City of Melville

QUESTION TIME
AGENDA BRIEFING FORUM

1. Question Time will be limited to fifteen (15) minutes and be the first item of Business immediately following Apologies at the commencement of the meeting.
2. Question must relate to the ordinary business of the City of Melville, function of the Agenda Briefing Forum or the purpose of the Special Meeting as appropriate.
3. A question must be submitted in writing and placed in the Question Tray prior to the commencement of the meeting.
4. His Worship the Mayor or the person presiding at the meeting may, at their discretion:-
    - Accept or reject the question
    - Nominate a Member of the Council and/or Officer to answer the question; or
    - Determine that any complex questions requiring research or a question not relating to an item in the Agenda will be answered in writing as soon as possible.
5. Please note that no debate or discussion will be permitted on any question or answer.
6. Elected Members and Officers of the Council are usually available following the closure of Agenda Forum to answer any other questions.
7. All questions and deputations (except those rejected) and a summary of the response will be recorded in the notes.
8. Please tick the box if you require a written response of the question. ☐

QUESTION TO THE AGENDA BRIEFING FORUM

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Question asked by (Name): _____

Address: _____