

The Council allows 15 minutes for questions from the public at the start of each meeting.

All questions must be submitted in writing, along with the name and address of the person submitting, prior to the commencement of the Council Meeting.

All questions will be registered.

It is recommended that complex questions requiring research be submitted in writing to the Resource Recovery Group one (1) working days prior to the Council Meeting in order to allow the RRG sufficient time to prepare a response.

Written questions can be provided in the following forms:

1. Emails sent to admin@resourcerecoverygroup.com.au, subject line: "Questions for Council Meeting", two (2) hours before the meeting commence time.
2. On the day of Council Meetings, written questions are to be registered and placed in the "Questions Tray" located in the meeting venue. The register will be open thirty (30) minutes prior to the commencement of the Council Meeting.
3. Members of the public may submit questions up until the commencement of the Council Meeting, but all questions must be submitted in writing and the details of the person asking the question/s must be added to the Register. RRG staff will be available at the meeting to assist members of the public in understanding the procedure and submitting questions.

All questions should not contain defamatory remarks, offensive language or questioning the competency of councillors or employees. Questions should be on the issue rather than on individuals.

The procedure during the meeting

1. The Chairman will call "Public Question Time" early in the meeting (following the opening and attendance).
2. The Chairman will only call upon persons who have registered to ask questions.
3. Persons must give their name and ask their question(s).
4. The Chairman will (or request the appropriate council employee) respond to the question.
5. Questions may be taken on notice or not accepted.
6. To assist in managing question time, persons with multiple questions may be asked after the second question to wait until others have asked questions and then if time permitting may continue to ask further questions.
7. Members of the public must not interface with the meeting following public question time and will not have any further opportunity to ask questions until the meeting adjourns or closes.

Please provide the following information in the space below, in order to assist the regional Council in dealing with your questions

Date of Meeting		Item NO.	
Your Name			
Your Address			
Your question(s): (write "refer attached" if already written on another form)			