



QUESTION TIME FOR THE PUBLIC

Please make sure writing is legible and clear, thank you.

DATE _____ NAME _____

PHONE _____ EMAIL _____

ADDRESS _____

QUESTIONS TO THE PRESIDENT – GENERAL QUESTION OR QUESTION RELATING TO AGENDA (Strike out any unnecessary words)

ITEM No. _____ PAGE No. _____

Please pass to the Chief Executive Officer for referral to the President.

If you wish to address the Council, you may do so during Public Question Time at the beginning of the meeting.

Should you be requiring a detailed response, it is recommended that you advise the Chief Executive Officer of your intended questions, at least seven (7) days prior to the meeting.

1. A member of the public who raises a question during question time is to state his or her name and address.
2. A question may be taken on notice by the Council or Committee for later response.
3. When a question is taken on notice under sub-clause (2) a response is to be given to the member of the public in writing by the CEO, and a copy of the response is to be distributed to all members.
4. At the discretion of the presiding person a question may be required to be put in writing.