

The following guidelines have been prepared to regulate how public question time operates at each Ordinary Council Meeting.

1. An opportunity for the community to ask questions of Council will be provided at each Ordinary Council Meeting commencing at 5.00pm.
2. All questions must be submitted to Council in writing and include the name and address of the person submitting the question.
3. All questions submitted in writing to Council no less than 24 hours prior to meeting commencement will be answered at that meeting. Questions received less than 24 hours prior to meeting commencement will be answered at the meeting if possible and if no answer can be given at the meeting, then it will be given as soon as practicable.
4. No person may submit more than two questions at any meeting except at the discretion of the chair.
5. The Chairperson or member of Council staff nominated by the Chairperson may read a question to those present.
6. The Chairperson will direct the question to the appropriate person (Councillor or Officer) for answering. All questions and answers will appear in the minutes of the meeting.
7. All questions and answers must be as brief as possible, and no discussion may be allowed other than for the purposes of clarification.
8. A Councillor or member of Council staff may require a question to be put on notice until the next Ordinary meeting, at which time the question must be answered, or elect to submit a written answer to the person asking the question.
9. The Chairperson has the right to refuse to receive any question on the grounds that the question is irrelevant, objectionable or inappropriate in any way.

