

agenda

Office Development Committee

A MEETING WILL BE HELD IN CONFERENCE ROOM 1
JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP

ON **TUESDAY 3 DECEMBER 2013**
COMMENCING AT **4.00PM**

GARRY HUNT
Chief Executive Officer
29 November 2013

PROCEDURES FOR PUBLIC QUESTION TIME

The following procedures for the conduct of Public Question Time were adopted at the Council meeting held on 19 November 2013:

Where a meeting of a committee is open to the public the procedures for public question time and public statement time apply. 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. Persons will be requested to come forward in the order in which they are registered, and to give their name and full address.
- 4 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.
- 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 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:
 - 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
 - or
 - 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 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 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 – (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 written questions per City of Joondalup resident/ratepayer. 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 9.00am 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 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, including the reason(s) for the decision.
- 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 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 Act 1992* (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 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 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 19 November 2013:

- 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 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. Persons will be requested to come forward in the order in which they are registered, and to give their name and full 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 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 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.

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Note:

Clause 15.10 of the City's *Meeting Procedures Local Law 2013* states:

This local law applies generally to committee meetings except for clause 7.1 in respect of members seating and clause 7.8 in respect of limitation on member's speaking.

CITY OF JOONDALUP

Notice is hereby given that a meeting of the **Office Development Committee** will be held in Conference Room 1, Joondalup Civic Centre, Boas Avenue, Joondalup on **Tuesday 3 December 2013** commencing at **4.00pm**.

GARRY HUNT
Chief Executive Officer
29 November 2013

Joondalup
Western Australia

AGENDA

Committee Members (6)

Committee Members

Mayor Troy Pickard *Presiding Member*
Cr Liam Gobbert
Cr Kerry Hollywood
Cr Tom McLean, JP *Deputy Presiding Member*
Mr Garry Hunt, Chief Executive Officer
Ms Dale Page, Director Planning and Community Development

Quorum for Meetings (3)

The quorum for a meeting is to be at least 50% of the number of offices (whether vacant or not) of members of the committee.

Simple Majority:

A simple majority is to be more than 50% of those members present at the meeting.

Absolute Majority (4):

An absolute majority vote is to be more than 50% of the number of officers (whether vacant or not) of the committee.

Casting Vote:

In the event that the vote on a motion is tied, the presiding person must cast a second vote.

Terms of Reference

To provide advice and make recommendations to Council on:

- *the preferred location for the development of the Joondalup City Centre Commercial Office Development*
- *the architectural design elements to be incorporated into the Joondalup City Centre Commercial Office Development*
- *the core components to be included in the Joondalup City Centre Office Development*
- *the development models and financial structures to progress the Joondalup City Centre Commercial Office Development, including expressions of interest*
- *the options for the ongoing management and utilisation of the Joondalup City Centre Commercial Office Development.*

Delegated Authority

The Office Development Committee has delegated authority to make appropriate decisions on behalf of Council that are aligned with the Committee's Terms of Reference and in accordance with the constraints of the Local Government Act 1995.

DECLARATION OF OPENING**DECLARATIONS OF INTEREST****PUBLIC QUESTION TIME****PUBLIC STATEMENT TIME****APOLOGIES/LEAVE OF ABSENCE**

CONFIRMATION OF MINUTES

MINUTES OF THE OFFICE DEVELOPMENT COMMITTEE HELD 25 JULY 2013

RECOMMENDATION

That the minutes of the meeting of the Office Development Committee held on 25 July 2013 be confirmed as a true and correct record.

MINUTES OF THE SPECIAL OFFICE DEVELOPMENT COMMITTEE HELD 5 NOVEMBER 2013

RECOMMENDATION

That the minutes of the special meeting of the Office Development Committee held on 5 November 2013 be confirmed as a true and correct record.

ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

Item 1 – Confidential - Joondalup City Centre Commercial Office Development - Progress Report.

PETITIONS AND DEPUTATIONS

REPORTS

**ITEM 1 CONFIDENTIAL - JOONDALUP CITY CENTRE
COMMERCIAL OFFICE DEVELOPMENT -
PROGRESS REPORT**

WARD	North Ward
RESPONSIBLE DIRECTOR	Mr Garry Hunt Office of the CEO
FILE NUMBER	103036
ATTACHMENT	Nil
AUTHORITY / DISCRETION	Information - includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

This Report is confidential in accordance with section 5.23(2)(d) of the *Local Government Act 1995*, which also permits the meeting to be closed to the public for business relating to the following:

Legal advice obtained, or which may be obtained, by the local government, and which relates to a matter discussed at the meeting.

A full report is provided to Elected Members under separate cover. The report is not for publication.

URGENT BUSINESS

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION

CLOSURE