

Guidance note to aid 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 are able to complete this form and provide advance notice of the question(s) you intend to raise at a Committee or 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 City, either by:

- Hand delivering it to the City's Administration Officers, 3 Peel Street, Mandurah
- Emailing it to minute.officer@mandurah.wa.gov.au

Question(s) can still be asked at a Committee or 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 agenda for that meeting.

Extract from the City's Standing Orders Local Law 2016

- 3.3 (1) A member of the public who raises a question during question time is to state his or her name and address.
- 3.3 (2) A question may be taken on notice by the Council or Committee for later response.
- 3.3 (3) When a question is taken on notice under subclause (2) a response is to be given to the member of the public in writing by the Chief Executive Officer, and a copy is to be included in the agenda of the next meeting of the Council or Committee as the case requires.
- 3.3 (4) Questions asked by members of the public and answers:
- (a) are to be brief and concise; and
- (b) are not to be accompanied by:
- (i) any argument, expression of opinion or statement of facts, except so far as may be necessary to explain the question or answer; or
 - (ii) any statement reflecting adversely on the integrity of any Member, officer or other party; or
 - (iii) any discussion.