



PUBLIC QUESTION TIME SUBMISSION

Provision for 'public question time' is allocated at the beginning of each meeting. Any items for consideration by Council must be with the Chief Executive Officer 8 days prior to the Meeting. This allows for the item to be included in the Agenda, which provides Councillors time to consider the matter and conduct any research required. Late items generally will not be considered.

PLEASE PRINT:

Full Name:

Address:

Question:

PUBLIC QUESTION TIME PROCEDURE

This information is provided to assist members of the public who wish to ask questions at a Council Meeting.

QUESTION TIME

The designated Question Time will commence shortly after the Chairperson, in most cases the President, declares the Meeting open.

The Chairperson will then explain the procedure to be followed during Question Time. It is a requirement under the Local Government (Administration) Regulations 1996 that the Chairperson assures an equal and fair opportunity for those wishing to ask a question and to receive a response.

In general, Question Time will last for a minimum period of up to 15 minutes. This time may be extended at the discretion of the Chairperson.

PROCEDURE OF QUESTION TIME

The Chairperson will ask anyone in the public gallery who wishes to ask a question to raise their hand.

Please remember, the question **MUST** relate to a matter affecting the Shire. Should there be more than one person indicating a desire to ask a question, the Chairperson shall nominate the order in which questions will be received.

Anyone wishing to ask a question must address the Chairperson and give the following details:

1. Their name and address.
2. The question to which they desire a response.

The Chairperson shall decide if the question is in order. The Chairperson may answer or may direct the question to an appropriate Councillor or Officer for a response. If the question is taken on notice, then a response will be sent in writing.

There will be no argument or discussion on the question or reply; however with the consent of the Chairperson, subsequent questions on the same matter may be put.

HOW TO CONDUCT YOURSELF AT QUESTION TIME

In order to ensure Question Time is conducted in the proper manner, the following procedure should be followed by anyone wishing to ask a question:

1. Only one question should be asked at a time.
2. The question should not be exhaustive in nature.
3. The question should not in part contain statements or express opinions.
4. The question must relate to a matter affecting the Shire.

If a question does not comply with any of the above requirements, the Chairperson will declare the question to be "OUT OF ORDER".

To facilitate accurate recording of questions, it would be appreciated if the questions could be written on the Question Time Pro Forma and handed to the Chief Executive Officer as early as possible prior to the commencement of the Council Meeting.

Thank you for taking an interest in your Council.