



City of Belmont

Public Question Time Proforma

Please ensure that your question complies with the Rules of Public Question Time as published in the Agenda and printed overleaf.

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| Name | |
| Address | |
| Business, Organisation or Group (if presenting on behalf of) | |

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|----------------------|--|-------------------------------------|--|
| Meeting Date: | | Item No (if applicable): | |
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Question/s *(Please write your question/s as clearly and concisely as possible – lengthy questions may be paraphrased)*

Additional space provided overleaf if required. Please tick box if continued overleaf

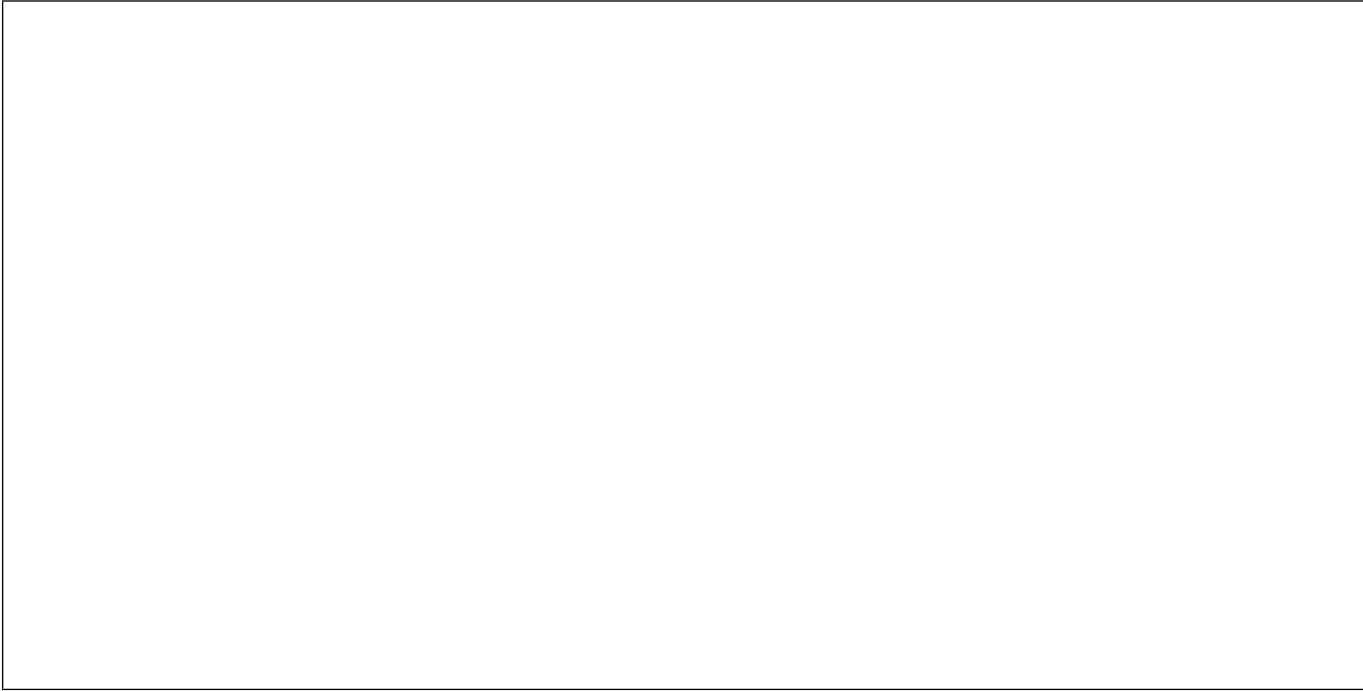
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| Signature | |
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Public Question Time Proforma





Continued



Rules for Council Meeting Public Question Time

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| <p>a) The person asking the question is required to give their name and residential address prior to asking the question.</p> <p>b) Questions are to be directed through the Chair, with the Presiding Member having the discretion of accepting or rejecting a question, and the right to nominate a Councillor or Officer to answer</p> <p>c) In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as concise as possible with any preamble to questions kept to a minimum. As per Council's Standing Orders, no debating of issues between the Gallery, Councillors or Officers is permitted.</p> <p>d) Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response.</p> <p>e) Questions which are considered inappropriate, offensive or otherwise not in good faith, duplicates or variations of earlier questions, relating to the personal affairs or actions of Council members or Officers, legal advice, legal proceedings or other legal processes, or would otherwise impose an unreasonable resource impost on the City, will be refused by the Presiding Member as out of order and will not be recorded in the minutes.</p> <p>f) When a member of the public submitting a question is not physically present at the meeting, that question will be treated as an item of correspondence and will be answered in the normal course of business. The question and response will not be recorded in the minutes.</p> <p>g) Questions from members of the public that do not comply with the Rules of Question Time, do not abide by a ruling from the Presiding Member, or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any direction from the Presiding Member, will be ruled out of order and the question will not be recorded in the minutes.</p> <p>h) Answers to questions are provided in good faith, however, unless reasonable prior written notice of the question has been given, answers should not be relied upon as being totally comprehensive.</p> | <p>i) Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be taken on notice with the response being recorded in the Agenda of the next appropriate Council Meeting. A copy of the response will also be supplied to the questioner.</p> <p>j) Public Question Time is set for a period of 30 minutes, (except for Special Council Meetings for which a 15 minute period is set), and will terminate earlier should no further questions be forthcoming.</p> <p>k) To enable all members of the gallery a fair and equitable opportunity to participate in Public Question Time, each person asking a question shall be provided a maximum two minute time limit in the first instance, in which to ask a maximum of two questions (whether these are submitted in writing or from the floor). A question may include a request for the tabling of documents where these are relevant to an issue before Council.</p> <p>l) Questions to be asked at the meeting will be registered, and the priority for asking questions shall be firstly questions on which written notice has been given prior to the meeting (that is, prior to 12 noon on the day immediately preceding the meeting) and secondly, questions from the floor. The Presiding Member shall call upon members of the gallery who not already submitted questions in writing or earlier have registered their interest to ask a question to do so, and the priority of asking questions shall be in accordance with that register.</p> <p>m) Should there be time remaining in the initial period for Public Question Time after all members of the public have posed their initial allotment of two questions, the Presiding Member can then allow members of the public to sequentially (in accordance with the register) ask a further two questions (with a two minute time limit) until the initial period for Public Question Time has expired.</p> <p>n) Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the gallery to ask their initial allotment of two questions.</p> |
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