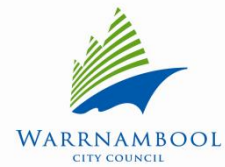


Council Meeting

Public Question Time form



For information about Council's Public Question Time refer to Council's **Governance (Meeting Procedures) Local Law** Clause 36 on Council's website: www.warrnambool.vic.gov.au or available by contacting Council.

This form should be lodged at Council's Civic Centre or by hand delivering it to the Chief Executive or Mayor in the Council Chamber on the day of an Ordinary Meeting. For assistance in completing the form, contact Council's City Assist team on 03 5559 4800.

Questions must be in writing. The cut of time for receipt of questions is 15 minutes after the commencement of the meeting with a maximum of two (2) questions per person per meeting. If you are not present during Public Question Time then the question will be responded to later in writing. *See overleaf for more instructions.*

Name:

Address:

Contact Phone No.

Date of Council Meeting:

Question:

Signed:

Date:

Questions should be kept as brief & succinct as possible, using the space provided. If your question is unable to fit into the space provided, it may be more appropriately dealt with by way of a letter addressed to the Council at PO Box 198 Warrnambool Vic 3180 or emailed to warrnambool@warrnambool.vic.gov.au.

Note: The information contained in this form is collected by the Warrnambool City Council to respond to your question. Your name, address and question will be read out at the Council meeting and recorded in the Council Meeting Minutes. The information read out in relation to question/s will also be captured in the audio recording of this Council Meeting on the internet. We will not use your personal information for any other purpose, unless required by law.

Civic Centre 25 Liebig Street
Warrnambool Victoria Australia
PO Box 198 Warrnambool VIC 3280

Telephone (03) 5559 4800
Facsimile (03) 5559 4900
Ausdoc DX 28005

Website www.warrnambool.vic.gov.au
ABN 44 594 264 321

To lodge this form: Place it in the Public Questions tray situated in the Council Chamber on the day of an Ordinary Meeting or by post to Warrnambool City Council, 25 Liebig Street (PO Box 198) Warrnambool.

People with a disability may seek assistance in filling out the form at Council's customer service centre. However, a person wanting to lodge the form must be able to sign or make their mark on the form.

The cut off time for receipt of public questions is 15 minutes after the commencement of the Meeting.

A question may not be read out at the meeting if:

- the person submitting the question is not present at the meeting
- its defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable
- it would embarrass a Councillor, a member of staff or a member of the community
- it relates to personal, contractual, legal or confidential matters
- it deals with a matter already answered or dealt with in the Meeting's agenda (e.g. a matter already considered and resolved upon by Council prior to Question Time)
- it may prejudice Council.

Questions should be kept as brief and succinct as possible, using the space provided. If your question is unable to fit into the space provided, it may be more appropriately dealt with by way of a letter to the Council at PO Box 198 Warrnambool Vic 3180 or via emailed to warrnambool@warrnambool.vic.gov.au.

No debate on questions asked or answers given is permitted during Public Question Time.

For more information about Council Meeting Public Question Time refer Clause 36 of Council's Governance (Meeting Procedure) Local Law located on Council's website – see **Council Meeting Procedures**.