

**CURRENT PROCEDURES – STRATEGY SESSIONS**  
**- with changes shown tracked**

**PROTOCOLS-PROCEDURES FOR STRATEGY SESSIONS**

The following ~~protocols~~procedures for the conduct of Strategy Sessions were adopted  
at the Council meeting held on ~~9 August 2005~~:

**INTRODUCTION**

The modern role of the Elected Council is to set policy and strategy, and provide goals and targets for the local government (City of Joondalup). The employees, through the Chief Executive Officer, have the task of implementing the decisions of the Elected Council.

A well-structured decision-making process that has established protocols will provide the elected body with the opportunity to:

- have input into the future strategic direction set by the Council;
- seek points of clarification;
- ask questions;
- be given adequate time to research issues;
- be given maximum time to debate matters before the Council;

and ensure that the elected body is fully informed to make the best possible decision for all the residents of the City of Joondalup.

**PURPOSE OF STRATEGY SESSIONS**

Strategy Sessions will involve Elected Members, staff and , where appropriate, external advisors (~~where appropriate~~) and provide the opportunity to exchange information and ideas for the development of the City of Joondalup.

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

- the Chief Executive Officer seeks input from the 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.

**CURRENT PROCEDURES – STRATEGY SESSIONS**  
**- with changes shown tracked**

**PROTOCOLS ~~PROCEDURES~~ FOR STRATEGY SESSIONS**

The following ~~protocols~~ procedures will apply to Strategy Sessions that are conducted by the City of Joondalup.

- 1 Strategy Sessions will be closed to the public and agendas will be Confidential-
- 2 Where considered appropriate to ensure Elected Members are fully informed on a matter, the proponent for a proposal listed on the agenda may be invited to attend a Strategy Session to provide a presentation, and will be present for so much of that session that applies to their proposal. Where proponents attend a Strategy Session, the subject headings of those matters shall be disclosed to the public.
- 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.
- 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 ~~a~~ confidential agenda for each Strategy Session will 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 at the commencement of each Strategy Session shall:
  - (a) Advise Elected Members that there will be no debate on any matters raised during the Session;
  - (b) Ensure 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) Encourage all Elected Members present to participate in the Session and the sharing and gathering of information;
  - (d) Ensure that all Elected Members have a fair and equal opportunity to participate in the Session; and
  - (e) Ensure the time available for the Session is liberal enough to allow for all matters of relevance to be identified.

**CURRENT PROCEDURES – STRATEGY SESSIONS**  
**- with changes shown tracked**

- 8 Elected Members, employees and relevant consultants shall disclose their interests on any matter listed for the Strategy Sessions. When disclosing an interest the following ~~should be considered~~ is suggested:
- (a) Interests are to be disclosed in accordance with the provisions of the Local Government Act 1995 and the City's Code of Conduct;
  - (b) ~~Persons~~ Elected Members disclosing a financial 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) ~~An exception shall be applied to the disclosing of interests by consultants where the consultant will be providing information only, and will be able to remain in the Session;~~ Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered;
  - ~~(d) As matters raised at a Strategy Session are not completely predictable, there is some flexibility in the disclosures of interests. A person may disclose an interest at such time as an issue is raised that is not specifically listed on the agenda for the Session.~~
- 9 Elected Members have the opportunity to request matters to be included on the agenda for consideration at a future Strategy Session by:
- (a) A request to the Chief Executive Officer; or
  - (b) A request made during the Strategy Session.
- 10 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.

## **PROTOCOLS FOR BRIEFING SESSIONS**

The following ~~protocols-procedures~~ for the conduct of Briefing Sessions were adopted at the Council meeting held on ~~9 August 2005~~.

### **INTRODUCTION**

The modern role of the Elected Council is to set policy and strategy, and provide goals and targets for the local government (City of Joondalup). The employees, through the Chief Executive Officer, have the task of implementing the decisions of the Elected Council.

