

# Public Question Time Form



Name (& organisation if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

I would like my full name included in the minutes

Questions must be submitted at Council offices during business hours, or sent to Private Bag 1 Camberwell 3124 or emailed to [pqt@boroondara.vic.gov.au](mailto:pqt@boroondara.vic.gov.au) .

Council encourages the early submission of questions to enable the preparation of a considered response. Questions received after 12 noon on the day of the meeting will receive a verbal response if possible, but will otherwise be taken on notice and a written response provided.

Detailed provisions regarding question time are provided overleaf however please note:

- You may ask a maximum of 2 questions per meeting and 11 questions per calendar year.
- You must be in the public gallery for your question to be considered.
- Multi-part questions are not permitted and contextual statements or extra information before or after the question will not be read.
- Questions may be disallowed by the Chairperson under clause 60.2 unless:
  - a) they relate to a matter on the Council meeting agenda: OR
  - b) have already been asked in writing of a councillor or a member of Council staff

Questions disallowed under clause 60.2 will be referred to the relevant Council officer for consideration and a written response provided in due course.

**Each question should be submitted on a separate form.**

Question (75 words max): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This question was originally sent to \_\_\_\_\_ (name) on \_\_\_\_/\_\_\_\_/\_\_\_\_ (date) and a response was received on \_\_\_\_/\_\_\_\_/\_\_\_\_ (date) **OR** relates to agenda item number: \_\_\_\_\_

*Privacy Statement: The personal information requested on this form is being collected by Council for the purpose of hearing public questions at a Council meeting and to enable subsequent communication with questioners as required. The information will be used by Council for these primary purposes or directly related purposes. The information may also be used to update Council's customer databases to assist Council in discharging its functions or providing services. Council may disclose the question and personal information to the general public during the meeting. The question and the questioner's first name, surname initial and suburb may also be published in the public minutes of the meeting. The information provided will not otherwise be disclosed without consent unless required by law. Providing a name and address is a requirement of Council's Meeting Procedure Local Law and questions may be disallowed if this information is not collected. Requests for access to and/or amendment of the information provided may be made to Council's Privacy Officer.*

# Public Question Time Form

## Extract from Meeting Procedure Local Law - Division 8 – Public Question Time

### 59. Submission of Questions

- 59.1 Unless *Council* resolves to the contrary, there shall be a public question time at every *Ordinary meeting* to allow members of the public to submit questions to *Council*.
- 59.2 No person may submit:
- 59.2.1 more than two (2) questions at any one (1) *Ordinary meeting*.
- 59.2.2 more than eleven (11) questions in any one calendar year.
- 59.3 As to the form of questions:
- 59.3.1 subject to clause 59.3.4, questions must be in writing and in English;
- 59.3.2 questions must be 75 words or less and not include a preamble, other additional material, or multiple parts;
- 59.3.3 questions should be submitted on the designated Public Question Time Form which is available:
- 59.3.3.1 during normal office hours at the Camberwell offices at 8 Inglesby Road Camberwell; or
- 59.3.3.2 on *Council's* website.
- 59.3.4 considering the general rights of citizens to take part in the conduct of *Council* affairs, if providing a question in writing and or in English unreasonably prevents or hinders participation in public question time, assistance with submitting questions is available from *Council*, via interpreter service if required.
- 59.4 As to the deadline for questions:
- 59.4.1 questions should be received by *Council* by 12:00 noon on the day of the *Ordinary meeting* to receive a verbal response at the meeting;
- 59.4.2 questions not received by 12:00 noon on the day of the meeting will receive a verbal response if possible, but will otherwise be taken on notice for a *written* response to be provided.
- 59.4.3 questions must be submitted:
- 59.4.3.1 by mail to *Council's* advertised postal address; or
- 59.4.3.2 by email to *Council's* advertised email address; or
- 59.4.3.3 in person during normal office hours at the Camberwell offices at 8 Inglesby Road, Camberwell.
- 59.4.3.4 after normal office hours on the day of the meeting if submitted in person prior to the commencement of the *Ordinary Council* meeting in the receptacle designated for such purpose at 8 Inglesby Road, Camberwell.

### 60. Questions may be disallowed

- 60.1 Considering the general rights of citizens to take part in the conduct of *Council* affairs, a question may be disallowed by the *Chairperson*, if in the opinion of the *Chairperson* it:
- 60.1.1 is not submitted in accordance with this Division.
- 60.1.2 relates to a matter outside the duties, functions and powers of *Council*;
- 60.1.3 may reasonably be considered to be defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- 60.1.4 deals with a subject matter already answered at the *Council meeting*;
- 60.1.5 is aimed at embarrassing a Councillor or a member of *Council* staff;
- 60.1.6 relates to personnel matters;
- 60.1.7 relates to the personal hardship of any resident or ratepayer;
- 60.1.8 relates to industrial matters;
- 60.1.9 relates to contractual matters;
- 60.1.10 relates to proposed developments;
- 60.1.11 relates to legal advice;
- 60.1.12 relates to matters affecting the security of *Council* property; or
- 60.1.13 relates to any other matter which *Council* considers would prejudice *Council* or any person.
- 60.1.14 would require, on the advice of the *Chief Executive Officer*, an unreasonable diversion of *Council* resources to prepare a response for public question time.
- 60.2 If a question is not disallowed under clause 60.1, the *Chairperson* may otherwise disallow a question if:
- 60.2.1 it does not relate to a matter or matters on the agenda for the current *Ordinary meeting*; and/or
- 60.2.2 before submitting a question for public question time the person asking the same has not previously:
- 60.2.2.1 put the question in writing to a Councillor or a member of *Council* staff; and
- 60.2.2.2 received a *written* response to the question from a Councillor or a member of *Council* staff
- 60.3 If a question is not disallowed under clauses 60.1 or 60.2,
- 60.3.1 the *Chairperson* may still disallow a question if, subject to clause 60.3.3, the person asking the same is not in the gallery at the time it is due to be read;
- 60.3.2 the *Chairperson* may still disallow a question if, subject to clause 60.3.3, the person asking the question refuses to read the question when called upon by the *Chairperson* to do so;
- 60.3.3 considering the general rights of citizens to take part in the conduct of *Council* affairs, if a person submitting a question is unable to attend the meeting, or read a question, because of a personal characteristic or attribute protected by law, such as (but not limited to) having a disability, their age or status as a carer, the *Chairperson* may, subject to clause 60.3.4 permit a representative to attend or read a question on their behalf;
- 60.3.4 the *Chairperson* shall not exercise his or her discretion to permit a representative in accordance with clause 60.3.3 on the ground of inconvenience alone.
- 60.4 Questions disallowed by the *Chairperson* shall be made available to any Councillor on request.
- 60.5 Questions may be disallowed by the *Chairperson* prior to the commencement of an *Ordinary meeting*.