

# Flinders Council Procedure Manual

G9-P

## PUBLIC QUESTION TIME- COUNCIL MEETINGS PROCEDURE

FILE NO: COU/0600

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| ADOPTED BY COUNCIL ON: |  | MINUTE NO: |  |
| AMENDED BY COUNCIL ON: |  | MINUTE NO: |  |

### 1. Introduction

This procedure provides the basis on which to implement the Public Question Time – Council Meetings Policy, which allows members of the public to ask questions of the Council, on matters relating to Flinders Council, at Ordinary Council Meetings.

### 2. Guidelines

Members of the public may ask questions of Council on the following basis:

#### 2.1. Questions in writing

A member of the public may give written notice to the General Manager at least 7 days before an Ordinary Council Meeting of a question to be asked at that meeting.

#### 2.2. Questions asked in person at the meeting

2.2.1. All questioners are encouraged to register their intent to question with the General Manager before the meeting. Preference will be given to those who have so registered.

2.2.2. All questions will be addressed through the Chair (being the Mayor in normal circumstances) who will answer them as she/he sees fit. Under no circumstances will members of the gallery be permitted to address or question either elected members or officers of the Council. The Chair may delegate answers to the appropriate Councillor or staff member if appropriate.

2.2.3. Persons addressing the Chair must pay the respect due to that office. Failure to do so may mean their address is terminated without notice.

2.2.4. Where a copy of the question is provided in writing and an answer is given at the meeting, the question & answer will be recorded in the minutes of the meeting.

2.2.5. Where the answer cannot be provided immediately, it will be provided in writing within 14 days and tabled in the Agenda at the following Ordinary Council Meeting.

2.2.6. Extensive introductory speeches/information are not encouraged and will not be recorded in either the minutes or agendas.

2.2.7. Question time shall not extend longer than 30 minutes and may be divided into two 15 minute sessions.

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- 2.2.8. The timing of the session(s) is to be immediately after the confirmation of the previous meeting's minutes and advertised as such with the notice of meeting.
- 2.2.9. Questions being asked by Councillors on behalf of a community member are not considered a Public Question and will be dealt with under Councillors' Questions Without Notice.
- 2.2.10. Where the answer to the questions being asked by Councillors on behalf of a community member cannot be provided immediately, it will be provided in writing within 14 days and tabled in the Agenda at the following Ordinary Council Meeting.

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