



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 100 words or less
- State the name and address of the person submitting the question
- Be lodged by 10.00am 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 10.00am 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
- Phone: (03) 9262 6233
- [Whitehorse City Council Governance Rules](#)

