

Complete this form and provide to the Mayor prior to the commencement of the Council meeting.

Council Meeting Date: Name:

Address:

Township: Ph:

Email Address:

Question:

Agenda Item: (if relevant)

Signature: Date:

Questions from the Gallery Guidelines:

1. Members of the public may ask questions of the Council at every ordinary Council meeting where public can attend.
2. Question time will be for a maximum of 10 minutes in total or varied by consent of the majority of members present.
3. A member of the public gallery will be permitted to ask 1 question to the Presiding Member and statements will not be permitted.
4. Questions in writing are to be provided to the Presiding Member prior to 5pm the day prior to the Council meeting.
5. A question form will be available (on-line/at meetings/at our offices) to assist in the presentation of questions.
6. The Presiding Member will have discretion as to whether to accept a question. Any question which is considered to be vague, irrelevant, insulting or improper shall be disallowed at the discretion of the Presiding Member.
7. Members of the public wishing to ask a question are to state their name and direct their question to the Presiding Member.
8. If the question is not able to be dealt with at the meeting at which it is asked, it will be taken on notice and a written reply will be sent to the person who asked the question.
9. There is to be no debate on the question or the answer to it.

Office Use Only

Was the question answered at the Council meeting? YES NO

If required, written response to be prepared by: