

Questions from the Community Guidelines

The *Questions from the Community* Session is designed to provide access to the governing body of Council. All service requests and questions regarding operational matters should be directed to the General Manager.

The *Questions from the Community* Session is held at **2.45pm on the day of the Ordinary Meeting of Council** in the Council Chambers and may also be held prior to extraordinary meetings. The session will be Chaired by the Interim Administrator and will not be livestreamed. Covid-19 restrictions will be adhered to based on the current Public Health Order, this may require the community to participate via audio-visual link.

These guidelines are intended to assist the orderly management and operation of *Questions from the Community* session so that the available time is used efficiently and effectively, and members of the public are given a fair and equal opportunity to have their questions dealt with.

1. How to Ask A Question

Members of the community wishing to ask questions are required to register their attendance in writing using [Questions from the Community Form](#) no later than 12 pm on the day of the session.

Staff will be in contact to confirm participation and way of participation in the *Questions from the Community* following receipt of the registration form.

Registered members of the community will need to attend the session to ask their questions.

2. Number of Questions

Fifteen (15) minutes will be allocated for *Questions from the Community*, the duration of session may be extended by the Interim Administrator, giving due consideration to the business to be considered at the Public Forum which is held after the Questions from the Community session.

No more than two (2) questions may be asked by any person at any one (1) session.

3. Responding to Questions

The Interim Administrator will verbally respond to all questions in the session, however the Chairperson reserves the right to take any question on notice and provide a response to the person who asked the question within seven (7) days of the session.

4. Staff attendance

The *Questions from the Community* session provides an opportunity for members of the community to ask the Interim Administrator questions about the business of Council. As such the only staff member that will be in attendance is the Executive Assistant to the Interim Administrator who will record questions taken on notice and any other actions.



5. Question Eligibility

The Chairperson of a meeting may preclude a person from asking a question if the Chairperson determines that

- it relates to a matter outside the duties, functions and powers of Council
- is defamatory, indecent, abusive, offensive, vexatious, frivolous, irrelevant, trivial or objectionable in language
- is the subject of a current dispute, whether formal or informal or is of a commercially sensitive nature
- deals with subject matter already answered or declined
- it relates to a matter for which the meeting would normally be closed to the public in accordance with section 10A(1) and (2) of the Local Government Act, 1993, that is
 - a) personnel matters concerning particular individuals
 - b) the personal hardship of any resident or ratepayer,
 - c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - d) commercial information of a confidential nature that would, if disclosed:
 - I. prejudice the commercial position of the person who supplied it,
 - II. confer a commercial advantage on a competitor of the council, or
 - III. reveal a trade secret,
 - e) information that would, if disclosed, prejudice the maintenance of law,
 - f) matters affecting the security of the council, councillors, council staff or council property,
 - g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - i) alleged contraventions of the council's code of conduct.

The *Questions from the Community* session is not a substitute for formal appeal and review systems, formal business procedures, formal Council decisions and any other legal processes required for the proper conduct of Council business.

