

## QUESTIONS FROM THE PUBLIC FORM

Name of Organisation Representing: \_\_\_\_\_  
If applicable

Each member of the public is entitled to ask up to two (2) before other members will be invited to ask their questions. 15 minutes is allotted to Public Question Time at Council Meetings.

[illegible]

**Signature**

## PUBLIC QUESTION TIME AND INFORMATION

The following is a guide to assist you on the process of Public Question Time. You can submit questions using the form attached or by email to [cs@chapmanvalley.wa.gov.au](mailto:cs@chapmanvalley.wa.gov.au)

1. **Please Note:** Where a member of the public provides written questions and is not present at the meeting, the Presiding Member may elect for the questions to be responded to as “normal business correspondence” and the question/response will not appear in the Council Minutes.
2. This is a “question” time only. Orations, explanations, or statements of belief will not be accepted or allowed.
3. Questions must relate to a matter affecting the Shire of Chapman Valley.
4. Questions must be appropriate and made in good faith. Those containing defamatory remarks, offensive language or question the competency or personal affairs of council members or employees may be ruled inappropriate by the President or Presiding Member and therefore not considered.
5. Frame your questions so that it is both precise and yet fully understood. Long questions covering a multitude of subjects are easily misunderstood and can result in poor replies being given.
6. Write you question(s) down on the attached form; it helps you to express the question clearly and provides staff with an accurate record of exactly what you want to know.
7. When the President calls for any questions from the public, stand up and wait until you are acknowledged and invited to speak. Please start by giving your name and address first, and then ask the question.
8. Questions to be put to the Presiding Member and answered by the Council. No questions can be put to individual Councillors.
9. The question time will be very early in the meeting. **There is only 15 minutes available for Question Time.** Questions not asked may still be submitted to the meeting and will be responded to by mail. The Council, by resolution, may agree to extend public question time.
10. When you have put your question, await the reply. If possible, the President will answer directly or invite a staff member with special knowledge to answer in his place. Complex questions that require research, may be Taken on Notice by the Mayor and an answer will be forwarded to you in writing. Please **Note under NO circumstances, will the question(s) be debated or discussed by Council at that meeting.**
11. To maximise public participation each person can ask up to two (2) questions.
12. To fill out the form, just enter your name and address in the appropriate areas together with details of any group you are representing, then write out your questions.
13. Please ensure your form is submitted to the meeting secretary.

If you have difficulty in writing the question(s), Shire staff are available on request to assist in this task.

We hope this assists you the asking of your question(s) and thank-you for you interest and participation in the affairs of our Shire.