



Public Question Time How do I ask a question?

- Glamorgan Spring Bay Council allows 15 minutes in total for Public Question Time during Ordinary Meetings of Council.
- Prior to the commencement of a Council Meeting, the Mayor will approach the public gallery and request the names of those who wish to ask a question during Public Question Time. When the meeting reaches Public Question Time in the agenda, the Mayor will request each person in alphabetical order to ask their question.
- Council encourages wherever possible, that questions are submitted in writing to the Mayor on the day or to the General Manager 7 days in advance of the meeting date. If the question is submitted 7 days prior, it is considered to be taken 'on notice' and an answer will be provided in the meeting agenda.
- Statements will not be allowed during Public Question Time. The Mayor requests that Public Question Time is used for questions only. As the Chair of the meeting, the Mayor will request that anyone asking a question does not make a statement but gets straight to asking their question.
- A question will either be answered on the spot wherever possible or taken 'on notice' to be answered at the next Ordinary Meeting of Council.
- A question by any member of the public and any answer to a question are NOT to be debated.
- As the Chair of the meeting, the Mayor can refuse a question but must explain why a question is being refused.
- There is a limit of two (2) questions per person.
- Finally, it is worth noting that local government is the only level of government where the public gallery can ask questions in the Chamber and this privilege does bring with it a required level of common courtesy and mutual respect between the public, your elected members and the institution of Municipal Council.

Please note: The rules for asking a question during Public Question Time are governed by the Local Government Act 1993 Meeting Procedures (Section 4, Regulation 31) and the Chair of the meeting i.e. the Mayor or Deputy Mayor, if the Mayor is absent.