

QUESTION TIME AT COMMITTEE & COUNCIL MEETINGS

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| Policy Type: Council Policy Policy Owner: Governance & Compliance Program Manager | Policy No. CP- 014 Last Review Date: 15 November 2011 Version 2 |
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POLICY OBJECTIVES

To enable the orderly and effective management of question time at meetings, where such meeting are open to the public.

POLICY SCOPE

Ordinary and Special Council meetings and Committee meetings that are open to the public.

POLICY STATEMENT

The Local Government Act 1995 (The Act) and the Local Government (Administration) Regulations 1996, set minimum standards for the conduct of question time at Committee Meetings, Ordinary Meetings of Council and Special Council meetings, where such meetings are open to the public.

In accordance with The Act and Regulations, the minimum time of fifteen minutes will be allocated prior to the discussion of any matter that requires a decision to be made by the Council or the Committee, to allow for questions to be raised by members of the public and responded to at the meeting (Question Time).

The Presiding Member, or the majority of Elected Members present, may agree to an extension of Question Time.

For the purposes of ensuring that question time is conducted in an orderly and effective manner and to ensure an accurate record of the questions are maintained, questions are to be submitted in writing prior to the commencement of Question Time.

Questions raised at Committee or Special Meetings of the Council must relate to matters relating to the purpose of the meeting or to a function of the Committee.

The Presiding Member may accept or reject the question, or determine that any complex questions requiring research, be answered in writing following the meeting and included in the Minutes.

The Presiding Member may nominate a Member or Officer to answer the questions.

In light of the limited time available for Question Time, the Presiding Member may limit the amount of questions raised by an individual member of public in order to enable other members of the public to have an equal opportunity to ask their question/s.

No debate or discussion will be permitted on any question or answer.



In addition to question time during the meeting, the Mayor and Elected Members may make themselves available after the meeting to meet members of the public to answer any questions however they will not form part of the record of the meeting due to the meeting having been closed

Other References Applicable to this Policy

Legislative

- Local Government Act 1995 section 5.24
- Local Government (Administration) Regulations 1996 clauses 5, 6 & 7.

Delegated Authority No:

| ORIGIN/AUTHORITY | | ITEM NO. |
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| REVIEWS | | |
| Community & Technical Services Committee | 04/07/2006 | C06/5020 |
| Ordinary Meeting of Council | 15/12/2009 | C09/5097 |
| Ordinary Meeting of Council | 15/11/2011 | C11/5199 |