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Making a written submission is an alternative to making a verbal deputation on a matter that the Council is considering at a Council meeting. You may make either a verbal deputation or a written submission, but not both. Written submissions, like verbal deputations are considered at Agenda Briefing Forums, unless the Item was not included in the agenda for the Agenda Briefing Forum.

Written submissions must:

- be received at least 3 working days prior to the meeting. Once received, the written information will be forwarded to all Elected Members for their consideration prior to the meeting.
- be in a format that can be easily read in 10 minutes and no longer than 2 A4 pages (11-point font minimum) with no more than 2 pages of attachments, which may include images and plans.
- include a completed copy of this form. Submissions that do not include this form will not be accepted. You will receive an acknowledgement that your written submission has been received.

By submitting a Written Submission, you acknowledge:	
• the contents will be attributed to you in the minutes of the meeting; and • you are responsible for the contents of the submission; • that the contents do not breach any written law, including but not limited to copyright, privacy, and defamation laws; and • that the City of Melville is not responsible for any errors or omissions.	
Date	Signature

Written submissions, including a completed copy of this form are to be emailed to governance.team@melville.wa.gov.au or by clicking the button below.



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