

Public Question Time Guidelines



- Question time shall not exceed 15 minutes.
- During the allocated time questions will be accepted on topics that need not relate to the agenda.
- The person asking the question shall stand and direct their question to the Chair. Prior to asking the question the person must state their name and address.
- Presentation of any question shall not exceed 2 minutes.
- No more than 3 questions shall be accepted by the Chairperson on any one subject.
- The Chair may accept or reject any question or summarise the question before putting it to the meeting.
- The Chairperson may refer a question to another Councillor or an officer.
- The Chairperson or any Councillor or officer to whom a question is referred may:
 - Decline to answer the question
 - Have the question put on notice for the next ordinary meeting of Council
 - Agree to provide the questioner with a written response.
- Answers to questions shall be confined to the substance of the question asked and its relationship to matters of concern to the Council. The question will not be debated and it must be a question and not a statement.