

Public Question Time

Privacy Statement

The personal information requested on this form is being collected by Council for the purpose of hearing public questions at a Council meeting and to enable subsequent communication with questioners as required. The information will be used by Council for these primary purposes or directly related purposes.

Council will disclose the question and personal information to the general public during the meeting. The question and the questioner's name and suburb will also be published in the public minutes of the meeting (which are available on Council's website). The information provided will not otherwise be disclosed unless required by law.

Requests for access to and/or amendment of the information provided may be made to Council's Privacy Officer.

Community participation in Council meetings is encouraged and outlined in Part 7 of Council's *Meeting Procedure*.

Public Question Time will take place at Ordinary Meetings of the Council and Special Committees. Any question submitted during this part of a meeting may be disallowed 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; or
- Relates to personnel matters, the personal hardship of any resident or ratepayer, industrial matters, contractual matters, proposed developments, legal advice, matters affecting the security of Council property, or to any other matter which Council considers would prejudice Council or any person.

The Chair may allow up to 15 minutes for public question time and may extend public question time if required or close question time and begin the Council meeting if there are no further questions. No resolution is required to extend Public Question Time.

The Chair may permit **up to 3 questions** from a person on a specific topic.

The Chair may return to a previous question if time allows.

A person asking questions must identify themselves by stating their name and suburb and provide this information in writing to an officer in attendance at the meeting.

The Chair must decide who will answer each question.

