 The Presiding Member may rule questions out of order where they are substantially the same as questions previously submitted and responded to.

7 Written questions unable to be responded to at the Briefing Session will be taken on notice. In this case, a written response will be included in the agenda of the next Council Meeting.

8 A person who submits written questions may also ask questions at a Briefing Session and questions asked verbally may be different to those submitted in writing.

9 Questions and any response will be summarised and included in the agenda of the next Council Meeting.

10 It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI Act). Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the City and may refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act.

## DISCLAIMER

Responses to questions asked verbally are provided in good faith and as such, should not be relied upon as being either complete or comprehensive.

## PROCEDURES FOR PUBLIC STATEMENT TIME AT BRIEFING SESSIONS

1 Members of the public are invited to make public statements verbally at Briefing Sessions.

2 Statements made at a Briefing Session must relate to a report contained in the agenda.

3 A register will be provided for those persons wanting to make a statement to enter their name. The Presiding Member may call persons registered to come forward in an order that allows the maximum opportunity for as many people as possible to address the meeting on the widest range of matters that are listed in the agenda. Persons that come forward are to state their name and suburb.

4 Public statement time will be limited to two minutes per person.

5 Members of the public are encouraged to keep their statements brief to enable everyone who desires to make a statement to have the opportunity to do so.

6 Public statement time will be allocated a maximum time of 15 minutes. Public statement time is declared closed following the 15 minute allocated time period, or earlier if there are no further statements.

7 Statements are to be directed to the Presiding Member and are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or City employee.

8 Where an Elected Member is of the opinion that a member of the public is making a statement at a Briefing Session, that is not relevant to a report listed in the agenda, they may bring it to the attention of the Presiding Member who will make a ruling.

9 Public statements will be summarised and included in the agenda of the next Council Meeting.

## PROCEDURES FOR DEPUTATIONS

1 Prior to the agenda of a Briefing Session being discussed by Elected Members, members of the public will be provided an opportunity to make a deputation at the Briefing Session.

2 Members of the public wishing to make a deputation at a Briefing Session may make a written request to the Chief Executive Officer, through the on-line form on the City's website, by close of business on the working day immediately prior to the scheduled Briefing Session.

3 Deputation requests are to be approved by the Presiding Member and must relate to a report listed in the agenda of the Briefing Session. The City will confirm with the person if a deputation request is approved including any limitations that apply.

4 Any visual presentation in support of the deputation (such as a PowerPoint presentation) must be received by the City no later than midday on the day of the Briefing Session. No other information or material will be distributed to Elected Members at the Briefing Session.

5 A deputation may consist of no more than five people, only three of which may address the Briefing Session. Other parties of the Deputation may be called on by the Elected Members to respond to questions should they so wish.

6 A maximum time of one hour will be set aside for all deputations at Briefing Sessions. Each deputation can address the Briefing Session up to a maximum period of 5 minutes (with an additional 5 minutes for Elected Member questions) however the Presiding Member may reduce this time where the number of approved deputations would exceed the maximum one hour limit set aside for deputations.

7 Statements made during a deputation are to be directed to the Presiding Member and are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or City employee.

8 A person that forms part of a deputation is prevented from making a public statement at the Briefing Session on the same matter.

# COUNCIL AND COMMITTEE MEETINGS

## PURPOSE OF COUNCIL MEETINGS

Council Meetings will involve Elected Members, employees as determined by the Chief Executive Officer and external advisors (where appropriate) and will be open to the public. Council Meetings are formal meetings where Elected Members consider and make decisions on matters presented to Council.

## PROCEDURES FOR COUNCIL MEETINGS

The following procedures will apply to Council Meetings that are conducted by the City.

1. Council meetings will be open to the public except for matters of a confidential nature. The guide in determining those matters of a confidential nature shall be in accordance with the *Local Government Act 1995.*

2. Dates and times for Council meetings will be set for the next 12 months before the beginning of the year in which the meetings are to be held, and appropriate notice will be given to the public.

3. The Chief Executive Officer will ensure timely written notice and an agenda for each Council meeting will be provided to all Elected Members, members of the public and external advisors (where appropriate).

