



**SHIRE OF TRAYNING
PUBLIC QUESTION TIME SUBMISSION**

Provision for Public Question Time is allocated at the beginning of each Council meeting. Any items for consideration by Council must be with the Chief Executive Officer 8 days prior to the Meeting. This allows for the item to be included in the Agenda, which provides Councillors time to consider the matter and to conduct any research required. Late items will generally not be considered.

Please Print:

Full Name: _____

Address: _____

Question:

1. At the commencement of the meeting the Shire President will invite questions from the public on matters listed on the Agenda, or other matters of business relating to the Shire of Trayning.
2. At the conclusion of Public Question Time the Shire President will invite members of the public to present any statements or petitions to Council.
3. To allow for efficient and accurate processing, persons wishing to ask questions of Council are required to do so on this form.



RULES FOR QUESTION TIME

HOW TO ASK A QUESTION:

The Council of the Shire of Trayning welcomes questions from the public in accordance with Section 5.24 of the Local Government Act 1995; time will be made available in the agenda of Ordinary and other meetings as specified for this purpose.

A proforma (Public Question Time Submission) is available by contacting the administration office and persons asking questions are to utilise these forms. Forms should be handed to the Chief Executive Officer prior to the commencement of the meeting.

To ensure time to adequately research matters raised it would be appreciated if questions of a complex or technical nature are submitted in writing several hours prior to the meeting to enable research to be undertaken.

Where possible answers to questions will be given at the meeting at which the matter is raised. More complex questions requiring research will be taken "on notice" with a reply being given at the earliest possible time and the matter recorded with the minutes of the next Ordinary meeting.

RULES FOR QUESTION TIME:

The following rules exist to ensure that everyone in the Public Gallery receives a fair opportunity to ask questions of Council. Please ensure that you have read and understand these rules, as they will help you make a valued contribution to the Council meeting.

- 1. The person asking the question is to give their name and residential address prior to asking the question.**
- 2. Questions are to be directed through the chair, with the President having the discretion of accepting or rejecting a question and the right to nominate a Councillor or Officer to answer.**
- 3. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal. There shall be no debating of the issue between the Gallery, Councillors or Officers, and depending on the circumstances, gallery members may be limited to a specific time within which to put their questions, or be limited to asking one question at a time.**
- 4. 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.**
- 5. If a question raised is unable to be answered at the meeting, the President may request it to be submitted in writing to be dealt with in accordance with normal Council procedures.**
- 6. If a question raised (of which due notice has been given) is unable to be answered at the meeting, the person asking the question may request that the answer be given at the next meeting.**
- 7. The priority of question time will be as per the Agenda.**
- 8. Question time to be limited to 30 minutes.**