



ASK A QUESTION AT A COUNCIL MEETING

This form is to be completed and placed in the tray provided by 5.10pm on the night of the Council meeting to have your question read out and responded to as appropriate (please refer to the information on the reverse side of this form for Question Time procedures). If you cannot submit your question in person, please call 1300 666 535 to make other arrangements.

COUNCIL MEETING DATE:

YOUR DETAILS:

Name:

Address:

Town:

Phone: BH:..... AH:

Mobile: Email:.....

We respect your privacy. Your name will be read out at the meeting, but we will not sell or give away your personal information unless required by law. Occasionally, we may use your details for our own research purposes or to let you know about our council information.

QUESTION:

.....
.....
.....
.....
.....
.....
.....

Agenda item number (if relevant):

Signature: Date:

OFFICE USE ONLY

Was the question answered at the Council Meeting? Yes No

Summary of response provided:.....
.....
.....
.....
.....

Written response to be prepared by:

Question Time at Council meetings enables an opportunity for members of the public in the gallery to address questions or queries to the Councillors and/or officers of the Shire of Campaspe.

QUESTIONS FROM THE GALLERY

1. Members of the public may submit questions from the gallery by completing the *Ask a Question at a Council Meeting* form (printed on the reverse side of this sheet).
If appropriate, an answer will be provided during Question Time at the conclusion of the Council meeting.
2. Sometimes a Councillor/officer may indicate that they require further time to research an answer. In this case, the answer will be provided in writing.
3. Questions will be answered unless the Chairperson has determined that the relevant question relates to:

- personal matters
- the personal hardship of any resident or ratepayer
- industrial matters
- contractual matters
- proposed developments
- legal advice
- matters affecting the security of Council property
- an issue outside the Shire of Campaspe core business
- or any other matter which the Council considers would prejudice it or any person
- a matter which may disadvantage the Council or any person
- is defamatory, indecent, abusive or objectionable in language or substance
- is repetitive of a question already answered (whether at the same or an earlier meeting)
- is asked to embarrass an officer or another Councillor

No debate or discussion of questions or answers shall be permitted and all questions and answers shall be as brief as possible.