

## INFORMATION ON DEPUTATIONS

Please read this information before completing the Request for Deputation Form

In accordance with **CP-108 – Deputation to the Council** and section 7.10 of the **City of Melville Meeting Procedures Local Law 2017**:

- A deputation must relate to an item on the meeting agenda. Deputations to Council Meetings are only granted in special circumstances as the Council prefers all deputations to be provided to the Agenda Briefing Forum.
- Deputations will be limited to ten minutes. Elected Members may ask questions following the conclusion of your deputation.
- The Deputation may comprise a maximum of three people of which only two may speak.
- Requests for Deputations will be considered upon submission of a completed Request for Deputation Form. This form should be submitted by 12noon the day before the meeting, with any associated PowerPoint presentation to be submitted prior to 12noon the day of the meeting. Late presentations will not be accepted without prior agreement.

The Agenda Briefing Forum will commence at 6.30pm, in the Council Chambers at the City of Melville Civic Centre, 10 Almondbury Road, Booragoon. Please arrive 10 minutes before the commencement of the meeting. Members of deputations will be met by officers who will assist with any questions. Any hardcopy information for distribution as part of the deputation should be handed to the officers at this time, officers will arrange for the information to be distributed.

Please refer to the Mayor as “Your Worship” or ‘Mr Mayor”, and please refer to Elected Members as “Councillor Smith” or as the case may be.

All deputations are to be conducted in an orderly manner and should reflect the formality appropriate to the nature and scope of the Agenda Briefing Forum or the Council Meeting. The Presiding Member will provide direction during the meeting and Officers will be available prior to the meeting to provide guidance on meeting protocols and to distribute information if required.

Members of the deputation are asked to remain seated during their deputation. Only Elected Members and Officers are permitted to move around the Council Chamber whilst a meeting is in progress.

Any comments that may be considered criticism of Elected Members or staff of the City of Melville must not be made during the deputation address. Concerns of this nature should be provided to the City directly, please see our website for contact information.

The Agenda Briefing Forum is not a decision making forum and any decisions will be made at the Council Meeting to be held two weeks following the Agenda Briefing Forum.

### Publication of Information

Agenda Briefing Forums and Council meetings are open to the public and are audio recorded. Audio recordings may be published on the City’s website in accordance with **Council Policy CP-088 – Creation, Access and Retention of Audio Recordings of Public Meeting of the Council**. The audio recording of the deputation may be accessed by parties not present at the meeting.

Agenda Briefing Forum Agendas and Notes and Council Meeting Agendas and Minutes are public records of the City and are published on the City’s website. The details of deputations, including their names and any information provided may be viewed by the public.

**Should you require any further information or assistance in relation to deputations, please contact the Governance team on [governance@melville.wa.gov.au](mailto:governance@melville.wa.gov.au)**



**Name:**

**Address:**

**Contact number:**

**Email Address:**

Please note – this person will be the contact point for the deputation –all communication from the City in relation to the deputation will be with the person nominated here.

**Date of Meeting:**

**Item related to Deputation:**

**Names of Members of the Deputation:**

Speaker	Yes	No
Speaker	Yes	No
Speaker	Yes	No

**Please provide an outline of the points you will cover in your deputation:**

Will you have a PowerPoint presentation associated with your deputation? Yes

If yes, please forward a copy to [governance@melville.wa.gov.au](mailto:governance@melville.wa.gov.au) by 12noon the day of the meeting

Will you have hard copy information for distribution Yes

If yes, please hand 20 copies to an Officer prior to the commencement of the meeting, or provide a copy with this application.

**The Council prefers that deputations are presented at Agenda Briefing Forums, if you are requesting a deputation to a meeting of the Council, please provide your reasons for this request below:**

Name:

Date:

Click on the Submit button to email this completed form to us

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**Governance Team Use Only**

ABF Date:

Deputation Granted:

OMC Requested:

Granted: