



ELM07 CONDUCT OF PUBLIC QUESTION TIME

Aim	To outline the procedure for the conduct of public question time at ordinary and special meetings of council and to any committee that is open to the public
Application	All Elected Members
Statutory Environment	<i>Local Government Act 1995 s5.24 – Question Time for Public Shire of Ashburton Standing Orders Local Law 2012</i>
Principles	Strategic Community Plan 2017 – 2027 (Desktop Review 2019) Goal 05 Inspiring Governance Objective 3 Council leadership
Approval Date	OMC 17 December 2019 (MINUTE: 722/2019)

Public Question Time

The procedures for Public Question Time is set out in the Shire of Ashburton Standing Orders.

A provision for public question time is made at each meeting of Council, and at Committees that are open to the public.

On attendance at a Meeting, members of the public are required to be provided with the guidance document '*Protocols Public Question Time – Council Meetings*' also available on the Shire website (www.ashburton.wa.gov.au) which gives information on the conduct of Public Question Time.

Members of the public are required to submit their public questions in writing, preferably on the *Public Question Form SOA CEO 143*. Public Question forms are available on the Shire website (www.ashburton.wa.gov.au) and at the venue of the Council/Committee Meeting immediately prior to meetings.



Department of Local Government Guidelines relating to Public Question time outline that elected members should not use question time to ask questions as many other alternatives are available to them.

If elected members are provided with questions from members of the public for presentation to Council as part of Question Time, the Councillor should provide a copy of the questions to the Chief Executive Officer as soon as practical after receiving them, and lodge the original document in the Question Time Tray on Council Meeting Day.

Question time is reserved for genuine questions only and is not intended to be used for the making of statements. Questions should ideally be submitted as early as possible prior to the meeting to enable research to be undertaken, thus enabling the most comprehensive response possible to be provided and avoiding the need to take the question(s) on notice.