A well-structured decision-making process that has established ~~protocols-procedures~~ will provide the elected body with the opportunity to:

- have input into the future strategic direction set by the Council;
- seek points of clarification;
- ask questions;
- be given adequate time to research issues;
- be given maximum time to debate matters before the Council;

and ensure that the elected body is fully informed to make the best possible decision for all the residents of the City of Joondalup.

### **PURPOSE OF BRIEFING SESSIONS**

Briefing Sessions will involve Elected Members, staff, 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.

**CURRENT PROCEDURES – BRIEFING SESSIONS**  
**- with changes shown tracked**

~~Protocols~~ **PROCEDURES** FOR BRIEFING SESSIONS

The following ~~protocols~~ procedures will apply to Briefing Sessions that are conducted by the City of Joondalup.

1 Briefing Sessions will be open to the public except for matters of that relate to 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 ~~The Presiding Member at the commencement of each Briefing Session shall:~~

There is to be no debate amongst —Elected Members ~~that there will be no debate~~ on any matters raised during the Briefing Sessions;

~~6 (b) Ensure that the r~~ Relevant employees of the City will be available to make a presentation ~~through liaising with the Chief Executive Officer, provides a detailed~~ or respond to questions on matters listed on the agenda for the Briefing Session;

~~(c) Encourage all Elected Members present to participate in the sharing and gathering of information;~~

~~7 (d) Ensure that a~~ All Elected Members ~~have~~ will be given a fair and equal opportunity to participate in the Briefing Session; ~~and~~

~~8 (e) The Presiding Member will e~~ Ensure ~~that the~~ time is made available ~~for the Session is liberal enough~~ to allow for all matters of relevance to be identified covered;

~~96~~ Elected Members, employees and relevant consultants shall disclose their interests on any matter listed for the Briefing Sessions. When disclosing an interest the following ~~should be considered is suggested~~:

(a) Interests are to be disclosed in accordance with the provisions of the Local Government Act 1995 and the City's Code of Conduct;

(b) ~~Persons Elected Members~~ disclosing a financial 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) ~~An exception shall be applied to the disclosing of interests by consultants where the consultant will be providing information only, and will be able to remain in the Session; Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered.~~

**CURRENT PROCEDURES – BRIEFING SESSIONS**  
**- with changes shown tracked**

~~(d) As matters raised at a Briefing Session are not completely predictable, there is some flexibility in the disclosures of interests. A person may disclose an interest at such time as an issue is raised that is not specifically listed on the agenda for the Session.~~

~~710~~ Elected Members have the opportunity to request matters to be included on the agenda for consideration at a future Briefing Session by at Item 10 on the Briefing Session agenda.

~~(a) — A request to the Chief Executive Officer; or~~

~~(b) — A request made during the Briefing Session.~~

~~118~~ 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 mMembers.

~~912~~ Members of the public may make a deputation to a Briefing Session by making a written request to the Mayor by 4pm on the working day immediately prior to the scheduled Briefing Session. Deputations must relate to matters listed on the agenda of the Briefing Session.

~~1340~~ Other requirements for deputations are to be in accordance with the Standing Orders Local Law where it refers to the management of deputations.

## PROCEDURES FOR PUBLIC QUESTION TIME

The following ~~protocols~~ procedures for the conduct of Public Question Time were adopted at the Council meeting held on ~~11 October 2005?~~

~~Members of the public are invited to ask questions, either verbally or in writing, at Briefing Sessions.~~

~~The Council encourages members of the public, where possible, to submit their questions at the earliest opportunity.~~

~~Public question time will be limited to the legislative minimum of fifteen (15) minutes and may be extended in intervals of up to ten (10) minutes by resolution of the Council, but the total time allocated for public questions to be asked and responses to be given is not to exceed thirty five (35) minutes in total.~~

### PROCEDURE FOR PUBLIC QUESTION TIME

#### Questions asked verbally

- ~~1. Members of the public are invited to ask questions, either verbally or in writing, at Briefing Sessions.~~ Members of the public are invited to ask questions at Briefing Sessions. Questions asked at a Briefing Session must relate to a matter contained on the ~~draft~~ agenda.
- ~~24~~ A register will be provided for those persons wanting to ask questions to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and address.
- ~~2~~ ~~Each member of the public wanting to ask questions will be encouraged to provide a written form of their question(s) to the Chief Executive Officer (CEO) or designated City employee.~~
- 3 Public question time will be limited to two ~~(2)~~ minutes per member of the public, with a limit of two verbal ~~(2)~~ questions per member of the public.
- 4 Statements are not to precede the asking of a question during public question time. Statements should be made during public statement time.
- 5 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.
- ~~6~~ ~~Where the number of required questions exceeds the number able to be asked, the member of the public may submit the unasked questions to the Council, where they would be 'taken on notice' and a written response provided.~~
- ~~76~~ Public question time will be limited to the legislative minimum of 15 minutes. Public question time is declared closed following the expiration of the allocated 15 minute time period, or earlier ~~than such time where~~ if there are no further questions.

**CURRENT PROCEDURES – BRIEFING SESSIONS**  
**- with changes shown tracked**

~~8~~ — To enable prompt and detailed responses to questions, members of the public are encouraged to lodge questions in writing to the CEO by close of business on the working day immediately prior to the scheduled Briefing Session.

~~Responses to those questions received within the above timeframe will, where practicable, be provided in hard copy at the meeting.~~

~~9~~ — The Mayor or presiding member shall decide to:

- ~~Accept or reject the question and his/her decision is final;~~
- ~~Nominate a member of the Council and/or City employee to respond to the question;~~
- ~~Due to the complexity of the question, require that it be taken on notice with a written response provided as soon as possible, and included in the agenda of the next briefing session.~~

~~10~~ — Questions are to be directed to the presiding member and should 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.

7 — 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 his/her decision is final;
- nominate a member of the Council and/or City employee to respond to the question;
- take a question on notice. In this case a written response will be provided as soon as possible, and included in the agenda of the next briefing session.

~~11~~ — Where a response has been provided to a question asked by a member of the public, and where that response, in the opinion of the presiding person, adequately deals with the question, there is no obligation to further justify the response.

~~128~~ 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 matter listed on the draft agenda, or;~~
- ~~➤ making a statement during public question time;~~

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

9 — Questions and any response will be summarised and included in the notes of the Briefing Session.

1410 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 (FOI) Act 1992. 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 1992.



**CURRENT PROCEDURES – BRIEFING SESSIONS**  
**- with changes shown tracked**

**Questions in Writing**

- 1 Members of the public may submit questions to the City in writing.
- 2 Questions must relate to a matter contained on the agenda.
- 3 The City will accept a maximum of 5 written questions per member of the public. To ensure equality and consistency, each part of a multi-part question will be treated as a question in its own right.
- 4 Questions lodged by the close of business on the working 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 his/her 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. Where the Presiding Member rules questions to be out of order, an announcement to this effect will be made at the meeting.
- 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 provided as soon as possible and included on the agenda of the next Briefing Session.
- 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 notes of the Briefing Session.
- 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 (FOI) Act 1992. 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 1992.

**DISCLAIMER**

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

## PROCEDURES FOR PUBLIC STATEMENT TIME

The following ~~protocols~~ procedures for the conduct of Public Statement Time were adopted at the Council meeting held on ~~11 October 2005?~~

~~Members of the public are invited to make statements, either verbally or in writing, at Briefing Sessions of the City.~~

~~Public statement time will be limited to a maximum of fifteen (15) minutes. Individual statements are not to exceed two (2) minutes per member of the public.~~

### PROCEDURE FOR PUBLIC STATEMENT TIME

~~1~~ 1 Members of the public are invited to make statements ~~, either verbally or in writing,~~ at Briefing Sessions. Statements made at a Briefing Session must relate to a matter contained on the ~~draft~~ agenda.

