

Council Meeting

Public question time form



Public Question Time is governed by Rule 39 of Council's Governance Rules. The Governance Rules provide that questions to Ordinary Council Meetings be in writing and the Chairperson has the discretion to decide that questions may be responded to either verbally at the meeting, or later in writing. Individual members of the public are permitted to ask a maximum of **two** questions during any one Public Question Time. **Questions submitted must include your full name as well as your address or email in order for a response to be provided.**

Questions will not be read out and answers will not be provided if the question:

1. relates to a matter beyond or outside the Council's powers
2. is defamatory, indecent, abusive or objectionable
3. is repetitive of a question, matter, issue or principle already answered (whether at tonight's meeting or an earlier one)
4. is asked to be derogative to or embarrass a Councillor, a member of Council's staff or a member of the community
5. relates to a matter already considered and resolved upon by Council

The question should be kept as brief and succinct as possible, using the space provided below. If your question is unable to fit into the space provided, it would be more appropriately dealt with by way of a letter to Council at PO Box 1000 Mentone 3194 or emailed to info@kingston.vic.gov.au.

Please complete this form and place it in the Question Box by 3.00pm on the day of an Ordinary Council Meeting for meetings held in person. Questions submitted late must be either dealt with at the next scheduled Council Meeting or at the discretion of the Chief Executive Officer may be answered in writing. Questions may also be submitted online via an online question form on Council's website www.kingston.vic.gov.au and must also be submitted by 3.00pm on the day of an Ordinary Council Meeting.

Note: Sub-Rule 39.11 of the Governance Rules provides that no debate on questions asked or answers given is permitted.

Note: Sub-Rule 52.2 of the Governance Rules provides that community members/visitors must not interject or take part in the debate and must preserve silence in the gallery at all times during a Council meeting".

Name: _____

I do not wish for my surname to be read out during the meeting and captured in the recording.

Address: _____

Email address: _____

Telephone: _____

Questions submitted must include your full name as well as your address or email in order for a response to be provided.

Date of Council Meeting _____

Question: _____

Note: *The City of Kingston is committed to protecting your privacy. The information contained in this form is collected by the City of Kingston to respond to your question. Your name, suburb and question will be read out at the Council meeting and recorded in the Council Meeting Minutes. The information read out in relation to question/s will also be captured in the recording and live streaming of this Council Meeting on the internet. Your personal information will not be disclosed to any other external party without your consent, unless required or authorised by law. If you wish to alter any of the personal information you have supplied to the City of Kingston, please contact Council via telephone 1300 653 356 or email info@kingston.vic.gov.au. A full copy of our [Privacy Policy](#) may be obtained from the Kingston website or from one of our Customer Service Centres and Libraries.*

TRIM: 22/258304

community inspired leadership