

# Ask a Question at a Council Meeting



This form is to be completed and handed in to a Customer Service Centre or sent by email by 12:00pm on the day before the Council Meeting, to be considered by the CEO for reading out during the Question Time item of that Meeting.

**Please refer to reverse side of this form for further information.**

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

## Your Details:

Name: .....

Address: .....

Town: .....

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

## Question:

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

Personal and health information collected by Campaspe Shire Council (Council) is used for municipal purposes as specified in the *Local Government Act 2020*. The information provided will be used solely for these purposes, or any other directly related purposes.

**Your name and question may be broadcast live to the public, stored and publicly accessible within a video archive, and be recorded in the publicly available Council Minutes.**

The remainder of the information collected in this document will be used for municipal purposes, such as to contact you in relation your question, will not be disclosed to any external party without your consent, unless required or authorised by law, and will be used in accordance with the *Privacy and Data Protection Act 2014* (Vic). 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. If you wish to access or alter any of the personal information you have provided, please contact Council on 1300 666 535 or by email [shire@campaspe.vic.gov.au](mailto:shire@campaspe.vic.gov.au)

**By signing below, I consent to the release of my name and my question/s to the public, by live broadcast, video archive and in Council Minutes.**

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

## Question Time

**Question time at Council meetings is 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 before the Council meeting by:
  - completing the [online form](#); or
  - printing a copy of the [Ask a Question Form](#) and lodging it at one of Council's Customer Service Centres\*; or
  - completing and emailing a copy of the [Ask a Question Form](#) to [governancesupport@campaspe.vic.gov.au](mailto:governancesupport@campaspe.vic.gov.au)

If appropriate, an answer will be provided during the Question Time section of the Council meeting.

2. Questions will be answered unless the CEO has determined that the relevant question:
  - relates to a matter containing confidential information as defined in the *Local Government Act 2020*. Confidential information includes (but is not limited to): -
    - a) Council business information that would prejudice the Council's position in commercial negotiations if prematurely released;
    - b) matters affecting the security of Council property or the safety of any person;
    - c) land use planning information if prematurely released is likely to encourage speculation in land values
    - d) law enforcement information
    - e) legally privileged information
    - f) personal information
    - g) private commercial information
  - relates to a matter in respect of which Council has no power to act;
  - 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 a Councillor

\* Council's Customer Service Centres are located at Echuca, Kyabram, Rochester, Rushworth and Tongala. View the [Customer Service Centres page](#) for opening hours and locations.