

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.

Public Question Time will be limited to a maximum of 15 minutes.

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

- The Chairman 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 Chairman 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 combined to provide a background and ask their question.
- A limit of 3 questions per person per meeting will apply.
- Without limiting the Chairperson's discretion to accept a question under r31(5)(a) of the *Local Government (Meeting Procedures) Regulations 2015*, a question will be refused to be accepted that is, in the reasonable opinion of the Chairperson, proffered to advance a particular point of view rather than making a genuine enquiry.
- A question will be refused if it is deemed offensive, inappropriate, defamatory or unlawful.
- Where a question requests information previously published by Council, a response may simply refer the member of the public to the appropriate documentation.
- The Chairman will not allow any discussion or debate on either the question or the response.
- Questions cannot relate to any item appearing on the Council Agenda.
- Persons asking questions consents to being live streamed to the public.

Procedure

1. Wait for the Chairman to call for public questions.
2. Stand and wait to be called on.
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 Chairman retains the right to accept or decline questions and to determine if a question is to be answered or taken on notice. The decision to take the question on notice may also be taken by the Elected Member or employee to whom the question is directed. Questions taken on notice will be answered in writing and published in a future Council agenda.

Name:

Phone Number:

Email:

Postal Address:

(Please turn over)

Your Question:

Please submit you completed form through one 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.