~~12~~ 12 A register will be provided for those persons wanting to make a statement to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and address.

~~23~~ 23 Public statement time will be limited to two ~~(2)~~ minutes per member of the public.

~~34~~ 34 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.

~~45~~ 45 Public statement time will be limited to a maximum of 15 minutes. Public statement time is declared closed following the ~~expiration of the 15 minute~~ allocated time period, or earlier ~~than such time where~~ if there are no further statements.

~~56~~ 56 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.

~~67~~ 67 Where an ~~E~~lected ~~m~~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 matter listed on the draft agenda, they may bring it to the attention of the ~~meeting~~ Presiding Member who will make a ruling.

~~8~~ 8 A member of the public attending a Briefing Session may present a written statement rather than making the Statement verbally if he or she so wishes.

~~79~~ 79 Statements will be summarised and included in the notes of the Briefing Session.

~~8~~ 8 ~~It is not intended that public statement 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 (FOI) Act 1992. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act 1992.~~

## **DISCLAIMER**

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

## **DEPUTATION SESSIONS**

Council will conduct an informal session on the same day as the Briefing Session in Conference Room 1, Joondalup Civic Centre, Boas Avenue, Joondalup, commencing at 6.30 pm where members of the public may present deputations by appointment only. (Please note that deputation requests are to be received by no later than 4.00 pm on the Monday prior to a Briefing Session.)

A time period of fifteen (15) minutes is set-aside for each deputation, with five (5) minutes for Elected members' questions. Deputation sessions are open to the public.

\* *Any queries on the agenda, please contact Council Support Services on 9400 4369*

**CURRENT PROCEDURES – COUNCIL MEETINGS**  
**- with changes shown tracked**

**PROCEDURES FOR PUBLIC QUESTION TIME**

The following ~~protecols~~ procedures for the conduct of Public Question Time were adopted at the Council meeting held on ~~11 October 2005~~

~~Members of the public are invited to ask questions, either verbally or in writing, at Council meetings of the City.~~

~~The Council encourages members of the public, where possible, to submit their questions at the earliest opportunity.~~

~~Public question time will be limited to the legislative minimum of fifteen (15) minutes and may be extended in intervals of up to ten (10) minutes by resolution of the Council, but the total time allocated for public questions to be asked and responses to be given is not to exceed thirty five (35) minutes in total.~~

**PROCEDURE FOR PUBLIC QUESTION TIME**

**Questions asked verbally**

- ~~1~~ 1 Members of the public are invited to ask questions, ~~either verbally or in writing,~~ at Council Meetings.
- ~~2~~ 2 Questions asked at an ordinary Council meeting can relate to matters that affect the operations of the City of Joondalup. Questions asked at a Special Meeting of the Council must relate to the purpose for which the meeting has been called.
- ~~13~~ 13 A register will be provided for those persons wanting to ask questions to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and address.
- ~~2~~ 2 ~~Each member of the public wanting to ask questions will be encouraged to provide a written form of their question(s) to the Chief Executive Officer (CEO) or designated City employee.~~
- ~~34~~ 34 Public question time will be limited to two ~~(2)~~ minutes per member of the public, with a limit of two ~~(2)~~ questions per member of the public.
- ~~45~~ 45 Statements are not to precede the asking of a question during public question time. Statements should be made during public statement time.
- ~~56~~ 56 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.
- ~~6~~ 6 ~~Where the number of required questions exceeds the number able to be asked, the member of the public may submit the unasked questions to the Council, where they would be 'taken on notice' and a written response provided.~~

