

QUESTION TIME AT COUNCIL MEETINGS

2.12 Questions of Council (taken from Council's Governance Rules)

2.12.1 Community questions

1. At each meeting there is an opportunity for members of the community to ask questions of the Council.
2. This section sets out the procedures to be followed to submit a question, the circumstances under which a question may be disallowed and the process for addressing and responding to the question at or after the meeting.

2.12.2 Question Time Guidelines

1. The Council will hold Question Time for up to 30 minutes duration at the beginning of each Council Meeting to allow community questions of Council. Extension of time may be granted by resolution of Council.
2. Questions of Council are an opportunity for the community to submit a written question prior to or at the Council Meeting and receive a response from Council in the Questions of Council time.
3. Questions submitted at a Council meeting must be:
 - a. in writing on the form provided by the Council (template available on Council's website or at the meeting);
 - b. contain the name, address and email or contact telephone number of the person submitting the question.
 - c. If a person is unable to submit their question in writing because of a disability, they may contact the Glenelg Shire prior to the commencement of the Meeting and Council staff will determine an accessible means for the person to submit their question.
4. Questions of Council will not apply during any period when the Council has resolved to close the meeting in respect of a matter under section 66(1) of the *Act*.
5. A question of Council may be on any matter except if it:
 - a. is considered malicious, defamatory, indecent, abusive, offensive, irrelevant, trivial, or objectionable in language or substance;
 - b. relates to confidential information as defined under the *Act*;
 - c. relates to the personal hardship of any resident or ratepayer; or
 - d. relates to any other matter which the Council considers would prejudice the Council or any person.

6. No more than three questions will be accepted from any person at any one meeting.
7. Where the Chief Executive Officer does not accept a question, the submitter is to be informed of the reason or reasons for which their question was not accepted.
8. Copy of the questions allowed by the Chief Executive Officer will be provided in writing to Chairperson.
9. A question submitted by a member of the public, which has been disallowed by the Chief Executive Officer will be provided to any Councillor on request.
10. Any member of the public addressing Council must extend due courtesy and respect to Council and the processes under which it operates and must take direction from the Chairperson whenever called on to do so.

2.12.3 Questions submitted prior to the Council Meeting

1. Questions submitted prior to the Council Meeting must be:
 - a. addressed to the Chief Executive Officer; and
 - b. submitted in writing (letter, email or hand delivery) no later than 4:00pm on the day prior to the next meeting.

If a person is unable to submit their question in writing because of a disability, they may contact the Glenelg Shire Council prior to the commencement of the meeting and Council staff will determine an accessible means for the person to submit their question.

2.12.4 Response

1. Response to a question raised may be provided immediately as part of Question time at the discretion of the Council.
2. Where possible the question will be answered at the Council Meeting, or if unable to be answered at the Council Meeting the question will be taken on notice.
3. The question will then be referred to the relevant Officer for a response in writing to the community member within 10 working days. This response will be provided in the next Council Meeting agenda.

Glenelg Shire Council

Question Time Form

Details of person submitting this question:

Name:
(Please print)

Address:
(If a written
response needs to
be sent)

Telephone Number:

Question:
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Question:
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Question:
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