

# Public Question Time

## What is public question time?

Public question time is your opportunity to ask questions relating to any City of Swan matter.

## How long is allowed for public question time?

A minimum of 15 minutes is allowed for all questions during public question time. The extension of question time beyond this time would require a Council resolution.

The Presiding Member can close public question time before the allotted 15 minutes if there are insufficient questions to occupy question time.

## How do I submit my question?

If you would like to ask a question at the Council meeting we ask that you register and submit your questions in writing by 5pm on the Tuesday immediately prior to the Council meeting.

If you have a complex question we suggest you submit your questions to the City's Governance Support Officer as early as possible. This allows us to conduct any research required to give you an informative and considered answer to your question and means you are more likely to get an answer on the night rather than your question/s needing to be 'taken on notice' (which means a staff member will research the question and provide you with a written response, if an address has been provided, and the answer will be included in the agenda at the next Council meeting).

## What happens at the Council meeting?

During the Council meeting members of the public will be called forward to ask their questions. When the Presiding Member invites you to ask your question/s, you should walk to the microphone, state your full name and suburb of residence and then proceed to ask your questions one at a time.

The Presiding Member may limit the number of questions each person may ask if there are a large number of people wishing to ask questions. This is to ensure an equal and fair opportunity is provided to all persons wishing to ask a question.

Question time is conducted in two parts, with questions relating to items on the agenda heard first. Members of the public who have submitted questions prior to the meeting will be called to ask their question in the order they have registered. Any person who has not registered will be given an opportunity to ask a question after those who have registered.

Once questions regarding items on the agenda have been asked, other members of the public will be given the opportunity to ask their questions, time permitting.

If you ask a question that the Presiding Member believes has been previously responded to, you will be advised accordingly.

Questions may be answered at the meeting by the Presiding Member, Chief Executive Officer or another Councillor or City staff member. If necessary, the questions may be taken on notice (which means a staff member will research the question and provide you with a written response if an address has been provided and the answer will be included in the agenda at the next Council meeting).

Please note that no debate or discussion about the question or answer will take place at the meeting. Questions and answers will be summarised and included in the minutes of the meeting.



## What happens if my question can't be answered at the meeting?

If your question cannot be answered at the meeting and an answer requires further research it will be 'taken on notice'. A written response will be provided to you (where an address has been provided) and the response will be recorded in the agenda of the next meeting.

## Who can I contact?

To submit your questions or for further information please contact the City's Governance Support Officer.

**Email:** [council.meetings@swan.wa.gov.au](mailto:council.meetings@swan.wa.gov.au)

**Telephone:** (08) 9267 9267

**Post:** PO Box 196, Midland WA 6936

**In person:** City of Swan Administration, 2 Midland Square, Midland

