

Protocols Public Question Time



The process of Public Question Time will run smoothly when the following protocols are observed:

1. A written copy of the question may be presented to Council/Committee before (hand delivered or mailed to the Shire CEO or by email ea@morawa.wa.gov.au , subject: Public Question Time Urgent) or during the meeting – this greatly assists in the accurate recording of the matter, especially if the question is long or complex.
2. The period is to be restricted to the asking of questions and cannot be used to make speeches or raise complaints. The presiding member will automatically disallow inappropriate questions or statements.
3. Questions are to be directed to Council/Committee through the Presiding member/Chair and not any individual Councillor or officer. The Presiding member/Chair will either respond or direct the question to an appropriate responder.
4. If you have several questions, please ask them separately and allow a pause between each so that a response can be made.
5. As a guideline, any individual person will be limited to a maximum of 3 questions and a maximum time of 2 minutes for any one-time allotment (question), unless the presiding member allows otherwise. Should you have more questions to ask, the presiding member may note your further questions and place you at the end of the queue for persons asking questions, until which time you will be asked to resume your seat in the gallery.
6. The presiding member of the Council meeting is usually the Shire President who should be referred to as President “SURNAME”, all other Councillors should be referred to as Councillor “SURNAME”.
7. When asked to come forward to present a question, you should approach the lectern and address the Council/Committee in a clear voice, state your name and address, and then your question, speaking slower than normal so that everyone can hear what you are saying.

A minimum period of 15 minutes will be allowed for questions after which the presiding member/chair may elect to close the session. As a guide, a maximum period of 30 minutes will be allowed for question time.

Please note that Council/Committee is not obliged to respond to questions which do not relate to Council matters. If the meeting is a special meeting the matter must relate to the purpose of the meeting.

If questions have not been submitted with sufficient notice to allow a well thought out response the presiding member may elect to take the question on notice and direct the CEO to provide a written response to the question within 2 weeks, noting the question and answer in the next Council agenda.

Thank you for your interest in Council

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Members of the public have the ability to ask questions at Public Question Time, which takes place soon after the start of a Committee, Council Meeting or Annual Meeting of Electors.

This is the only opportunity for members of the public to put their questions and speak at a meeting. It should be noted that it is not always possible to provide answers to questions at the meeting at which they are presented, and they will be taken ‘on notice’. When this is the case, arrangements will be made to provide written answers as soon as is practicable.

Please provide the following information in the space below to assist Council/Committee in dealing with your question:

| | |
|-----------------|--|
| Date of Meeting | |
| Name | |
| Address | |
| Email | |
| Your Question: | |
| | |