**Public Question Time**

Public Question Time is conducted in accordance with section 3.19 of Council’s Governance Rules.

The aim of Public Question Time is to provide an opportunity for the public to ask general questions at Council Meetings requiring routine responses.

* 1. Question time will take place during the Council Meeting as provided for in the agenda.
	2. Questions in writing in the form prescribed by the Chief Executive Officer will be accepted up to 5pm on the day before the Meeting.
	3. A question will only be read to the meeting if the Chairperson or other person authorised for this purpose by the Chairperson has determined that the:
		1. person directing the question is present in the gallery or provided a link to join the meeting virtually;
		2. question does not relate to a confidential matter;
		3. question does not relate to a matter in respect of which Council has no power to act;
		4. question is not defamatory, indecent, abusive or objectionable in language or substance;
		5. question is not a repetition of a question already asked or answered (whether at the same or an earlier meeting); and
		6. question is not asked to embarrass a Councillor, member of Council staff or member of the public.
	4. Persons submitting questions should either be available through the virtual meeting platform or be present in the public Gallery. If they are not present in the Gallery or through virtual attendance, the Chairperson shall decide if the question will be read in their absence or held over to the next meeting.
	5. If the Chairperson decides that the question will be held over, it shall be held over to the next meeting only.
	6. The Chairperson shall decide and nominate who will read out each question and who will answer each question.

A Councillor or Council officer may:

* + 1. immediately answer the question asked; or
		2. elect to have the question taken on notice until the next Ordinary meeting of Council; at which time the question must be answered and incorporated in the Agenda of the meeting under Public Question Time; or
		3. elect to submit a written answer to the person asking the question within 10 working days.

Responses to public questions answered at the meeting, will be general in nature, provided in good faith and should not exceed two minutes. These responses will be summarised in the minutes of the meeting.

Items submitted for Public Question Time will be reviewed to ensure that they comply with the principles of the *Local Government Act 2020* and Council’s Governance Rules, and may be amended accordingly before publication.

Public Question Time does not substitute for other forms of communication with Council or other formal business procedures of the Council.

**Public Question Time Form**

All questions must be received no later than 5.00pm the day prior to the Council Meeting. The Public Question Time form can be submitted via post, in person or via email to info@moorabool.vic.gov.au

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| **Council Meeting date:** |  |
| Name: |  |
| Street Address: |  |
| Suburb/Township: |   |
| Contact No: |  |
| Email: |  |
| Organisation (if any) represented: |  |

***Brief Background Information*** (if required)

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***Question*** *(one question per form and each question to be of 50 words or less)*

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| *I confirm that the question provided above has been prepared and authorised by me.* |
| **Signed:** | **Date:** |

*Privacy Statement: The personal information requested on this form is being collected by Council for the purpose of identifying persons wanting to ask a question at an Ordinary Meeting of Council and, in the case that the question cannot be answered at a meeting, as a means of providing an answer at a later date. The personal information will be used solely by Council for that primary purpose or directly related purposes. Council may disclose this information to the general public during the course of the meeting, which may be livestreamed and the recording accessible on Council’s website, and in the minutes of the meeting. Requests for access and or correction should be made to Council’s privacy officer.*