

SHIRE OF HARVEY
INFORMATION SHEET



PUBLIC QUESTION TIME – COUNCIL / COMMITTEE MEETINGS

WELCOME

The Council extends a warm welcome to you in attending any meeting of Council.

An opportunity for members of the public to ask questions pertaining to the operations of the Shire, and receive responses to them, is provided at every Council and committee meeting.

This Information Sheet is intended to assist the orderly management and operation of public question time 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.

Questions asked at a Special Council or Committee meeting are restricted to matters relating to the purpose of the meeting or the items listed on the agenda.

For the purpose of the order in which questions are presented to council, priority will be given to those who have registered their intention to do so prior to the commencement of the meeting and who have submitted them in writing.

COUNCIL MEETINGS

The Shire of Harvey has 13 Councillors who meet as a Council every third Tuesday. Council meetings commence at 4.00pm and rotate between the Harvey and Australind offices. The meetings are held at the Harvey Council Chambers, adjacent to the Shire of Harvey Administration Centre in Young Street, Harvey or in the Australind Administration Centre, adjacent to the Australind shopping centre in Mulgara Street, Australind.

A list of Council meeting dates is available on the shire website www.harvey.wa.gov.au, or by phoning 9729 0300.

REGISTERING A QUESTION

A person wishing to ask a question is requested to register their interest with the Shire's administration prior to the commencement of the meeting. Some questions may require prior research and the provision of the question before the meeting will assist in providing a comprehensive response.

RULES

1. A person must state name and address, be present in person and direct all questions to the presiding person.
2. Generally, a maximum of 2 questions is allowed and the person must speak for no more than 5 minutes.
3. Persons are permitted to preface a question with one or two introductory statements that establishes the context and basis for the question, provided these statements are relevant and kept brief. In general, statements and other expressions of opinions will not be accepted. An exception is where a person draws Council's attention to an error of fact in the meeting agenda and/or an officer's report.
4. The duration of public question time is 15 minutes, or less if all questions have been dealt with. Any additional extension beyond 15 minutes is subject to a formal Council resolution approving an extension.
5. Written questions will be given priority, but verbal questions will be received at the meeting.

Question time is limited. Please keep question(s) relevant and succinct. No comment is permitted or debate is to be entered into after a response has been provided.

RECORDING OF QUESTIONS

A summary of all admissible questions submitted, and the responses provided, will be recorded in the minutes of the meeting, including the names and addresses of the questioners. Addresses will be omitted or kept confidential only in cases where this has been specifically requested.

SHIRE OF HARVEY
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**PRESENTATIONS, DEPUTATIONS, PETITIONS & SUBMISSIONS TO
COUNCIL / COMMITTEE MEETINGS**



WELCOME

The Council extends a warm welcome to you in attending any meeting of Council.

An opportunity is provided at every Council and committee meeting for members of the public and organisations to give a presentation or deputation to Council, or to present a petition or submission pertaining to the operations of the Shire.

This Information Sheet applies to all members of the public and organisations intending to avail themselves of this opportunity during a meeting.

PRESENTATIONS

A presentation may be made to the Council at a meeting only with the prior approval of the CEO. In relation to Council meetings, a presentation means the acceptance of a gift or an award by the Council on behalf of the local government or community.

DEPUTATIONS

The Council will receive deputations on any matter to be considered by Council which is listed on the agenda of the meeting at which the item is to be discussed. Any member of the public who has an interest in the matter can make a deputation to Council or a Committee, but prior notice must be given to the CEO before the meeting.

As a courtesy to Council, notice of deputations need to be given by the close of business on the day preceding the Council or Committee meeting. This enables all Councillors to be informed at the start of the meeting of the deputations and the Presiding Member (Shire President at Council meetings) can take into account the number of deputations being made in terms of the orderly progression and conduct of the meeting.

Where a deputation has been agreed to, the Presiding Member will during the meeting call upon the relevant persons who have given notice for a deputation to come forward and address Council. A brief summary of the deputation will be recorded in the minutes of the Council / Committee meeting at which the deputation take place. It is important to note that a full recital will not be recorded in the minutes.

Deputations are expected to be concise and not be more than 10 minutes. At the end of your deputation the Presiding Member will ask Councillors if they have any questions of you or other parties, in order that they may clarify any points for Council.

PETITIONS

A petition is to be addressed to the President; made by electors of the district; and be in the required format. The Council will not to vote on any matter that is the subject of a petition presented to that meeting, unless the matter is the subject of a report included in the agenda; and the Council has considered the issues raised in the petition.

Upon receiving a petition, Council will refer the matter to the relevant Council Officer to be considered and reported on at the next meeting of Council.

SUBMISSION

Where an item on the agenda at a Council meeting is contentious and is likely to be the subject of a number of deputations, the Council may resolve to meet at another time to provide a greater opportunity to be heard. All members of the public or groups who have applied to be received as a deputation shall be invited to attend the meeting. A meeting held for this purpose shall be conducted only to hear submissions, with the CEO providing a report to the next Council meeting summarising the submission made at the meeting.