4. The Mayor is to be the Presiding Member at Council meetings. If the Mayor is unable or unwilling to assume the role of Presiding Member, then the Deputy Mayor may preside at the Council meetings. If the Deputy Mayor is unable or unwilling, those Elected Members present may select one from amongst themselves to preside at the Council meeting.

5. Relevant employees of the City will be available to respond to questions on matters listed on the agenda for the Council meeting.

6. All Elected Members will be given a fair and equal opportunity to participate in the Council meeting.

7. The Presiding Member will ensure that time is made available to allow for all matters of relevance to be covered.

8. Good governance principles recommend that Elected Members, employees and relevant consultants shall disclose their interests on any matter listed for the Council meetings. When disclosing an interest, the following provisions apply:

    a. Interests are to be disclosed in accordance with the provisions of the *Local Government Act 1995,* the *Local Government (Model Code of Conduct) Regulations 2021* and the City's *Code of Conduct for Council Members, Committee Members and Candidates* and *Code of Conduct for Employees.*

b. Elected Members disclosing a financial interest, or a proximity interest will not participate in that part of the meeting relating to the matter to which their interest applies and shall depart the room.

c. The remaining Elected Members may agree that an Elected Member disclosing a financial or proximity interest may participate in discussion on the matter if the remaining Elected Members agree the matter:

i. is so trivial or insignificant as to be unlikely to influence the disclosing Elected Member's conduct in relation to the matter; or

ii. is common to a significant number of electors and ratepayers of the City,

and a record of that agreement is to be made in the minutes kept for the Council meeting.

d. Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered, however there is no legislative requirement to do so.

9. A record shall be kept of all Council meetings.

## PROCEDURES FOR PUBLIC QUESTION TIME AT COUNCIL MEETINGS

Where a meeting of a committee is open to the public, and has delegated authority to make decisions on behalf of the Council, the procedures for public question time and public statement time apply in accordance with regulation 5 of the *Local Government (Administration) Regulations 1996*. In this regard, these procedures are amended by substituting "Council" with "Committee" to provide proper context.

**Questions asked verbally**

1 Members of the public are invited to ask questions at Council Meetings.

2 Questions asked at an Ordinary Council meeting must relate to a matter that affects the City of Joondalup. Questions asked at a Special meeting of Council must relate to the purpose for which the meeting has been called.

3 A register will be provided for those persons wanting to ask questions to enter their name. The Presiding Member may call persons registered to come forward in an order that allows the maximum opportunity for as many people as possible to address the meeting on the widest range of matters that are listed in the agenda. Persons that come forward are to state their name and suburb.

4 Public question time will be limited to two verbal questions per person.

5 Statements are not to precede a question during public question time and questions must be succinct and to the point. Statements can only be made during public statement time.

6 Members of the public are encouraged to keep their questions brief to enable everyone who desires to ask a question to have the opportunity to do so.

7 Public question time will be allocated a minimum of 15 minutes and may be extended in intervals of up to 10 minutes by resolution of Council, but the total time allocated for public questions to be asked and responses to be given is not to exceed 35 minutes in total. Public question time is declared closed following the expiration of the allocated time period, or earlier than such time where there are no further questions.

8 Questions are to be directed to the Presiding Member and shall be asked politely, in good faith, and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or City employee. The Presiding Member shall decide to:

- ~~a~~ccept or reject any question and their decision is final;
- nominate a City employee to respond to the question;
  or
- take a question on notice. In this case a written response will be provided and included in the Council Minutes.

9 Where an Elected Member is of the opinion that a member of the public is:

- asking a question at a Council meeting, that does not relate to a matter affecting the City;
  or

- making a statement during public question time,

they may bring it to the attention of the Presiding Member who will make a ruling.

10 Questions and any response will be summarised and included in the minutes of the Council meeting.

11 It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI Act). Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the City and refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act .

**Questions in Writing – (Residents and/or ratepayers of the City of Joondalup only)**

1 Only City of Joondalup **residents and/or ratepayers** may submit questions to the City in writing.

2 Questions asked at an Ordinary Council meeting must relate to a matter that affects the City of Joondalup. Questions asked at a Special meeting of Council must relate to the purpose for which the meeting has been called.

3 The City will accept a maximum of five (5) written questions per City of Joondalup resident/ratepayer. To ensure equity and consistency, each part of a multi-part question will be treated as a question in its own right.

