

## PUBLIC QUESTION TIME

### How do I ask a question?

Local government is the only level of government where the public gallery can ask questions in the Chamber. 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.

1. Glamorgan Spring Bay Council allows a minimum of 15 minutes in total for Public Question Time during Ordinary Meetings of Council.
2. Questions are to be addressed to the Chairperson.
3. Questions addressing the personal actions of a Councillor/s may not be accepted by the Chairperson.
4. Questions must only relate to the activities of Council.
5. Public statements will not be allowed during Public Question Time. The Council requests that Public Question Time is used for questions only.
6. A question asked at a meeting is to, as far as is practicable –
  - (a) be concise; and
  - (b) be clear; and
  - (c) not be a statement; and
  - (d) have minimal pre-amble.
7. Prior to the commencement of a Council Meeting, the Chairperson will approach the public gallery and request the names of those who wish to ask a question during Public Question Time.
8. 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 a response will be provided in the meeting agenda.
9. A question may be taken on notice and answered at the next Ordinary Meeting of Council.
10. A question by any member of the public and any answer to a question is not to be debated.
11. The Chair of the meeting can refuse a question but must explain why a question is being refused. Inappropriate questions that are offensive in nature, relate to personnel, confidential or legal matters involving Council or are not Council business will not be accepted.
12. There is a limit of two (2) questions per person either in writing or in person.

**Please note:** The rules for asking a question during Public Question Time are governed by regulation 36 of the Local Government (Meeting Procedures) 2025 and the Chair of the meeting.