



## POLICY: EXEC-CEO-011

### PUBLIC QUESTION AND ACCESS TIME AT COUNCIL MEETINGS

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#### Purpose

The purpose of this policy is to provide instruction for the public and Council to enable active participation by the public at Council Meetings in an orderly and effective manner.

#### Definitions

Public: Community

Council: Elected Members

Officer: Council staff

Presiding Person: Mayor or nominated Elected Member

#### Statement

The City's current Standing Orders Local Law 2013 section 3.3 Public Question Time: states

- (1) *Procedures for public question time are dealt with in Section 5.24 of the Act and Regulations 5, 6 and 7 of Regulations.*
- (2) *A Member of the public who raises a question during question time is to state his or her name and address.*
- (3) *Questions asked by members of the public are not to be accompanied by any statement reflecting adversely upon any member or employee.*

Responsible Officer:	Chief Executive Officer	Version:	1.00
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## **Public Question Time**

Question Time is held in accordance with Section 5.24 of the *Local Government Act 1995* and must be in accordance with Regulations 5, 6 and 7 of the *Local Government (Administration) Regulations 1996*.

A Public Question Time will be held in conjunction with the Ordinary Council Meeting.

- Questions are to be submitted to the Chief Executive Officer using the question form available on the City's website, or at the Administration Building no later than 30 minutes prior to the commencement of the Council Meeting.
- Each person is allowed a maximum of three (3) questions per meeting.
- Public will be invited to ask their questions stating their full name and address and will follow the directions of the Presiding Officer at all times.
- Questions requiring further research will be taken on notice and the answer provided in the agenda of the next Council Meeting.
- All three (3) questions must relate to an agenda item at that particular meeting or in the minutes of previous Ordinary Council Meetings.
- No debate or discussion will be permitted on any question or answer.
- The Presiding Officer can reject any question that does not relate to the agenda item, is defamatory or considered inappropriate.
- The Presiding Member may nominate an Elected Member or Officer to answer a question.
- The Presiding Officer reserves the right to terminate or extend Question Time at his/her discretion.

## **Public Access Session**

A Public access session will be held in conjunction with the Ordinary Council Meeting.

- The session will allow members of the public to address Council on any issue for 3 minutes.
- Comments, statements and ideas can be presented. Questions are not permitted.
- The public session will be limited to 5 presentations per meeting.
- Notification requesting public access are to be submitted in writing, identifying the topic to the Chief Executive Officer by 2pm on the day of the meeting.
- Public will be invited to address Council stating their full name and address and will follow the directions of the Presiding Officer at all times.

- Individuals making statements on behalf of others or organisations must provide proof of authority to the Chief Executive Officer.
- The Presiding Officer can terminate any address that is considered aggressive, defamatory or considered inappropriate.
- The Presiding Officer reserves the right to terminate the Public Access Session at his/her discretion for any other reason.

## **Relevant Documents**

City of Kalgoorlie-Boulder Standing Orders Local Law 2013

Local Government Act 1995

Local Government (Administration) Regulations 1996.