



# Public Question Time Policy

## Policy Statement

In accordance with The Local Government Act Section 5.24, Local Government (Administration) Regulations Sections 5, 6 and 7 and Council's Standing Orders Local Law Section 3.3 and 3.13, the procedure for the Presiding Officer of a Council or Committee Meeting dealing with Public Questions or Presentations, Deputations and Petitions shall be as follows;

### 1. Presentations and Deputations

- a) Where the subject matter is one of general information for all Councillors, Council supports the scheduling of guest speakers, deputations and presentations based on the following guide;
  - i. Where it is likely or intended to take longer than 15 minutes (inclusive of question time) the presentation or deputation will be scheduled prior to a Council meeting on a scheduled Council meeting day, whether relevant to the agenda on that day or not.
  - ii. Where it is likely, or intended to take less than 15 minutes (inclusive of question time), and subject to the proponent noting it is likely that it will be conducted with members of the public present, the presentation or deputation will be scheduled during a Council or Committee Meeting, but only if relevant to the particular agenda in that day.
- b) The Shire President, or CEO in conjunction with the Shire President, is authorised to approve or disapprove requests to address Council.
- c) The Presiding Officer, or CEO in conjunction with the Presiding Officer, is authorized to approve or disapprove requests to address a Council Committee.
- d) A deputation invited to attend a Council or Committee meeting –
  - i. In the case of a Council Meeting
    - Is not to exceed five people, only two of whom may address the Council, although others may respond to specific questions from the members; and
    - Is not to address the Council for a period exceeding 10 minutes, plus 5 minutes for question time without the agreement of the Council.
  - ii. In the case of a Committee Meeting
    - Is not to exceed five people, only two of whom may address the Committee, although others may respond to specific questions from the members; and
    - Is not to address the Committee for a period exceeding 30 minutes, plus 5 minutes for question time without the agreement of the Committee.
- e) Any matter which is the subject of a deputation to the Council or a committee is not to be decided by the Council or that committee until the deputation has completed its presentation.

## 2. Petitions

Petitions shall be dealt with in accordance with Section 3.4 of the Council's Standing Orders Local Law and be referred to the first available Council meeting after which it is received.

## 3. Public Question Time

The procedure for public question time is as follows:

- a) A minimum time of 15 minutes is allocated for public question time. Council does not set a maximum time, however, to enable all speakers to address Council or ask questions Council does restrict each speaker to 5 minutes. A buzzer will sound at 4 minutes to indicate to the speaker that they have one minute to conclude their address.
- b) A member of the public who raises a question or wishes to address Council is to state his/her name and address.
- c) A question may be taken on notice for a later response.
- d) When a question is taken on notice a response is to be given to the member of the public in writing by the CEO and a copy or summary of the question and response is to be included in the agenda for the information of the public and Councillors (as to the response) for the next ordinary meeting of the Council or Committee.
- e) Every question or address shall relate to the business of Council (or relevant Committee) but need not be restricted to items on the relevant agenda but must be submitted as briefly and concisely as possible. If more than one question/issue is raised by a member of the public, the question/issues are to be asked individually to allow the presiding person to respond.
- f) In responding to issues/questions raised the presiding person may invite other Councillors and/or the CEO or relevant staff member to make comments.

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