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| Public Question Time FormSchedule 1  |  |

This form is required to be completed and submitted to Council by 5.00pm on the business 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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| **BACKGROUND INFORMATION (if required):** |  |
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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. The Chair shall invite the questioner forward to read their question(s) and make a brief introductory statement of no more than 2 minutes.
			3. If the questioner is not in attendance in the gallery, the Chief Executive Officer may read the question(s) and provide a brief preamble to provide context to the question(s).
			4. The Chair may answer the question(s) or direct the question(s) as they deem appropriate.
			5. Once a question has been answered there will be no further discussion.
			6. The number of questions that any one person may ask shall be limited to two.
			7. The number of questions that may be asked on any one issue shall be limited to four. It is at the discretion of the Chair which four questions will be asked. Like questions may be grouped together and a single answer provided. Should a large number of persons be in attendance in relation to an issue, it may be advantageous to appoint a spokesperson on behalf of the group to present the questions.
			8. The Chair 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 business days of the Council meeting.
			9. 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)*”*