



# PUBLIC PARTICIPATION AND QUESTION TIME – COUNCIL MEETINGS

## Policy

At each Council meeting up to 15 minutes will be provided at a time determined by the Chairperson for any person present at the meeting (other than a Councillor) to ask questions or address the Council on a Council related issue.

This policy is supported by Clause 31 Local Government (Meeting Procedures) Regulations.

## Conditions

- A person seeking to ask a question or address the Council must firstly identify himself or herself and inform the meeting of the subject they wish to address or ask a question on.
- If more than one person wishes to ask a question or address the Council, the Chairperson must determine the sequence of participation.
- A person will be entitled to ask no more than 2 questions and will only be entitled to ask a second question after all other persons present who wish to ask a question have asked one question each and the 15 minutes period referred to in sub clause (1) has not elapsed.
- All questions asked and issues addressed must relate directly to the affairs of the Council and should be directed to the Chairperson. In relation to questions the Chairperson will:
  - Answer the question himself or herself,
  - Refer the question to another Councillor, the General Manager or any other employee of the Council present at the meeting or;
  - Direct that the General Manager provide an answer in writing.
- The Chairperson may refuse to accept a question or allow the Council to be addressed on an issue but in doing so will give reasons. **The Council, for legal reasons, can not hear submissions, comments or questions in relation to items listed in the Planning Authority Agenda.**
- The Chairperson may require a question to be put in writing to be answered at a later meeting.
- A question by any member of the public and the answer given are not to be debated.
- The period of time set aside for addressing the Council and asking questions may be extended by an absolute majority of the Council.
- The Council may determine that the provisions of this policy apply to any or all of the Council committees.

## Reference

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ADMINISTERED BY:	<b>General Manager</b>	