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| Public Question Time Form |  |

This form is required to be completed and submitted to Council by 5.00pm on the day prior to the Council meeting in order to receive a verbal response at the meeting. Alternatively the form can be placed in the question box located in the gallery by the commencement of the meeting.

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| **NAME:** |  |
| **ADDRESS:** |  |
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| **QUESTION 1:** |  |
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| **QUESTION 2:** |  |
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**GUIDELINES FOR PUBLIC QUESTION TIME**

1. Public question time shall be taken in the normal order of business listed on the Agenda.

2. Provided the questioner is present at the meeting, the Chairperson shall invite the questioner forward to read their question and make a brief introductory statement of no more than 2 minutes.

3. The Chairperson may answer the question or direct the question as they deem appropriate.

4. Once a question has been answered there will be no further discussion.

5. The number of questions that any one person may ask shall be limited to two.

6. The number of questions that may be asked on any one issue shall be limited to two. It is at the discretion of the Chairperson which two questions will be asked. Like questions may be grouped together and a single answer provided. Should a large number of persons be present in relation to an issue, it may be advantageous to appoint a spokesperson on behalf of the group to present the questions.

7. The Chairperson has the right to refuse to receive or answer any question, or to take a question on notice. Questions taken on notice will be responded to in writing within 10 working days of the meeting.

8. Public Question Time is to be conducted in an orderly and respectful manner and participants are asked to keep this in mind when making statements.

**Privacy Statement**

*“Manningham City Council is committed to full compliance with its obligations under the Privacy and Data Protection 2014 (Vic). The personal information requested on this form is being collected by Council for the purposes of hearing public questions at a Council meeting and to allow subsequent communication with questioners as required. The information will be used by Council for these purposes and for other permitted purposes. Council will disclose the question and personal information to the general public during the meeting. The question and questioner’s first name initial, surname and suburb will also be published in the public minutes of the meeting and associated audio/visual recordings. Requests for access to and/or correction of the information provided may be made to Council’s Privacy Officer. A copy of Council’s Privacy Policy is available on our website at* [*www.manningham.vic.gov.au/privacy*](http://www.manningham.vic.gov.au/privacy)*”*