

At the commencement of the meeting, the Presiding Member will invite questions and statements on notice from the public on matters of business relating to the Shire. A person asking a question or making a statement will be live streamed and recorded.

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. Questions not received by 2pm on the day of the relevant meeting may be asked from the floor at the meeting, if time permits. Statements without notice will not be accepted during the meeting.

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

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

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**Full name:**

**Phone number:**

**Email address:**

**Postal address:**

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

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

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**Date of Council Meeting:**

**Agenda item the question/statement relates to:**

**Type of presentation:**     Question                       Statement

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## Questions

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

- 1.
  - 2.
  - 3.
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## Statement

To allow for efficient and accurate inclusion into the meeting minutes, please type 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 – Public Question and Public Statement Time. As per Council's Standing Orders, no debating of the issue between the gallery, Elected Members or Officers is permissible.

Public questions on notice and public statements are to be submitted in writing, and include the name and address of the person submitting them, prior to 2pm on the day of the Ordinary Council Meeting. They can be emailed to [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au) or delivered to the Shire Administration Office at **6 Paterson Street, Mundijong**.

Questions not received by 2pm on the day of the relevant meeting may be asked from the floor at the meeting, if timer permits. Statements without notice will not be accepted during the meeting.

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 an Elected Member or a Shire employee;
- e) relates to personal matters concerning employees or Elected Members;
- 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.