

# Policy

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**Title:** **Meetings: Procedures and Guidelines**

**Category:** **Corporate Governance**

Date Last Adopted: 15 February 2022

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## 1. Objectives

The objective of this Policy is to provide the framework for the effective conduct of the business of the Council and the governance of Council and Council committee meetings.

The Policy covers:

- A. [Meeting Procedures – Council and Planning Authority Committee;](#)
- B. [Conduct of Council Workshops](#)

## 2. Background

The conduct of meetings is governed by the *Local Government (Meeting Procedures) Regulations 2015*, which are referenced in this policy.

This policy compliments the operation of the Meeting Procedures Regulations as determined by the Council.

## 3. Policy

### A. MEETING PROCEDURES – COUNCIL and PLANNING AUTHORITY COMMITTEE

That in accordance with the *Local Government (Meeting Procedures) Regulations 2015*, the following procedures be adopted in respect to the operation of Council committees:

#### 1. QUESTIONS WITHOUT NOTICE

Provision for asking questions without notice by elected members will be included as an agenda item for each Council workshop.

## 2. DEPUTATIONS

The following procedures in respect to deputations to the planning authority committee apply:

- (i) A person may make a deputation to the planning authority committee with the approval of the committee chairperson.
- (ii) The deputation may only relate to an item listed on an agenda for a planning authority committee meeting or,
- (iii) Any person who wishes to make a deputation to the planning authority committee may be requested to provide a written request to the Chairperson setting out:
  - (a) The likely members of the delegation.
  - (b) The purpose of the request.
  - (c) The nature of the matter or matters intended to be placed before the committee.
- (iv) The committee Chairperson is to decide whether or not the deputation is to be received.
- (v) Where the Chairperson decides the deputation not be received, the Committee will be advised.
- (vi) A deputation:
  - (a) is not to exceed 3 persons;
  - (b) is limited to a duration of 5 minutes in total irrespective of the number of people presenting; and
  - (c) time may be extended at the discretion of the chairperson.

## 3. PUBLIC QUESTION TIME

In accordance with the *Local Government (Meeting Procedures) Regulations 2015*, the Council conducts a Public Question Time Forum at each ordinary Council meeting to enable members of the public to ask questions on Council related matters. A maximum period of 15 minutes will be provided for this to occur.

Council will attempt to answer questions at the meeting that they are asked, however the questions may be taken on notice where insufficient notice is provided or the content of the question is complex or requires research being undertaken. Where a question is taken on notice, the answer to that question will be provided in writing following the meeting and included on a subsequent Council agenda.

The Chairperson will invite any member of the public present at the meeting to ask questions subject to the following conditions:

- The Chairperson will determine the order in which questions are heard. Priority will be given to those who lodge their question prior to the meeting.
- If there are a number of persons wishing to ask questions, the Chairman may take the questions in such order so as to hear as many members of the public as practical during the time allocated.
- Individuals will be allocated 60 seconds combined to provide a background and ask their question.
- A limit of 3 questions per person per meeting will apply.
- Elected members are not allowed to ask questions during public question time as other avenues exist for that purpose.
- Without limiting the Chairperson's discretion to accept a question under r31(5)(a) of the *Local Government (Meeting Procedures) Regulations 2015*, a question will be refused to be accepted that is, in the reasonable opinion of the Chairperson, proffered to advance a particular point of view rather than making a genuine enquiry.
- A question will be refused if it is deemed offensive, inappropriate, defamatory or unlawful.
- Where a question requests information previously published by Council, a response may simply refer the member of the public to the appropriate documentation.
- Questions cannot relate to any item appearing on the Council Agenda.
- Persons asking questions consent to being live streamed to the public.
- Persons asking questions are to personally ask the questions otherwise the questions will be treated as correspondence and responded to in writing.

## **B. CONDUCT OF COUNCIL WORKSHOPS**

The City of Hobart utilise the council workshops forum as allowed under the *Local Government (Meeting Procedures) Regulations 2015* as a mechanism to receive information in relation to specific matters, and adopt the following rules in relation to the conduct of workshops:

- (i) Elected members may utilise and participate in Council workshops to receive information on specific matters, so that they may gain maximum understanding and appreciation of the subject matter.

Workshops and briefings provided to Elected Members will be closed to the public and be confidential in nature and any information received by Elected members during or for the purposes of a workshop must remain confidential.

## 4. Legislation, Terminology and References

*Local Government Act 1993*

*Local Government (Meeting Procedures) Regulations 2015*

<b>Responsible Officer:</b>	Director City Governance
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