



PUBLIC PARTICIPATION IN COUNCIL MEETINGS POLICY

POLICY NUMBER: EXEC-CEO-019

PURPOSE

The purpose of this policy is to outline the City's position with respect to public participation, including Public Access and Public questions and recording and livestreaming of Council meetings.

SCOPE

This Policy applies to Public Access, Public Questions, Livestreaming and recording of Council Meetings.

DEFINITIONS

CEO means the Chief Executive Officer.

City means the City of Kalgoorlie-Boulder.

Council means the City's governing body, comprised of elected members including the Mayor.

POLICY STATEMENT

Council and the City are committed to open, transparent and accountable decision making. Live streaming Council meetings to the City's website provides a flexible and convenient way for the wider community to access Council's decision-making process.

POLICY DETAILS

1. Public Participation

Members of the public are able to participate in Council meetings in a number of ways, including:

- a. Participating by asking a question during public question time;



- b. Presenting to the Council on a particular issue during public access time;
- c. Attending ordinary council meetings and agenda briefing forums and other public Council meetings; and/or
- d. Watching public council meetings on the City's website.

2. Recording and livestreaming

- a. All Ordinary and Special Council meetings will, wherever technically possible, be recorded on an audio and visual device and will be made available by live stream.
- b. Other than in accordance with this policy, a person must not use any recording devices or instruments to record the proceedings of a meeting without the written permission of the Presiding Member.
- c. The presiding member (ie. the Mayor or in their absence, the Deputy Mayor) may rule at any time prior to or during a meeting that the livestreaming be stopped.
- d. Where Council Meetings are conducted electronically in accordance with regulation 14D of the Local Government (Administration) Regulations 1996, those meetings will be streamed and open to the public via electronic means only.
- e. Recording of the livestream of a meeting will be available on the City's website (and/or YouTube page) for a period not exceeding 12 months.
- f. The City retains copyright over its livestreaming and recording of its Council meeting.
- g. Recordings will be stored and disposed of in accordance with the State Records Act 2000.
- h. Under section 9.57A of the Local Government Act, the City is not liable for defamation in relation to a matter published on its website as part of a Livestream or recording of a Council meeting. Elected members and City officers are not liable in defamation for any statements made in good faith or to which a defence is available under the Defamation Act 2005.

3. Public Question Time

- a. Public question time is held in accordance with Section 5.24 of the Local Government Act 1995 and must be in accordance with Regulations 5, 6 and 7 of the Local Government (Administration) Regulations 1996.
- b. Members of the public are allowed a maximum of (3) questions per meeting, and they must relate to an agenda item of that particular meeting or from the minutes from the previous ordinary council meeting. The member of the public who raises a question will be required to state his or her name and address in accordance with the City's *Standing Orders Local Law 2013*.
- c. No debate or discussion will be permitted on any questions or answers.



- d. A person wishing to participate in public question time must complete any required form or provide such information as is required by the City, within the timeframes required by the City.
- e. The Presiding Member may nominate an elected member or officer to answer a question.
- f. The Presiding Member can reject any question that does not relate to the agenda item, is defamatory or considered inappropriate.
- g. The Presiding Member reserves the right to terminate or extend public question time at his/her discretion.

4. Public Access

- a. Members of the public are allowed to address Council on any issue for three (3) minutes within public access time, but questions are not permitted. Members of the public will be invited to address Council stating their full name and address while following the direction of the presiding officer at all times.
- b. A person wishing to participate in public access time must complete any required form or provide such information as is required by the City, within the timeframes required by the City.

COMPLIANCE REQUIREMENTS

City of Kalgoorlie-Boulder Standing Orders Local Law 2013

Local Government Act 1995

Local Government (Administration) Regulations 1996

RELEVANT DOCUMENTS

Public access form

Public question form



DOCUMENT CONTROL		
Responsible department	OCEO/Governance	
Date adopted by Council	27 March 2023	Resolution number: 14.2.1
Date of last review	27 March 2023	Policy reviewed and amended n/a
Date of next review	March 2025	