



Submit to:
Chief Executive Officer
PO Box 56
Leonora WA 6438
Email: ceo@leonora.wa.gov.au
Enquiries: 08 9037 6044

Public Question Time Submission Form

Name: _____
Contact Number: _____
Contact Email: _____
Street Address: _____
Postal Address: _____

Public Question Time is held in accordance with Section 5.24 of the *Local Government Act 1995* and must be in accordance with Regulations 5, 6 and 7 of the *Local Government (Administration) Regulations 1996* as well as the following Shire of Leonora documentation:

- Shire of Leonora Policy Manual
 - Policy M.5.3 – Public Question Time
- Shire of Leonora Local Law No. 1 Standing Orders:
 - Section 3.3 – Public Question Time

15 Minutes have been allocated for Question Time following the opening and announcements at the beginning of the meeting. Should there be a series of questions, the period can be extended at the discretion of the chairman.

Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and response is included in the Minutes.

When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answer prior to the next meeting of Council.

Electronic Council/Committee Meetings

Where a decision under Regulation 14D of the *Local Government (Administration) Regulations 1996* has been made to conduct an electronic Council or Committee Meeting, the following changes to Policy M.5.3 – Public Question Time apply:

- b) Persons will be invited to speak in order of their registration
- e) All questions must be submitted in writing at least 15 minutes prior to the meeting's commencement
- j) Unregistered questions will not be heard during electronic meetings

Acknowledgement

In signing this submission form I acknowledge and agree to abide by the Council's Public Question Time Policy, and the adjustments in place for electronic meetings, and recognise that I am speaking in a public forum and that the information contained on this form and questions will be recorded in the meeting minutes which is a public record.

Signature of Applicant: _____



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Questions Asked in Absentia:

Where a person submits a question in writing for Public Question Time but fails to attend the meeting, the presiding member may decide that the question is not to be put to the meeting, in which case, the CEO may reply in writing at a time other than at the meeting.

Questions to the Presiding Officer

Please use N/A where necessary

Minutes/Agenda Date: _____ Item No: _____ Page No: _____

Question 1:

Minutes/Agenda Date: _____ Item No: _____ Page No: _____

Question 2:

Minutes/Agenda Date: _____ Item No: _____ Page No: _____

Question 3: