

# Public Question Time

## Questions with Notice

Questions are to be received in writing by 10.00am the Monday prior to the relevant Council Meeting. Questions received by this time will be provided with a considered and detailed response prepared by the relevant Council officer and read by the CEO at the Council Meeting.

Questions with notice can be lodged via:

- electronic form (on the Shires website)
- by forwarding the completed form to [council.reports@mornpen.vic.gov.au](mailto:council.reports@mornpen.vic.gov.au)

## Questions Without Notice

Questions without notice must be lodged in person no later than 5.15pm or 9.45am for a 10.00am Meeting the evening of the Council Meeting. The question will be read by the CEO and directed to the relevant Director or CEO for a response.

Where it is not possible to provide a verbal response, the question will be taken on notice and a written response will be forwarded to the person asking the question within 7 days of the Council Meeting and published on the Shire's website under the Council Meeting Minutes, Agendas and Attachments page.

## Procedural Guidelines

A new form is to be completed for each question, with questions limited to 50 words or less and no more than two questions will be received from any one person at a meeting.

The Mayor, Chair or CEO may at his/her discretion, refuse to read a question if the question:

- Relates to a matter which is beyond Council's powers;
- Is repetitive or has already been answered;
- Relates to a matter for which the meeting would normally be closed [Section 66 (5) (a) LGA];
- Is prejudicial to the Council or any other person if answered;
- Relates to the personal views or actions of an individual Councillor or Officer;
- Relates to a matter that is the subject of negotiation, litigation or commercial interest/advantage; and/or
- Is defamatory, indecent, abusive, irrelevant, trivial or objectionable in language or nature.
- Is considered trivial or vexatious or it is more appropriate to direct to officers of the Shire during normal business hours.

Questions which contain material that relates to specific people or properties will be summarised at the discretion of Council.

Council has the discretion to seek clarification to the question if deemed necessary, otherwise the person asking the question is not permitted to enter into debate or discussion during this segment.

This segment does not substitute for appeal and review systems, formal business procedures, formal Council decisions and other legal processes required for the proper transaction of business by the Mornington Peninsula Shire Council.

## Responses to Public Questions

Except for the election caretaker period, and by exception, Councillors may provide further information in addition to the Officer's response at the discretion of the Chair.

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**Please note: Two questions max per person can be submitted per Council Meeting**

Date of Council Meeting \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Name and Address of Person Submitting Question** (Block Letters)

Full Name .....	
Street Address .....	
Suburb / Township..... Postcode .....	
Email ..... Phone No. ....	
<b>I confirm that the question provided below has been prepared and authorised by me.</b>	
Signed: .....	

**Brief Background Information** (if required)

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**Question** (one question per form and each question to be of 50 words or less)

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**Please refer to the information printed on the reverse hereof as background information on the process and operation of this segment.**

*Privacy Statement: The personal information requested on this form is being collected by Council for the purpose of identifying persons wanting to ask a question at a Council Meeting and in the case that the question cannot be answered at a meeting, as a means of providing an answer at a later date. The personal information will be used solely by Council for that primary purpose or directly related purposes. Council may disclose this information to the general public during the course of the meeting and in the minutes of the meeting. If this information is not collected the applicant cannot ask a question of Council. The applicant understands that the personal information provided is for the purpose of asking a question at the Council Meeting and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's privacy officer.*