

Public Question Time

To expedite question time, you are requested to put your question in writing and hand it, or a copy of it, to the Chief Executive Officer prior to the meeting commencing. Alternatively, this form can be emailed to ceo@williams.wa.gov.au prior to the meeting commencing (no later than 12pm on the day prior to the Ordinary Council Meeting).

Written questions in advance are encouraged especially if they may require research or background checking to enable an informative response to be given.

1. When the Presiding Officer asks if there are any questions from the public, you are to acknowledge that you have a question.
2. The Presiding Officer will call on the public to ask their questions.
3. State your name and address.
4. Ask the question of the Council, directed to the Presiding Officer.
5. A question may be taken on notice by the Council or Committee for a later response.
6. When a question is taken on notice the response will be sent directly to the member of the public asking the question in writing and will be included in the agenda at the next meeting of the Council or Committee as the case requires.

Local Government Act 1995, Local Government (Administration) Regulations 1996 7 (4).

Each person is to be given an equal and fair opportunity to ask a question and receive a response.

- a) *A Council does not have to answer a question that does not relate to a matter affecting the local government,*
- b) *A Council at a special meeting does not have to answer a question that does not relate to the purpose of the*
 - a. *meeting; or*
- c) *A committee does not have to answer a question that does not relate to a function of the committee.*

Questions

1.

2.

3.

Your Name _____

Your Address _____

Your Email Address _____