City of Melville

QUESTION TIME
ORDINARY MEETING OF COUNCIL

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 Council or the purpose of the Special Meeting as appropriate.
3. A question must be submitted in writing and place 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 the Council Meeting to answer any other questions.
7. All questions (except those rejected) and a summary of the response will be recorded in the minutes.
8. Please tick the box if you require a written response of the question. ☐

QUESTION TO THE ORDINARY MEETING OF COUNCIL

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Question asked by (Name): _____

Address: _____