



Public Question Time Submission

Council invites community members to ask questions of Council during Public Question Time at an **Ordinary Council Meeting or a Special Council Meeting (relevant to purpose of meeting)**.

Complete the form below and submit no later than 24 hours prior to the meeting.

Members of the public are encouraged to submit questions for response as correspondence at any time rather than waiting for a Council meeting at the end of the month. Email enquiries@southperth.wa.gov.au, submit in person at the City's Administration Building or post to the City of South Perth, Cnr Sandgate and South Tce, South Perth 6151.

I/we apply to be received by the Council at the:

Ordinary Council Meeting scheduled for ____/____/____

Special Council Meeting scheduled for ____/____/____

Full Name(s): _____

(If representing an organisation please print the name of the organisation)

Address(s): _____

(If representing an organisation please print the address of the organisation)

Telephone: _____ **Email:** _____

(Acknowledgement will be sent to the email address provided)

My questions are as follows *(questions raised outside those identified below will be rejected):*

Question 1.

Question 2.

Question 3.

Conditions for Public Question Time Participation

- Questions shall be received no later than 24 hours prior to a meeting.
- Complex questions requiring research shall be submitted one week (7 days) prior to the meeting in order for the City to prepare a response.
- Debate or discussion on a response is not permitted.
- Questions may be Taken on Notice.
- Questions may be treated as Correspondence.
- Offensive, defamatory questions shall be rejected.
- Respect to the Chamber shall be shown at all times.

Email the completed form to enquiries@southperth.wa.gov.au or submit in person to the Concierge at the City's Administration Building, Cnr Sandgate St and South Tce, South Perth between 8.30am and 5pm Monday to Friday.

By signing below you acknowledge the Conditions for Public Question Time participation.

Signature: _____

Date: _____



Procedure for Public Question Time at Council Meetings

Public Question Time is available only for asking questions, not for making statements or long preamble / post script. A short preamble for contextual understanding is acceptable.

Questions may be heard at the commencement of a Council meeting at the appropriate Item titled 'Public Question Time'.

Any person who completes and submits, with at least 24 hours' notice, a 'Public Question Time Submission' form may be received at a Council meeting.

Complex questions requiring research shall be submitted seven (7) working days prior to the Council meeting in order to allow the City sufficient time to prepare a response.

Questions may be accepted in writing at the meeting (forms provided in the Chamber foyer) by placing the form in the 'Public Question Time' tray provided in the Chamber no later than five (5) minutes prior to the commencement of the Council meeting. Any questions submitted at the meeting will be Taken on Notice and an answer provided in the Agenda of the next Ordinary Council meeting.

Members of the public are encouraged to submit questions to the Administration for response as correspondence rather than waiting for a Council meeting at the end of the month by email to enquiries@southperth.wa.gov.au or by post to the City of South Perth, Cnr Sandgate and South Tce, South Perth.

Public Question Time will be held in accordance with the legislated period of 15 minutes. A maximum of three (3) minutes is allotted for each person to ask up to three (3) questions, including any contextual or opening statement. All questions must relate to the ordinary business of the City of South Perth, the function of Council or the purpose of the Special Council Meeting as appropriate. Sub-parts of questions are counted as a question (ie. question 1 parts (a), (b) and (c) will be counted as three questions).

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 call a motion to extend Public Question Time for no longer than 5 minutes at the end of the expired 15 minutes.

The Presiding Member may, at his/her discretion:

- accept or reject the question and his/her decision is final;
- make a determination where there is concern about a question being offensive, defamatory or the like, in which case, it will not be published;
- nominate a Member of the Council and / or an Officer to answer the question; and
- treat questions as correspondence;
- take a question on notice, in which case the response will be provided in the Agenda of the next Ordinary Council meeting.

No debate or discussion will be permitted on any question or answer.

A summary of all questions (except those rejected) and the responses will be recorded in the Minutes.

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 not be acknowledged at the meeting but treated as correspondence by the Administration and the question / response will not appear in the next Council Agenda.