



# COMMUNITY QUESTION TIME POLICY

## COUNCIL MEETING

<i>Responsible Officer/s</i>	Executive Assistant Chief Executive Officer
<i>Relevant Legislation / Documents</i>	Local Government Act Other Policy/Procedure; Community Question Time Form
<i>Adopted</i>	25/10/2016
<i>Reviewed</i>	16/08/2023
<i>Next Review</i>	16/08/2026

### A. Purpose

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.

### B. Objective

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

### C. 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

### D. Policy

#### 1 Community Question Time

- 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.
- 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.

- 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.
- 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](http://www.loxtonwaikerie.sa.gov.au)
- 1.5 Persons seeking to ask a question must be to 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.
- 1.6 The Mayor is to direct if a question is to be answered or not.
- 1.7 Written responses will be noted within the minutes of the meeting.
- 1.8 Questions may be asked at the meeting without prior notification only at the discretion of the Mayor.
- 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.
- 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.
- 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.
- 1.12 The question nor the answer are not open for debate.
- 1.13 Each person may ask 1 question, with the question and answer to be no longer than 5 minutes in duration.
- 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).
- 1.15 The person asking the question may be accompanied by another person, particularly when English may be a second language.

## E. 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](mailto:council@loxtonwaikerie.sa.gov.au)

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 Executive Assistant, telephone 8584 8000.

#### F. 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](http://www.loxtonwaikerie.sa.gov.au) or postal copies may be obtained from the Council Office free of charge.

This policy will be available in Council's Electronic Document Management System (Content Manager).

#### G. Document history and version control

Date	Version	Authorisation – Council / Committee / Senior Management Team	Amendment Details
25/10/2016	1.0	Council meeting of 21/10/2016	First Version
15/09/2017	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.
16/08/2023	3.0	Ordinary Council meeting held on 16 August 2023	Policy updated onto new template Change responsible officer from Governance Officer to Executive Assistant



## Community Question Form – Council Meetings

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.

Your details
Date
Name
Contact number
Email address

## Question

Please check the council website: [lwdc.sa.gov.au](http://lwdc.sa.gov.au) for meeting dates and contact the Executive Assistant if you require any help to submit your question. Contact details – 08 8584 8000 or [council@lwdc.sa.gov.au](mailto:council@lwdc.sa.gov.au)

**Principal Office** 35 Bookpurnong Terrace, Loxton SA 5333 | **Phone** (08) 8584 8000  
**Branch Office** Strangman Road, Waikerie SA 5330 | **Phone** (08) 8541 0700  
**Postal** PO Box 409, Loxton SA 5333 | **Email** [council@lwdc.sa.gov.au](mailto:council@lwdc.sa.gov.au) | **Website** [www.lwdc.sa.gov.au](http://www.lwdc.sa.gov.au)

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