Public Question Time

**Public Question Time is conducted in accordance with Part 6, Clause 6.9 in the Council’s *Meeting Procedure* *Local Law No. 9*.**

The aim of Public Question Time is to provide an opportunity for the public to ask general questions at Council Meetings requiring routine responses.

Questions must be in writing on the form provided by the Council and submitted by 5.00pm on the day before the meeting. A question will only be read to the meeting if the Chairperson or other person authorised for this purpose by the Chairperson has determined that:

1. the person directing the question is present in the gallery;
2. the question does not relate to a matter of the type described in section 89(2) of the Act (for confidential matters);
3. the question does not relate to a matter in respect of which Council has no power to act;

iv) the question is not defamatory, indecent, abusive or objectionable in language or substance;

1. the question is not a repetition of a question already asked or answered (whether at the same or an earlier meeting); and
2. the question is not asked to embarrass a Councillor, member of Council staff or member of the public.

A Councillor or Council officer may:

1. immediately answer the question asked; or
2. elect to have the question taken on notice until the next Ordinary meeting of Council; at which time the question must be answered and incorporated in the Agenda of the meeting under Public Question Time; or
3. elect to submit a written answer to the person asking the question within 10 working days.

Responses to public questions answered at the meeting, will be general in nature, provided in good faith and should not exceed two minutes. These responses will be summarised in the minutes of the meeting.

Public Question Time does not substitute for other forms of communication with or other formal business procedures of the Council.

For the full provisions of Clause 6.9, the Public Question Time section of Council’s Meeting Procedure Local Law No. 9, go to the ‘Your Council’ section of Council’s website.

Public Question Time

All questions must be received by the Chief Executive Officer or other person authorised for this purpose by the Chief Executive Officer no later than 5.00pm the day before the Council Meeting.

***Please print all details***

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| **Council Meeting date:** |  |
| Name: |  |
| Street Address: |  |
| Suburb/Township: |  |
| Contact No: |  |
| Email: |  |
| Organisation (if any) represented: |  |

***Brief Background Information*** (if required)

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***Question*** *(one question per form and each question to be of 50 words or less)*

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| *I confirm that the question provided below has been prepared and authorised by me.* | |
| **Signed:** | **Date:** |

***Please refer to the information printed on the reverse hereof as background information on the process and operation of this segment.***

*Privacy Statement: The personal information requested on this form is being collected by Council for the purpose of identifying persons wanting to ask a question at an Ordinary Meeting of Council and in the case that the question cannot be answered at a meeting, as a means of providing an answer at a later date. The personal information will be used solely by Council for that primary purpose or directly related purposes. Council may disclose this information to the general public during the course of the meeting and in the minutes of the meeting. Requests for access and or correction should be made to Council’s privacy officer.*