

**POLICY NO. CP 5.4.49****POLICY STATEMENT****QUESTIONS FROM THE PUBLIC AND PUBLIC STATEMENTS AT COUNCIL MEETINGS****PURPOSE:**

To establish protocols for the submission of questions by members of the public and public statements to be presented to Council meetings.

POLICY**1. Questions from Members of the Public**

- 1.1 Members of the public wishing to ask questions at Council meetings are encouraged to submit their questions in writing by noon on the day preceding the meeting in order to allow a considered response to be provided at the meeting. Where the day preceding the Council meeting is a public holiday, questions should be submitted by 10am on the day of the meeting.
- 1.2 Members of the public may ask questions that have not been submitted in accordance with clause 1.1 provided a copy of the questions is given to the City in writing prior to the commencement of the meeting.
- 1.3 Questions asked in accordance with clause 1.2 may not be able to be answered in detail at the meeting at which they are asked. In such circumstances, questions will be taken on notice and responded to in writing after the meeting.

2. Public Statements

- 2.1 Members of the public wishing to make a public statement at a Council meeting are encouraged to submit their statements by noon on the day preceding the meeting in order to allow statements to be circulated to Elected Members for review and consideration. Where the day preceding the Council meeting is a public holiday, public statements should be submitted by 10am on the day of the meeting.
- 2.2 Members of the public may make statements that have not been submitted in accordance with clause 2.1 provided a copy of the statement is given to the City in writing prior to the commencement of the meeting.
- 2.3 Where a public statement has been submitted in accordance with clause 2.1, the statement will be distributed to Elected Members via email by 5pm on the day preceding the Council meeting. Where the day preceding the Council meeting is a public holiday, statements will be distributed to Elected Members by noon on the day of the meeting.



- 2.4 To reduce potential for Elected Members to receive different information from a person who has submitted a public statement in accordance with clause 2.1, Elected Members with questions about the statements should submit these to the Chief Executive Officer or the relevant Director by 10am on the day of the meeting. Where the day preceding the Council meeting was a public holiday and Elected Members are provided with copies of public statements received on the day of the meeting, Elected Members with questions regarding statements should submit these to the Chief Executive Officer or the relevant Director as early as possible.
- 2.5 Where the Chief Executive Officer or a Director receives questions from Elected Members in accordance with clause 2.4, the Chief Executive Officer or the relevant Director is to provide the response to all Elected Members. If required, the Chief Executive Officer or relevant Director may seek additional information from the person making the statement prior to providing a response to all Elected Members.
- 2.6 Consistent with Council’s Code of Conduct, where a public statement in relation to a development application is circulated to Elected Members in accordance clause 2.3, Elected Members should refrain from contacting the person making the submission directly and instead, ensure that any request for clarification is made to the Chief Executive Officer or the Director Planning and Development.

GOVERNANCE REFERENCES

Statutory Compliance	City of Gosnells Standing Orders Local Law 2016
Industry Compliance	Nil.
Organisational Compliance	Nil.
Process Links	Nil.

POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
Business Services		Director Business Services		9397 3000	
Risk Rating	Low	Review Cycle	Triennial	Next Due:	2026
Version	Decision Reference	Synopsis			
1.	OCM 253/08/09/2020	New policy adopted			
2.	OCM 230/10/10/2023	Reviewed and amended.			