

QUESTIONS TO ADMINISTRATORS POLICY

PLEASE SEE POLICY AND PROCEDURES ATTACHED TO THIS FORM FOR MORE INFORMATION ABOUT SUBMITTING QUESTIONS TO ADMINISTRATORS TO BE ANSWERED AT A SCHEDULED COUNCIL MEETING

Name: _____

Address: _____

Telephone contact (optional) _____ (AH) _____ (BH)

Your question must relate to any of the following to be considered at a Council Meeting:

- | | YES | NO |
|---|--------------------------|--------------------------|
| a) a matter listed on the Agenda; and/or | <input type="checkbox"/> | <input type="checkbox"/> |
| b) a significant strategic or governance matter affecting the City. | <input type="checkbox"/> | <input type="checkbox"/> |

If you have any queries, please contact the Governance Team on 9217 2294.

Question (One question per form)

Statements or opinions are not permitted during question time and will not be read.

Please note Council reserves the right to summarise or précis your question when reading it out at the meeting and recording the question in the minutes of the meeting.

Signature: _____

Date:

Privacy Statement

Council is collecting your name and address so that it may provide you with a written response to your question. If you do not provide this information, Council will be unable to provide you with a written response. Your telephone contact details are optional and may assist Council in seeking clarification from you on the information you are seeking. You may access or correct your personal information by contacting Council.

Your name will appear in the Council minutes along with details of the question and the Council response. The other personal information on the form will only be disclosed to **Administrators** and Council Officers and will be retained on Council files until destroyed in accordance with the *Public Records Act 1973*.