



Circular Head Council

Questions to Council

Welcome to this meeting of the Circular Head Council. Ordinary Council meetings are held on the third Thursday of every month, commencing at 6.00 p.m.

Council meetings are generally open to the public, however, the Council may, at its discretion, meet behind closed doors. The Council may only close the meeting to members of the public when matters such as staff employment, litigation and the like are discussed.

Members of the public are unable to participate in the debate, however, the Mayor, or Chairperson, will invite questions from members of the public both near the commencement and again towards the conclusion of the meeting. Questions may be asked on any subject, provided they relate to:-

- matters affecting Circular Head
- the purpose of the meeting, if asked at a Special Council meeting

There is a limit of two questions per person.

What to do?

1. Write your question using the reverse of this document.
2. When the Mayor formally invites questions from the public you should:
 - a) stand up
 - b) clearly state your name, and
 - c) read aloud your written question
Please ask your question clearly and as briefly as possible
 - d) an officer will collect your written question at this time

The Mayor may, at his absolute discretion, accept the question, or determine that any complex question requiring research be answered at a later time. In this case the answer will be provided in writing. The Mayor may nominate a Council member, or an officer, to answer the question/s.

Please note that no debate or discussion is permitted on any question or answer.

The minutes of the meeting which record the decisions made and the proceedings are prepared in the week following the meeting. Usually, the unconfirmed minutes are available for inspection within a fortnight of the meeting.

Questions, and a summary of the responses, will be recorded in the Council minutes.

Should you have any queries, please do not hesitate to speak to a Councillor or Officer present prior to the meeting or during an adjournment of the meeting.

Please Note: Parliamentary Privilege does not apply at Council Meetings.

GENERAL MANAGER

