



## **1. COUNCIL POLICIES**

### **1.1 COUNCIL CHAMBER & MEETINGS**

#### **1.1.4 Deputations, Public Question Time and Public Forum**

This policy seeks to provide guidance beyond the Local Government Act 1995 and associated Regulations and Shire of Manjimup Standing Orders in respect of Deputations, Public Question Time and Public Forum at formal Council meetings and meetings of Management Committees.

#### Deputations

1. Groups wishing to make a deputation to Council or a Committee of Council must first contact the Chief Executive Officer requesting the deputation and outlining the terms of the subject matter.
2. If there is insufficient time for the meeting to consider the request prior to the commencement of the meeting, the Shire President or presiding member is authorised to approve the delegation.
3. A delegation is not to exceed 5 representatives of which only two representatives are permitted to address the meeting for a maximum of 5 minutes each. This time limit may be extended at the discretion of the President or the presiding member.

#### Public Question Time

1. The presiding member of the meeting will call for an indication of those wishing to ask a question of the Council and shall determine in which order those questions are to be asked.
2. Questions are to be directed to the presiding member only. Questions or debate with other Councillors, staff or public present is not permitted.
3. Person will be afforded only one opportunity each to ask questions of Council.
4. Each person wishing to ask questions shall be afforded a maximum of 3 minutes to propose questions which are to be answered by the officer or member so nominated by the presiding member.
5. If a question cannot be answered at the meeting, it will be taken on notice and a written response provided. That written response will also be tabled at the next available Council meeting.



#### Public Forum

1. At the conclusion of Public Question Time, the presiding member shall call for an indication of those persons who wish to address the meeting on any matter (as distinct from asking a question of Council) and shall determine in which order those addresses are made.
2. A person may only address the meeting once during public forum.
3. Each person addressing the meeting shall be afforded a maximum of 3 minutes each to make a statement to the meeting. The 3 minute time limit may be extended at the discretion of the presiding member.

**LAST REVIEWED AND ADOPTED 13 JUNE 2002  
REVIEWED 26 JUNE 2008**

**NEXT DUE FOR REVIEW JUNE 2012**

**The Administration of this Policy is by Coporate Division.**