

# Ask a Question at a Council Meeting



This form is to be completed and handed in to a Service Centre or sent electronically by 12:00pm on the day of the Council meeting to have your question read out at the Council meeting and responded to as appropriate.

**Please refer to the Question Time Procedure on the reverse side of this form for further information.**

**Council Meeting Date:** .....

## Your Details:

Name: .....

Address: .....

Town: .....

Phone/Mobile: ..... Email: .....

The information contained in this document is collected to progress your question. This information may be disclosed to third parties if deemed necessary. The information used in this form will be used in accordance with the *Privacy and Data Protection Act 2014 (Victoria)*. To view Council's privacy policy please go to Council Policy 081 Privacy and Data Protection at [www.campaspe.vic.gov.au](http://www.campaspe.vic.gov.au) or visit Council's office to view a copy of the policy.

## Question:

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Agenda item number (if applicable): .....

Signature: ..... Date: .....

## **Office Use Only**

Was the question answered at the Council Meeting?  Yes  No

Summary of response provided:.....

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Written response to be prepared by: .....

## Question Time Procedure

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

1. Members of the public may submit questions by completing an Ask a Question at a Council Meeting form by 12:00pm on the day of the Council meeting via:
  - printing a copy of the [Ask a Question Form](#) and lodging it at one of Council's Service Centres\*; or
  - completing and emailing a copy of the form to the Manager Governance and Strategy [governance@campaspe.vic.gov.au](mailto:governance@campaspe.vic.gov.au); or
  - **completing the online form.**

If appropriate, an answer will be provided during the Question Time section 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 Chair 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 Campaspe Shire Council 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.

- \* Council's Service Centres are located at Echuca, Kyabram, Rochester, Rushworth and Tongala.  
Please click [here](#) for address details and opening hours.