

## Agenda Briefing Forum Question Form

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. A question must relate to the ordinary business on the Agenda of the Agenda Briefing Forum..
3. A question must be submitted in writing by 10am on the day **before** the start of the Agenda Briefing Forum. Should the preceding day be a public holiday, questions must be received by 10am on the day of the Agenda Briefing Forum
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 will be answered in writing as soon as possible.
5. If the person asking a question is not present in the Council Chamber when the question is read, the question will be taken on notice and be answered in writing.
6. Please note that no debate or discussion will be permitted on any question or answer.
7. Elected Members and Officers of the Council are usually available following the closure of the Agenda Briefing Forum to answer any further questions.
8. A summary of any questions (except those rejected) and a summary of the response will be recorded in the Notes of the Agenda Briefing Forum.

This Question Form can be completed and returned via email by using the submit button.

Please tick the box if you require a written response to the question                      Email                      Letter

Resident Name:

Address:

Telephone Number:

Email:

Date:

Signature \_\_\_\_\_

*Enter your questions on the following page. Attach further pages if required.*



City of  
**Melville**