

QUESTION AND SUBMISSION TIME

Information and Form

Question and Submission Time is an opportunity for members of the public to ask questions for Council to answer or make a Submission prior to a specific item listed on the Agenda of an Ordinary Council meeting.

This information applies to Ordinary Council meetings held wholly in person and hybrid. A hybrid meeting is one where councillors and members of the public may attend either in person or virtually.

Refer to [Council meetings webpage](#) to see the list of meeting dates, which also indicates if a meeting will be wholly in person or hybrid.

QUESTIONS

Members of the public can ask up to three (3) questions with (no sub parts) at an Ordinary Council meeting.

Members of the public wishing to ask a question must register their question using this Form before 12 noon on the day of the meeting.

Questions that are not lodged by 12 noon on the day of the Council Meeting will not be accepted, and no questions will be taken from people in attendance on the night of the Council Meeting.

If more than three (3) questions are received from one person, only the first three questions will be considered. A further question arising out of anything said in response to a question will be allowed. A question may not be split into sub-parts.

Like questions will be grouped together and the Chairperson will ask the person from whom the first like question was received to come forward and read their question. A single response will be given by the Chairperson. In the event the person who submitted the first like question is not in attendance, the Chairperson will read out the like questions name the persons who submitted like questions and provide a response.

If a person submitting a question is not in attendance during Public Question Time, their question(s) may be read out and a response provided at the Meeting. When invited by the Chairperson, the person asking their question(s) may do so, without taking longer than two (2) minutes in total. The person asking the question must clearly state their name and their suburb.

The Chairperson will not permit any introductory or background statements to be made in relation to their question. Questions must be directed through the Chairperson and must not be directed to individual Councillors or Officers.

In accordance with the Council Governance Rules 2020, the Chairperson may disallow a question if it:

- a. relates to a matter outside the duties, functions or powers of Council;
- b. is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- c. may lead to a breach of Council's statutory obligations;
- d. relates to a Notice of Motion, Petition or item of urgent business;
- e. deals with a subject matter already answered;
- f. was not received by the deadline (i.e. 12.00 noon on the day of the meeting);
- g. is aimed at embarrassing a Councillor or an Officer; or
- h. deals with a matter that should be, or has been, considered as a confidential matter or relates to any matter in respect of which Council may close the Meeting to the public under section 66 of the Local Government Act.

No questions directed at an individual Councillor or Officer will be allowed.

SUBMISSIONS

Members of the public may make a 2-minute submission on a matter listed on the Agenda prior to the item being debated.

Persons wishing to make a submission must be in attendance during the Meeting, either in person or by representative. If the person wishing to make a submission or their representative is not in attendance when the Agenda item is to be considered, their submission will not be read out. The person making the submission must clearly state their name and their suburb. The name of the submitter will be recorded in the Minutes, as an official record.

NOTE: If a meeting is scheduled to be wholly in person, 'in attendance' means attending the meeting in person. If the meeting is a scheduled hybrid meeting, 'in attendance' means attending either in person or virtually.

Submissions must be directed through the Chairperson and must not be directed to individual Councillors or Officers. Submissions must be as brief as possible (not longer than two (2) minutes).

No member of the public can make a submission to a Notice of Motion presented at a Council meeting.

HOW TO LODGE YOUR QUESTION OR REGISTER TO MAKE A SUBMISSION

Members of the public who wish to ask a question, or make a submission to an agenda item, at an Ordinary Council meeting are encouraged to do so in one of the following ways:

- Online via the form on the [Public Questions and Submissions webpage](#) by 12.00 noon on the day of the Council meeting.
- By email to Q&S@darebin.vic.gov.au
- In person at the Preston Customer Service Centre, 274 Gower Street, Preston; or
- By mail to PO Box 91, Preston 3072.

The lodgement of a question or registration to make a submission should include your name, address, email and contact telephone number. This will allow Council officers to follow up your question or submission, if required.



QUESTION AND SUBMISSION FORM AND INSTRUCTIONS

- Please speak into the microphone
- State your name and postcode
- Questions must be addressed through the Mayor:
- Three questions are allowed (with no sub parts)

Please provide full contact details:

Name: _____

Address: _____

Suburb: _____ Postcode: _____

Phone No: _____ Email Address: _____

Preferred method of contact (Please tick) Mail Email Phone

Do you wish to ask a question or make a submission to an Agenda item?
 (Please tick)

- Question (you do not need to attend the meeting for your question to be read out and responded to)
- Submission (you must be in attendance at the meeting to make your submission. If making a Submission, indicate the relevant Agenda item no. and title:

Note: You do not need to provide your submission in writing, you only need to indicate which Agenda item your submission relates to.

Will you be attending the meeting?

- Yes, I will be attending in person
- Yes, I will be attending virtually (virtual attendance only applies there the meeting is a scheduled hybrid meeting)
- No, I would like my question(s) read out by the chairperson

QUESTION:

PRIVACY:

The collection and handling of personal information is in accordance with Council’s Privacy Policy which is displayed on this website and available for inspection at, or collection from, Council’s customer service centres.

Your name and residential suburb and the topic of your question will be recorded in the minutes of the Council meeting. The personal information (contact details) you provide will be passed onto the relevant service or Department within Council for contact purposes, and will be disclosed as required by law, but otherwise will not be disclosed to anyone else without your consent.