

---

## GOVERNANCE POLICIES

### Public Question Time



---

Policy Number:	G10
Relevant Delegation:	Not Applicable
Adoption Details:	21 October 2013
Last Review Details:	25 November 2019

---

#### **POLICY STATEMENT:**

1. "Public Question Time" will be limited to 15 minutes\*. The Council may exercise a discretion to extend the time by resolution if required. If there are questions remaining unasked at the expiration of the time allotted members of the public will be asked to submit their questions in writing to the Chief Executive Officer who will provide a written reply with the response placed in the Agenda of the next Ordinary Meeting of the Council.

*\* A minimum of 15 minutes is provided by Regulation 6(1) of the Local Government (Administration) Regulations 1996 (S.5.24 of the Local Government Act 1995)*

2. Questions may be asked at the Ordinary Council Meeting and any Committee meeting on any matter affecting the Council and the Shire's operations. Questions submitted to Special Meetings of the Council will be restricted to the subject matter of the meeting.
  3. Each questioner will be limited to two (2) questions. Statements or long preamble are not permitted.
  4. People wishing to ask questions will be encouraged to put their questions in writing or in a prescribed form and submit them to the Chief Executive Officer prior to 10 am on the day of the meeting. This allows for an informed response to be given at the meeting. Oral questions are permitted.
  5. Priority will be given to questions about matters on the agenda for the meeting and which are submitted in accordance with 4.0 above.
  6. Every person who wishes to ask a question must identify themselves and register with a Council Officer immediately prior to the meeting. Subject to 5.0 above questions will be taken in the order in which people register.
  7. Questions containing offensive remarks, reference to the personal affairs or actions of Elected Members or staff, or which relate to confidential matters or legal action will not be accepted. Questions that the Presiding Member considers have been answered by earlier questions at the meeting or earlier meetings may not be accepted.
  8. On receipt of a question the Presiding Member may answer the question or direct it to the Chief Executive Officer to answer. If the question is of a technical nature the Chief Executive Officer may direct the question to a senior technical officer present. If the question requires research it will be taken on notice.
  9. There will be no debate on the answers to questions.
  10. A summary of the question and the answer will be recorded in the minutes of the Council meeting at which the question was asked.
-

---

11. Public Question Time guidelines incorporating this policy are being prepared and will include information on the other methods of enquiry that are available to members of the public to obtain information from the Shire.

**PENALTIES:**

Not applicable.

**KEY TERMS/DEFINITIONS:**

Not applicable.

---

Responsible Officer: Chief Executive Officer  
Contact Officer: Chief Executive Officer  
Relevant Legislation: Local Government Act 1995

Review History:

<b>Date Review Adopted:</b>	<b>Resolution Number</b>
Adopted – 21 October 2013	
Reviewed – 17 September 2015	
Reviewed – 23 November 2015	
Reviewed – 24 October 2016	
Reviewed - 25 November 2019	291119
<b>Former Policy No:</b>	G2.6