



Southern Grampians Shire Council Public Question Time Form

Members of the public are welcome to ask questions of Council at its Ordinary Meetings, held on the fourth Wednesday in every month.

A maximum of two questions can be asked per person.

Questions cannot be asked verbally at the Council Meeting. At the Council Meeting the Mayor will state the name of the person asking each question. If the person is in the Council Chambers the questions and answers will be read aloud. If not, the questions and answers will be published in the Meeting Minutes and a written response provided.

Question time is not an opportunity to make public statements or to provide gratuitous advice.

Questions must:

1. Not pre-empt debate on any matter listed on the agenda of the Ordinary Meeting at which the question is asked
2. Not refer to matters designated as confidential under the Local Government Act 1989.
3. Be clear and unambiguous and not contain argument on the subject.
4. Not be derogatory, defamatory or embarrassing to any Councillor, member of staff, ratepayer or member of the public, nor relate to a matter beyond the power of Council.

The Mayor will have the right to accept or reject any question.

The Mayor will state the name of the person asking each question.

A Councillor or officer may decline to answer a question, or seek to have the question put on notice, or provide a detailed written response within ten days.

All questions must be submitted through completion of this form, and be forwarded to the Chief Executive Officer at 111 Brown Street, Hamilton or council@sthgrampians.vic.gov.au **All questions must be received by no later than 5pm on the Monday before the Ordinary Meeting of Council.**

PERSONAL DETAILS

Name:	
Address:	
Contact No:	
Organisation represented: (if any)	
Council Meeting Date:	



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QUESTION 1

QUESTION 2

Signed:

Date:

Privacy Notification:

Please note that as your question has been presented to a public meeting of the Council, your name will appear in the meeting minutes and become a public record, other personal information may also be used so that a written reply can be sent to you. Council will ensure that your personal information is held securely in accordance with the Privacy and Data Protection Act.

OFFICE USE ONLY

Date Received:

Time: