# PROCEDURES AND GUIDELINES FOR PUBLIC QUESTION TIME

## GUIDELINES

With the consent of the Presiding Member, members of the public have the opportunity to ask questions at Item 4 "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 "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.

# PROCEDURES AND GUIDELINES FOR PUBLIC QUESTION TIME

## In accordance with Item 4 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 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 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)

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(See over for Questions)

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WAROONA
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# PROCEDURES AND GUIDELINES FOR PUBLIC QUESTION TIME

**My question(s):  (Please provide below or attach a copy in full to this form, your question(s) in a legible, clear and concise manner).**

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