

PUBLIC QUESTION TIME AT COUNCIL MEETINGS

Please be informed that effective from the Council meeting to be held on 13 December 2007 the following protocol will apply to Public Question Time at formal meetings of Council.

The duration for Public Question Time will be either;

- 15 minutes; or,
- Until all written questions received in accordance with this protocol (1 and 2 below) have had an opportunity to be presented
whichever is the longer.

Questions will be given priority if they relate to items on the meeting agenda paper and are either:-

1. In written form addressed to the CEO; or
2. registered in a prescribed form,
prior to 10.00am on the day of the meeting.

The prescribed form is available on line at www.cockburn.wa.gov.au or at the Customer Service desk at the City of Cockburn Administration Building, Spearwood or the public libraries at Spearwood, Coolbellup and Success.

The Presiding Member will determine the order in which persons are invited to address their question or questions to Council so that a fair and equal opportunity is provided.

QUESTIONS RECEIVED RELATIVE TO ISSUES EITHER:-

- not on the Agenda Paper for the meeting;
- received after 10.00am on the day of the meeting; or
- having lapsed due to the person registering the matter not attending the meeting,

and not responded to during Public Question Time may be registered as a Customer Request and responded to by an officer of Council, if accepted by the Presiding Member.

The Presiding Member will not accept questions containing offensive remarks, that relate to the personal affairs or action of elected members or employees or that relate to confidential matters or legal action. Questions that the Presiding Member believes have been answered by earlier questions at the meeting or earlier meetings may not be accepted.



REGISTRATION OF QUESTION ON NOTICE FOR COUNCIL MEETINGS

NAME AND ADDRESS	COUNCIL MEETING DATE	AGENDA ITEM NO. AND HEADING	<p style="text-align: center;">QUESTION/S</p> <p>PLEASE <u>ONLY</u> PROVIDE THE <u>SPECIFIC</u> QUESTION/S YOU WISH TO HAVE ANSWERED. DO <u>NOT</u> INCLUDE ANY STATEMENTS OR OTHER INFORMATION WITH YOUR QUESTIONS. IF INSUFFICIENT SPACE, PLEASE ATTACH ADDITIONAL QUESTION/S. THE TIME ALLOCATED FOR THE ASKING OF QUESTIONS AND RECEIVING RESPONSES IS LIMITED TO A MAXIMUM OF 3 MINUTES PER PERSON.</p>

Upon completion, please return this form to the City of Cockburn by 10.00am on the day of the Council Meeting, for the attention of the CEO:

- By Hand: Administration Building, 9 Coleville Crescent, Spearwood WA
- Mail: PO Box 1215, Bibra Lake DC WA 6965
- Facsimile: 08 9411 3688
- Email: vviljoen@cockburn.wa.gov.au