



Public Question Time at Agenda Forums

What is Public Question Time?

This is your opportunity to ask questions relating to the Council meeting Agenda only.

Any questions relating to other matters affecting the City of Swan will be dealt with during Public Question Time at a Council meeting.

How do I submit my question?

If you would like to ask a question at the Agenda Forum please submit your questions in writing.

We recommend you submit your questions as early as possible. This allows us to conduct any research required to give you an informative and considered answer to your question and means you are more likely to get an answer on the night rather than your question/s needing to be taken on notice.

Questions submitted by 10.00am on the day of the Agenda Forum will be considered as 'questions with notice'. The City will endeavour to have a written response to your questions available at the Council meeting in the Agenda Forum schedule.

Questions submitted after this time will be considered as 'questions without notice'. There will also be an opportunity to ask verbal questions at the Agenda Forum. These questions will only be responded to if the information is readily available, otherwise they may be taken on notice.

What order will questions be considered in?

Questions will be considered in the following priority order:

- Questions that have been provided in writing will be dealt with first.
 - If an answer has been provided in writing, the Presiding Member will note the questions and answers and ask the person if they have any further questions.
 - If an answer has not been provided in writing you will be called forward to ask your questions.
- An opportunity for verbal questions will be provided after those that were submitted in writing have been dealt with.

What happens at the Agenda Forum?

When the Presiding Member invites you to ask your question/s, you should walk to the microphone, state your full name and suburb of residence and proceed to ask your questions one at a time.

Questions may be answered by the Presiding Member, Chief Executive Officer or another Councillor or City staff member.

Please note that no debate or discussion about the question or answer will take place.

The Presiding Member may limit the number of questions each person may ask if there are a large number of people wishing to ask questions. This is to ensure an equal and fair opportunity is provided to all people wishing to ask a question.



Public Question Time at Agenda Forums (Continued)

How are my questions recorded?

Questions and answers will be summarised and included in the Notes of the Agenda Forum.

What happens if my question can't be answered at the Agenda Forum?

If your question cannot be answered at the Agenda Forum and an answer requires further research it will be taken on notice. This means a staff member will research the question and prepare a response.

If available at the time the Notes of the Agenda Forum are published, the response will be included in those Notes.

If a response is not available to be included in the Notes of the Agenda Forum, the question and answer will be tabled at the Council meeting.

Are there any restrictions on what may be asked?

It is not intended that question time should be used as a means to obtain detailed information or information that would not be made available if it was sought from the City's records under section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI Act). Where the response to a question would require a substantial commitment of the City's resources, the CEO may determine that it is an unreasonable impost upon the City and decline to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act.

Who can I contact?

To submit your questions or for further information please contact the City's Governance Support Officer by calling 9267 9267 or by email at council.meetings@swan.wa.gov.au.