

Council Meeting Public Question Time Form

Council invites questions from members of the community at its scheduled Council Meetings.

Questions must be received by midday one business day before the Council Meeting. Any questions received after this deadline that meets the criteria specified in the Latrobe City Council *Governance Rules* will be held until the next scheduled Council Meeting for response.

Please refer to the Latrobe City Council *Governance Rules* for further information (an extract is attached over the page).

Name:

Address:

Contact Phone Number:

Question Topic:

Question:

Signed: _____ Date: _____

The personal information requested on this form is being collected by Council for the purpose of processing your request to ask a question at a Latrobe City Council Meeting in accordance with the Governance Rules. The personal information will be used solely by Council for that primary purpose, directly related purposes or as otherwise allowed by law.

If you choose not to provide this information, then we will be unable to process your request. The applicant understands that the personal information provided is for the reasons outlined above and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to the Privacy Officer at Latrobe City Council on 1300 367 700.

Customer Service Use Only: Note, once this form has been received at reception, the Governance team must be immediately contacted and advised.

Date and Time Question Received: _____

Contacted Governance: ☐ Yes ☐ No

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Latrobe City Council Governance Rules Extract (please refer to the full Rules for further information on public question time).

66. Public Question Time

- 66.1 Public question time is a section of the agenda of a Council meeting during which Council may answer questions submitted by members of the public. It is not designed to take the place of contacting a Councillor or Councillors directly to discuss an issue, or to replace contacting Council's Customer Services for assistance. Rather, it is designed to allow for clarification of issues of public interest.
- 66.2 For a question to be considered at a Council meeting, the following requirements must be met:
- 66.2.1 The person submitting the question must include their name, address and contact number;
 - 66.2.2 A question must not exceed 50 words in length;
 - 66.2.3 A question must focus on an issue within Councils powers to act;
 - 66.2.4 A question must not name, allude to, or focus on an individual
 - 66.2.5 No more than two questions (including questions asked in parts) are able to be submitted per person for any one Council meeting.
- 66.3 Questions that meet one of the following criteria will not be answered at a Council meeting:
- 66.3.1 Repetitive or has already been answered (either previously by officers in writing or at a Council meeting);
 - 66.3.2 Relates to a matter for which the meeting would normally be closed (section 66 of the Act);
 - 66.3.3 Is prejudicial to the Council or any other person if answered;
 - 66.3.4 Relates to the personal views or actions of an individual Councillor or Officer;
 - 66.3.5 Relates to a matter that is the subject of negotiation, litigation or commercial interest/advantage;
 - 66.3.6 Is defamatory, indecent, abusive, irrelevant, trivial or objectionable in language or nature;
 - 66.3.7 Is considered trivial or vexatious or it is more appropriate to direct to officers of the Council during normal business hours.

Governance Use Only:

Question compliant with Rules: ☐ Yes ☐ No Date of Meeting question to be submitted to:

Notes: