



In person: 104 Hovell St, Wodonga, VIC 3690

Phone: (02) 6022 9300

Post: PO Box 923, Wodonga, VIC 3689 **Fax:** (02) 6022 9322 **Email:** info@wodonga.vic.gov.au

Please refer to the to the information on the reverse of this form prior to submitting a question.

Questions will be read by the chairperson or the Chief Executive Officer (CEO). Your name will be read out at the meeting and recorded in the minutes.

Persons must be present in the gallery at the time their question is considered. A maximum of two questions per person per meeting will be permitted. Where questions are divided into parts (or sub-parts) each part will be considered a separate question.

Questions may be answered verbally at the meeting by the chairperson, or CEO, or in writing at a later date.

Details of the person completing the question:	Given name:			
	Surname:			
	Unit number:	Street number:	Street name:	
	Suburb:	State:	Post code	<input type="text"/>
	Phone (work):			
	Phone (home):			
	Mobile:			
	Email:			
Question:	 			

The following is an extract of the *guidelines for question time* adopted by council.

Submission of questions

Questions may be submitted up until noon on the meeting day via mail, email (including the council's web form), or hand delivered to the council's reception. Questions may also be submitted in person at the meeting venue up until 10 minutes before the advertised start time of the meeting.

Questions that require considerable research

Complex questions requiring research should be submitted at least seven working days prior to the council meeting in order to allow the council sufficient time to prepare a response.

Questions can still be asked at a council meeting without advance notice and every attempt will be made to provide an answer. However, should this not be possible, the question will be 'taken on notice' and a written response sent once the necessary research has been undertaken.

Repetitive questions

In the event that the same or similar question is raised by more than one person at a meeting, an answer may be given as a combined response.

Where a person asks a question the same or similar to one answered at a previous meeting the chairperson may direct that it not be read to the meeting but be dealt with as an item of general correspondence and referred to the CEO for a written response.

Inappropriate questions

All questions submitted to the meeting are reviewed by the chairperson. The chairperson may disallow a question without causing it to be read to the meeting if in his or her opinion it:

- Is in the nature of a statement or is so prefaced as to have its emphasis on a statement rather than a genuine enquiry;
- Relates to a matter in response of which council has no power to act;
- Is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- Is aimed at embarrassing a councillor or a member of council staff;
- Relates to the personal hardship of any resident or ratepayer;
- Relates to personnel matters, industrial matters, contractual matters, proposed developments, legal advice, or matters affecting the security of council property; or
- Relates to any other matter which council considers would prejudice council or any person.

Answering questions

The presentation and answering of questions will occur in accord with the printed agenda for the meeting unless a motion is passed to vary the order of items on the agenda.

Questions will be directed to the chairperson, who may redirect the questions if required.

The chairperson or the CEO may read a written answer at the meeting where the question was submitted at least seven working days prior to the meeting.

The chairperson may nominate a councillor or officer to answer a question verbally. Where an immediate response cannot be given, or issues need to be investigated, the question may be 'taken on notice', meaning a written response will be provided as soon as possible, usually within 10 days.

No debate or discussion

No debate or discussion of questions or answers shall be permitted.