

QUESTIONS FROM THE PUBLIC

The City of Geraldton-Greenough welcomes community participation during public question time. The following is a summary of procedure and a guide to completion of the required form.

1. Please register your interest in asking a question at Public Question Time in the register provided. This register will be used to determine the order in which members of the public will be invited to speak.
2. This is a "question" time only. Orations, explanations or statements of belief will not be accepted or allowed.
3. Questions must relate to a matter affecting the City of Geraldton-Greenough.
4. Questions must be appropriate and made in good faith. Those containing defamatory remarks, offensive language or question the competency or personal affairs of council members or employees may be ruled inappropriate by the Mayor or Presiding Member and therefore not considered.
5. Frame your question so that it is both precise and yet fully understood. Long questions covering a multitude of subjects are easily misunderstood and can result in poor replies being given.
6. Write your question down on the attached form, it helps you to express the question clearly and provides staff with an accurate record of exactly what you want to know.
7. When the Mayor calls for any questions from the public, stand up and wait until you are acknowledged and invited to speak. Please start by giving your name and address first, then ask the question.
8. The question time will be Item 4 on the Agenda, very early in the meeting. There is only 15 minutes available for this item. Questions not asked may still be submitted to the meeting and will be responded to by mail.
9. When you have put your question, resume your seat and await the reply. If possible, the Mayor will answer directly or invite a Councillor or staff member with special knowledge to answer in his place. However, it is more likely that the question will have to be researched, in which case the Mayor will advise that the question will be received and that an answer will be forwarded in writing. Please note in NO circumstances, will the question be debated or discussed by Council at that meeting.

To maximise public participation only two questions per person will initially be considered.

If there is time after all interested persons have put their questions the Mayor will allow further questions, again in limits of two per person.

10. To fill out the form, just enter your name and address in the appropriate areas together with details of any group you are representing, then write out your question.
11. Please ensure your form is submitted to the meeting secretary.
12. This is a Public Question Time and questions to be considered are to be put by the individual asking the question who must be in attendance at the meeting.

If you have difficulty in or are incapable of writing the question, City staff are available on request to assist in this task.

We hope this note assists you in the asking of your question and thank you for your interest and participation in the affairs of our City.