

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](mailto:shire@boyupbrook.wa.gov.au) or hand delivering the form to the Shire Administration Office.

| Applicant Details |  |                                                                                          |  |
|-------------------|--|------------------------------------------------------------------------------------------|--|
| Name              |  |                                                                                          |  |
| Address           |  |                                                                                          |  |
| Email Address     |  |                                                                                          |  |
| Phone/mobile      |  | Agenda Item No.                                                                          |  |
| Date              |  | Are you a Boyup Brook Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No |  |

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. Questions will be limited to two per person at the discretion of the Presiding Member;
4. Please state your name and locality, and then ask your question with a very limited amount of preamble;
5. 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;
6. Questions that have not been submitted in writing by 4.00pm on the day before the meeting may be responded to at the discretion of the Presiding Member;
7. If any question requires further research prior to an answer being given, the Presiding Member may 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;
8. 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;
9. A summary of the question and answer may then be recorded in the minutes of the Council meeting at which the question will be asked.

Please write your questions in the section over the page.

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| <b>Question 1</b> |
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| <b>Question 2</b> |
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### Collection Notice

The Shire of Boyup Brook collects your personal information to respond to your enquiry, process your request, and provide relevant Shire services. We may disclose your information to Shire staff, contractors, or external service providers where necessary to assist in responding to your enquiry or delivering services. This information is collected under the authority of the *Local Government Act 1995 (WA)* and related legislation. If you do not provide the requested information, we may be unable to respond to your enquiry or provide the requested service. To access or correct your personal information, or for more information about how we handle your information, please contact:

Shire of Boyup Brook  
Phone: 9765 1200  
Email: [privacy@boyupbrook.wa.gov.au](mailto:privacy@boyupbrook.wa.gov.au)

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|------------------------|----------------------------------------------------------------------------------------------------|---------------------|--|
| <b>Office use only</b> |                                                                                                    |                     |  |
| Date received          |                                                                                                    | Incoming record No. |  |
| Received by            |                                                                                                    | Position            |  |
| Received via           | <input type="checkbox"/> Counter <input type="checkbox"/> Email <input type="checkbox"/> Other     |                     |  |
| Shire response         | <input type="checkbox"/> Included in OCM minutes <input type="checkbox"/> Question taken on notice |                     |  |