



## Procedure Council Questions and Submissions from the Public

### Question Time Procedure:

A Question Time box, and Question Time forms, will be left in the gallery prior to the commencement of each Ordinary Meeting.

At the commencement of each Ordinary Council Meeting, following the Disclosures of Interest, the Mayor will announce that the meeting is about to move into “Public Question and Submissions Time”.

#### **1. Question Time Part A – Questions on Notice**

The Mayor (or CEO) will read out questions and answers which have been submitted prior to 12 noon on the preceding Friday, in accordance with Council’s Meeting Procedure Local Law No. 1.

#### **2. Question Time Part B – Questions without Notice**

The Mayor (or CEO) will read out questions on the Question Forms provided at the meeting which have been submitted into the Question Time box prior to commencement of the meeting. The relevant General Managers give verbal responses to the questions where possible. Where not possible to give answers at the time, the question is taken on notice and a written response supplied to the resident.

- A maximum of three (3) questions per resident – this includes questions in both Part A and Part B.
- Council reserves the right to edit questions which are unduly lengthy or take the form of statements.

### Submissions Procedure:

#### **3. Submissions from the Public**

This procedure provides an opportunity for residents to express their views on issues being considered on the current Council Agenda, before Council deliberation.

The following arrangements apply:

- Immediately following Question Time the Mayor will announce that the Council will now hear submissions from the public.
- A maximum of one (1) submission per resident per meeting.

- A maximum total of ten (10) residents will be permitted to make a submission at any Ordinary meeting, on a “first in, first served” basis. Residents must pre-register their submission with Council’s Governance Officer after the Agenda is made publicly available and prior to 4pm on the day of the meeting. Residents who wish to make a submission may contact Governance on 9784 1816, giving their name, contact number and details of the submission.
- A maximum of three (3) submissions on any one item will be permitted.
- Each submission will be limited to a maximum of three (3) minutes.
- No discussion or debate will be permitted.
- There will be no questions for residents or Councillors. The opportunity is limited to making a short statement.
- Submissions will be allocated to ensure submissions cover both “for” and “against” positions where possible, and to also ensure that submissions cover a broad range of agenda items where possible. This could mean that only one speaker “for” and one “against” any given issue will be heard, and the first person who has registered with Governance for each issue will be the person given this right.
- People making submissions are welcome to bring plans and supporting material, including copies of documents and PowerPoint presentations. A copy of any electronic presentation must be given to Governance staff by noon on the date of the meeting to ensure compatibility with Council’s computer system and reduce the risk of transmission of computer viruses.
- Where the requests for submissions exceeds the allocated 30 minutes, the time may be extended by resolution of Council.