



# Public Question Time

PO Box 614  
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20 Coolibah Drive  
KUNUNURRA  
K081684190reet  
WY91681708  
T |  
F mail@swek.wa.gov.a  
E  
W  
8.00am - 4.00pm

Date:

Name:

Address:

Question relates to Agenda Item Number:

## Questions to the Council

Question:

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SEE REVERSE FOR GUIDELINES

Public Question Time enables a member of the public to put to the Council or Committee, via the Chair, a question concerning the business of the Shire of Wyndham East Kimberley.

The following rules apply to question time:

1. Please register if you wish to ask a question by providing this form before the start of the meeting. Your question/s can be written on this form or attached to this form.
2. The Council will make 15 minutes available for Public Question Time. This may be extended by a further 15 minutes if deemed necessary and will be decided by Council resolution.
3. You will be called to ask your question in the order in which you have registered. Any registered person who is unable to ask a question due to time constraints, will have their first two questions taken on notice.
4. If you have not registered you may have an opportunity to ask a question, after those who have registered, if time allows.
5. You can ask two questions at your turn. If you have further questions, there may be an opportunity later in Public Question time, if time allows.
6. When called to ask your question/s, please come forward and state your name and address before asking your maximum of two questions.
7. Only questions will be accepted. Statements or context to a question will not be allowed.
8. Only questions relating to matters affecting the Council will be considered at an Ordinary Council Meeting, and at a Special Council Meeting only questions that relate to the purpose of the meeting will be considered.
9. Any question deemed inappropriate, offensive, duplicate or a variation of earlier questions at this meeting or a previous meeting will not be accepted. Questions relating to the personal affairs or actions of Council members or staff, legal advice, legal proceedings or other legal processes will not be accepted. Any question deemed an attack on a staff member or Councillor will not be accepted.
10. Questions are to be addressed to the Council via the Chair, not individual staff or Councillors.
11. The Chair has the right to accept, reject, respond, or nominate a relevant Officer to respond to a question.
12. A summary (not verbatim) of both the question (accepted questions only) and the response given during Public Question Time will be recorded in the Minutes.
13. Questions may be taken on notice and responded to after the meeting. Questions taken on notice and their response will be included in the Agenda and Minutes of the following Ordinary Council Meeting.
14. In the event of an eMeeting being held questions must be emailed to [mail@swek.wa.gov.au](mailto:mail@swek.wa.gov.au) by 3:00pm on the day of the meeting. The Chair will read the question aloud at the meeting.