

Name:	Public Question Time		
Type:	Council Guideline		
Owner:	Chief Executive Officer		
Responsible Officer:	Governance and Strategy Manager		
Approval Date:	4/05/2021	Document ID:	466305

## 1 PURPOSE

To provide clear and transparent information to members of the public submitting written questions to be considered at an Ordinary Meeting of Council that is open to the public.

Public Question Time allows for no more than 15 minutes or two questions per person.

## 2 HOW TO SUBMIT A PUBLIC QUESTION

- Questions must be received on the Council Approved Form.
- Questions must relate to the business of the Council.
- Questions must not take the form of a statement or a personal opinion.
- Name and address must be provided.
- Questions should be submitted by 12:00 (noon) the business day before the requested meeting date.

## 3 WHAT HAPPENS ONCE A PUBLIC QUESTION IS RECEIVED

- If a question is provided by 12:00 (noon) the business day before the meeting, Council will endeavour to provide a response at the meeting.
- If a question is unable to be answered within the timeframe, Council will advise and provide an estimated date for the question to be answered.
- A copy of the question will be tabled at the meeting and uploaded onto the Council website.
- Public Question Time must be attended for the question and answer(s) to be read aloud by the Chief Executive Officer, otherwise the response will be tabled at the meeting.
- No discussion on the question or answer can take place at the meeting.
- The Chief Executive Officer may reject a question that is considered either offensive, inappropriate, reflects adversely on the Council or is similar in nature to a question asked within the previous three months.

Questions can be submitted on the Public Question Time Form via:

Email: [governance@palmerston.nt.gov.au](mailto:governance@palmerston.nt.gov.au)  
 Post: City of Palmerston, PO Box 1, Palmerston NT 0831  
 Delivered to: City of Palmerston Customer Service Desk located: Civic Plaza, 1 Chung Wah Terrace, Palmerston NT 0830