**CURRENT PROCEDURES – COUNCIL MEETINGS**  
**- with changes shown tracked**

- 7 Public question time will be limited to the legislative minimum of fifteen minutes and may be extended in intervals of up to ten minutes by resolution of the Council, but the total time allocated for public questions to be asked and responses to be given is not to exceed thirty five (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 To enable prompt and detailed responses to questions, members of the public are encouraged to lodge questions in writing to the CEO by close of business two working days prior to the scheduled Council meeting.~~
- ~~Responses to those questions received within the above timeframe will, where practicable, be provided in hard copy at the meeting.~~
- 9 The Mayor or presiding member shall decide to:
- ~~Accept or reject the question and his/her decision is final;~~
  - ~~Nominate a member of the Council and/or City employee to respond to the question;~~
  - ~~Due to the complexity of the question, require that it be taken on notice with a written response provided as soon as possible, and included in the agenda of the next Council meeting.~~
- 408 Questions are to be directed to the Presiding Member and should 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:
- Accept or reject any question and his/her decision is final;
  - Nominate a member of the Council and/or City employee to respond to the question;
  - Take a question on notice. In this case a written response will be provided as soon as possible, and included in the agenda of the next Council meeting.
- ~~11 Where a response has been provided to a question asked by a member of the public, and where that response, in the opinion of the presiding person, adequately deals with the question, there is no obligation to further justify the response.~~
- 429 Where an elected member is of the opinion that a member of the public is:
- asking a question at a Council meeting, that is not relevant to the operations of the City of Joondalup;
  - making a statement during public question time;
- they may bring it to the attention of the meeting.
- 4310 Questions and any response will be summarised and included in the minutes of the Council meeting.

**CURRENT PROCEDURES – COUNCIL MEETINGS**  
**- with changes shown tracked**

4411 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 (FOI) Act 1992. 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 1992.

**Questions in Writing**

- 1 Members of the public may submit questions to the City in writing.
- 2 Questions submitted to an ordinary Council meeting can relate to matters that affect the operations of the City of Joondalup. Questions submitted to a Special Meeting of the Council must relate to the purpose for which the meeting has been called.
- 3 The City will accept a maximum of 5 written questions per member of the public. To ensure equality and consistency, each part of a multi-part question will be treated as a question in its own right.
- 4 Questions lodged by 9.00 am 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 his/her decision is final. Where there is any concern about a question being offensive, defamatory or the like, the Mayor will make a determination in relation to the question. Questions determined as offensive, defamatory or the like will not be published. Where the Presiding Member rules questions to be out of order, an announcement to this effect will be made at the meeting.
- 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 Council meeting will be taken on notice. In this case, a written response will be provided as soon as possible and included on the agenda of the next 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 (FOI) Act 1992. 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

**CURRENT PROCEDURES – COUNCIL MEETINGS**  
**- with changes shown tracked**

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 1992.

**DISCLAIMER**

Responses to questions not ~~put~~-submitted in writing are provided in good faith and as such, should not be relied upon as being either complete or comprehensive.

**CURRENT PROCEDURES – COUNCIL MEETINGS**  
**- with changes shown tracked**

**PROCEDURES FOR PUBLIC STATEMENT TIME**

The following ~~protocols~~ procedures for the conduct of Public Statement Time were adopted  
at the Council meeting held on ~~11 October 2005~~

~~Members of the public are invited to make statements, either verbally or in writing, at Council meetings of the City.~~

~~Public statement time will be limited to a maximum of fifteen (15) minutes. Individual statements are not to exceed two (2) minutes per member of the public.~~

**PROCEDURE FOR PUBLIC STATEMENT TIME**

- ~~1~~ 1 Members of the public are invited to make statements, either verbally or in writing, at Council meetings.
- ~~2~~ 2 Statements made at an ordinary Council meeting ~~can~~ must relate to matters that affect the operations of the City of Joondalup. Statements made at a Special Meeting of the Council must relate to the purpose for which the meeting has been called.
- ~~13~~ 13 A register will be provided for those persons wanting to make a statement to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and address.
- ~~24~~ 24 Public statement time will be limited to two ~~(2)~~ minutes per member of the public.
- ~~35~~ 35 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.
- ~~46~~ 46 Public statement time will be limited to a maximum of 15 minutes. Public statement time is declared closed following the ~~expiration of the allocated 15 minute allocated~~ time period, or earlier than such time where there are no further statements.
- ~~57~~ 57 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.
- ~~68~~ 68 Where an Elected Member is of the opinion that a member of the public is making a statement at a Council meeting, that is not relevant to the operations of the City of Joondalup, they may bring it to the attention of the ~~meeting.~~ Presiding Member who will make a ruling.



