



What are Questions on Notice?

‘Questions on Notice’ are questions that a member of the public can submit to the Council in writing prior to an ordinary Council meeting, to be answered at the Council meeting.

The right of members of the public to submit Questions on Notice is contained in the *Local Government (Meeting Procedures) Regulations 2015 (the Regulations)*.

Questions on Notice assist with the accountability and transparency of local government by giving the general public the opportunity to ask questions of their elected members that relate to the activities of the Council.

Questions on Notice can only be asked at an ordinary Council meeting. You cannot ask a Question on Notice at a Special Council meeting, or meeting of a Council committee.

When do I need to submit a Question on Notice?

Under the Regulations, Questions on Notice must be received by Council **at least 7 days before** an ordinary Council meeting. The 7 days does not include the day of the meeting or the day on which you submit the question, but does include Saturdays, Sundays and public holidays. In-practice, this means that if a Council meeting was on a Monday, Council would need to receive your question by the Sunday in the week before the meeting.

If you are unable to meet the deadline, your question will be held over until the next Council meeting.

How do I submit my Question on Notice?

You can submit a Question on Notice:

- in-person at our Customer Service Centre at 374 Main Road, Glenorchy
- by email to gccmail@gcc.tas.gov.au, or
- by post to PO Box 103, Glenorchy TAS 7010 (please allow 2-3 days for delivery if posting from the local area).

When submitting your question, you must include your name, residential address and a contact telephone number. Council may refuse to answer your question if that information is not included.

Does Council have to answer my question?

The Chair of the meeting may refuse to accept a Question on Notice, but must provide reasons for doing so. Reasons that the Chair may refuse to accept a Question on Notice include:

- the question does not relate to the activities or functions of Council
- the question is inflammatory, abusive, unlawful or has the potential to defame a person, or
- the question is in the form of a comment and does not specifically request an answer.

The Chair may, however, refuse to answer a question for any reason that they consider to be reasonable in the circumstances.

Will my question be debated at the meeting?

There will not be any debate about your question or the answer that Council provides at the Council meeting. This is because the Regulations prohibit any debate about a question from the public or an answer to that question (see regulation 31(4)).

Will my question be published?

Yes, your Question on Notice and any answer provided by Council will ordinarily be published in the Agenda for the relevant meeting.

Alternatively, the Chair may advise that an answer will be provided directly to you in writing. This will be noted in the minutes of the meeting.

If the question is unable to be answered at the first meeting after it is submitted (for example, because it requires further research or advice), it may be held over until the next meeting. We will advise you prior to the meeting if this occurs.

Where can I get further information about Questions on Notice?

If you want any further information about Questions on Notice, you can:

- Call us on (03) 6216 6800
- Email us on gccmail@gcc.tas.gov.au, or
- Visit our Customer Service Centre at 374 Main Road, Glenorchy.