

Public Question Time

Guidelines and Form

**Public Question Time**

**Public Question Time Guidelines**

Wyndham City Council encourages questions from the public, and has made provision in the Agenda of each Ordinary Meeting of Council, to hold a public question time. Please ensure that you read and understand these Guidelines before completing the Form on the next page.

**Privacy notification**

* As your question has been presented to a public meeting of the Council, your personal information will appear in the meeting minutes and become a public record.

**Are there time limits for lodging a question?**

To be considered at a Council Meeting:

* Questions must be submitted no later than midday on the day of the Meeting.
* Questions can be submitted via mail, email, by handing in at the Civic Centre or by completing the form on Council’s website as indicated on the bottom of the Form on the next page.

**What rules apply to questions?**

Clause 26 of Council’s Meeting Procedure Protocol 2013 details the rules that govern questions and the conduct of Public Question Time. A summary of the rules and guidelines is below:

* A maximum of two questions are to be asked by any one person;
* A maximum of two questions for all persons is permitted on any one subject, unless at the discretion of the Chairperson;
* Questions that are not able to be considered during the available time, will be held over and considered at the next Ordinary Meeting of Council;
* The person asking the question is not permitted to enter into debate with, or directly question Councillors or officers;
* The person asking the question must be present in the public gallery when the question is read out and responded to;
* The question must be addressed to the CEO, the Mayor, or a Councillor;
* The Chairperson will determine which Councillor will respond to a question from the public. If the Chairperson decides that they will respond, the Chairperson will vacate the Chair while the response is provided. If necessary, the CEO will determine which Officer will respond to a question;
* The question must be legible preferably typed or in permanent writing (i.e. no pencil);
* The question must be in the English language, or accompanied by a translation, which will need to be certified by the CEO who will present it to be correct;
* If more than 1 page of writing is used, a signature of the person must be on each additional page;
* The question must not be indecent, abusive or objectionable in language or content.

**Can my question be disallowed?**

While it is very rare, the Chairperson may disallow any question which is considered to be:

* Confidential in nature or of legal significance;
* Related to a matter outside the powers or duties of the Council;
* Repetitive of a question already answered;
* Asked to embarrass a Councillor or officer;
* Defamatory, indecent, offensive, abusive, irrelevant, trivial or objectionable in language or nature.

**Need information?**

If you would like more information, including advice about the form of your question and the rules that apply, contact the Governance Unit via email [Governance@wyndham.vic.gov.au](mailto:Governance@wyndham.vic.gov.au) or phone

9742 0777.

**Public Question Time Form**

**IMPORTANT**

1. **Questions must be submitted by midday on the day of the Council Meeting.**
2. **Instructions about how to submit a question are at the end of this Form.**
3. **Persons submitting questions must be present in the Chamber when it is read out, otherwise it will not be considered.**

Attention: Mayor and Councillors/ Chief Executive Officer

Question

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**Your details:**

**Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode:\_\_\_\_\_\_\_\_\_\_\_**

**Email:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Organisation represented (if any):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Council Meeting Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Submit this Form in one of the following ways by midday of the day of the Council Meeting:**

Emailed to [**Governance@wyndham.vic.gov.au**](mailto:Governance@wyndham.vic.gov.au)

Posted to PO. Box 197, Werribee VIC 3030

Delivered to Wyndham Civic Centre, 45 Princes Highway, Werribee (Monday-Friday 8am-5pm)

Via the Council website – [www.wyndham.vic.gov.au](http://www.wyndham.vic.gov.au)

 This information can be translated by contacting Translating and Interpreting Services on 131 450 and asking to be connected to Wyndham City on 9742 0777.