Shire of Gingin

Public Question Time Protocols

Public Question Time is conducted in accordance with the requirements of the *Local Government Act 1995, the Local Government (Administration) Regulations 1996* and the Shire of Gingin Meeting Procedures Local Law 2014.

Asking Public Questions

1. A member of the public who wishes to ask a question during Public Question Time must:
   - First state their full name and locality/suburb;
   - Direct the question to the Presiding Member;
   - Ask the question briefly and concisely;
   - Limit any preamble to matters directly relevant to the question; and
   - Ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except where necessary to explain the question.

2. A period of 15 minutes is allocated at each Council meeting for Public Question Time. Public Question Time may be extended by resolution of Council if Council considers an extension to be necessary.

3. Questions asked at an ordinary meeting may relate to any matter affecting the Shire of Gingin.

4. Questions asked at a special meeting must relate to the purpose for which that meeting has been called.

5. Each person may ask up to three questions before other members of the public will be invited to ask their questions. Questions with multiple parts will be considered as separate questions.

6. No debate or discussion about the question or answer will take place at the meeting.

7. If a person has further questions they wish to ask, then they may be invited to do so by the Presiding Member only if:
   - All other members of the public present at the meeting wishing to ask a question/s have had an opportunity to do so; and
   - There is sufficient time remaining.

8. If a person present in the public gallery is not able to ask their question prior to the close of Public Question Time, then they may submit the question in writing prior to leaving Council Chambers and it will be accepted and dealt with as a question taken on notice. Forms for the submission of questions are made available in Council Chambers.

Submitting Public Questions

9. Submission of written questions to the CEO by 2pm on the day prior to the meeting is encouraged. This ensures that a comprehensive response can be provided at the meeting. Any questions received after this point (whether written or verbal) will be responded to at the meeting if possible, but may be taken on notice by the Presiding Member.

10. Written questions can be submitted using the online form. Whilst background information may be provided to give context to a question and to assist in the formulation of an appropriate response, it will not be included in the Minutes of the meeting.

11. If a person who has submitted a written question does not attend the meeting, the question will not be considered at the meeting and will instead be addressed administratively.

Responding to Questions

12. All questions taken on notice will be included in the Agenda for the next Ordinary Council meeting with responses.

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13. Questions received in writing prior to the meeting will be dealt with as a priority.