



## GUIDELINES QUESTION TIME FOR THE PUBLIC

Question Time is not a public forum for debate and making of public statements. The time is limited to questions and answers only that relate to matters affecting the local government and all questions should be clear and concise to enable an appropriate response. (Regulation 7(4)(a))\*

A minimum period of 15 minutes is to be provided at each meeting of Council or a Committee to which a statutory power or duty has been delegated. (Regulation 6)\*

The 15 minute Public Question Time period may terminate early where there are no further questions provided from the public gallery. (Regulation 6(2) & 14E(4))\*

If the 15 minutes period set aside for question time for the public is reached, Council, by resolution, may resolve question time be extended for an additional 15 minutes to allow further questions to be asked. (Clause 4.5(10))\*\*

No more than 2 X 15-minute extensions to question time for the public will be permitted. (Clause 4.5(11))\*\*

All questions are to be submitted in writing to the Chief Executive Officer, on the Question Time form, prior to the commencement of the meeting. (Clause 4.5(2)(a))\*\*

Persons wishing to ask a question must be present at the meeting. (Clause 4.5(2)(b))\*\*

Persons wishing to ask questions will be called to the microphone by the Presiding Member.

Questions are to be directed to the Presiding Member who may decide that a question is out of order, and is not to be recorded or responded to if it is not in the form of a question, or considered to be inappropriate, not in good faith or used an offensive or objectionable expression or is defamatory. (Clause 4.5(6))\*\*

To enable all members of the public a fair and equal opportunity to participate in Question Time each person shall be provided, in the first instance, with the opportunity to ask a maximum of two questions. (Clause 4.5(5)(a))\*\*

After all interested persons have posed their allotted number of questions, the Presiding Member will then, where time permits, allow members of the public to sequentially ask one further question. This process will continue until the allotted time has expired. (Clause 4.5(5)(b))\*\*

Questions submitted at the meeting that are not answered on the night, will be responded to in writing by the appropriate officer.

\* Local Government (Administration) Regulations 1996

\*\* City of Gosnells Standing Orders Local Law 2016