

## Public Question Time Form

**Your details:**

Full Name:

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Telephone:

Email:

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Address:

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*(Before completing this form, please refer to Guidance Notes overleaf)*

Please note that at the meeting of the Ordinary Council to be held on \_\_\_\_\_,

I intend to ask the following question(s):


## Guidance Notes for the Completion of the Public Question Time Form

During Public Question Time members of the public are given the opportunity to ask a question of Council.

If you complete this form and provide advance notice of the question(s) you intend to raise at a Council meeting, officers will try to ensure that a full and detailed response is provided to you at the meeting.

Once completed, this form can be returned to the Shire, either by:

- Hand delivering it to the Shire of Murray's Administration Office, 1915 Pinjarra Road, Pinjarra
- Emailing to [mailbag@murray.wa.gov.au](mailto:mailbag@murray.wa.gov.au), or
- Faxing to 08 9531 1981

Questions can still be asked at a Council meeting without advance notice and officers will make every attempt to provide an answer. However, should this not be possible, your question will be 'taken on notice' and a written response sent to you once the necessary research has been undertaken. This response will also be included in the next Council agenda for that meeting.

### **Extract from the Shire of Murray's Standing Orders Local Law 2008**

3.3.2 *A member of the public who raises a question during question time is to state his or her name and address and be limited to three minutes duration to speak except with the consent of the presiding member.*

3.3.3 *A question may be taken on notice by the Council for later response.*

3.3.4 *When a question is taken on notice under sub-clause (3) a response is to be given to the member of the public in writing by the CEO, and a copy is to be included in the agenda of the next meeting of the Council.*

Questions asked by members of the public and answers:

- are to be brief and concise; and*
- are not to be accompanied by –*
  - any argument, expression of opinion or statement of facts, except so far as may be necessary to explain the question or answer; or*
  - any statement reflecting adversely on the integrity of any Member, officer or other party; or*
  - any discussion.*