**CURRENT PROCEDURES – COUNCIL MEETINGS**  
**- with changes shown tracked**

9 A member of the public attending a Council meeting may present a written statement rather than making the Statement verbally if he or she so wishes.

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

~~8 It is not intended that public statement 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 (FOI) Act 1992. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act 1992.~~

## **PROPOSED PROCEDURES – STRATEGY SESSIONS**

### **PROCEDURES FOR STRATEGY SESSIONS**

The following procedures for the conduct of Strategy Sessions were adopted at the Council meeting held on:

#### **INTRODUCTION**

The modern role of the Elected Council is to set policy and strategy, and provide goals and targets for the local government (City of Joondalup). The employees, through the Chief Executive Officer, have the task of implementing the decisions of the Elected Council.

A well-structured decision-making process that has established protocols will provide the elected body with the opportunity to:

- have input into the future strategic direction set by the Council;
- seek points of clarification;
- ask questions;
- be given adequate time to research issues;
- be given maximum time to debate matters before the Council;

and ensure that the elected body is fully informed to make the best possible decision for all the residents of the City of Joondalup.

#### **PURPOSE OF STRATEGY SESSIONS**

Strategy Sessions will involve Elected Members, staff and, where appropriate, external advisors and provide the opportunity to exchange information and ideas for the development of the City of Joondalup.

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

- the Chief Executive Officer seeks input from the 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.

## **PROPOSED PROCEDURES – STRATEGY SESSIONS**

### **PROCEDURES FOR STRATEGY SESSIONS**

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

- 1 Strategy Sessions will be closed to the public and agendas will be Confidential.
- 2 Where considered appropriate to ensure Elected Members are fully informed on a matter, the proponent for a proposal listed on the agenda may be invited to attend a Strategy Session to provide a presentation, and will be present for so much of that session that applies to their proposal. Where proponents attend a Strategy Session, the subject headings of those matters shall be disclosed to the public.
- 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.
- 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 will 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 at the commencement of each Strategy Session shall:
  - (a) Advise Elected Members that there will be no debate on any matters raised during the Session;
  - (b) Ensure 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) Encourage all Elected Members present to participate in the Session and the sharing and gathering of information;
  - (d) Ensure that all Elected Members have a fair and equal opportunity to participate in the Session; and
  - (e) Ensure the time available for the Session is liberal enough to allow for all matters of relevance to be identified.

## **PROPOSED PROCEDURES – STRATEGY SESSIONS**

- 8 Elected Members, employees and relevant consultants shall disclose their interests on any matter listed for the Strategy Sessions. When disclosing an interest the following is suggested:
  - (a) Interests are to be disclosed in accordance with the provisions of the Local Government Act 1995 and the City's Code of Conduct;
  - (b) Elected Members disclosing a financial 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) Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered.
- 9 Elected Members have the opportunity to request matters to be included on the agenda for consideration at a future Strategy Session by:
  - (a) A request to the Chief Executive Officer; or
  - (b) A request made during the Strategy Session.
- 10 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.

## **BRIEFING SESSIONS**

The following procedures for the conduct of Briefing Sessions were adopted at the Council meeting held on

### **INTRODUCTION**

The modern role of the Elected Council is to set policy and strategy, and provide goals and targets for the local government (City of Joondalup). The employees, through the Chief Executive Officer, have the task of implementing the decisions of the Elected Council.

A well-structured decision-making process that has established procedures will provide the elected body with the opportunity to:

- have input into the future strategic direction set by the Council;
- seek points of clarification;
- ask questions;
- be given adequate time to research issues;
- be given maximum time to debate matters before the Council;

and ensure that the elected body is fully informed to make the best possible decision for all the residents of the City of Joondalup.

