



SHIRE OF GNOWANGERUP

Public Question Time

Section 5.24 of the *Local Government Act 1995* provides that members of the Public are able to ask questions at Council Meetings that are open to the public. Public Question Time will be limited to 15 minutes*. The Council may exercise a discretion to extend the time by resolution if required. If there are questions remaining unasked at the expiration of the time allotted members of the public will be asked to submit their questions in writing to the Chief Executive Officer who will provide a written reply with the response placed in the Agenda of the next Ordinary Meeting of the Council. (*A minimum of 15 minutes is provided by Regulation 6(1) of the Local Government (Administration) Regulations 1996 (S.5.24 of the Local Government Act 1995).

Dealing with Public Questions:

- Questions must relate to the business of the Council or the Committee.
- Questions must not take the form of a statement or a personal opinion.
- A questioner must provide their name and address.
- Questions are requested to be submitted in writing (on this form) and handed to the Shire President prior to the commencement of the meeting or emailed to gnp@gnowangerup.wa.gov.au by 10:00am for Council meetings.
- Questions may also be asked verbally at a meeting.
- Each questioner will be limited to two (2) questions. Statements or long preamble are not permitted.
- Questions received prior to the meeting will be read aloud by the Shire President.
- Questions may be answered at the meeting or if necessary, the question may be 'taken on notice' and a written response provided to the questioner. The response is recorded in the next meeting agenda.
- There will be no debate on the answers given.
- The Shire President may reject a question that is considered either offensive or reflects adversely upon the Shire, the Council or an employee.

Public Question Time Proforma

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| Name: | | | |
| Residential Address: | | | |
| Organisation Name: | | | |
| Council Meeting Date: | | Council Agenda | |
| Question: <i>Please provide your question(s) here or attach a copy in full to this form,</i> | | | |
| <i>Note: To provide equal opportunity for all in attendance to ask questions, a limit of two (2) questions at a time from any one person is imposed.</i> | | | |
| Signature: | | Date: | |

Thank you for your participation.