

Guide to Council Meetings

The following information has been prepared as a quick guide to assist in explaining how City of Kwinana Council meetings are conducted.

Public Question Time

Members of the public have the opportunity to ask questions at 'Public Question Time' during the meeting.

In accordance with the Local Government (Administration) Regulations 1996, any person may ask any question. The minimum time for Public Question Time is 15 minutes.

To allow for efficient and accurate processing, persons wishing to ask questions are requested to do so on the form found below, and provide the completed form at the meeting they wish to speak at.

[Public Question Time Form](#)

At the Public Question Time section of the Council Meeting, the Presiding Member will call for questions. When invited to speak by the Presiding Member, you will be required to state your name and address and ask the question you require an answer to.

The Presiding Member will answer your questions if possible, or refer them to another Elected Member, or City Officer. If the question cannot be answered on the night, it will be taken on notice and you will be advised of the answer in writing.

A summary of your question and the response will be documented in the minutes.

Members of the public are permitted to observe the Meeting proceedings on the understanding that there must be no interruptions apart from during the public question time. Members of the public are not permitted to participate in debate.

Declarations of Interest

Elected members and City Officers in attendance are required by the Local Government Act to declare the nature of any financial, impartial or proximity interests they have in relation to any item being discussed by Council.

Having done so, they are required to leave the meeting during discussions of the item, unless the Council agrees otherwise.

Community Submissions

In accordance with Clause 13 of Council's Local Law Relating to Standing Orders any person may, during the Community Submissions segment of the Agenda, with the consent of the Presiding Member, speak on any matter on the Agenda provided that: Prior written notice is given to the Presiding Member by 12 noon on the day of the meeting. A written copy of the community submission is requested to be provided to the Council Administration Officer at the meeting (or following the meeting) so that your community submission can be accurately recorded.

[Community Submission Request Form](#)

The person's speaking right to be exercised before the Council debates the particular agenda item. The maximum period for Community Submissions is 15 minutes.

Petitions

A petition to Council is a formal written request, signed by residents regarding a cause or subject that Council has the authority to deal with. Please note that issues not relating to Council's jurisdiction need to be directed to the relevant authority.

Petitions need to be compliant with the City of Kwinana's [Guidelines for Submitting a Petition to Council](#) and the City's [Standing Orders Amendment Local Law 2010](#).

Once you have collected as many signatures on your petition as possible it can be handed to an Elected Member or posted to the Chief Executive Officer whom will arrange for the petition to be presented at the next Council meeting.

Should the Council accept your petition that matter will be referred to the relevant City Officer/s for a report to be prepared on the issue. The person whom submitted the petition will be advised formally in writing of the decision of Council and it becomes the responsibility of the person whom submitted the petition to relay that outcome to the people whom signed the petition.

Behind Closed Doors Items

Occasionally, members of the public may be requested by the Presiding Member to temporarily leave the Council Chambers for discussion of a confidential item.

A decision to 'go behind closed doors' for an item of the Council Meeting must be by Council resolution and must be minuted along with the reason why.

Discussion of the confidential item will not be minuted, although a resolution will be documented in the Council minutes. If and when the public return to the meeting, the Chairperson will advise of the Council decision on the confidential item.

Further information

For further information relating to council meetings, please contact the Council Administration Officer on 9439 0265 or admin@kwinana.wa.gov.au.