

# Public Question Time Form

<b>Contact details</b>	<b>Name:</b>	
	<b>Address:</b>	
<b>Phone</b>	<b>Home:</b>	<b>Work:</b>

## Question (One question per form)

Statements or opinions are not permitted during question time and will not be read.


**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Privacy statement

Council is collecting your name and address so that it may provide you with a written response if required to your question. If you do not provide this information, Council will be unable to provide you with a written response. Your telephone contact details are optional and may assist Council in seeking clarification from you on the information you are seeking. You may access or correct your personal information by contacting Council.

Your name will appear in the Council minutes along with details of the question and the Council response. The other personal information on the form will only be disclosed to Councillors' and Council Officers and will be retained on Council files until destroyed in accordance with the Public Records Act 1973.

Council regularly seeks input from the public on a range of Council matters including preparation of the Community Plan which sets Council's key strategic direction for the next four years.

**I wish to be consulted in the future on Council's Community Plan.**

# Public Question Time Procedure

1. Public question time provides the community with the opportunity to ask questions directly of Council at a Council Meeting.
2. All questions must be submitted in writing and legible (one question per form).
3. A question must be received in writing by:
  - a. Leaving it in the "Question Box" in the Council Chambers 5 minutes before the commencement of the Council meeting; or
  - b. Leaving it at the reception desk at the Council Offices by 5.00pm on the day prior to the Council meeting; or
  - c. Sending it by e-mail ([council@swanhill.vic.gov.au](mailto:council@swanhill.vic.gov.au)) or facsimile transmission (Fax: 5036 2340) by 5.00pm on the day prior to the Council meeting.
4. A time is set aside for public questions during a Council meeting at which time each question will be read after the Chairman has looked at its contents and determined that the question is appropriate. Statements and opinions are not permitted during question time and will not be read to the meeting.
5. The Chairman may disallow any question. This may be because the question is repetitive of a question already asked, objectionable, irrelevant, raises an issue of a confidential nature or is asked to embarrass a Councillor or Council officer. The Chairman will provide reasons where a question is disallowed. Questions considered to be inappropriate will be made available to Councillors on request.
6. The Chairman will nominate the appropriate Councillor or Council officer to answer the question or elect to answer it himself/herself. No debate or discussion of the questions or answers is permitted.
7. The Chairman may elect to take a question on notice in which case a written response will generally be provided within five working days.
8. Persons submitting questions must be present at the Council meeting for the question to be answered and must identify themselves when requested by the Chairman to do so.
9. A summary of the text of the question and the response will be recorded in the minutes of the Council meeting.