Kingborough

GUIDELINES FOR PUBLIC QUESTIONS AT COUNCIL MEETINGS

Division 4 of the *Local Government (Meeting Procedures) Regulations 2025*

This guide is to assist community members understand how to ask questions during Public Question Time at a Council meeting or sending in questions to be placed on the meeting Agenda, based on the *Local Government (Meeting Procedures) Regulations 2025*, as well as any other determinations made by Council.

Please remember, this time is for asking questions only—there will be no discussion or debate about the questions or the answers.

How to Ask a Question:	You can ask a question either: • In writing (before the meeting) (see questions on notice below), or • In person at a regular Council meeting (see questions without notice below). Your question must be about Council activities only.
Purpose of Question Time:	• This time is for asking questions, not for debating them. • Answers will be given, but there won't be any discussion.
Written Questions (Questions on Notice):	• Must be sent at least 7 days before the meeting. • The 7-day period includes weekends and public holidays, but not the day you submit the question or the day of the meeting. • Title your submission clearly as "Question/s on Notice."
Verbal Questions (Questions Without Notice):	• At least 15 minutes will be set aside during the meeting for these. • A maximum of three (3) questions will be allowed per person, per meeting. • You can't ask about topics already on the meeting agenda. • If your question can't be answered right away, it will be answered at the next meeting or as soon as possible.
Rules for Asking Questions:	Your question should: • Be short and clear; • Not be a statement; • Have little or no introduction. The Chairperson may reject your question if it: • Is offensive, defamatory, or illegal; • Doesn't relate to Council business; • Is unclear, repetitive, or about confidential matters.