

This form outlines the Council's Governance Rules process in dealing with requests from members of the public wanting to address Councillors at Council Meetings:

Public question time will not exceed 15 minutes in duration.

Questions submitted to *Council* must be:

- in *writing*, state the name and address of the person submitting the question and be in a form approved or permitted by *Council*; and
- placed in the receptacle designated for the purpose at the place of the meeting prior to the commencement of the *Council* meeting or be lodged electronically at the prescribed email address prior to 5pm on the day of the *Council meeting*.

A time limit of 3 minutes per presenter will apply.

No person may submit more than two questions at any one meeting. If a person has submitted two questions to a meeting, the second question may, at the discretion of the *Chair*, be deferred until all other persons who have asked a question have had their questions asked and answered; or may not be asked if the time allotted for public question time has expired.

The *Chair* or a member of Council staff nominated by the *Chair* may read to those present at the meeting a question which has been submitted in accordance with this Rule. The *Chair* may refrain from reading a question or having a question read if the person who submitted the question is not present in the gallery at the time when the question is due to be read.

A question may be disallowed by the *Chair* if the *Chair* determines that it:

- relates to a matter outside the duties, functions and powers of *Council*;
- is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- deals with a subject matter already answered;
- is aimed at embarrassing a Councillor or a member of Council staff;
- relates to personnel matters;
- relates to the personal hardship of any resident or ratepayer;
- relates to industrial matters;
- relates to contractual matters;
- relates to proposed developments;
- relates to legal advice;
- relates to matters affecting the security of *Council* property; or
- relates to any other matter which *Council* considers would prejudice *Council* or any person.

All questions and answers must be as brief as possible, and no discussion may be allowed other than by *Councillors* for the purposes of clarification.

Like questions may be grouped together and a single answer provided.

The *Chair* may nominate a Councillor or the *Chief Executive Officer* to respond to a question.

A Councillor or the *Chief Executive Officer* may require a question to be put on notice. If a question is put on notice, a written copy of the answer will be sent to the person who asked the question.

A Councillor or the *Chief Executive Officer* may advise *Council* that it is his or her opinion that the reply to a question should be given in a meeting closed to members of the public. The Councillor or *Chief Executive Officer* (as the case may be) must state briefly the reason why the reply should be so given and, unless *Council* resolves to the contrary, the reply to such question must be so given.

Public Question Time Form

To: Chief Executive Officer
Ararat Rural City Council
PO Box 246
Ararat Vic 3377

Questions to be as brief as possible.
(Please Print using BLOCK LETTERS)

YOUR NAME: _____

YOUR ADDRESS: _____

NAME OF ORGANISATION REPRESENTED (IF ANY):

TELEPHONE NO: _____

EMAIL ADDRESS: _____

DATE OF COUNCIL MEETING: _____

AGENDA ITEM (if relevant): _____

ADDRESS BRIEF:

QUESTION TO BE READ OUT BY (please tick box): SUBMITTER or MAYOR/CR REPRESENTATIVE

SIGNATURE: _____

Privacy Statement
The personal information on this form is collected as part of the administration of Council's Governance Rules. The author's name and the question will be read out at the meeting and then recorded in the Council's Minutes, which are open to the public. The address and telephone details are for Council use only to respond to or clarify the question. The author may apply to Council for access and/or amendment of any personal information by calling (03) 5355 0200.