



QUESTIONS TO COUNCIL

If presenting questions to Council please note the following, as guided by the *Shire of Irwin Meeting Procedures Local Law 2016*:

- Public Question Time occurs early in the meeting so please arrive at least 5 minutes before the advertised meeting start time (Ordinary Meetings scheduled for 4pm start, unless otherwise advised).
- Record your full name and suburb of residence on the Attendance Form available in the public seating area.
- When invited by the Presiding Member to ask your question/s, please state your full name for the benefit of the minute taker and those present.
- Only questions can be addressed to Council, not statements.
- A minimum of 15 minutes is allocated to Public Question Time. A member has 2 minutes to submit a question.
- You may ask up to 2 questions before other members of the public will be invited to ask their questions to ensure all have an equal and fair opportunity to ask questions.
- The Presiding Member may elect for written questions to be responded to as normal business correspondence.
- The Presiding member may decide that a question shall not be responded to where:
 - The same or similar question has been asked at a previous meeting and a response has already been provided
 - A statement has been made and is not reformed into a question
 - A question is offensive or defamatory in nature and is not reformed into a question.
- A question may be taken on notice by Council for a later response. Responses will be provided in writing to the member and a summary will be included in the agenda of the next meeting of Council.
- Members of the public are encouraged raise matters relating to operations and administration through the Shire's Customer Request system.
- At a Special Meeting of Council, only questions relating to the purpose of that meeting may be raised.

Should you wish to provide written questions prior to the meeting so that an appropriate response can be prepared please submit them at least 72 hours prior to the Council meeting at which you wish them to be presented.

Copies of Council's Agendas and Minutes are available on the Shire's website at www.irwin.wa.gov.au.

Should you have any queries in regards to these procedures or you would like some assistance in formulating your questions appropriately, please contact Erin Greaves, Coordinator Executive Services on 9927 0000 or email ea@irwin.wa.gov.au.