

## Ordinary Meeting of the Council 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 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 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 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.

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.*

