

## PUBLIC QUESTION FORM

During Public Participation Time Council allows for the tabling of petitions by Councillors and Officers and 30 minutes for the purpose of:

- Responding to questions that have been submitted by members of the public;
- Allowing members of the public to address Council.

Members of the public are invited to submit written questions on this form to the Chief Executive Officer by 10:00am the day before the Ordinary Meeting of Council.

If you wish to address Council you must provide a brief synopsis of your address in writing to the Chief Executive Officer by 10:00am the day before the Ordinary Meeting of Council.

Completed Public Question Time Forms can be submitted at your nearest Customer Service Centre or by emailing [shire@hepburn.vic.gov.au](mailto:shire@hepburn.vic.gov.au) with the words 'Public Question' in the subject line.

Public Question Time Forms received after the 10:00am deadline will be held over to the next Ordinary Meeting of Council.

<b>DATE OF MEETING</b>	
<b>NAME</b>	
<b>RESIDENTIAL ADDRESS</b>	
<b>EMAIL ADDRESS</b>	
<b>TELEPHONE</b>	
<b>ORGANISATION</b> (if applicable)	

**SUBJECT OF QUESTION** \_\_\_\_\_

Please note the number of questions that any person may ask at each meeting is limited to two. You need to be present in the public gallery at the meeting in order to ask your question.

QUESTION 1	
QUESTION 2	

**Please note:** Your name and suburb will be included in Council's minutes which are available on Council's website.

**Privacy Statement**

Hepburn Shire Council acknowledges and respects the privacy of individuals. Personal information collected by Council is used for municipal purposes as specified in the *Local Government Act 1989*. The information provided on this form will be used for the production of Council minutes, which are public documents.

EXCEPT FROM THE HEPBURN SHIRE COUNCIL GOVERNANCE RULES

54. QUESTION TIME

54.1 There must be a public question time at every *Council meeting* fixed under Rule 9 to enable members of the public to submit questions to *Council*.

54.2 Sub-Rule 54.1 does not apply during any period when a meeting is closed to members of the public in accordance with section 66(2) of the Act.

54.3 Public question time will not exceed 30 minutes in duration.

54.4 A single 15 minute extension of the time permitted in subclause 54.3 may be allowed subject to approval from the majority of the Councillors present for the purposes of hearing the questions and addresses from community members that have been received.

54.5 Questions submitted to *Council* must be:

54.5.1 in writing, state the name and address of the person submitting the question and generally be in a form approved or permitted by Council; and

54.5.2 Presented to a member of Council staff at one of Councils Customer Service Centres prior to 10am on the day before the Council meeting, or be lodged electronically at the prescribed email address prior to 10am the day before the Council meeting.

54.6 No person may submit more than two questions at any one meeting.

54.7 If a person has submitted two questions to a meeting, the second question:

54.7.1 may, at the discretion of the Chair, be deferred until all other persons who have asked a question have had their questions asked and answered; or

54.7.2 may not be asked if the time allotted for public question time has expired.

54.8 The *Chair* or a member of Council staff nominated by the *Chair* may read to those present at the meeting a question which has been submitted in accordance with this Rule.

54.9 Notwithstanding sub-Rule 54.7, the *Chair* may refrain from reading a question or having a question read if the person who submitted the question is not present in the gallery at the time when the question is due to be read.

54.10 A question may be disallowed by the *Chair* if the *Chair* determines that it:

54.10.1 relates to a matter outside the duties, functions and powers of Council;

54.10.2 is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;

54.10.3 deals with a subject matter already answered;

54.10.4 is aimed at embarrassing a Councillor or a member of Council staff;

- 54.10.5 relates to personnel matters;
  - 54.10.6 relates to the personal hardship of any resident or ratepayer;
  - 54.10.7 relates to industrial matters;
  - 54.10.8 relates to contractual matters;
  - 54.10.9 relates to proposed developments;
  - 54.10.10 relates to legal advice;
  - 54.10.11 relates to matters affecting the security of Council property; or
  - 54.10.12 relates to any other matter which Council considers would prejudice Council or any person.
- 54.11 Any question which has been disallowed by the *Chair* must be made available to any other Councillor upon request.
  - 54.12 All questions and answers must be as brief as possible, and no discussion may be allowed other than by *Councillors* for the purposes of clarification.
  - 54.13 Like questions may be grouped together and a single answer provided.
  - 54.14 The *Chair* may nominate a Councillor or the *a member of Council staff* to respond to a question.
  - 54.15 A councillor or the Chief Executive Officer may require a question to be put on notice. If a question is put on notice, a written copy of the answer will be sent to the person who asked the question.
  - 54.16 A question may include an introduction of no more than 200 words.
  - 54.17 Council may determine to defer an answer to a later date.
  - 54.18 A Councillor or *the Chief Executive Officer* may advise *Council* that it is his or her opinion that the reply to a question should be given in a meeting closed to members of the public. The Councillor or *Chief Executive Officer* (as the case may be) must state briefly the reason why the reply should be so given and, unless *Council* resolves to the contrary, the reply to such question must be so given