



DERWENT VALLEY COUNCIL

Council Meeting Question Time

The Derwent Valley Council has decided to allocate a maximum of 15 minutes at each ordinary Council meeting to permit members of the public to ask questions or make statements. This time limit may be extended by an absolute majority.

Please refer to the information attached to this form prior to recording questions and statements.

PLEASE RECORD QUESTIONS HERE:

Subject:

Question:

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PLEASE RECORD STATEMENT HERE:

Subject:

Statement:

.....

.....

Name:

Address:

(For follow up purposes)

Telephone Contact & Date of Meeting:

Signature:

Office Use only

Action Officer:

Action Required:

Follow up required by: *(date)*

Council Meeting Question Time

Legislative Reference: Local Government (Meeting Procedures) Regulations 2015

31. Public question time

- (1) A member of the public may give written notice to the general manager at least 7 days before an ordinary council meeting of a question to be asked at that meeting.
 - (2) The chairperson of an ordinary council meeting may –
 - (a) address questions on notice submitted by members of the public; and
 - (b) invite any member of the public present at the meeting to ask questions relating to the activities of the council.
 - (3) The chairperson of an ordinary council meeting must ensure that, if required, at least 15 minutes of that meeting is made available for questions by members of the public.
 - (4) A question by any member of the public under this regulation and an answer to that question are not to be debated at the ordinary council meeting.
 - (5) The chairperson of an ordinary council meeting may –
 - (a) refuse to accept a question from a member of the public; or
 - (b) require a question from a member of the public asked without notice to be put on notice and in writing to be answered at a later ordinary council meeting.
 - (6) If the chairperson of an ordinary council meeting refuses to accept a question from a member of the public, the chairperson is to give reasons for doing so.
 - (7) A council is to determine any other procedures to be followed in respect of public question time at an ordinary council meeting.
 - (8) The period referred to in [subregulation \(1\)](#) includes Saturdays, Sundays and statutory holidays, but does not include –
 - (a) the day on which notice is given under that subregulation; and
 - (b) the day of the ordinary council meeting.
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The following questions and answers should provide sufficient information to enable you to participate.

What do I have to do?

If you would like to ask a question of the Council or if you would like to make a statement all you need do is complete the relevant section on the front of this form and hand it to a Council officer **10 minutes prior to the meeting or email it** to the Executive Assistant mpearce@dvc.tas.gov.au least 7 days before an ordinary council meeting

How long do I have?

Each question and/or comment must be less than three minutes in length unless the Chairman grants an extension of time.

What type of questions can I ask?

You may ask question or make a statement on any matter provided it is relevant to the Council's business and it is not defamatory, indecent, abusive, objectionable or obscene and does not relate to matters dealt with by the Council in closed session.

The matters dealt with by the Council in closed session are personnel matters including complaints against staff, industrial matters, the health or financial position of any person, contracts for the supply of goods and services, the security of property of the Council, proposals for the acquisition or disposal of land, legal or other professional advice, information provided to

the Council on the condition it is kept confidential, and matters relating to actual or possible litigation involving the Council or staff of the Council.

Questions related to an item of business on the agenda will not be answered.

How many questions can I ask?

Each person may ask a maximum of two questions or make one statement if other members of the public are waiting to participate.

Will my question be answered?

If the Chairperson permits you to ask your question, it will be answered. If the question is of a complex nature or requires research and therefore cannot be adequately answered at the meeting, the chairperson may take it on notice and provide a written answer within seven days.

There will be no debate on any questions or answers.