

## PROCEDURE FOR PUBLIC QUESTION TIME AT COUNCIL MEETINGS

The *Local Government Act 1995* requires that a minimum of fifteen minutes be provided at council meetings for Public Question Time.

Question Time is early on the agenda and will commence soon after 5.30pm. The procedure for asking a question is as follows:

1. Questions should be limited to two per person with one main idea per question, and with a total time limit of two minutes per speaker. A timer will be activated at the beginning of each person's time period and the Presiding Member will invite questioners to conclude their questions after two minutes.
2. Questions should be submitted in writing to the Chief Executive Officer by 5.00pm on the day before the meeting. Those asking questions are to state their name, address and the item number they are referring to; the question is to be read by the questioner who will need to ensure that he or she retains a copy of their question. Where these requirements are met, staff will prepare for the relevant Presiding Member, brief notes to enable an informed response to be given at the meeting by the Presiding Member.
3. All questions that are received by 5pm the night before the meeting in writing, signed and subsequently read to council by the author will be recorded in full with council's answers when given, in the minutes of the meetings.
4. Questions that are asked verbally at the meeting and have not been submitted in writing by 5.00pm the previous day will only be responded to at the meeting if they are simple. Otherwise they will be taken on notice and will be answered in writing in the agenda of the next council meeting.
5. The Presiding Member will group together the questions dealing with a particular item.
6. Where a question raises a significant issue that has not been addressed in the staff report or prior discussions with Elected Members and cannot be adequately responded to, the council meeting will need to consider whether the item should be held over or referred back for further consideration. In making this decision, the meeting will take account of statutory deadlines and other implications of deferring the item.
7. Any correspondence received by administration after the agenda for any meeting is finalised will not be reflected in the staff report and will not be distributed by administration to Elected Members.
8. No late correspondence including letters, plans, photographs or the like is to be brought into the council chambers on the day of any meeting for distribution to Elected Members.

### **PLEASE NOTE**

**Members of the public should note that no action should be taken on any item discussed at a council meeting prior to written advice on the resolution of council being received.**



## COUNCIL MEETING PUBLIC QUESTION TIME

Please either:

- Fax this form to the Chief Executive Officer on 9237 9200
- E-mail to [city@subiaco.wa.gov.au](mailto:city@subiaco.wa.gov.au)
- Hand deliver to the Chief Executive Officer at 241 Rokeby Road, Subiaco by 5.00pm on the day before the relevant council meeting.

Questions handed in after that time may be taken on notice and answered in writing after the meeting.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

AGENDA ITEM NO. OR TITLE \_\_\_\_\_

QUESTION 1

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QUESTION 2

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Author's signature \_\_\_\_\_