



PUBLIC QUESTION TIME

The Council has made provision in the business of the Ordinary Meetings of the Council for the holding of a public question time.

Standing orders will be suspended for consideration of questions.

Questions (maximum of two per person) which must be submitted in writing on this form to the Chief Executive Officer by 12:00 noon on the day of the Ordinary Meeting.

The person asking the question must be present in the gallery when the question is considered and may be asked for clarification by the Mayor or Chairperson.

Please refer to the back of this form for procedural guidelines.

QUESTION/S (To be as brief and concise as possible):

(Please Print using BLOCK LETTERS)

NAME: _____ TELEPHONE NO. _____

ADDRESS: _____

NAME OF ORGANISATION (IF ANY) REPRESENTED: _____

DATE OF ORDINARY COUNCIL MEETING: _____

SIGNATURE: _____

QUESTIONS MUST BE SUBMITTED TO THE CHIEF EXECUTIVE OFFICER BY 12:00 NOON ON THE DAY OF THE ORDINARY MEETING.

PROCEDURAL GUIDELINES - PUBLIC QUESTION TIME

A maximum of two questions are to be asked by any one person.

A person submitting a question must be present in the gallery at the time the question is considered.

The Mayor or Chairperson will nominate the appropriate person to respond to each question.

The Mayor or Chairperson may disallow any question which is considered:

- To relate to a matter beyond the power or duties of Council;
- To be defamatory, indecent, offensive, abusive, irrelevant, trivial or objectionable in language or nature;
- To be confidential in nature or of legal significance;
- To be repetitive of a question already answered (whether at the same or any earlier meeting);
- To be aimed to embarrass a Councillor, or member of Council staff;
- To relate to personnel matters;
- To relate to the personal hardship of any resident or ratepayer;
- To relate to proposed developments or legal advice;
- To relate to matters affecting the security of Council property;
- To relate to any other matter which Council considers would prejudice the Council or any person.

The Mayor or Chairperson will ascertain that the person asking the question is present in the gallery and will read or direct that the question be read.

The Mayor or Chairperson has the discretion to seek clarification of the question if deemed necessary but otherwise the person asking the question is not permitted to enter into debate with or directly question Councillors or members of Council staff.

The person nominated to respond to a question has the right to either decline to answer a question or have the question put on notice in which case a written answer will be forwarded.

A Councillor or a member of Council staff may advise the meeting that it is his or her opinion that the reply to a question should be given in a meeting closed to members of the public. The Councillor or member of Council staff will state briefly the reason why the reply should be so given and Council shall determine whether a resolution to close the meeting is required.

A Councillor responding to a question may seek additional information from a member of Council staff to assist in the answering of that question.

The Mayor or Chairperson shall advise the meeting in regard to any question which has been disallowed and such question shall be available to Councillors on request.