

Policy No: CORP_GOV

ELM07



Policy Name:

CONDUCT OF PUBLIC QUESTION TIME

File No:

ELM07
LE.LL.10.00 (superseded)

Policy Purpose:

To outline the procedure for the conduct of public question time at ordinary and special meetings of council and to any committee that is open to the public.

Principles / Framework

Governance and Leadership

Application:

All Elected Members

Statutory Environment:

Local Government Act 1995 s5.24 – Question Time for Public
Shire of Ashburton Standing Orders Local Law 2012

Minute Number:

Not Applicable

Approval Date:

Adopted at Ordinary Meeting of Council 20 April 1999
Reviewed at Ordinary Meeting of Council 19 February 2008
Reviewed at the Ordinary Meeting of Council 5 June 2013
Reviewed at the Ordinary Meeting of Council 20 August 2014

Public Question Time

The procedures for Public Question Time is set out in the Shire of Ashburton Standing Orders.

A provision for public question time is made at each meeting of Council, and at Committees that are open to the public.

On attendance at a Meeting, members of the public are required to be provided with the guidance document *Protocols - Public Question Time – Council Meetings (Governance Policy ELM07)*, attached to this policy, which gives information on the conduct of Public Question Time.

Members of the public are required to submit their public questions in writing, preferably on the *Public Question Form (Governance Policy EML07)*, attached to this policy. Public Question forms are to be available on the Shire website (www.ashburton.wa.gov.au), and at the venue of the Council/Committee Meeting immediately prior to meetings.

Department of Local Government Guidelines relating to Public Question time outline that elected members should not use question time to ask questions as many other alternatives are available to them. If elected members are provided with questions from members of the public for presentation to Council as part of Question Time, the Councillor should provide a copy of the questions to the Chief Executive Officer as soon as practical after receiving them, and lodge the original document in the Question Time Tray on Council Meeting Day.

Question time is reserved for genuine questions only and is not intended to be used for the making of statements. Questions should ideally be submitted as early as possible prior to the meeting to enable research to be undertaken, thus enabling the most comprehensive response possible to be provided and avoiding the need to take the question(s) on notice.

K.M. White

[Signature]
Signed

Kerry white

[Print Name]
Shire President

Monitor and Review:

Executive Officer CEO

Last Review Date

20 August 2014

Next Review Date

1 October 2018

This policy is to remain in force until otherwise determined by the Council or superseded.