

PUBLIC QUESTION TIME FORM COUNCIL OR COMMITTEE MEETING

INFORMATION REQUIRED	YOUR RESPONSE (RESIDENTIAL PROPERTY)
DATE:	
NAME:	
STREET ADDRESS:	_____
POSTAL ADDRESS:	_____
ARE YOU A PERENJORI RATEPAYER	<input type="checkbox"/> Yes <input type="checkbox"/> No
EMAIL ADDRESS:	
CONTACT PHONE:	HOME: _____ MOBILE: _____
AGENDA ITEM NO:	
<p>Please ensure to submit your questions two working days prior to the meeting:</p> <ol style="list-style-type: none"> 1. Faxing this form to 9973 1029 2. Emailing this form to 3. Hand deliver to the Chief Executive Officer at the Shire of Perenjori (56 Fowler Street, PERENJORI WA 6620) 	

Office Use Only				
Received by (Shire officer):				
Received via:	<input type="checkbox"/> Counter	<input type="checkbox"/> Fax	<input type="checkbox"/> Email	<input type="checkbox"/> Other
Received on (date):				
Recorded as incoming:				
Request forwarded to (Shire officer):				
Date:				
Shire response:	<input type="checkbox"/> Inc in minutes	<input type="checkbox"/> Question taken on notice		

PLEASE NOTE

Members of the public should note that no action should be taken on any item discussed at a council or committee meeting prior to written advice on the final resolution being received.

Question 1	
Question 2	

1. Public Question Time will be limited to fifteen (15) minutes.
2. Public Question Time will be conducted at an Ordinary Meeting of Council immediately following "Responses to Previous Public Questions Taken on Notice".
3. Each member of the public asking a question will be limited to two (2) minutes to ask their question(s).
4. Questions will be limited to two (2) per person.
5. Please state your name, and then ask your question.
6. Questions should be submitted to the Chief Executive Officer in writing by 5pm on the day before the meeting and be signed by the author. This allows for an informed response to be given at the meeting.
7. Questions that have not been submitted in writing by 5pm on the day before the meeting will be responded to if they are straightforward.
8. If any question requires further research prior to an answer being given, the Presiding Member will indicate that the "question will be taken on notice" and a response will be forwarded to the member of the public following the necessary research being undertaken.
9. Where a member of the public provided written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
10. A summary of the question and the answer will be recorded in the minutes of the Council meeting at which the question was asked.

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