



# Guidelines for Public Question Time at Council Meetings

## Question Time

Public Question Time is held during Ordinary Council Meetings that are open to the public.

Public Question Time will not exceed 15 minutes in duration.

## Requirements for Public Questions

Question submitted to Council must:

- Be in writing and state the name and address of the person submitting the question
- Be lodged by 12 noon on the day of a Council meeting, either:
  - Electronically, or
  - At the Civic Centre, 399 Whitehorse Road, Nunawading

## Other Conditions

- A person may submit up to two questions at any Council meeting
- A question must not:
  - Relate to a matter outside the duties, functions and powers of Council
  - Be defamatory, indecent, abusive, offensive, irrelevant or objectionable in language or substance
  - Concern a subject matter already answered
  - Be aimed at embarrassing Council or a member of Council staff
  - Concern information that is publicly available
  - Relate to personnel matters
  - Relate to the personal hardship of any resident or ratepayer
  - Relate to industrial matters
  - Relate to contractual matters
  - Relate to proposed developments
  - Relate to legal advice
  - Relate to matters affecting the security of Council property, or
  - Relate to any other matter which Council considers would prejudice Council or any person

## How does Council handle Public Questions?

- A Council officer will acknowledge receipt of your Public Question/s and advise if it is to be included in the Council Meeting Agenda.
- If you have submitted your question electronically and did not receive a response, please contact us via the email or telephone number below.
- Questions received after 12 noon on the day of a Council Meeting will be included in the Agenda for the next Council Meeting.
- A member of Council's Executive Leadership Team will read out your Public Question/s and the response during Public Question Time at Item 7 of the Council Meeting.
- Your name and suburb will also be read out during the Council Meeting and recorded in the Minutes, unless you request otherwise.
- Councillors will receive a copy of your question/s along with your name and suburb, even where this information is withheld from the public record.
- Where several similar questions are received, these will be grouped and a joint response provided.
- A question may be required to be taken on notice. If a question is taken on notice, you will receive a written copy of the answer once this becomes available.

### Where can I find more information?

- Email: [governance@whitehorse.vic.gov.au](mailto:governance@whitehorse.vic.gov.au)
- Phone: (03) 9262 6233
- [Whitehorse City Council Governance Rules](#)

