

Public Question Time Submission Form



Please complete this form to register your intention to ask a question.

Once completed please submit to the Shire of Mundaring by one of the methods below:

Email: shire@mundaring.wa.gov.au

In person or by mail: 7000 Great Eastern Highway, Mundaring

Your details (mandatory fields)

Name:

Residential address:

Organisation: (if applicable)

Phone (m):

Email:

Meeting details

Meeting date:

Meeting Type:

Ordinary Council Meeting

Special Council Meeting

Other (please specify):

Report item or subject matter:

Question 1

To allow for efficient and accurate inclusion in the meeting minutes, please provide your question as clearly and concisely as possible below.

Question 2

To allow for efficient and accurate inclusion in the meeting minutes, please provide your question as clearly and concisely as possible below.

Acknowledgement and Signature

I understand that I am required to ask question(s) with the consent of the presiding member in accordance with the Shire's *Meeting Procedures Local Law 2015*.

Signature

Date:

Refer to the Public Question Time guidelines and the Shire's *Meeting Procedures Local Law 2015* for further information on submitting questions. A summary is provided below:

When Public Question Time is opened, the presiding member will request people to come forward in the order they have registered.

1. When called you are required to:
 - state your name and address; and
 - ask your question.
2. If you have several questions you will initially be allowed to ask a maximum of two questions and use a maximum of three minutes to ask and receive a response to your questions. This ensures an equal and fair opportunity is provided to all persons wishing to address Council or the Committee. For clarity, a question includes part of a question, so that a question in 3 parts is to be treated as 3 questions.
3. The presiding member will then determine who is to respond to your question. The presiding member may:
 - respond personally to the question asked
 - refer the question to another member for a response
 - refer the question to an employee (through the CEO) for a response
 - take the question on notice
 - decide not to accept the question.

**Thank you for your interest in Council affairs.
The minutes of Council meetings are available on the Shire's website.**