

**Administration**

Cnr Gilmore Ave &amp; Sulphur Rd, Kwinana WA 6167 | PO Box 21, Kwinana WA 6966

**Hours** Mon–Fri 8:30am–4:30pm | **Telephone** Mon–Fri 8:00am–5:00pm 08 9439 0200**NRS** 133 677 (hearing/speech impaired) | **TIS National** 131 450 (Translating and Interpreting Service)customer@kwinana.wa.gov.au | [www.kwinana.wa.gov.au](http://www.kwinana.wa.gov.au)

## PUBLIC QUESTION TIME

During public question time, the Presiding Member will invite questions from members of the public. Please ensure all question(s) comply with the requirements set out in the Guidelines for Public Question Time.

*NOTE – All Question Time forms are to be received by the Council Administration Officer prior to commencement of the meeting. These can be emailed to [customer@kwinana.wa.gov.au](mailto:customer@kwinana.wa.gov.au) by 4pm on the day of the meeting or handed in at the meeting.*

If for any reason you are unable to complete this form, please advise a staff member.

Full Name

Contact Number

Residential/contact  
Address:

Company (if presenting on behalf of):

Date of Ordinary/Special Council Meeting:

Please note that in accordance with clause 3.4(5) of the City of Kwinana Standing Orders Local Law 2019, only two questions are permitted initially. The Presiding Member will allow one further question per person if time permits following the conclusion of all questions by members of the public. To allow for efficient and accurate inclusion into the meeting minutes, please clearly print your question(s) below in a succinct and legible form:

*The City of Kwinana is committed to protecting your privacy. The personal information requested on this form is being collected by the City for the purpose of administering Public Question Time, including registering and identifying persons wishing to ask questions, facilitating participation at Council meetings, responding to questions taken on notice, communicating with you about your question and meeting-related matters, and meeting the City's legal, governance and recordkeeping obligations, or any other directly related purpose.*

*The personal information will also be disclosed to City of Kwinana elected members, employees and contractors who require the information to administer Public Question Time, Council meetings and associated records, for those purposes. Information relating to your question, including a summary of the question and response, may be included in Council meeting agendas or minutes and made available to the public where required or authorised by law. Personal information will not be disclosed to any other external party without your consent, unless required or authorised by law.*

*If the personal information is not collected, the City may be unable to register your question, communicate with you about your question or allow you to participate in Public Question Time. Public Question Time requires a person asking a question to state their name and address in accordance with the applicable local government meeting requirements. Accordingly, anonymous participation in Public Question Time is not available where identification is required for that purpose. You may otherwise choose not to provide personal information where it is not required; however, this may limit the City's ability to process or respond to your question.*

*If you wish to alter any of the personal information you have supplied to the City, please contact us via telephone (08) 9439 0200 or email **[customer@kwinana.wa.gov.au](mailto:customer@kwinana.wa.gov.au)**.*