### **PURPOSE OF BRIEFING SESSIONS**

Briefing Sessions will involve Elected Members, staff, 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 of Joondalup.

- 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 amongst 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;
- 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 Elected Members, employees and relevant consultants shall disclose their interests on any matter listed for the Briefing Sessions. When disclosing an interest the following is suggested:
  - (a) Interests are to be disclosed in accordance with the provisions of the Local Government Act 1995 and the City's Code of Conduct.
  - (b) Elected Members disclosing a financial 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) Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered.
- 10 Elected Members have the opportunity to request matters to be included on the agenda for consideration at a future Briefing Session at Item 10 on the Briefing Session agenda.
- 11 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

## **PROPOSED PROCEDURES – BRIEFING SESSIONS**

shall record any disclosure of interests as declared by individuals. A copy of the record is to be forwarded to all Elected Members.

- 12 Members of the public may make a deputation to a Briefing Session by making a written request to the Mayor by 4pm on the working day immediately prior to the scheduled Briefing Session. Deputations must relate to matters listed on the agenda of the Briefing Session.
- 13 Other requirements for deputations are to be in accordance with the Standing Orders Local Law where it refers to the management of deputations.

## **PROCEDURES FOR PUBLIC QUESTION TIME**

The following procedures for the conduct of Public Question Time were adopted at the Council meeting held on

### **Questions asked verbally**

- 1 Members of the public are invited to ask questions at Briefing Sessions. Questions asked at a Briefing Session must relate to a matter contained on the agenda.
- 2 A register will be provided for those persons wanting to ask questions to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and address.
- 3 Public question time will be limited to two minutes per member of the public, with a limit of two verbal questions per member of the public.
- 4 Statements are not to precede the asking of a question during public question time. Statements should be made during public statement time.
- 5 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.
- 6 Public question time will be limited to the legislative minimum of 15 minutes. Public question time is declared closed following the expiration of the allocated 15 minute time period, or earlier if there are no further questions.
- 7 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 his/her decision is final;
  - nominate a member of the Council and/or City employee to respond to the question;
  - take a question on notice. In this case a written response will be provided as soon as possible, and included in the agenda of the next briefing session.
- 8 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 matter listed on 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
- 9 Questions and any response will be summarised and included in the notes of the Briefing Session.



## **PROPOSED PROCEDURES – BRIEFING SESSIONS**

- 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 (FOI) Act 1992. 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 1992.

### **Questions in Writing**

- 1 Members of the public may submit questions to the City in writing.
- 2 Questions must relate to a matter contained on the agenda.
- 3 The City will accept a maximum of 5 written questions per member of the public. To ensure equality and consistency, each part of a multi-part question will be treated as a question in its own right.
- 4 Questions lodged by the close of business on the working 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 his/her 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. Where the Presiding Member rules questions to be out of order, an announcement to this effect will be made at the meeting.
- 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 provided as soon as possible and included on the agenda of the next Briefing Session.
- 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 notes of the Briefing Session.
- 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 (FOI) Act 1992. 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 1992.

## **DISCLAIMER**

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

## **PROCEDURES FOR PUBLIC STATEMENT TIME**

The following procedures for the conduct of Public Statement Time were adopted at the Council meeting held on

- 1 Members of the public are invited to make statements at Briefing Sessions. Statements made at a Briefing Session must relate to a matter contained on the agenda.
- 2 A register will be provided for those persons wanting to make a statement to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and address.
- 3 Public statement time will be limited to two minutes per member of the public.
- 4 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.
- 5 Public statement time will be limited to a maximum of 15 minutes. Public statement time is declared closed following the 15 minute allocated time period, or earlier if there are no further statements.
- 6 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.
- 7 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 matter listed on the draft agenda, they may bring it to the attention of the Presiding Member who will make a ruling.
- 8 A member of the public attending a Briefing Session may present a written statement rather than making the Statement verbally if he or she so wishes.
- 9 Statements will be summarised and included in the notes of the Briefing Session.

