



# Guidelines for Submitting a Public Question to a Council Meeting

Whitehorse City Council welcomes members of the public to ask questions to Council that are read out a Council Meeting.

## Public 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

Questions submitted to Council must:

- Be in writing and 100 words or less
- State the name and address of the person submitting the question
- Must be received by Council by 10.00am on the day of the Council Meeting, either via:
  - Electronic registration on Council's website; or
  - Delivery to the Civic Centre, 379 Whitehorse Road, Nunawading

## How does Council handle Request to Speak?

- A Council officer will acknowledge receipt of your public question(s) and confirm whether they will be included in the Council Meeting Agenda.
- If you submit your question electronically and do not receive a response, please contact the governance team.
- Questions received after 10.00am on the day of the meeting will be included in the next Council Meeting Agenda.
- During Item 7 (Public Question Time), a member of the Executive Leadership Team will read out your question(s) and the response. Your name and suburb will also be read aloud and recorded in the Minutes, unless you request otherwise.
- Similar questions may be grouped and answered together. Some questions may be

taken on notice; if so, you will receive a written response once it is available

## Additional 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

## Further Information

Please contact the governance team email:

[governance@whitehorse.vic.gov.au](mailto:governance@whitehorse.vic.gov.au) or call 9262 6023