



Name	GOV17 Public Question Item
Policy Type	Council
Responsible Officer	Governance and Risk Advisor
Approval Date	17/02/2021
Review Date	17/02/2024

1. Purpose

An opportunity for the public to ask questions of Council members will be facilitated prior to the commencement of the Ordinary Council Meeting.

A Public Question Item will be held within the Ordinary Council Meeting.

All questions from the public at the Public Question Item will be submitted in accordance with the following guidelines:

- Members of the public are able to submit in writing questions to the Council which are considered at the Ordinary Council Meetings each month.
- All public questions will be in the hands of the Chief Executive Officer in writing by 12:00 noon the business day prior to the Ordinary Council meetings, to allow time for a response to be provided.
- Public questions may be lodged with Council by email or letter.
- Debate or discussion on a response is not permitted.
- Questions may be taken on notice.

2. Scope

This policy applies to all Ordinary meetings of Council.

3. Definitions

For the purposes of this Policy, the following definitions apply:

Ordinary Meeting	An ordinary, rather than special, meeting of the Council
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4. Policy Statement

Questions will be forwarded upon receipt to the relevant department head for preparation of a response. Copies of questions and answers will be provided to Elected Members prior to the commencement of the meeting.

4.1. Copies of questions will be tabled at the meeting.

4.1.1. The Public Question Item will occur after the reception of petitions and be not more than ten (10) minutes duration.

4.1.2. Responses only will be read by the Chief Executive Officer.

4.2. The Chief Executive Officer may refuse to accept a question for the purpose of the Public Question Item if:

- the question is in the same nature as a matter to be discussed at the meeting that night and in the opinion of the Chief Executive Officer, Council's consideration of the matter may be prejudiced, or
- the questioner has submitted the same or a substantially similar question (in meaning or content) to one that he/she has asked and received a reply to in the previous three months, or
- the question pertains to a matter prescribed as confidential,
- the question is in the nature of an administrative query, and the Chief Executive Officer considers it appropriate to respond administratively.
- for any reason, the Chief Executive Officer deems the question to be inappropriate for answering.

4.2.1. In instances where the Chief Executive Officer refuses to accept a question for the purpose of the Public Question Item, the questioner will be advised of the reasons for such action.

4.2.2. The person asking the question must be in attendance in the public gallery for the Public Question Item for the answers to be read out at the Ordinary Council Meeting otherwise the answer will only be tabled in the minutes. The response will be forwarded to the person asking the question in writing following the meeting.

5. Associated Documents

GOV02 Meeting Procedure

6. References and Legislation

Northern Territory Local Government Act

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
17/02/2021	Adoption of Policy.