PUBLIC QUESTION TIME



COUNCIL MEETINGS

**A question must be lodged at the Warrnambool Civic Centre no later than two (2) hours before commencement of the Scheduled Council Meeting where it is scheduled to commence at 5.45pm, at which the question is to be asked.**

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| --- | --- | --- |
| **Name:** |  | |
| **Address:** |  |  |
|  |  |
| **Contact No:** |  | |
| **Organisation (if any) represented:** |  | |
| **Council Meeting Date:** |  | |

**QUESTION**

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| --- | --- |
| **Signed:** | **Date:** |

**Privacy Notification:**

Please note that as your question has been presented to a public meeting of the Council, your name will appear in the meeting minutes and become a public record, other personal information may also be used so that a written reply can be sent to you. To view Council’s Privacy Policy, please visit Council’s offices or go to Council Privacy Statement located<http://www.warrnambool.vic.gov.au/policies/privacy> policy. Council will ensure that your personal information is held securely in accordance with the Information Privacy Act

**WARRNAMBOOL CITY COUNCIL**

**PUBLIC QUESTION TIME – COUNCIL MEETINGS**

## EXTRACT FROM COUNCIL’S GOVERNANCE RULES

1. There must be a question time at every Scheduled Meeting of Council to enable members of the gallery to address questions to Councillors or members of Council staff.
2. Rule 26(1) does not apply during any period when a Scheduled Council Meeting is closed to members of the public or during a Caretaker Period.
3. Thirty (30) minutes will be allocated at each meeting for Public Question Time. Where the thirty (30) minutes allocated has been exhausted, a motion to extend must be put and passed for Public Question Time to be extended.
4. Unless the Chief Executive Officer determines, in their absolute discretion, to permit a question to be submitted in a different way, all questions must be received In Writing on the prescribed form available on the Council Website and state the name and address of the person submitting the question.

(5) All questions must be received no later than two (2) hours before the commencement of the Scheduled Council Meeting or 4pm on the day of the Scheduled Council Meeting where it is scheduled to commence at 5.45pm, at which the question is to be asked

(6) No person may submit more than two (2) questions to any one (1) Scheduled Council Meeting. A question may be split into a maximum of two parts only. If more than two parts to a question are received, only the first two parts will be considered. Similarly, if more than two questions are received, only the first two questions will be considered. All parts of a question must be relevant to the same subject of enquiry.

(7) A question may be disallowed by the Chair if the Chair has determined that:

(a) the person directing the question, or their representative, is not present in the gallery;

(b) the question is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;

(c) the question deals with a subject matter already answered;

(d) the question is aimed at embarrassing a Councillor or Officer or any other person; or

(e) the question relates to Confidential Information.

(8) The Chair, or the Chief Executive Officer or their delegate must read to the Scheduled Council Meeting the name of the person who has submitted a permitted question.

(9) The person who submitted the question must read the text of the question and the Chair may then direct that the question to be answered by the Chief Executive Officer or a nominated Officer.

(10) Where requested by the person who submitted the question, the Chief Executive Officer must read the text of question on that person’s behalf, and the Chair may then direct that the question to be answered by the Chief Executive Officer or a nominated Officer.

(11) All questions must be asked as succinctly as is possible and answers to questions should be as complete as is practical under the circumstances.

(12) Further or follow up questions that have not been submitted, or debate on the response provided shall not be allowed.

(13) Like questions may be grouped together and a single answer provided.

(14) The Chair, Chief Executive Officer or Officer to whom a question is directed may take a question on notice. If a question is taken on notice, a *Written* copy of the answer must be sent to the person who asked the question and to all Councillors

(15) The name of the questioner, the question and the response must be recorded in the Minutes, as an official record of the questions submitted to the Scheduled Council Meeting.