

## Public Question Time

Meeting date: \_\_\_\_\_

Question/s: *No more than two questions from any person will be accepted. Please be brief and to the point. See the reverse of this form for more information on Public Question Time.*

*Please print using BLOCK LETTERS*

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of organisation represented (if applicable): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Chief Executive Officer  
Benalla Rural City Council  
PO Box 227  
Benalla Vic 3671**

Email: [council@benalla.vic.gov.au](mailto:council@benalla.vic.gov.au)

## Governance Rules 2020

### 7.2 Question Time

There must be a public question time at every scheduled Council Meeting to enable members of the community to submit questions to the Council.

Public question time will not exceed 10 minutes in duration unless the Council resolves otherwise (in which case public question time may be extended for a further period of 10 minutes).

No more than two questions will be accepted from any person at any one meeting.

Where the Chair of the Council Meeting considers a question to be inappropriate, the Chair will indicate that the question is considered inappropriate.

The Chair of the Council Meeting may disallow any question on the ground that it is repetitive of a question already asked, objectionable, irrelevant, raises an issue of a confidential nature, is asked to embarrass a Councillor or member of Council staff or exceeds the limitation on the number of questions which may be asked by a questioner.

All questions and answers must be as brief as possible, and no discussion may be allowed other than by Councillors for the purposes of clarification.

The Chair may nominate a Council Officer to answer the question or elect to answer the question him/herself or may defer the question to seek additional information on the issue.

The Chair may take a question on notice in which case a written answer to the question will be provided.

**For more information:**

[benalla.vic.gov.au/GovernanceRules2020](http://benalla.vic.gov.au/GovernanceRules2020)