

PALM ISLAND ABORIGINAL SHIRE COUNCIL

POLICY STATEMENT

SUBJECT: PUBLIC QUESTION TIME MEETINGS

AUTHORITY: Council of the Whole.

PURPOSE: To define procedure including the amount of time set down for public question time at Council Meetings.

POLICY:

Procedure:

- * Each question must be submitted in writing and received by the Chief Executive Officer at least two days prior to the date of the Council Meeting when the question is to be raised.
- * Each question should be briefly stated and supported by brief background information.
- * Notice of the question will be made available to Members as soon as practical prior to the Meeting.
- * A total period of up to thirty minutes will be set aside prior to the Monthly Council Meeting for questions to be raised.
- * Each person who has given prior notice will have five minutes to ask the question and address the Members.
- * Where more than one person or representative of an association is involved in a question the time limit of five minutes must be shared between the speakers.
- * A maximum of four questions will be scheduled for the date of each Council Meeting.
- * A verbal reply may be given to the speaker by the Mayor or Committee Chairperson where a firm Council decision has already been made, but care should be taken.
- * It is considered preferable for the matter raised to be referred to a Standing Committee for full consideration of all relevant factors before any commitment is made.
- * The proceedings will be open to the media and the public unless the Council otherwise determines in any particular instance.
- * The proceedings of the Question Time segment will not form part of the Council Minutes.
- * A written reply will only be forwarded where the matter is referred to a Committee and subsequently a decision is made by the Council.

DELEGATION: Authority in respect of this Policy is delegated to the Mayor and Chief Executive Officer.

RESOLUTION DATED: May 2010