



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 at least 5 working days prior to 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 as scheduled on the agenda for the meeting;
3. Each member of the public with a question will be limited to two minutes to ask their question/s;
4. Questions will be limited to two per person;
5. Please state your name and address, and then ask your question;
6. It is preferable that questions are submitted at least 5 working days prior to the meeting. This will provide the opportunity for the questions to be responded to 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 do not require research;
8. If any question requires 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. A summary of the question/s and answer/s will be recorded in the minutes of the Council meeting.

