



PROCEDURES AND GUIDELINES FOR PUBLIC QUESTION TIME AND RECEIVING PUBLIC STATEMENTS.

1. Question Time

With the consent of the Presiding Member, members of the public have the opportunity to ask questions at Item 4.1 "Question Time" of the Agenda on any relevant Council Business or on any matter contained within the Council/Committee Meeting Agenda, provided that the person has completed the prescribed form in full and submitted it to the Chief Executive Officer prior to commencement of the meeting.

At Item 4.1 "Question Time" of the Agenda, the Presiding Member will announce the person's name, at which time they are required to stand and present their question(s) to the meeting, while observing the following guidelines.

- a. Question Time is not a public forum for debate and making of public statements. The time is limited to a question and answer period only and questions should be clear and concise to enable an appropriate response.
- b. All questions are to be submitted in writing to the Chief Executive Officer, on the form determined by that Officer, prior to the commencement of the meeting.
- c. Persons wishing to ask questions will be called upon in order in which they lodged their question form with the Chief Executive Officer or his/her delegate.
- d. Prior to asking a question, the person is to give his/her name and residential address and the Question is to be directed to the Presiding Member who has the right to accept, reject, respond, or nominate a relevant Officer to respond to that Question.
- e. To enable all members of the public a fair and equal opportunity to participate in Question Time each person shall be provided, in the first instance, with the opportunity to ask a maximum of two (2) questions.
- f. Questions which are considered inappropriate; offensive or otherwise not in good faith; duplicates or variations of earlier questions; relating to the personal affairs or actions of Council Members or employees; legal advice; legal proceedings or other legal processes; or would otherwise impose an unreasonable resource impost on the Shire will be refused by the Presiding Member as 'out of order' and will not be recorded in the minutes.

- g. After all interested persons have posed their allotted number of questions, the Presiding Member will then, where time permits, allow members of the public to sequentially ask one further question. This process will continue until the allotted time has expired.
- h. An extension of Question Time will only be granted where all members of the public, who have submitted their questions in the prescribed manner, have not been afforded the opportunity to ask the initial allotment of two (2) questions.
- i. Public Question Time is set for a period of fifteen (15) Minutes, and will terminate earlier should no further questions be forthcoming.

2. Public Statements

With the consent of the Presiding Member, members of the public may make a Statement on any matter contained within the Council Meeting Agenda at Item 4.2, provided that the person has completed the required form in full and submitted it to the Chief Executive Officer prior to the commencement of the meeting.

At Item 4.2 "Public Statement Time" of the Agenda, the Presiding Member will announce the person's name, at which time he/she is required to stand and present his/her statement to the meeting.

- a. Only Statements that relate to a specific item of the Council Agenda will be accepted and only those persons, who can demonstrate to the Presiding Member's satisfaction that they are directly affected by the proposal before the Council/Committee, will be entitled to make a Statement.
- b. Where a directly affected person has sought the prior endorsement of the Presiding Member, 'advocates' will be permitted on the condition that the directly affected person is present at the meeting.
- c. Members of the public are required to provide Statements in a written format to the Presiding Member prior to the commencement of the meeting, to assist with the recording of Council Minutes. The minimum requirement for recording Statements in the Minute is the name, residential address and Agenda Item details.
- d. Prior to making a Statement, the person is to give his/her name and residential address and presentations are to be directed through the Chair, with the Presiding Member having the discretion of accepting or rejecting a Statement.
- e. In order to provide the greatest opportunity for all members of the public to participate, presentations are to be as succinct as possible. Statements to be presented at the meeting will be registered, and the priority for making a submission shall be in accordance to that register. Only one presentation may be made per person, per item. Individual presentations are to be strictly limited to a maximum of three (3) minutes each. The Presiding Member may limit presenters to a shorter period, if time is restricted. The Presiding Member will indicate when the allotted maximum presentation time has elapsed. The presentation will cease at that time.

- f. Statements which are considered inappropriate; repetitious; lacking in decorum; offensive or otherwise not in good faith; relating to the personal affairs or actions or adversely reflect on the integrity of any Council Members or Employees; legal advice; legal proceedings or other legal processes; will be refused by the Presiding Member as 'out of order' and will not be recorded in the Minutes. The Presiding Member may offer comment by way of correction, to any false or misleading information presented. No debating of the issue between the Public, Councillors or Officers is permissible.
- g. Statements from members of the public that do not comply with these guidelines or do not abide by a ruling from the Presiding Member, or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member of Council, or refuse to abide by any direction from the Presiding Member, will be ruled 'out of order' and the submission will not be recorded in the Minutes.
- h. Public Statement Time is to be limited to fifteen (15) minutes, and will terminate earlier should no further Statements be forthcoming.
- i. Any extension to the initial period for Public Statement Time is to be limited to a period that will allow sufficient time for any remaining members of the public to present their initial submission.

NOTE: *Statements from the public are limited to a maximum of TWO (2) people PER ITEM on the Agenda, one (1) speaking FOR; and one (1) speaking AGAINST.*



*In accordance with Item 4.1 **Public Question Time** of the Council Agenda.*

QUESTION TIME

With the consent of the Presiding Member, members of the public have the opportunity to ask questions on any relevant Council Business or on any matter contained within the Council Meeting Agenda at Item 4.1 “**Public Question Time**” of the Agenda, provided that the person has completed this form in full and **submitted it to the Chief Executive Officer prior to commencement of the Meeting.**

The period set aside for Question Time for the Public is fifteen (15) minutes with Members of the Public being afforded an equal and fair opportunity to ask questions and receive a response.

