

# Public Question Time and / or Public Statement Time

---

At the commencement of the meeting, the Presiding Member will invite questions and statements from the public on matters of business relating to the Shire. Persons that have submitted public questions or public statements prior to 2pm on the day of the Ordinary Council Meeting are required to attend the meeting to ask their public questions and / or present their public statements.

Please ensure you retain a copy of your form and that your question / statement complies with the guidelines printed overleaf, and Council Policy 1.1.3 – Public Question and Public Statement Time-Ordinary Council Meeting.

Public Questions and / or Public Statements can be emailed to [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au).

**Full Name:**

**Phone No:**

**Postal Address:**

**Please check the box if:**

I do not wish to have my address details recorded in the minutes of the meeting

**Company (if presenting on behalf of):**

**Date of Council Meeting:**

**What is the agenda item number that your question/statement relates to:**

**What type of presentation do you wish to make?**

Public Question

Public Statement

To allow for efficient and accurate inclusion into the meeting minutes, please clearly print your questions below (3 minutes per person is permitted):

1.

2.

3.

---

## Contact Us

### Enquiries

Call: (08) 9526 1111

Fax: (08) 9525 5441

Email: [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au)

### In Person

Shire of Serpentine Jarrahdale

6 Paterson Street, Mundijong WA 6123

Open Monday to Friday 8.30am-5pm (closed public holidays)



[www.sjshire.wa.gov.au](http://www.sjshire.wa.gov.au)



---

To allow for efficient and accurate inclusion into the meeting minutes, please clearly print your public statement below, or attach separate paper (3 minutes per person is permitted):

### **Guidelines**

Persons who ask a public question(s) or make a public statement at a meeting must do so with due regard and respect for the rulings and instructions provided by the Presiding Member in accordance with Council's *Standing Orders Local Law 2002* and Council Policy 1.1.3 Public Question and Public Statement Time – Ordinary Council Meeting. As per Council's Standing Orders, no debating of the issue between the gallery, Councillors or officers is permissible.

Public questions and public statements are to be in writing, and include the name and address of the person submitting them, prior to 2pm on the day of the Ordinary Council Meeting. **Email to: [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au) or deliver to Shire Offices – 6 Paterson Street, Mundijong.** Persons that have submitted public questions or public statements are required to attend the meeting to ask their public questions and / or present their public statements. Prior to asking a public question or making a public statement, the person is to read out their name and address.

Generally 15 minutes is set aside for Public Question Time and Public Statement Time. To enable members of the public a fair and equal opportunity to participate, each person may ask a maximum of three (3) questions. The Presiding Member may nominate the Chief Executive Officer or a Shire employee to respond to a question.

Questions posed during Public Question Time at Council meetings will be given an appropriate response and recorded in the minutes of the meeting. However, there may be questions submitted that are not able to be answered at the meeting and these may be recorded in the minutes as being 'taken on notice'. A response will be provided, in writing within 14 days to the person who submitted the public question. The public question/s and response will also be included in the agenda and minutes of the next Council meeting.

The Presiding Member may determine to disallow public questions and public statements which:

- a) relates to a matter outside the duties, functions and powers of Council;
- b) is defamatory, indecent, abusive, offensive, irrelevant or objectionable in language of substance;
- c) relates to repeated or previously answered questions from the same individual;
- d) is aimed at embarrassing a Councillor or a Shire employee;
- e) relates to personal matters concerning employees or Councillors;
- f) relates to the personal hardship of any resident or ratepayer;
- g) relates to industrial relations matters;
- h) relates to contractual matters that are commercial in confidence;
- i) relates to development applications that have not yet been determined by Council;
- j) relates to legal advice;
- k) relates to matters that may jeopardise the security of Council property; or
- l) relates to any other matter which Council considers would prejudice Council or any person.