



# Shire of Lake Grace Information Sheet

## Public Question Time

In accordance with the *Local Government (Administration) Regulations 1996*, a minimum of 15 minutes for public question time will be set aside at Council Meetings for members of the public to ask questions relating to Shire activities. Public question time is held early in the Council Meeting agenda. Anyone may ask a question. Questions may be submitted in two ways:

1. Questions submitted in writing and be 'put on notice' before the Council Meeting.
2. Questions may be raised from the public gallery 'without notice' during public question time.

The Shire encourages members of the public to submit a question in writing prior to a Council Meeting. This enables Council to provide a more "well-researched" and complete response. These questions and answers will be listed on the agenda for the next scheduled meeting.

Questions asked during public question time without notice, the Chairperson may nominate a Councillor or member of Shire staff to answer a question, alternatively a written answer may be provided to the question.

The question and name of the person asking the question, along with the name of the Councillor or Shire staff member who responded to the question shall be read out in the meeting and form part of the Minutes of the Council Meeting.

During public question time no discussion is allowed other than for purposes of clarification. Public question time provides an opportunity for people to ask questions about Council's activities, not make statements.

To submit a question in writing, members of the community will need to fill out a public question form and be returned to the Chief Executive Officer by 10am on the day of the Meeting. Forms can be returned by:

Mail – PO Box 50, LAKE GRACE WA 6353

In Person – 1 Bishop Street, Lake Grace WA

Fax – (08) 9890 2599

Email – [shire@lakegrace.wa.gov.au](mailto:shire@lakegrace.wa.gov.au)

If your question is unable to be answered at the Council Meeting you will be advised and an answer will be provided in writing within 10 working days.

Each member of the public who wishes to ask a question at a meeting is given an equal and fair opportunity to ask the question and receive a response.

### **Questions May be Refused in Certain Circumstances**

In some circumstances the Chairperson may refuse to allow a question on notice to be listed or refuse to respond to a question put at a meeting without notice. This can include a question that is not related to Shire activities, questions the competency of a Councilor or Shire staff member, contain defamatory remarks or offensive language, relates to a confidential matter or is unlawful in anyway

If you require further information please contact the Shire Office.

### **Shire of Lake Grace**

1 Bishop Street, Lake Grace WA 6353 - PO Box 50, Lake Grace WA 6353

Ph: (08) 9890 2500 - Fax: (08) 9890 2599

Email: [shire@lakegrace.wa.gov.au](mailto:shire@lakegrace.wa.gov.au)

[www.lakegrace.wa.gov.au](http://www.lakegrace.wa.gov.au)

