**Guidelines and Procedure**

Please refer to the Public Participation section on Council’s website regarding the guidelines and procedure for Questions of Council. These are also outlined within Council’s Governance Local Law 2.

**Response after Ordinary Meeting of Council**

Following a question and response being heard, the matter will be referred to the relevant Director for investigation and further written response if required.

Council officers will respond acknowledging the question and providing procedural advice and/or the response within 10 working days of the Ordinary Meeting of Council.

**Publicly Available Information**

Details of the meeting will be captured and publicly available.

For any Council meeting you speak at, be mindful of personal or sensitive information when addressing Council as:

* your address to Council will feature in the **published audio recording** of the meeting on Council’s website (available for 12 months). i.e. you may be asked to identify yourself (name and town) when addressing Council
* meetings are open to the public and the media may be present
* your name will be listed in the published minutes of the meeting.

Personal information you provide by completing this form is managed in line with our Privacy Policy.

In relation to Questions of Council, the submitters name and questions will be read and form part of the audio recording.

**Submitting Questions of Council**

Questions submitted to Council must be:

1. in written form
2. contain the name, address and email or contact telephone number of the person submitting the question
3. addressed to the Chief Executive Officer
4. submitted no later than 4 pm on the day prior to the next Ordinary Meeting of Council by:
	1. email to councilmeeting@murrindindi.vic.gov.au or
	2. letter to the Chief Executive Office, PO Box 138, Alexandra 3714 or
	3. hand delivery to the Council’s office at Alexandra, Yea or Kinglake

**Your Details**

Name:

Postal Address:

Contact Number:

Email Address:

Are you representing an Organisation or Group?: Yes / No

If Yes, group or association name:

**Your Questions of Council**

Questions presented at the next Ordinary Meeting of Council? Yes / No

If no, meeting date:

Signed: Date: