

## ***PUBLIC QUESTION TIME PROCEDURES***

1. Minimum time allocated to Question Time is 15 minutes. Where it is apparent that additional time is required, the Presiding Member will invite Committee or Council to resolve to extend for a given period.
2. If at the end of the allotted extension there are still questions outstanding these may be submitted in writing for an early response.
3. The order in which questions are to be asked will be determined by the person presiding.
4. The **procedure for asking questions** is as follows:-
  - 4.a **The person asking the question is requested to give their name and address prior to asking the question.**
  - 4.b **In regard to Council meetings, questions must be relevant to a matter, which affects the City of Armadale while in regard to Committee meetings, questions must be relevant to a matter which relates to the function of that Committee.**
  - 4.c **Questions are to be directed to the person presiding who will have the discretion of -**
    - i) **accepting or rejecting a question;**
    - ii) **nominating a Councillor and/or Officer to answer the question; or**
    - iii) **determining that any complex questions requiring research will be taken on notice and answered in writing.**
5. No debate or discussion will be permitted on any question or answer.
6. Question Time is available as a means by which the public may easily and quickly obtain information and is not a forum in which to make statements.
7. Questioners are encouraged (but not required) to forward questions in writing. Questions should be succinct, with personal explanation kept to a minimum.
8. Answers to questions are provided in good faith, however, unless reasonable prior written notice of the question is given you should not rely upon the answer provided as being totally comprehensive.

9. The procedure for Public Question Time is to be made available to the public with Committee and Council Agendas to ensure that the public are aware of the requirements.
10. When a question is taken on notice under sub-clause 4(c)(iii) a response is to be forwarded to the member of the public in writing by the CEO or the respective Executive Director, and a copy is to be included in the agenda of the next meeting of the Council or committee as the case requires.
11. A summary of each question raised and response given during Public Question Time will be recorded in the Minutes.  
In the event that the person having raised a question believes the substance of their question (or response given) was not appropriately recorded, it may be the subject of a further question at the next meeting.  
Where an elected member believes the substance of the question or response has not been appropriately recorded, it may be addressed during Confirmation of Minutes.

## **NOTE:**

As the person who, under the Local Government Act, determines the conduct of Public Question Time, it is the intention of the person presiding to apply the following provisions of Council's Standing Orders to Public Question Time.

### **Clause No. 8.4**

- (2) *No member of the Council, or a committee, or member of the public is to use offensive or objectionable expressions in reference to any member, employee of the Council, or any other person.*

*Penalty \$1,000*

- (3) *No member of the Council, or a committee, or member of the public is to reflect adversely on the character or actions of a member, officer or any other person participating in the meeting.*