## **DEPUTATION SESSIONS**

Council will conduct an informal session on the same day as the Briefing Session in Conference Room 1, Joondalup Civic Centre, Boas Avenue, Joondalup, commencing at 6.30 pm where members of the public may present deputations by appointment only. (Please note that deputation requests are to be received by no later than 4.00 pm on the Monday prior to a Briefing Session.)

A time period of fifteen (15) minutes is set-aside for each deputation, with five (5) minutes for Elected members' questions. Deputation sessions are open to the public.

*\* Any queries on the agenda, please contact Council Support Services on 9400 4369*

**PROCEDURES FOR PUBLIC QUESTION TIME**

The following procedures for the conduct of Public Question Time were adopted  
at the Council meeting held on

**Questions asked verbally**

- 1 Members of the public are invited to ask questions at Council Meetings.
- 2 Questions asked at an ordinary Council meeting can relate to matters that affect the operations of the City of Joondalup. Questions asked at a Special Meeting of the 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. Persons will be requested to come forward in the order in which they are registered, and to give their name and address.
- 4 Public question time will be limited to two minutes per member of the public, with a limit of two questions per member of the public.
- 5 Statements are not to precede the asking of a question during public question time. Statements should 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 limited to the legislative minimum of fifteen minutes and may be extended in intervals of up to ten minutes by resolution of the Council, but the total time allocated for public questions to be asked and responses to be given is not to exceed thirty five (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 should 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:
  - Accept or reject any question and his/her decision is final;
  - Nominate a member of the Council and/or City employee to respond to the question;
  - Take a question on notice. In this case a written response will be provided as soon as possible, and included in the agenda of the next Council meeting.
- 9 Where an elected member is of the opinion that a member of the public is:
  - asking a question at a Council meeting, that is not relevant to the operations of the City of Joondalup;
  - making a statement during public question time;they may bring it to the attention of the meeting.

- 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 (FOI) Act 1992. 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 1992.

### **Questions in Writing**

- 1 Members of the public may submit questions to the City in writing.
- 2 Questions submitted to an ordinary Council meeting can relate to matters that affect the operations of the City of Joondalup. Questions submitted to a Special Meeting of the Council must relate to the purpose for which the meeting has been called.
- 3 The City will accept a maximum of 5 written questions per member of the public. To ensure equality and consistency, each part of a multi-part question will be treated as a question in its own right.
- 4 Questions lodged by 9.00 am 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 his/her decision is final. Where there is any concern about a question being offensive, defamatory or the like, the Mayor will make a determination in relation to the question. Questions determined as offensive, defamatory or the like will not be published. Where the Presiding Member rules questions to be out of order, an announcement to this effect will be made at the meeting.
- 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 Council meeting will be taken on notice. In this case, a written response will be provided as soon as possible and included on the agenda of the next 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 (FOI) Act 1992. 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 1992.

**DISCLAIMER**

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

**PROCEDURES FOR PUBLIC STATEMENT TIME**

The following procedures for the conduct of Public Statement Time were adopted at the Council meeting held on

- 1 Members of the public are invited to make statements, either verbally or in writing, at Council meetings.
- 2 Statements made at an ordinary Council meeting must relate to matters that affect the operations of the City of Joondalup. Statements made at a Special Meeting of the 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. Persons will be requested to come forward in the order in which they are registered, and to give their name and address.
- 4 Public statement time will be limited to two minutes per member of the public.
- 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 limited to a maximum 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 is not relevant to the operations of the City of Joondalup, they may bring it to the attention of the Presiding Member who will make a ruling.
- 9 A member of the public attending a Council meeting may present a written statement rather than making the Statement verbally if he or she so wishes.
- 10 Statements will be summarised and included in the minutes of the Council meeting.