



DISTRICT COUNCIL OF LOXTON WAIKERIE

Community Question Time Policy– Council Meeting

Policy identification:	
Policy type:	Council
Summary:	To provide an opportunity for electors and residents to ask questions during community question time at ordinary meetings of Council.
Record number:	9.63.1
Date of adoption or approval:	21 October 2016
Last review date:	15 September 2017
Next review date:	September 2020
Authorised by:	Council
Responsible department:	Executive
Responsible officer:	Chief Executive Officer
Review officer	Governance Officer
Consultation required:	Senior Management Team
Relevant references:	
Delegations:	
Legislation	
Related policies	
Related procedures	Form: Community Question Time Form

1. Policy statement

The District Council of Loxton Waikerie (Council) is committed to improve the openness, transparency and accountability of our decision making. In line with this policy position a community question time will be included in the agenda of monthly meetings of Council to provide members of the public an opportunity to ask questions of their elected representatives.

2. Strategic reference

Leadership and engagement:- strategy 4.2.1: implement a transparent, accountable and consistent decision making process

Community engagement:- strategy 4.3.1: identify opportunities and initiatives to improve our communication and engagement with the community

3. Policy objectives

To provide members of the community with a forum where they can seek answers to questions in relation to Council activities.

4. Policy

4.1 Community question time

- 4.1.1 Community Question Time is to be an agenda item at ordinary monthly Council meetings and will commence at 9:00am. The maximum time allowed for this item is 30 minutes.
- 4.1.2 Questions must be presented with courtesy and respect and not be of a personal, intimidating, vague or vexatious nature. Statements and deputations are not permitted.
- 4.1.3 An elector or resident of the District Council of Loxton Waikerie may ask a question which must relate to the District Council of Loxton Waikerie and may be on matters not included within the agenda for that particular meeting.
- 4.1.4 Questions need to be submitted in writing at least 9 clear days prior to the meeting to enable reasonable opportunity to provide an informed and accurate answer at the meeting. A form to support the preparation of a question is available from Councils offices or www.loxtonwaikerie.sa.gov.au.
- 4.1.5 Persons seeking to ask a question must to be present at the meeting and commence by stating their name, contact details and direct their question to the Mayor. If a person wishing to ask a question is not present at the commencement of Community Question Time the meeting will proceed to the next agenda item.
- 4.1.6 The Mayor is to direct if a question is to be answered or not.
- 4.1.7 Written responses will be noted within the minutes of the meeting
- 4.1.8 Questions may be asked at the meeting without prior notification only at the discretion of the Mayor.
- 4.1.9 The Mayor is to determine if a matter can be reasonably answered at the meeting or alternatively if it would be better addressed by the provision of Council's Internal Review of Council Decisions, Complaints Policy or Complaints Handling Procedure.
- 4.1.10 If the Mayor allows a question, decides that it is to be answered and an answer is able to be provided at the meeting the Mayor will direct that the answer be provided.
- 4.1.11 The Mayor will direct who will provide the answer at his / her discretion, this may include himself, a councillor or a member of staff.
- 4.1.12 The question nor the answer are not open for debate
- 4.1.13 Each person may ask 1 question, with the question and answer to be no longer than 5 minutes in duration.

4.1.14 Any supplementary questions permitted at the discretion of the Mayor will only be addressed after all written questions have been addressed (noting the maximum time frame of this portion of the meeting is 30 minutes).

4.1.15 The person asking the question may be accompanied by another person, particularly when English may be a second language.

5. Lodgement of your question

Please forward any questions that you wish to submit for Community Question Time to:-

Chief Executive Officer
PO Box 409
Loxton SA 5333

Email to: council@loxtonwaikerie.sa.gov.au or fax to 8584 6622

Please include your name, contact details, the subject and your question. A form is attached to this policy to assist in the preparation of your question but is not mandatory to use.

If you require any assistance with the application of this policy or assistance in lodging a question for Community Question Time please contact the Governance Officer (telephone 8584 8000)

6. Availability of the policy

This policy will be available for inspection at the Council Offices at Loxton or Waikerie during ordinary business hours at no charge.

Copies of this Policy will also be available from Councils website www.loxtonwaikerie.sa.gov.au or postal copies may be obtained from the Council Office free of charge.

7. Document history and version control

Date	Version	Authorisation - Council/ Committee/ Senior Management Team	Amendment Details
25/10/16	1.0	Council meeting of 21 October 2016 (Item 18.3.1 (8.7))	First version
	2.0		Proposed change: written requests to be submitted, written responses to be recorded in the minutes of the meeting. Extended review period to reflect the Policy and Procedure Development and Review Procedure.



District Council of Loxton Waikerie

This form must be lodged with the Chief Executive Officer by 5:00pm on Tuesday of the week prior to the Council meeting to which it will be listed (9 clear days prior to the meeting).

Community Question Time Form

Name of questioner:.....

Contact details:.....

Subject:.....

Question:.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....Date:.....

Please check the council website; www.loxtonwaikerie.sa.gov.au for meeting dates and contact the Governance Officer if you require any help to submit your question (telephone: 8584 8000) or email council@loxtonwaikerie.sa.gov.au

Loxton Telephone **(08) 8584 8000** • Fax **(08) 8584 6622** • Waikerie Telephone **(08) 8541 0700**

• Fax **(08) 8541 3777** . Postal **PO Box 409 Loxton SA 5333**

Email **council@loxtonwaikerie.sa.gov.au** • Web **www.loxtonwaikerie.sa.gov.au**