

## Public Question Time Request Form

*For members of the public to ask a question at an Ordinary or Special Council Meeting.*

|                                                                                                                                                                                                                                                                                 |                                                 |                                         |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------|--|
| <b>Full Name</b>                                                                                                                                                                                                                                                                |                                                 | <b>Organisation<br/>(if applicable)</b> |  |
| <b>Residential address</b>                                                                                                                                                                                                                                                      |                                                 |                                         |  |
| <b>Email address</b>                                                                                                                                                                                                                                                            |                                                 | <b>Phone</b>                            |  |
| <b>Meeting type<br/>(circle one)</b>                                                                                                                                                                                                                                            | Ordinary Council / Special Council* / Committee |                                         |  |
| <b>Meeting date</b>                                                                                                                                                                                                                                                             |                                                 | <b>Agenda item</b>                      |  |
| <p><b>(*)Note: If the question is lodged to be asked at a Special Council Meeting, but does not relate to the purpose of that Special Council Meeting, it will be responded to administratively and incorporated into the next Ordinary Council Meeting agenda/minutes.</b></p> |                                                 |                                         |  |

|                     |  |
|---------------------|--|
| <b>Question One</b> |  |
| <b>Question Two</b> |  |

### Declaration & Acknowledgement

#### Acknowledgement for Public Question Time

*I acknowledge that questions must be asked in accordance with the Shire of Carnarvon Meeting Procedures Local Law 2021, including question limits, time limits and the requirement for questions to be clear, concise and framed as questions.*

|                    |                                                                                                                                                                                                                                                                          |             |  |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--|
| <b>Declaration</b> | I confirm that the information provided in this form is true and correct. I acknowledge that I have read the public time information contained in this form and understand that my participation is subject to the Shire of Carnarvon Meeting Procedures Local Law 2021. |             |  |
| <b>Signature</b>   |                                                                                                                                                                                                                                                                          | <b>Date</b> |  |



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### INFORMATION ON PUBLIC QUESTION TIME

#### Privacy Collection Notice

The Shire of Carnarvon collects your personal information under the *Local Government Act 1995* and the *Shire of Carnarvon Meeting Procedures Local Law 2021* in order to present a deputation to Council; by providing your personal information, you consent to the collection, use, and disclosure of your information as described in this notice. For more information, please refer to the Privacy Collection Notice on Shire of Carnarvon website [www.carnarvon.wa.gov.au](http://www.carnarvon.wa.gov.au)

The following information is provided for members of the public wishing to participate in Ordinary or Special Council Meetings.

#### PUBLIC QUESTION TIME

Consistent with the Local Government Act, Administration Regulations and Shire By-Laws, the following information is provided for members of the public wishing to ask questions at Ordinary or Special Council Meetings:

- Public Question Time will be conducted for up to 15 minutes but can be extended by resolution of the Council.
- Questions at ordinary council meetings are limited to matters affecting the local government.
- Questions at special council meetings are limited to the purpose of that special council meeting.
- Members of the public are encouraged (but not required) to submit questions in advance or complete a Question Time form to assist with meeting administration.
- Questions submitted in writing prior to the meeting may assist in the preparation of a response; however, a question is only formally considered when it is asked at the meeting, unless otherwise dealt with as correspondence.
- The member of the public must first state their name and residential address, prior to asking their question.
- Each member of the public may ask up to two questions initially, after which other members of the public will be invited to ask their questions. Each member of the public has up to two minutes to ask their question(s).
- Questions must be clear, concise and asked as a question. The Presiding Member may refuse to accept questions that are:
  - defamatory, offensive, or questioning the competency of staff or Council members.
  - statements not framed as a question.
  - substantially the same as a question previously asked and answered.
- Conditional on time being availability, and an equal and fair opportunity being provided to others to ask their question(s) and receive their response(s), then Meeting Procedures Local Law 2021, 6.7(5) is interpreted as allowing the Presiding Member to permit a member of the public to ask additional questions beyond their initial two.
- The Presiding Member may nominate a Member or Officer to respond or may determine that a question be taken on notice.
- When a question is taken on notice, a written response will be provided, and a summary of that response will be included in the next Ordinary Council meeting agenda.
- If the Member or Officer allocated to answer the question has a financial or proximity interest, they must declare their interest and the question will then be responded to by another person.
- No debate or discussion is permitted in relation to any question or answer.
- A summary of each question and response will be included in the minutes of the meeting (Local Government (Administration) Regulations 1996 – r.11(e)).

#### SPECIAL MEETINGS OF COUNCIL

*Members of the public are welcome to attend a Special Meeting of Council if open and may participate in Public Question Time or, with approval, make a deputation to the Council. Questions and deputations must relate to the purpose of the Special Meeting (Local Government Act 1995 – s.5.23; Local Government (Administration) Regulations 1996 – r.12(4); Meeting Procedures Local Law 2021 – cl. 6.9)*

#### Submission Options

**Email** – [shire@carnarvon.wa.gov.au](mailto:shire@carnarvon.wa.gov.au)

**Post** - Chief Executive Officer, Shire of Carnarvon, PO Box 459, Carnarvon WA 6701

**In person** - Shire of Carnarvon Administration Office, 3 Francis Street, Carnarvon WA 6701