

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 Procedure](#). Please ensure you read the Procedure prior to submitting your application.

Council will only use the personal information collected for the intended purpose, to remain in contact with you regarding the application and for the associated functions and services of Council. Council is authorised to collect this information in accordance with the Local Government Act 2009 and associated laws. Access to your personal information will only be provided to the appropriate Council employees and authorised officers. Your personal information will only be disclosed to third parties with your consent, or if required to do so by law. Your personal information is handled in accordance with Council's Privacy Policy.

How to submit a question

- Complete the application form provided on the following pages and submit it no later than **5 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 5 business days prior to the Ordinary meeting.
- Your application will be assessed against the requirements of the [Public Question Time Procedure](#) 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.

What will happen at the meeting?

- During the Public Question Time session, the meeting Chairperson will ask you (or your proxy/representative) to come forward, state your name and read your submitted background information and question. A maximum of 2 minutes is allocated per questioner. Questions must be directed through the Chairperson.
- The Chairperson will nominate a Councillor or Council staff member to answer the question.
- 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.

Name:		
Organisation (if applicable)		
Address:		
Phone:		
Email:		
Preferred meeting date:		
Are you a Noosa Shire resident or ratepayer? <i>(Note: Public Question Time is only available to Noosa Shire Residents or Ratepayers)</i>	Yes	No
Will you be in attendance at the meeting?	Yes	No
If not, who will be speaking on your behalf?		

Note: The following text is to be read out at the Council meeting

Question 1: INSERT ONE QUESTION ONLY

Associated background material (maximum 150 words):

Note: The following text is to be read out at the Council meeting

Question 2: INSERT ONE QUESTION ONLY

Associated background material (maximum 150 words):

Signature:

.....

Date:

Office use only:

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