4 Questions lodged by 9:00am on the day immediately prior to the scheduled Council meeting will be responded to, where possible, at the Council meeting. These questions, and their responses, will be distributed to Elected Members and made available to the public in written form at the meeting.

5 The Presiding Member shall decide to accept or reject any written question and their decision is final. Where there is any concern about a question being offensive, defamatory or the like, the Presiding Member will make a determination in relation to the question. Questions determined as offensive, defamatory or the like will not be published.

6 The Presiding Member may rule questions out of order where they are substantially the same as questions previously submitted and responded to.

7 Written questions unable to be responded to at a Council meeting will be taken on notice. In this case, a written response will be included in the minutes of the Council meeting.

8 A person who submits written questions may also ask questions at a Council meeting and questions asked verbally may be different to those submitted in writing.

9 Questions and any response will be summarised and included in the minutes of the Council meeting.

10 It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI Act). Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the City and may refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act.

**DISCLAIMER**

Responses to questions asked verbally are provided in good faith and as such, should not be relied upon as being either complete or comprehensive.

## PROCEDURES FOR PUBLIC STATEMENT TIME AT COUNCIL MEETINGS

1 Members of the public are invited to make public statements verbally at Council meetings.

2 Statements made at an Ordinary Council meeting must relate to a matter that affects the City of Joondalup. Statements made at a Special meeting of Council must relate to the purpose for which the meeting has been called.

3 A register will be provided for those persons wanting to make a statement to enter their name. The Presiding Member may call persons registered to come forward in an order that allows the maximum opportunity for as many people as possible to address the meeting on the widest range of matters that are listed in the agenda. Persons that come forward are to state their name and suburb.

4 Public statement time will be limited to two minutes per person.

5 Members of the public are encouraged to keep their statements brief to enable everyone who desires to make a statement to have the opportunity to do so.

6 Public statement time will be allocated a maximum time of 15 minutes. Public statement time is declared closed following the 15 minute allocated time period, or earlier than such time where there are no further statements.

7 Statements are to be directed to the Presiding Member and are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or City employee.

8 Where an Elected Member is of the opinion that a member of the public is making a statement at a Council meeting, that does not relate to a matter affecting the City, they may bring it to the attention of the Presiding Member who will make a ruling.

9 Statements will be summarised and included in the minutes of the Council meeting.

## PROCEDURES FOR DEPUTATIONS TO COMMITTEES

1 Prior to the agenda of a Committee being discussed by Elected Members, members of the public will be provided an opportunity to make a deputation at the Committee meeting.

2 Members of the public wishing to make a deputation at a Committee meeting may make a written request to the Chief Executive Officer, through the on-line form on the City's website, by close of business on the working day immediately prior to the scheduled Committee meeting.

3 Deputation requests are to be approved by the Presiding Member and must relate to a report listed in the agenda of the Committee meeting. The City will confirm with the person if a deputation request is approved including any limitations that apply.

4 Any visual presentation in support of the deputation (such as a PowerPoint presentation) must be received by the City no later than midday on the day of the Committee meeting. No other information or material will be distributed to Elected Members at the Committee meeting.

5 A deputation may consist of no more than five people, only three of which may address the Committee. Other parties of the Deputation may be called on by the Elected Members to respond to questions should they so wish.

6 A maximum time of one hour will be set aside for all deputations at Committee meetings. Each deputation can address the Committee up to a maximum period of 5 minutes (including time for Elected Member questions) however the Presiding Member may reduce this time where the number of approved deputations would exceed the maximum one hour limit set aside for deputations.

7 Statements made during a deputation are to be directed to the Presiding Member and are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or City employee.

# ELECTRONIC MEETINGS

## INTRODUCTION

### Attendance at meetings by electronic means

In accordance with regulation 14C of the *Local Government (Administration) Regulations 1996,* individual council members may attend a Council or Committee meeting by electronic means:

(a) if -

(i) a public health emergency or state of emergency exists or a natural disaster has occurred; and

(ii) because of the public health emergency, state of emergency or natural disaster, the member is unable, or considers it inappropriate, to be present in person at the meeting; and

(iii) the member is authorised to attend the meeting by electronic means by the mayor or council;

or

(b) if the member is otherwise authorised to attend the meeting by electronic means by the mayor or council.

