



## Banyule City Council

### Guidelines for Public Question Time

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Members of the public are encouraged to contact Council about question or matters that they may have via telephone on 9490 4222, sending a letter to PO Box 94 Greensborough 3088, an email to [enquiries@banyule.vic.gov.au](mailto:enquiries@banyule.vic.gov.au), submitting a form on our website [Customer-Service @ Banyule](#) or by visiting Council Customer Service in person.

In addition to these methods, Banyule offers the opportunity for members of the public to submit questions to the Council to be read at Council meetings.

#### Submitting Your Question

1. All questions must be completed and submitted on the Public Question Time form by **12.00pm on the Friday before the Council meeting**.
2. Council will only accept written questions. Statements, comments or opinions will not be accepted. *If providing the question in writing unreasonably prevents or hinders you from participating, please contact the Governance department to arrange alternate arrangements.*

#### About Your Question

3. Questions must include the full name and address of the submitter. Your full name and suburb will be read out during the meeting and recorded in the minutes.
4. One question per person, per meeting is permitted.
5. Questions will be registered in order of receipt.
6. Questions will be allowed / answered at the discretion of the Chairperson and will be reviewed based on the criteria in point 7 below.
7. Questions must not:
  - a. Relate to a matter beyond or outside the Council's powers;
  - b. Be repetitive of a question already answered (whether at the same meeting or a previous meeting);
  - c. Relate to a matter listed on the evenings agenda;
  - d. Be deemed as defamatory, malicious, abusive or objectionable language or substance;
  - e. Be intended to embarrass a Councillor, officer or any member of the public;
  - f. Relate to a matter prescribed under Section 89 (2) of the Local Government Act 1989 whereby the Council may resolve that the meeting be closed to members of the public;
  - g. Be service requests or operational requests for services that are managed via other channels.

#### At The Meeting

8. Time will be allocated at the conclusion of an ordinary Council meeting for the questions and responses to be read out.
9. Questions will be read by the Chairperson or other nominee, and the Chairperson will then nominate the appropriate Councillor or officer to respond to each question.
10. If the submitter is not present, the question will still be read and a written response will be provided within standard correspondence timeframes.
11. Where similar questions are submitted, the questions will be responded to as a collective response.
12. No duplicate questions will be accepted.
13. No debate or discussion of the questions or answers is permitted.
14. If an adequate verbal response cannot be provided at the meeting, questions may still be read out at the meeting with the response to be provided in writing within standard correspondence timeframes.
15. Any questions not dealt with due to time constraints will be responded to in writing within standard correspondence timeframes.