

PUBLIC QUESTION TIME FORM

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 questions on Council-related matters.

15 minutes is available for Public Question Time.

The Chairperson will invite any member of the public present at the meeting to ask questions, subject to the following conditions:

- The Chair will determine the order in which questions are heard. Priority will be given to those who lodge their question prior to the meeting.
- If there are a number of persons wishing to ask questions, the Chairperson may take the questions in such order so as to hear as many members of the public as practical during the time allocated.
- Individuals will be allocated 60 seconds to provide background or rationale to introduce each question.
- Questions cannot relate to any item appearing on the Council Agenda.
- Persons asking questions consent to being live streamed to the public.
- Persons asking questions are to personally ask the questions, otherwise the questions will be treated as correspondence and responded to in writing.

Procedure

1. Wait for the Chairperson to call for public questions.
2. Stand and wait to be invited.
3. When called, state your name and ask your question.
4. Members of the public are asked to complete enclosed public question time form to assist officers recording the question in the minutes, and providing a response to questions take on notice.

The Chair may refuse to accept a question from a member of the public. The Chair may also require a question from a member of the public to be put on notice and in writing to be answered at a later ordinary Council meeting.

If the Chair refuses to accept a question from a member of the public, the Chair will give a reason for doing so.

Please fill in the information below, including your full contact details and your question.

Name:

Phone Number:

Email:

Postal Address:

(Please turn over)

Your Question:

Please submit your completed form through one of the following ways:

- Drop-off at Hobart Council Centre, 16 Elizabeth Street
- Drop-off at Hobart Town Hall reception desk, Macquarie Street entrance
- By email at questiontime@hobartcity.com.au
- By fax on 03 6234 3771.

Thank you.