### Meetings held by electronic means

In accordance with regulation 14D of the *Local Government (Administration) Regulations 1996* a Council or Committee meeting may be held by electronic means:

(a) if:

(i) a public health emergency or a state of emergency exists in the whole or a part of the area of the City's district; and

(ii) the Mayor or Council considers it appropriate for the meeting to be held by electronic means because of the public health emergency or state of emergency and having regard to the matters in sub-regulation (2B);

or

(b) if:

(i) a direction is issued under the *Public Health Act 2016* or the *Emergency Management Act 2005* that prevents the meeting from being held in person; and

(ii) the Mayor or Council authorises the meeting to be held by electronic means.

or

(c) if the council otherwise authorises the meeting to be held by electronic means.

The electronic means by which the meeting is to be held include by telephone, video conference or other instantaneous communications as determined by the Mayor or Council, with the Chief Executive Officer being consulted before such determination is made.

Where a Council or Committee meeting is determined to be conducted by electronic means, the *Electronic Attendance at Meetings Council Policy* provides guidance as to the decision-making framework and conduct of meetings by electronic means.

The following procedures apply where the *Electronic Attendance at Meetings Council Policy* is silent.

## PROCEDURES FOR PUBLIC QUESTION TIME AT ELECTRONIC MEETINGS

Members of the public are not able to attend meetings by electronic means.

Where a meeting is held by electronic means, members of the public may participate in the meeting by submitting written questions for public question time in accordance with the below procedures.

Where a meeting of a committee is open to the public, and has delegated authority to make decisions on behalf of the Council, the procedures for public question time and public statement time apply in accordance with regulation 5 of the *Local Government (Administration) Regulations 1996*. In this regard these procedures are amended by substituting "Council" with "Committee" to provide proper context.

### Questions in Writing

1 The City will accept a maximum of five (5) written questions per person. To ensure equity and consistency, each part of a multi-part question will be treated as a question in its own right.

2 Written questions submitted for an Ordinary Council meeting must relate to a matter that affects the City of Joondalup. Written questions submitted for a Special meeting of Council must relate to the purpose for which the meeting has been called. Written questions submitted for a Briefing Session must relate to a report contained in the agenda.

3 Questions lodged by 9.00am on the day immediately prior to the scheduled meeting will be responded to. These questions, and their responses, will be distributed to Elected Members at the meeting and where possible published on the City's website prior to the meeting.

4 The Presiding Member shall decide to accept or reject any written question and their decision is final. Where there is any concern about a question being offensive, defamatory or the like, the Presiding Member will make a determination in relation to the question. Questions determined as offensive, defamatory or the like will not be published.

5 The Presiding Member may rule questions out of order where they are substantially the same as questions previously submitted and responded to.

6 Written questions unable to be responded to at a Council meeting or Briefing Session will be taken on notice. In this case, a written response will be included in the Council Minutes.

7 Other questions and any response will be summarised and included in the minutes of the Council meeting.

8 For the purposes of the record, the name and suburb of the member of the public that has asked a question will be detailed.

9 It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI

Act). Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the City and may refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act.

## PROCEDURES FOR PUBLIC STATEMENT TIME AT ELECTRONIC MEETINGS

1 Written public statements will be accepted by emailing the Mayor who will distribute any statement received to other elected members before the meeting. Public statements must be received by 9.00am on the day of the meeting.

2 Written public statements submitted for an Ordinary Council meeting must relate to a matter that affects the City of Joondalup. Written public statements submitted for a Special meeting of Council must relate to the purpose for which the meeting has been called. Written public statements submitted for a Briefing Session must relate to a report contained in the agenda.

## PROCEDURES FOR DEPUTATIONS AT ELECTRONIC MEETINGS

## (BRIEFING SESSIONS ONLY)

1 Where a meeting is held by electronic means, written deputations to a Briefing Session *may* be submitted to the Mayor for consideration, who will review any information or material received prior to the meeting.

2 Written deputations can be submitted to the Mayor via email at info@joondalup.wa.gov.au.

3 All deputation requests must be received by 5:00pm on the day prior to the scheduled Briefing Session.

4 If a deputation request is approved by the Mayor, all written materials in support of the deputation must be received by midday of the scheduled Briefing Session.