



Council Meeting Public Question Time

The Shire of Moora welcomes community participation during Public Question Time.

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

Please ensure you submit your questions by 4pm the day before the meeting.

-  eso@moora.wa.gov.au or
-  PO Box 211, Moora WA 6510
-  deliver to the drop box at the Shire Administration Office, 34 Padbury Street, Moora

Applicant details

Applicant Name		Date	/ /
Mailing Address			
Are you a Shire of Moora Ratepayer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Agenda item No	
Contact number		Mobile No	
Email Address			

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

- Public question time will be limited to 15minutes;
- Public question time will be conducted at an Ordinary meeting of Council immediately following 'Responses to Previous Public Questions Taken on Notice';
- Questions will be limited to two per person;
- Questions should be submitted to the Chief Executive Officer in writing by 4pm on the day before the meeting and be signed by the author. This allows for an informed response to be given at the meeting;
- Questions that have not been submitted in writing by 4pm on the day before the meeting will be responded to if they are straightforward;
- A summary of the question and answer will be recorded in the minutes of the Council Meeting at which the question was asked;
- 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;
- 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.

Question 1

Question 2

Signature	
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We thank you for your interest in our community and Shire matters.

Office use only

Date Received	/ /	Request received by	Shire officer name
Received Via	<input type="checkbox"/> Drop Box <input type="checkbox"/> Email	Incoming Record No.	
Shire response	<input type="checkbox"/> Included in OCM	<input type="checkbox"/> Question taken on notice	<input type="checkbox"/> Other