



PUBLIC QUESTION TIME FORM

COUNCIL MEETING

NAME:					
ADDRESS:					
PRIVACY ISSUES ¹		I willingly opt for my personal information to appear in the Council Meeting minutes. <i>Please tick appropriate box.</i>			
Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Street Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ORGANISATION REPRESENTED: <i>(if applicable)</i>					
CONTACT TELEPHONE:					
DATE OF COUNCIL MEETING:					
Attendance at Council Meeting		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
QUESTION <i>(one question per form)</i>					
SIGNATURE:				DATE:	

¹Council is committed to the privacy principles as prescribed by the Information Privacy Act. It is your option as to whether your name and/or address (street name only) appears within the Council minutes.

Extract from Governance Rules

Division 15 - Public Participation relating to Question Time at Council Meetings

94. Question Time

- (1) There shall be question time at every Ordinary Meeting to enable the public to submit questions to Councillors.
- (2) Up to fifteen (15) minutes will be allowed for the answering of all questions.
- (3) Upon expiration of fifteen (15) minutes, any unanswered questions will be answered the day after the Council Meeting by means of letter OR an extension of time may be granted by resolution of Council for another ten (10) minutes.
- (4) A person must not submit more than two questions to a Council Meeting.
- (5) Where questions are divided into parts, each part will be considered a separate question.
- (6) Questions will only be accepted in the format of the prescribed form. [Public Question Time forms](#) can be accessed via Council's website and at Council's Customer Service Centres.
- (7) Questions are to be submitted to the Chief Executive Officer at the City Offices no later than 12.00pm on the day of the Council Meeting.
- (8) The Chairperson may disallow any question on the ground that it is repetitive of a question already asked, either at the current Council Meeting or previous Council Meeting, objectionable, irrelevant, raises an issue of a confidential nature or is asked to embarrass either a Councillor or Council Officer.
- (9) Council will provide an answer in writing.
- (10) The Chairperson will nominate the appropriate Councillor or Council Officer to answer the question.
- (11)
 - (a) A Councillor or Council Officer may take a question on notice, in which case they will provide an answer by letter; and
 - (b) Copies of any letter provided under sub-clause (a) must be provided to all other Councillors.
- (12) A Councillor may, at their discretion, seek additional information from the Chief Executive Officer to assist in the answering of a question at the meeting.
- (13) No debate or discussion of questions or answers is permitted.
- (14) Sub-clauses (1) to (13) do not apply during any period when Council has resolved to close the meeting (*meet In-Camera*) in respect of a matter under section 66 of the Act.