PUBLIC QUESTION FORM

PLEASE COMPLETE AND FORWARD TO THE CEO BY 5.00PM THE DAY PRIOR TO COUNCILS MEETING.
FORMS COMPLETED AT THE MEETING ARE TO BE PLACED IN THE TRAY AT THE DOOR AS YOU EXIT THE CHAMBERS

The public is provided the opportunity to ask questions at Council Meetings. The Town has set aside 15 minutes for questions prior to commencement of the business. To ensure an equal and fair opportunity is provided to address Council, members of the public are requested to ensure their questions are succinct and do not restrict others the opportunity to ask questions.

Questions:

- **Firstly, state your name**
- **Questions are to be put to the Mayor;**
- **No statements are permitted – questions only**
- **Please speak to the Governance Officer before or after the meeting if you require a photocopy.**

Responding to Questions:
Once a question is asked, the Mayor may respond to the question asked, refer the question to an officer for response, or take the question on notice, in which case a written response will be forwarded to you and included in the agenda papers for the next Council Meeting.

NAME *(Please Print)* _____

ADDRESS _____

DATE _____ **SIGNATURE** _____

ORDINARY COUNCIL MEETING DATE:_____

MY QUESTION(S): *(Please provide a legible, clear and concise outline of your question(s) below or attach a copy in full to this form).*

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