Public Question Time – Ordinary Council Meeting

Public Question Time will be included at each Ordinary Council Meeting to enable members of the public to address questions to the Council.

**Questions must be received by 12 noon on the day of the Council meeting.**

All questions (maximum of three per person) must be in writing and submitted via:

- Council’s website [www.hobsonsbay.vic.gov.au](http://www.hobsonsbay.vic.gov.au) using the online form
- by email to publicquestiontime@hobsonsbay.vic.gov.au
- by post to PO Box 21, Altona 3018
- hand delivered to Hobsons Bay Civic Centre, 115 Civic Parade, Altona 3018

**Date of meeting:** _____________________ **Agenda Item No. (if applicable)______**

**Your details:**

Name: ____________________________

Preferred contact address (postal or email): ____________________________

Suburb: _____________________________  Post Code: ______________________

Phone No: ___________________________  Signature: _______________________

**Question:**

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Question:

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Council Response:

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Questions submitted during the Council Meeting which are not related to a specific agenda report at that meeting:

I request that the response to my question be provided:

☐ In writing  ☐ At the next Ordinary Council Meeting

Please refer to the back of this form for further information about Public Question Time.

**Privacy Collection Statement**

The Hobsons Bay City Council is committed to protecting your privacy. The personal information requested on this form is required for the accurate recording of your question and ensuring appropriate response or action is provided. The question and the questioner’s name and suburb will be published in the public minutes of the meeting which are available on Council’s website. This 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.
Public Question Time Policy and Procedure

(a) Public Question Time will be included in each Ordinary Council Meeting. Provision is made at the beginning of the meeting for members of the public to ask questions related to items on the agenda of the Council Meeting or any other matter within Council’s responsibility that have been received in accordance with part (c) of this policy.

A supplementary Public Question Time will be included towards the end of the meeting to allow members of the public to ask questions directly related to items on the agenda that have arisen during the meeting.

(b) Public Question Time will be managed by the Chairperson who will read out the question and the response. The Chairperson may authorise another person for this purpose.

(c) Questions must be in writing and be submitted by 12 noon on the day of the Council Meeting. Questions may be submitted online, by email, by post or hand delivered to the Council offices, but not via social media.

(d) Public questions received after 12 noon on the day of the Council Meeting will not be answered at the Council Meeting and responded to in writing by the appropriate Council officer, or referred to the next Ordinary Council Meeting for a public response if so requested by the submitter.

Public questions received during the Council Meeting that are not related to a specific agenda report at that meeting will be taken on notice and responded to in writing by the appropriate Council officer, or referred to the next Ordinary Council Meeting for a public response if so requested by the submitter.

(e) The person submitting the question is to be in the public gallery during Public Question Time. If the question is read out and answered at the meeting, the response will be recorded in the minutes of the meeting. If the submitter is not present at the meeting, the question will not be read out, and a written response will be provided.

(f) In the event that a question is not able to be answered at the Council Meeting, a written response to the question will be provided.

(g) A maximum of three questions will be received from any person at any meeting.

(h) Members of the public are not permitted to enter into debate or any other discussion during Public Question Time, unless clarification is sought in relation to the question.

(i) A question may be refused if it is:
   • beyond Council’s power
   • repetitive or has already been answered
   • relates to a matter for which the meeting would normally be closed to the public in accordance with section 89(2) of the Local Government Act 1989
   • prejudicial to the Council or any other person if answered
   • about the personal views or actions of an individual Councillor or Council officer about a matter that is the subject of negotiation, litigation or of a commercial nature
   • defamatory, indecent, abusive or objectionable in language or substance

(j) Public Question Time is not a substitute for formal appeal and review systems, formal business procedures, formal Council decisions and any other legal processes required for the proper conduct of Council business.

   • Fifteen minutes will be provided for Public Question Time, however the Council may vary the time allocated depending on the business to be considered at the meeting.
   • Individual responses to accepted questions shall not exceed two minutes.
   • If a number of public questions are similar in nature Council may provide an aggregated response at the meeting.