

## **Public Participation > Council and Committee Meetings > Public Question Time and Public Statement Time**

Public Question Time and Public Statement Time provide an opportunity for community members to address and pose questions of Council. As a formal proceeding of Council, public statements and questions and their responses are recorded in Council minutes.

Public Question Time and Public Statement Time is addressed in [Council Policy 1.1.3 – Public Question and Public Statement Time – Ordinary Council Meeting](#).

### **Public Question Time**

Persons wishing to ask a question(s) are requested to submit their questions in writing or use the form below and email it to: [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au).

Completed forms or written questions can also be delivered to the Administration Centre, 6 Paterson Street, Mundijong.

All questions are to be received by 2pm on the day of the Ordinary Council Meeting. Persons wishing to ask a question(s) or present a statement, must attend the meeting in person, or arrange for someone to attend on their behalf.

Public Questions may be disallowed by the Presiding Member if it is determined that the Question is contrary to the [Policy](#).

### **Public Statements**

Statements are to be limited to a maximum of three (3) minutes, unless extended by consent of the meeting.

Statements are to be in writing, and can be either be emailed to [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au) or hand delivered to the Administration Centre, 6 Paterson Street, Mundijong.

Public Statements may be disallowed by the Presiding Member if it is determined that the Statement is contrary to the [Policy](#).

Please hand deliver, post or email your public questions or public statement to:

- Shire of Serpentine Jarrahdale  
6 Paterson Street,  
Mundijong WA 6123

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

### **Asking your question or making your statement**

If your request is approved you will need to attend the relevant Council or Committee meeting from the commencement of the meeting.

At the relevant time, you will be asked to address Council or the Committee. Under the Standing Orders you must extend due courtesy and respect to Council or the Committee and the processes under which it operates and take direction from the person presiding. Council meetings are not subject to Parliamentary Privilege.