



PUBLIC QUESTION TIME

Use this form to advise the Shire of any questions/clarifications you wish to present at an upcoming Council Meeting.

Please ensure you submit your questions by 4.00pm the day before the meeting by emailing shire@boyupbrook.wa.gov.au or hand delivering the form to the Executive Assistant or Chief Executive Officer at the Shire Administration Office.

APPLICANT DETAILS

Applicant Name		Date	
Mailing Address			
Are you a Boyup Brook Ratepayer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Agenda Item No
Telephone Number		Mobile Number	
Email Address			

NOTE: Members of the public should note that no action should be taken on any item discussed at a Council Meeting prior to written advice on the final resolution being received.

1. Public question time will be limited to 15 minutes;
2. Public question time will be conducted at an ordinary meeting of Council immediately following 'Responses to Previous Public Questions Taken on Notice';
3. Each member of the public asking a question will be limited to two minutes to ask their questions/s;
4. Questions will be limited to two per person;
5. Please state your name and address, and then ask your question;
6. Questions should be submitted to the Chief Executive Officer in writing by 4.00pm on the day before the meeting and be signed by the author. This allows for an informed response to be given at the meeting;
7. Questions that have not been submitted in writing by 4.00pm on the day before the meeting will be responded to if they are straightforward;
8. If any question requires further research prior to an answer being given, the Presiding Member will indicate that the 'question will be taken on notice; and a response will be forwarded to the member of the public following necessary research being undertaken;
9. Where a member of the public provided a written question then the Presiding Member may elect for the question to be responded to as normal business correspondence;
10. A summary of the question and answer will be recorded in the minutes of the Council meeting at which the question will be asked.

