

**PUBLIC QUESTION TIME**

**QUAIRADING SHIRE COUNCIL**

To ensure that questions submitted to Council and Committee meetings are recorded correctly and responded to appropriately, residents, electors and attendees are requested to utilise this form as follows:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

Question:

*It is preferable for questions to be submitted two (2) working days prior to a meeting to enable the issue to be properly researched and a formal response prepared. Matters which require research and which are presented at a Council or Committee meeting may be taken on notice.*

*Public Question Time should be related to the governance function of Council, being policy and direction setting and not operational matters which should be forwarded directly to the Chief Executive Officer as these do not need to wait for a Council meeting.*