

Shire of York

**PUBLIC QUESTION TIME PROFORMA**

**Please ensure that your question complies with the Rules of Public Question Time as published in the Council Agenda and stated below**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Residential Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If presenting on behalf of)

Council Item No. Referred To:

Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (If Applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rules for Council Meeting Public Question Time**

1. The person asking the question is to give their name and residential address prior to asking the question.
2. Questions are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a question and the right to nominate a Councillor or Officer to answer.
3. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal. There will be no debate on questions submitted.
4. Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response. Statements will not be recorded in the minutes.
5. 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.
6. Where a member of the public submitting a question is not physically present at the meeting, those questions will be treated as an item of correspondence and will be answered in the normal course of business (and not be recorded in the minutes).
7. Questions from members of the public that do not comply with the Rules of Question Time 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 or Council, or refuse to abide by any direction from the Presiding Member, will be ruled ‘out of order’ and the question will not be recorded in the minutes.
8. Answers to questions are provided in good faith, however, unless reasonable prior written notice of the question is given, answers should not be relied upon as being totally comprehensive.
9. Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be ‘taken on notice’ with an answer being given at the next Council Meeting.
10. Public Question Time is set for a minimum period of 15 minutes and will terminate earlier should no further questions be forthcoming.
11. To enable all members of the public a fair and equitable opportunity to participate in Public Question Time, each person will be allowed a maximum of two (2) questions (whether these are submitted ‘in writing’ or ‘from the floor’). A question may include a request for the tabling of documents where these are relevant to an issue before Council.
12. Questions to be asked at the meeting will be registered, and the priority for asking questions shall be firstly ‘questions on which written notice has been given prior to the meeting’ (that is, prior to 12 noon on the day of the meeting) and secondly, ‘questions from the floor’. The Presiding Member shall call upon Public Gallery members that have not already submitted questions in writing or earlier registered their interest to ask a question, to do so, and the priority of asking questions shall be in accordance with that register.
13. Should there be time remaining of the initial period for Public Question Time after all members of the public have posed their initial allotment of two questions, the Presiding Member will then allow members of the public to sequentially (in accordance with the register) ask a further two questions until the initial period for Public Question Time has expired.

Adopted 21 October 2013

**PUBLIC QUESTION TIME PROFORMA**

**CONTINUED**

**Question(s)**

*Write your question(s) as clearly and concisely as possible – lengthy questions may be paraphrased.*

*Note: To provide equal opportunity for all in attendance to ask questions, a limit of two (2) questions at a time from any one person is imposed, if time permits during the public question time period, people may be able to ask a further two (2) questions at a time.*

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**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**OFFICE USE ONLY**

Presented Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Item No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_