



CITY OF SWAN

PROCEDURE FOR PUBLIC QUESTION TIME AND DEPUTATIONS AT COUNCIL MEETINGS

The Council extends a warm welcome to you in attending any meeting of the Council.

The Council is committed to involving the public in its decision making processes whenever possible, and the ability to place a deputation before Council or ask questions during Public Question Time is of critical importance in pursuing this public participation objective.

The Council, as required by the Local Government Act, sets aside a period of "Public Question Time" to enable a member of the public to put to the Council a question concerning the work or any activity of the City. Upon receipt of a question from a member of the public, the Mayor may either answer the question or direct the question to a Councillor or an Officer to answer.

The Local Government Act sets out that the procedures for the asking of and responding to questions raised by members of the public are to be determined by the person presiding at the meeting (normally the Mayor) and the intent of the Act requires Public Question Time to precede the discussion of any matter that requires a decision to be made by Council. The intent of the Act is also to ensure that questions should be directed, in the first instance, to matters to be discussed by Council at that meeting.

The Local Government Department in its "Practice Notes" also states that "Each member of the public who wishes to ask a question is to be given an equal and fair opportunity to ask the question and receive a response..." and also ensures that the Council, through the Presiding Officer, manages the time which is made available for "Public Question Time" to be effective.

The Local Government Department also supports the practice of Councils encouraging the public submitting questions in writing, prior to the meeting, to facilitate appropriate and adequate responses to questions and to avoid the need for questions to be "Taken on Notice".

Having regard for the above requirements and principles, the following procedures will be applied to Ordinary Meetings of Council:

PROCEDURES FOR PUBLIC QUESTION TIME

1. Public Question Time will be conducted at an Ordinary Meeting of Council immediately following Answers to Questions which were Taken on Notice.
2. Each member of the public asking a question will be initially limited to a maximum time allocation of 5 minutes.
3. The Presiding Officer, will in the first instance, give preference to any member of the public who has a question relating to the agenda and in the second instance, give preference to any

member of the public who has lodged a question in writing in accordance with these procedures.

4. If there is time available, at the conclusion of all questions relating to any business listed on the agenda, the Presiding Officer will only consider further questions from the public concerning the work or any activity of the City provided that the question to be placed before Council has been received in writing by 5pm of the Friday prior to the Ordinary Meeting of Council.
5. In the event that written notice of a proposed question which is not related to any of the business listed on the agenda for a decision of Council, is not received as set out in these procedures, the question shall be taken on notice, and upon the written question being placed in writing and lodged with Council, the question and its answer, shall if possible, be set out in the next agenda of Council and conveyed to the member of the public in writing who asked the question.
6. If any Question requires further research prior to an answer being given, the Presiding Officer will indicate that the "Question will be taken on Notice" and a response will be forwarded to the member of the public following the research being undertaken.
7. A summary of the question and the answer will be recorded in the Minutes of the Council Meeting at which the question was asked.

PROCEDURE FOR DEPUTATIONS

The Council facilitates deputations on any matter to be considered by Council which is listed on the agenda of the meeting at which the item is to be discussed. Any member of the public who has an interest in the matter can make a deputation to Council, but the Council requires notice of the deputation, and contact needs to be made through the Chief Executive's Office prior to the meeting. This can be done by contacting telephone number 9267 9113.

As a courtesy to Council, notice of deputations need to be given by the close of business on the day preceding the Council Meeting that is, by 5.00pm Tuesday prior to the Wednesday Council Meeting. This enables all Councillors to be informed at the start of the meeting of the deputations and the Presiding Officer (the Mayor) can take into account the number of deputations being made in terms of the orderly progression and conduct of the meeting.

Where a deputation has been agreed to, the Mayor, or in the absence of the Mayor, the Presiding Officer, will during the meeting call upon the relevant persons who have given notice for a deputation to come forward and address Council. The address should focus on the agenda item before Council and should touch on such issues as:

1. Do you agree with the recommendation or not
2. Your reasons for agreement or objection to the recommendation
3. Any other points of relevance of which you consider the Council needs to be aware within the context of the item being considered by Council.

Deputations are expected to be concise, **not more than 10 minutes**, and at the end of your deputation The Mayor, or in the absence of the Mayor, the Presiding Officer at that meeting, will ask Councillors if they have any questions of you or other parties to the deputation, in order that they may clarify any points for Council.

The Council thanks you for your participation and trusts that your input to the meeting will be beneficial to all parties and demonstrate that Council has a high regard for community input where possible, in its decision making processes.

A handwritten signature in black ink, appearing to read 'CR C ZANNINO', with a long horizontal stroke extending to the right.

**CR C ZANNINO
MAYOR
CITY OF SWAN**