

Public Question Time

Questions with Notice

Questions are to be received in writing by 12 noon the Monday before 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 (found at the bottom of this page)
- by downloading the [Public Question Time Form](#) and forwarding the form to council.reports@mornpen.vic.gov.au

Questions Without Notice

Questions without notice must be received no later than 6.15pm 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.

Questions without notice can be lodged in person at the relevant Council Meeting. Hard copies of this form are available at all Council Meetings. Alternatively the above form can be downloaded and submitted on the night.

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.

