

## INFORMATION TO ASSIST VISITORS ATTENDING COUNCIL MEETINGS

### PUBLIC GALLERY

Persons attending a meeting as a member of the public or as a party with an interest are to observe proceedings from the designated public gallery. No member of the public or party with an interest is entitled to move into the designated meeting area unless invited by the Presiding Member to do so.

### PUBLIC QUESTION TIME

During Council Meetings you may ask a question on any matter relating to items on a Council Agenda or any other local government matter. Public Question Time will be announced by the Presiding Member following the delivery of the Opening Prayer. A member of the public who wishes to raise a question during public question time can do so through the Presiding Member in one of three ways:

- (a) submit the question in writing, including their name and address, to the Shire office prior to the day of the Council Meeting;
- (b) submit the question in writing, including their name and address, to the Shire office on the day of but prior to the start of the Council Meeting;
- (c) if time permits and if the Presiding Member allows, verbally, after having stated their name and address at a Council Meeting.

Questions shall be put as succinctly as possible and no discussion shall be allowed. Questions submitted in accordance with (a) and (b) shall be read aloud to the Meeting by the Presiding Member or the Minuting Officer. When the Presiding Member invites you to speak, please proceed to the lectern and state your name and address and the question topic.

### PRESENTATIONS BY PARTIES WITH AN INTEREST

Parties with a demonstrable interest in any agenda item, defined in Clause 9 of the Shire of Busselton's Standing Orders as being:

- (a) the applicant or one duly authorised representative of the applicant; or
- (b) an adjoining neighbour sharing a common length of boundary or directly opposite neighbour of the affected property; or
- (c) such other persons as in the opinion of the Presiding Member have a significant direct interest or are duly representing those that have a significant direct interest in the item on the notice paper and have not lodged with the Shire anything in writing in relation to the proposal

are able to address the Council during its meeting for a maximum of five minutes each. If you meet this criteria and wish to address Council during this portion of the Council Meeting, it is advisable to make a booking to do so with the Minuting Officer at least one day before the Council Meeting.

Agendas and Minutes of Council Meetings are available for public viewing on the Shire's website at [www.busselton.wa.gov.au](http://www.busselton.wa.gov.au), at the Busselton and Dunsborough Libraries and the Customer Service Centre at the Shire Offices.

Thank you for your co-operation.