



PUBLIC QUESTION TIME – COUNCIL MEETINGS

Note: Members of the public are encouraged to submit questions to the Administration for response rather than waiting for a Council Meeting at the end of the month by either:

- e-mail to: records@bunbury.wa.gov.au or
- fax to the Chief Executive Officer on 9792 7184
- post to the CEO, City of Bunbury, PO Box 21 Bunbury WA 6231

Procedures for Public Question Time at Council Meetings

1. Public Question Time is available only for asking questions and not for making statements or preamble. Complex questions requiring research should be submitted **5 working days** prior to the Council Meeting in order to allow the City sufficient time to prepare a response. Basic questions can be lodged in writing 24 hours prior to the Ordinary Council meeting. Alternately, if the questions are able to be taken on notice and do not require an answer on the night, the form can be submitted up until 4:00pm on the day of the Ordinary Council Meeting. Question Forms are available on the City's website and in the foyer outside the Council Chamber.

The Mayor or the person presiding at the meeting may, at their discretion:

- ❖ accept or reject the question and his/her decision is final.
- ❖ Make a determination where there is any concern about a question being offensive, defamatory or the like. Questions determined as offensive, defamatory or the like will not be published.
- ❖ Nominate a Member of the Council and / or an Officer to answer the question.
- ❖ Take a question on notice. In this case a written response will be provided as soon as possible and a summary included in the next Council Agenda.
- ❖ Take a question as 'correspondence'. In this case the question will appear in the Minutes stating the question was 'taken as correspondence' and a written response will be provided as soon as possible. However the response to 'questions take as correspondence' will **not** appear in the next Council Agenda.

A summary of all questions (**except those rejected**) and a summary of the responses (**except responses to questions taken as correspondence**) will be recorded in the Minutes. Please note that no debate or discussion will be permitted on any question or answer.

2. Members of the public must be in attendance at the Council Meeting to which they have submitted a question(s) for response. If this is not the case the question(s) will be treated as correspondence by the Administration and the question / response will not appear in the Council Minutes.
3. Members of the public are required to include their name and address on the Public Question Time form and this information will appear in the Council Minutes. If members of the public do not want their residential details to appear in the Council Minutes i.e. on the Internet – then the question(s) will be treated as correspondence by the Administration.
4. Question Time will be held in accordance with the legislated period of 15 minutes. You may submit three (3) questions for consideration at any Council Meeting. Questions must relate to the ordinary business of the City of Bunbury, the function of the Council or the purpose of the Special Council Meeting as appropriate. Sub-parts of questions are counted as a question. The opportunities are then rotated for as long as time permits. Public question time is declared closed following the expiration of the allocated 15 minute time period, or earlier if there are no further questions. The Presiding Member may extend public question time for up to 15 minutes after the end of the minimum time for questions.



COUNCIL MEETING - PUBLIC QUESTION TIME

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QUESTION TO THE COUNCIL

Name:	
Address:	
Contact Email address: <i>(a copy of your questions with responses will be emailed to you following the meeting)</i>	
Question 1:	
Question 2:	
Question 3:	