**SHIRE OF DANDARAGAN**

**QUESTIONS FROM THE PUBLIC**

The Shire of Dandaragan welcomes community participation during public question time as per the Shire of Dandaragan Standing Orders Local Law.

A member of the public who raises a question during question time is requested to:

(a) provide a copy of his or her questions at least 15 minutes prior to the commencement of the meeting;

(b) first state his or her name and address;

(c) direct the question to the President or the Presiding Member;

(d) ask the question briefly and concisely;

(e) limit any preamble to matters directly relevant to the question;

(f) ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except where necessary to explain the question;

(g) each **member of the public** with a question is **entitled to ask up to 3 questions** before other members of the public will be invited to ask their questions;

(h) when a member of the public gives written notice of a question, the President or Presiding Member may determine that the question is to be responded to as normal business correspondence.

The following is a summary of procedure and a guide to completion of the required form.

1. This is a “question” time only. Orations, explanations or statements of belief will not be accepted or allowed.

2. Questions must relate to a matter affecting the Shire of Dandaragan.

3. Questions must be appropriate and made in good faith. Those containing defamatory remarks, offensive language or question the competency or personal affairs of council members or employees may be ruled inappropriate by the Mayor or Presiding Member and therefore not considered.

4. Frame your question so that it is both precise and yet fully understood. Long questions covering a multitude of subjects are easily misunderstood and can result in poor replies being given.

5. Write your question down on the attached form, it helps you to express the question clearly and provides staff with an accurate record of exactly what you want to know.

6. When the President or presiding member calls for any questions from the public, stand up and wait until you are acknowledged and invited to speak. Please start by giving your name and address first, then ask the question.

7. Questions to be put to the President or presiding member and answered by the Council. No questions can be put to individual Councillors.

8. The question time will be very early in the meeting. **There is only 15 minutes available for Question Time.** Questions not asked may still be submitted to the meeting and will be responded to by mail.

9. When you have put your question, resume your seat and await the reply. If possible, the President or presiding member will answer directly or invite a staff member with special knowledge to answer in his place. However, it is more likely that the question will have to be researched, in which case the President or presiding member will advise that the question will be received and that an answer will be forwarded in writing. Please note under NO circumstances, will the question be debated or discussed by Council at that meeting.

10. To maximise public participation only three questions per person will initially be considered with a time limit of 2 minutes per person. If there is time after all interested persons have put their questions the President or presiding member will allow further questions, again in limits of two per person.

11. To fill out the form, just enter your name and address in the appropriate areas together with details of any group you are representing, then write out your question.

12. Please ensure your form is submitted to the minutes secretary.

If you have difficulty in or are incapable of writing the question, Shire staff are available on request to assist in this task.

We hope this note assists you in the asking of your question and thank you for your interest and participation in the affairs of our Shire.

**SHIRE OF DANDARAGAN**

**QUESTIONS FROM THE PUBLIC**

**Any member of the public wishing to participate in Public Question Time during Council or Committee meetings is welcome to do so, however, Council requires your name, address and written questions to be provided to the meeting secretary.**

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| Name: |  | Signature: |  |
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| Address: |  |
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|  |  |
| Contact No: |  | Meeting Date: |  |
|  |  |  |  |  |
| Council Agenda Item No: |  |
| *(if applicable, see below\*)* |
| Name of Organisation Representing:  |  |
| *(if applicable)* |  |  |  |
|  |
| QUESTION:*Each member of the public is entitled to ask up to 3 questions before other members of the public will be invited to ask their question. 15 Minutes is allotted to Public Question Time at Council Meetings.* |
| **Please see notes on Public Question Time overleaf…** |

***\* Agenda Forums:*** *Questions can only be addressed where they relate to an Agenda Item.*

***\* Council Meetings:*** *Questions are to relate to a matter affecting the Shire of Dandaragan.*