



# REQUEST FORM

## TO SUBMIT A QUESTION TO PUBLIC QUESTION TIME PRECEDING ORDINARY COUNCIL MEETING

**Date:** \_\_\_\_\_

**Personal Details:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

**Question:**

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**Procedure for Question Time:**

***Completed Request Forms:***

- ❖ May be completed and lodged at the Council office (in hard copy or electronically) at any time prior to the Question Time preceding Ordinary Council Meeting. Forms will also be available at the Ordinary Council Meeting venue for completion and lodgment on the day, prior to the commencement of Question Time.

***Questions:***

- ❖ Question Time will be restricted to 30 minutes and occur immediately prior to Ordinary Council Meeting.
- ❖ All questions are to be directed to the Council, not to individual Administrators or officers.
- ❖ Council reserves the right to decline to read or answer any question in the public forum (for example, questions pertaining to legal issues, confidential information etc).
- ❖ Members of the public gallery are not permitted to respond to or comment on any question/answer.
- ❖ The Chief Executive Officer will read out the name of the questioner and the question. The Administrator will answer the question.
- ❖ Questions assessed by the CEO as being of a day-to-day operational nature will be responded to by the CEO as such.