

# SHIRE OF COCOS KEELING ISLANDS

## COUNCIL MEETING PUBLIC QUESTION TIME

<b>Name</b>	
<b>Address</b>	
<b>Telephone / Email</b>	
<b>Council Meeting Date</b>	
<b>Agenda Item (if applicable)</b>	

### Questions:

1.

2.

3.

4.

SEE PUBLIC QUESTION TIME RULES ON REVERSE

## **PUBLIC QUESTION TIME**

- Public Question Time is held at the beginning of each Ordinary or Special Council Meeting. Council allows a period of 15 minutes for public questions. If there are more questions than can be dealt with in the 15 minutes allotted, then the Presiding Member will determine whether Public Question Time should be extended.
- During an Ordinary Meeting, questions may be asked in relation to any matter affecting the Shire.
- During a Special Meeting, questions must relate to the purpose for which that meeting has been called.
- Public Question Time is not a public forum for debate or making of public statements. It is set aside for questions and answers only. Questions should be clear and to the point to enable a concise answer to be provided.
- To ensure accurate recording in the Minutes, all questions must be provided in writing on the reverse of this form and handed to the Executive Support Officer before leaving Council Chambers.
- To ensure that all members of the public wishing to ask a question have the opportunity to do so, each individual will be restricted to asking three question at a time. The Presiding Member will then call on other members of the public in sequence to ask their question. Once all members of the public have had an opportunity to present their question, the Presiding Member will call for further questions if time allows.
- All questions are to be directed through the Chair, with the Presiding Member having the right to accept, reject, respond to or nominate the CEO to respond to any question.
- All persons must clearly state their name and address for the record before putting a question to Council.
- Answers to questions are provided in good faith. However, unless questions are submitted in writing to the Chief Executive Officer no later than 24 hours prior to the meeting, it must be accepted that the answer provided may not be totally comprehensive and therefore should not be relied upon.
- If a question cannot be answered during Public Question Time, it will be taken on notice by the Presiding Member and dealt with in accordance with normal Council procedure.