At Item 4.1 **Public Question Time** the Presiding Member will announce the person’s name, at which time they are required to stand and present their question(s) to the meeting.

NAME *(Please Print)* _____

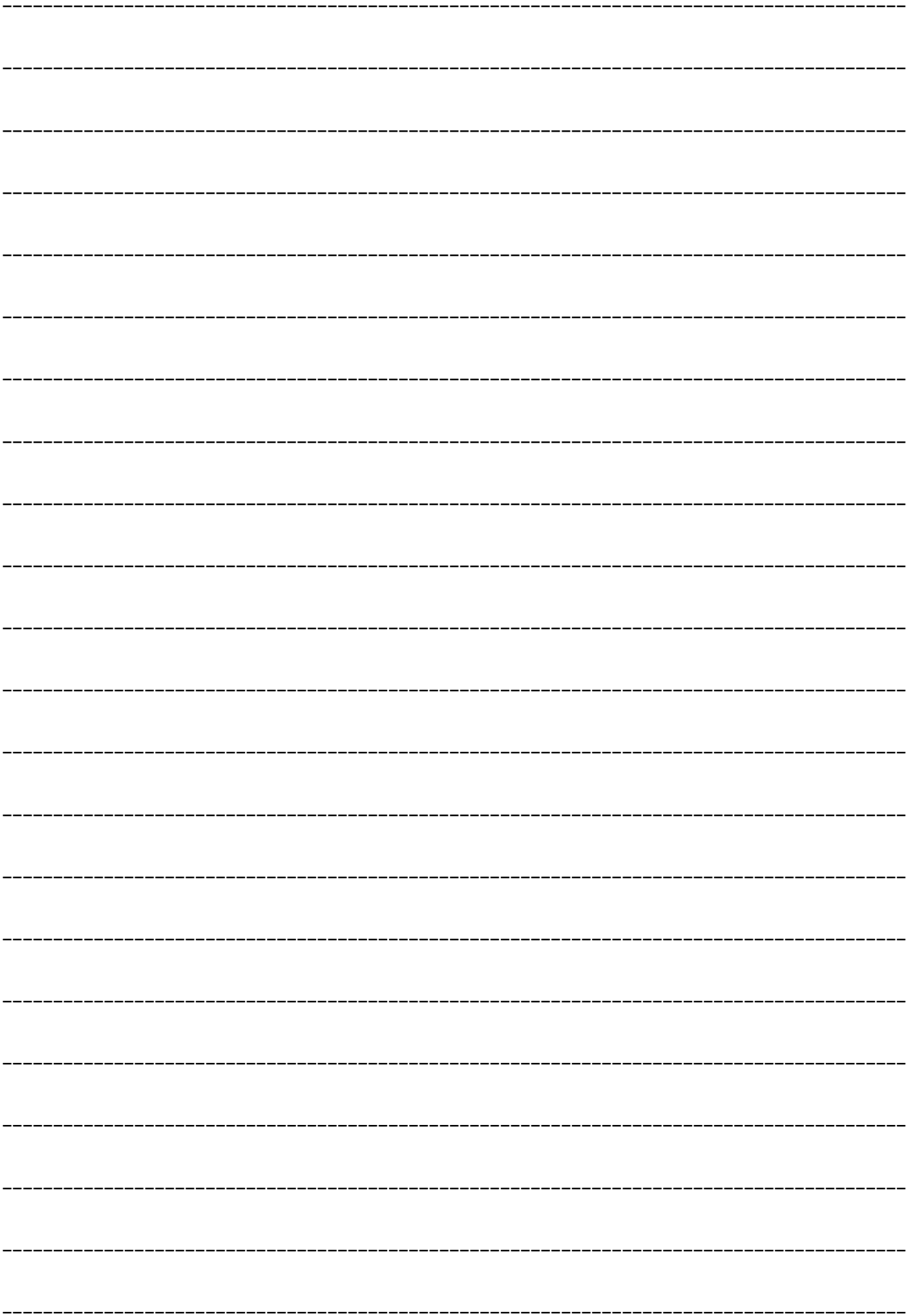
ADDRESS _____

DATE _____ SIGNATURE _____

I wish to ask a question in relation to Item No. _____ on page _____ of the Agenda relating to:

(Complete this section if applicable)

(See over for Questions)





*In accordance with Item 4.2 **Public Statement Time** of the Council Agenda.*

PUBLIC STATEMENTS

With the consent of the Presiding Member, members of the public may make a Statement on any matter contained within the Council Meeting Agenda at Item 4, provided that the person has completed this form in full and **submitted it to the Chief Executive Officer prior to commencement of the meeting.**

The period set aside for the Receiving of Public Statements is fifteen (15) minutes with a maximum of three (3) minutes per speaker.

At Item 4.2 **Public Statement Time**, the Presiding Member will announce the person's name, at which time they are required to stand and present their statement to the meeting.

*NOTE: Statements from the public are limited to a maximum of TWO people PER ITEM on the Agenda, one speaking **FOR**; and one speaking **AGAINST**.*

NAME *(Please Print)* _____

ADDRESS _____

DATE _____ SIGNATURE _____

I wish to speak on Item No. _____ on page _____ of the Agenda relating to:

(See over for Statement)

Lined area for text entry.