

COMMUNITY QUESTION POLICY	
Council Policy	
TRIM Reference	AR20/7576[v2]
First Issued	23 September 2013
Last Reviewed	10 October 2023
Next Review	November 2027

1. POLICY STATEMENT

- 1.1 The Port Augusta City Council is keen to provide members of the public an opportunity to ask questions to improve the openness, transparency and accountability of Council decision making.

2. PURPOSE

2.1 Purpose

To provide members of the community an opportunity to seek answers to questions in relation to Council activities.

2.2 Scope

This Policy outlines how members of the community may submit Questions to Council.

2.3 Strategic Reference

5. Governance and Financial Sustainability

- 5.1 We are inclusive, engaged and open

- 5.5 We meet or exceed legislative and accreditation requirements for all relevant programs.

3. PRINCIPLES

3.1 Community Forum

- 3.1.1 A Community Forum will be held on an as needs basis, at a time and place as determined appropriate in the specific circumstances.
- 3.1.2 The Community Forum provides members of the community an opportunity, in a relaxed and informal atmosphere, to raise issues of concern or to put across their view on a particular issue.
- 3.1.3 The Community Forum will be attended by all Elected Members and Management Group.

3.2 Informal Community Questions

- 3.2.1 Informal Questions may be submitted to Elected Members by phone, email or in person, and the Elected Member will follow up an answer with Council staff.
- 3.2.2 Questions may be submitted directly to Council by phone, email or in person at the Civic Centre.

3.3 Formal Community Questions - Council Meetings

- 3.3.1 Formal Questions to Council must be made in writing on the a 'Formal Community Question Form' and submitted to the Chief Executive Officer no later than 10am on Tuesday the week prior to the Ordinary Council Meeting for which the question will be included in the agenda. Question Forms can be delivered in person, by mail to PO Box 1704, Port Augusta SA 5700 or emailed to admin@portaugusta.sa.gov.au

- 3.3.2 The Mayor will have discretion to not accept a particular question. Questions are restricted to matters relating to Council reports, policy or operations. Questions of a personal nature will not be accepted.
- 3.3.3 The Mayor or Chief Executive Officer will read out the question and response at the Council Meeting only if the person who raised the question is in the gallery.
- 3.3.4 Formal Questions and answers will not be debated as part of the meeting.
- 3.3.5 Questioners and Elected Members should be aware that the protection of Parliamentary Privilege **does not** extend to Local Government, and any statements or discussion in the Council Chamber or any documents produced will be subject to the laws of defamation.
- 3.3.6 A list of formal questions asked and responses provided at each Council Meeting will be recorded in the meeting minutes.

3.4 Confidentiality

The Mayor will take advice from the Chief Executive Officer on any matter deemed confidential under Section 90 of the *Local Government Act 1999*, and under these circumstances, no response to the question will be provided.

4. **RESPONSIBILITY & REVIEW**

4.1 **Responsible Officer**

Director City Services.

4.2 **Availability**

This policy will be available on Council's website.

4.3 **Review**

This policy will be reviewed within 12 months of a General Election for Local Government, or as required to meet other obligations.

5. **REFERENCES**

5.1 **Legislation**

Local Government Act 1999
Local Government (Procedures at Meetings) Regulations 2013

5.2 **Other References**

Formal Community Question Form - AR14/34638
Social Media Policy
Public Consultation & Engagement
Statutory Code of Practice Access to Council Meetings and Documents
Code of Practice - Meeting Procedures
Privacy Policy



THIS FORM MUST BE
LODGED WITH THE CHIEF EXECUTIVE OFFICER
BY 10AM MONDAY THE WEEK PRIOR
TO THE COUNCIL MEETING TO WHICH IT WILL BE LISTED

Formal Community Question Form

Name of questioner:

Contact Details:.....

Subject:.....

Question:.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signed:.....

Date:.....

Privacy Statement

Details provided on this form will be placed in the Council agenda papers and minutes which is publicly available. Port Augusta City Council will comply with the information within its Privacy Policy. This policy protects the privacy of personal information collected and held by the Council. The Council's Privacy Policy explains how personal information is collected, used and stored. It also details how you can access your personal information. Council's Privacy Policy is available from the Port Augusta City Council, 4 Mackay Street, Port Augusta, or via the Council's website at : www.portaugusta.sa.gov.au

Port Augusta City Council, Civic Centre, 4 Mackay Street, (PO Box 1704), Port Augusta SA 5700
Telephone (08) 8641 9100 Facsimile (08) 8641 0357
Website: www.portaugusta.sa.gov.au