

PUBLIC QUESTION TIME APPLICATION FORM



As part of Noosa Council's ongoing commitment to accountability and community engagement, a Public Question Time session will be available at each Ordinary meeting of Council. Public Question Time is not intended to replace the existing engagement mechanisms that Council has in place but is one way for residents and ratepayers to raise genuine questions about a matter within the jurisdiction of Council.

Public Question Time will be conducted in accordance with the [Public Question Time Guideline](#). Please ensure you read the Guideline prior to submitting your application.

How to submit a question

- Complete the application form provided on the following pages and submit it no later than **3 business days** prior to the Ordinary meeting. Council meeting dates can be found on Council's [website](#).
- Your completed application form can be submitted via email to mail@noosa.qld.gov.au, in person at the Council office located at 9 Pelican Street, Tewantin or via post to PO Box 141, Tewantin Qld 4565. Applications must be received no later than 3 business days prior to the Ordinary meeting.
- Your application will be assessed against the requirements of the Public Question Time Guideline and you will be advised prior to the meeting whether your application meets the criteria and if so, arrangements will be made for you (or your proxy) to attend the Council meeting.

Can my question be disallowed?

In accordance with the Public Question Time Guideline, a question may be disallowed which:

- is outside the duties, functions and powers of Council;
- is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- deals with a subject matter already answered (at the same or any earlier meeting);
- relates to personnel matters;
- relates to a personal matter that is not applicable to the broader community;
- relates to contractual matters that are commercial in confidence;
- relates to legal advice or matters currently before a Court for resolution;
- relates to matters currently subject to an independent investigation, administrative action complaint or appeal process;
- relates to a matter that due to resources and research implications will be better dealt with through the Right to Information processes;
- relates to the personal affairs or actions of Councillors or Council staff;
- is aimed or intended to embarrass Councillors or Council staff;
- relates to any other matter which Council considers would prejudice Council or any person.

What will happen at the meeting?

- During the Public Question Time session, the meeting Chairperson will ask you (or your representative) to come forward, state your name and read your submitted background information and question. A maximum of 2 minutes is allocated per question. Questions must be directed through the Chairperson. You may request the Chief Executive Officer to read your question on your behalf.
- The Chairperson will nominate a Councillor or Council staff member to answer the question.
- Where a meaningful response to the question cannot be provided at the meeting, the question may be taken on notice and a written response will be provided to you. A summary of this response will appear in the minutes of the following Ordinary meeting.
- No debate or discussion is permitted on any question or answer.
- Public Question Time may be finalised where the allocated time period has expired; the questioner uses insulting or offensive language or is derogatory towards Councillors or staff members; or a person other than the questioner interjects or attempts to address the Council.

Privacy notice

- Council's Ordinary meetings are live streamed and video recorded with the recording being archived on Council's YouTube channel. Your full name and the question/s you ask will also appear in the meeting minutes.
- The protection of Parliamentary privilege does not apply to local government, and any statements or discussion at the Council meeting or any documents produced are subject to the laws of defamation.

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Question 2:	
Associated background material (<i>maximum 300 words</i>):	
Signature:
Date:	

Please submit your completed application form to the Chief Executive Officer at mail@noosa.qld.gov.au or hand deliver a copy to the Council office at 9 Pelican Street, Tewantin at least 3 business days before the meeting.

Application forms can be posted to PO Box 141, Tewantin Qld 4565 however they must be received at least 3 business days prior to the meeting.

Office use only:

Received:		Approved:	Yes No
Meeting date:		Application No.	
Applicant notified (date/time):			