

Complete this form and place it in the box provided by 7.00pm on the night of the Council Meeting in accordance with clause 4.5.8 of Council's current Governance Rules (see reverse side of this sheet for further information). If you cannot submit your question in person, call 8571 1414 to make other arrangements.

The information contained in this form is collected by the Greater Dandenong City Council to respond to your question. Every question will receive a written reply, even if it is answered at the Meeting. Your name, suburb and question may be read out at the Council Meeting and recorded in the Council Meeting Minutes but will not be used for any other purposes unless required by law. If you have any questions regarding the collection of your personal information, please contact Council's Information Privacy Officer on 8571 5100.

Meeting Date: _____

Name: _____

Address: _____

Suburb: _____

Postcode: _____

Contact No. (Optional): _____

Email Address (Optional): _____

Preferred method of contact (Please tick):

☐ Post

☐ Email

YOUR QUESTION

Do you wish to verbally present your question at the Council Meeting? ☐ Yes ☐ No

Signed: _____

Date: _____


OFFICE USE ONLY

Was the question answered at the Council meeting? ☐ Yes ☐ No By whom? _____

Summary of response at the Council meeting: _____


Written response prepared by: _____

See Clause 4.5.8 of Council's Governance Rules on reverse

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Question Time at Council meetings provides an opportunity for members of the public, whether they are present at the meeting or not, to address questions to the Councillors and/or officers of the Greater Dandenong City Council. Questions must comply with clause 4.5.8 of Council's current Governance Rules.

QUESTIONS FROM THE MEMBERS OF THE PUBLIC UNDER CLAUSE 4.5.8 OF COUNCIL'S GOVERNANCE RULES

- a) Questions are limited to a maximum of three (3) questions per individual. Where time constraints deem it likely that not all questions can be answered within the time allowed for Question Time, the Chair at his/her discretion may determine only the first question may be presented verbally with others deferred to be managed in the same manner as public questions not verbally presented. Priority will be given to questions that relate to items on the Council Agenda for that meeting. Questions including any preamble should not exceed 300 words.
- b) **All such questions must be received in writing on the prescribed form or as provided for on Council's website and at Council Meetings.** Where there are more than three (3) questions received from any one individual person, the Chief Executive Officer will determine the three (3) questions to be considered at the meeting.
- c) All such questions must clearly note a request to verbally present the question and must be received by the Chief Executive Officer or other person authorised for this purpose by the Chief Executive Officer no later than:
 - i) the commencement time (7.00pm) of the Council Meeting if questions are submitted in person; or
 - ii) noon on the day of the Council Meeting if questions are submitted by electronic medium.
- d) A question can only be presented to the meeting if the Chair and/or Chief Executive Officer has determined that the question:
 - i) does not relate to a matter of the type described in section 3(1) of the *Local Government Act 2020* (confidential information);
 - ii) does not relate to a matter in respect of which Council or a Delegated Committee has no power to act;
 - iii) is not defamatory, indecent, abusive or objectionable in language or substance, and is not asked to embarrass a Councillor, Delegated Member or Council officer; and
 - iv) is not repetitive of a question already asked or answered (whether at the same or an earlier meeting).
- e) If the Chair and/or Chief Executive Officer has determined that the question may not be presented to the Council Meeting or Delegated Committee, then the Chair and/or Chief Executive Officer:
 - i) must advise the Meeting accordingly; and
 - ii) will make the question available to Councillors or Members upon request.
- f) The Chair shall call on members of the gallery who have submitted an accepted question to ask their question verbally if they wish.
- g) The Chair, Chief Executive Officer or delegate may then direct that question to be answered by a nominated Councillor or member of Council staff.
- h) No debate on, or discussion of, a question or an answer will be permitted other than for the purposes of clarification.
- i) A Councillor, Delegated Committee Member or member of Council staff nominated to answer a question may:
 - i) seek clarification of the question from the person who submitted it;
 - ii) seek the assistance of another person in answering the question; and
 - iii) defer answering the question, so that the answer may be researched and a written response be provided within ten (10) working days following the Meeting (the question thereby being taken on notice).
- j) Question time for verbal presentations is limited in duration to not more than twenty (20) minutes. If it appears likely that this time is to be exceeded then a resolution from Council will be required to extend that time if it is deemed appropriate to complete this item.
- k) The text of each question asked and the response will be recorded in the minutes of the Meeting.