



## PUBLIC QUESTION TIME PROCEDURES

In accordance with the Local Government (Meeting Procedures) Regulations 2015, the Council conducts a Public Question Time Forum to enable members of the public to ask question on Council related matters.

A period of 15 minutes, if required will be set aside at the beginning of each ordinary Council meeting to conduct Public Question Time.

The Chairman may invite any member of the public present at a meeting to ask questions relating to activities of the Council, subject to the provisions of clause 2 below.

1. Once Question Time commences the Chairman will determine the order in which questions are heard.
2. Questions may relate to any business of the Council capable of being discussed in the open portion of the meeting, and which is not listed as an item for consideration on the agenda for the Council meeting.
3. Members of the public proposing a question are required to be present at the Council meeting at which their question is to be read. Where a person submits a question for Public Question Time but fails to attend the meeting, the question will be treated as general correspondence and a written response will be provided at the earliest opportunity.
4. A person asking a question, when called upon by the Chairman is requested to:
  - Stand
  - State their name and
  - Read their question
5. The Chairman retains the right to accept or decline questions and to determine if the question is to be answered at the meeting by the appropriate Alderman or employee, or written down and taken on notice. The decision to take the question on notice may also be taken by the Alderman or employee to whom the question is directed. Questions taken on notice will be answered at a later meeting.
6. The Chairman may rule a question inappropriate, and thus inadmissible if in his or her opinion it has already been asked, is unclear, irrelevant, insulting, improper or relates to any matter which would normally be discussed in the closed portion of the meeting as defined in the Local Government (Meeting Procedures) Regulations 2015.
7. Public Question Time Forums will be limited to a maximum of 15 minutes in duration and will be declared closed following the expiration of the allocated time period, or where all valid questions have been dealt with, whichever is the sooner.
8. Each question is to be asked by the proponent who will be allowed a maximum of three minutes in which to put the question.
9. The Chairman will not allow any discussion or debate on either the question or the response.
10. Where a person proposes more than one question at any one forum, and there are a number of persons wishing to lodge questions, the Chairman may take the questions in such order so as to hear as many members of the public as practical during the time allocated.
11. The minutes of the Council meeting will contain a summary of each question asked by members of the public and the response given.
12. Members of the public are advised that no reliance should be placed on any verbal answer given during Public Question Time. Before relying on any answer, members of the public are required to receive a response in writing from the Council.



# PUBLIC QUESTION TIME REGISTRATION FORM

I .....  
of .....

advise that I wish to ask the following question at the Council Meeting to be held on

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**Question:** .....

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.....  
Questions must reach the Council by no later than 5.00 pm on the day, seven days\* prior to the day of the meeting at which they are to be read.

\*This period includes Saturdays, Sundays and public holidays but does not include, the day on which the question is provided and the day of the meeting

Members of the public are advised that no reliance should be placed on any verbal answer provided during Public Question Time. Before relying on any answer, members of the public are required to receive a response in writing from the Council.

***Declaration:***

I have read and understood the Public Question Time procedures attached, and I agree to abide by them.

*Signature*.....*Date*.....

Contact details: .....

LODGEMENT DETAILS – FOR OFFICE USE ONLY
<i>Lodged with the Hobart City Council on:</i>
<i>Date Received</i> ..... <i>Time</i> .....
<i>Received by (please print)</i> .....
All questions and enquiries should be directed to Margaret Johns on phone 6238 2720