

MeetingTypeCover COUNCIL MEETING
Time, Date
LocationCover

Public Question & Statement Time

Council allows a minimum of 15 minutes for public questions and statements at each Council meeting. If there are not sufficient questions to fill the allocated time, the person presiding will move on to the next item. If there are more questions than can be dealt with in the 15 minutes allotted, the person presiding will determine whether to extend question time.

Protocols

During the meeting, no member of the public may interrupt the meeting's proceedings or enter into conversation. Each person seeking to ask questions during public question time may address the council for a maximum of 3 minutes each.

Members of the public wishing to submit written questions are requested to lodge them with the Chief Executive Officer at least 30 hours prior to the start of the meeting.

The person presiding will control public question time and ensure that each person wishing to ask a question is given a fair and equal opportunity to do so. A person wishing to ask a question should state his or her name and address before asking the question. If the question relates to an item on the agenda, the item number should also be stated.

The following general rules apply to question and statement time:

- Questions should only relate to the business of the council and should not be a statement or personal opinion.
- Only questions relating to matters affecting Council will be considered at an ordinary meeting, and at a special meeting only questions that relate to the purpose of the meeting will be considered. Questions may be taken on notice and responded to after the meeting.
- Questions may not be directed at specific members of council or employees.
- Questions & statements are not to be framed in such a way as to reflect adversely on a particular Elected Member or Officer.
- The first priority will be given to persons who are asking questions relating to items on the current meeting agenda.
- The second priority will be given to public statements. Only statements regarding items on the agenda under consideration will be heard.

Deputations

The Mayor and Councillors will conduct an informal session on the same day as the meeting of the Council at the Civic Centre, Wanneroo, commencing at 6.15pm where members of the public may, by appointment, present deputations. If you wish to present a deputation please submit your request for a deputation in writing addressed to the Chief Executive Officer or fax through to Executive Services on 9405 5097.

- A time period of 15 minutes is set aside for each deputation.
- Deputations shall not exceed five (5) persons in number and only three (3) of those persons shall be at liberty to address the Council and to respond to questions the Mayor and Councillors may have.

Please ensure that mobile phones are switched off before entering the Council Chamber. Any queries on this agenda, please contact Executive Services on 9405 5027 or 9405 5018.

Recording of Council Meetings Policy

Objective

- To ensure that there is a process in place to outline access to the recorded proceedings of Council.
- To emphasise that the reason for tape recording of Council Meetings is to ensure the accuracy of Council Meetings.

Statement

Recoding of Proceedings

- (1) Proceedings for meetings of the Council, of electors and of the Audit Committee shall be recorded, by the City, on sound recording equipment except, in the case of meetings of the Council or the Audit Committee, where the Council or the Committee, as the case may be, closes the meeting to the public.
- (2) Notwithstanding sub clause (1), proceedings of a meeting of the Council or of the Audit Committee which is closed to the public shall be recorded where the Council or the Audit Committee, as the case requires, resolves to do so.
- (3) No member of the public is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without the written permission of the Council.

Access to Recorded Tapes

- (4) Members of the public may purchase a copy of the taped proceedings or alternatively listen to recorded proceedings with the supervision of a City Officer.
- (5) Elected Members may listen to a recording of the Council proceedings upon request, free of charge. However, no transcript will be produced without the approval of the Chief Executive Officer.
- (6) Costs of providing taped proceedings to members of the public will be the cost of the tape plus staff time to make the copy of the proceedings. The cost of supervised listening to recordings will be the cost of the staff time. The cost of staff time will be set in the City's schedule of fees and charges each year.

Retention of Tapes

- (7) Recordings pertaining to the proceedings of Council Meetings shall be retained in accordance with the Library Board of Western Australia Act (1951-83), General Disposal Authority for Local Government Records. The current requirement for the retention of recorded proceedings is thirty (30) years.

Disclosure of Policy

- (8) This policy shall be printed within the agenda of all Council, Special Council, Electors and Special Electors and the Audit Committee meetings to advise the public that the proceedings of the meeting are recorded.



City of Wanneroo

Notice is given that the next MeetingType Council Meeting will be held at Location on
MeetingDay Date commencing at **Time**.

C JOHNSON
Acting Chief Executive Officer
DateSigned

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