



# SHIRE OF WESTONIA

## PUBLIC QUESTION TIME SUBMISSION

**Use this form to advise the Shire of any questions/clarifications you wish to present at an upcoming Council or Committee Meeting.**

Please ensure you submit your questions by 5pm the day before the meeting by emailing [admin@westonia.wa.gov.au](mailto:admin@westonia.wa.gov.au) or hand delivering the form to the Chief Executive Officer or Manager of Corporate Services at the Shire's Administration Centre.

### APPLICANT DETAILS

Applicant Name		Date	/ /
Mailing Address			
Are you a Westonia Ratepayer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Agenda Item No	
Telephone No		Mobile No	
Email Address			

**NOTE: Members of the public should note that no action should be taken on any item discussed at a Council or Committee Meeting prior to written advice on the final resolution being received.**

1. Public question time will be limited to 15 minutes;
2. Public Question Time will be conducted at an ordinary meeting of Council immediately following 'Responses to Previous Public Questions Taken on Notice';
3. Each member of the public asking a question will be limited to two minutes to ask their question/s;
4. Questions will be limited to two per person;
5. Please state your name and address, and then ask your question;
6. Questions should be submitted to the Chief Executive Officer in writing by 5pm on the day before the meeting and be signed by the author. This allows for an informed response to be given at the meeting.
7. Questions that have not been submitted in writing by 5pm on the day before the meeting will be responded to if they are straightforward;
8. If any question requires further research prior to an answer being given, the Presiding Member will indicate that the 'question will be taken on notice' and a response will be forwarded to the member of the public following necessary research being undertaken;
9. Where a member of the public provided written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence;
10. A summary of the question and answer will be recorded in the minutes of the Council meeting at which the question was asked.

**QUESTION 1**

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**QUESTION 2**

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**OFFICE USE ONLY**

Date Received	/ /	Request Received By	<i>Shire Officer Name</i>
Received Via	<input type="checkbox"/> Counter <input type="checkbox"/> Email <input type="checkbox"/> Other	Incoming Record No	ICS:
Shire Response	<input type="checkbox"/> Included in OCM Minutes <input type="checkbox"/> Question taken on notice		