



## **PUBLIC QUESTION TIME SUBMISSION FORM**

A provision for 'Public Question Time' is allocated at the beginning of each meeting. Please complete this form in full and hand to the Shire Administration as early as possible prior to the commencement of the Council Meeting.

Please ensure you read the following page 'public question time procedure'.

*All questions must be lodged with the Shire Administration prior to the commencement of the Council meeting.*

### **Please complete the following:**

Full Name:

Address:

Number:

Email:

Question:

## **PUBLIC QUESTION TIME PROCEDURE**

**This information is provided to assist members of the public who wish to ask a question 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 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 **in writing** using the **'Public Question Time Submission Form'** overleaf to be submitted to the Shire Administration as early as possible prior to the commencement of the Council Meeting:

1. The name and address of the person asking the question.
2. The question to which a desired a response is sought.

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

There will be no argument or discussion on the question or reply; however with the consent of the Chairperson, a subsequent question 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".

**Thank you for taking an interest in your Council.**