



## INFORMATION ON DEPUTATIONS

Please read this information before completing the Request for Deputation Form

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In accordance with [CP-108 – Deputation to the Council](#) and section 6.12 of the [City of Melville Local Government \(Meeting Procedures\) Local Law 2022](#):

- A deputation must relate to an item on the meeting agenda. Agenda Briefing Forums are the preferred meetings for the community to make a deputation. Deputations to Ordinary Meetings of Council are only granted under certain circumstances with the approval of the Presiding Member.
- 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.
- A Deputation Request will be considered upon submitting 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. Officers will be available prior to the meeting to provide guidance on meeting protocols and to distribute information if required.

Please refer to the Mayor as “Your Worship” or “Madam 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. Please be courteous and respectful when making your deputation. The Presiding Member will provide direction during the meeting.

Any comments that are offensive, defamatory, false, or misleading, or 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 the week following the Agenda Briefing Forum.

### Publication of Information

Agenda Briefing Forums and Council meetings are open to the public, live streamed and 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/Audio-Visual 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. This will include any PowerPoint presentation that accompany your deputation.

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

<b>Name</b>	
<b>Address</b>	
<b>Contact Number</b>	
<b>Email Address</b>	
This person will be the contact point for the deputation. All communication in relation to the deputation will be with the person nominated here.	

<b>Date of Meeting</b>						
<b>Item Related to Deputation</b>						
<b>Names of Members of the Deputation</b>						
1.		<b>Speaker</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
2.		<b>Speaker</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
3.		<b>Speaker</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

<b>Please provide an outline of the points you will cover in your deputation</b>	
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<b>Will you have a PowerPoint presentation associated with your deputation?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If yes, please forward a copy to [Governance.Team@melville.wa.gov.au](mailto:Governance.Team@melville.wa.gov.au) by 12noon the day of the meeting.

<b>Will you have hard copy information for distribution?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If yes, please hand 20 copies to an officer prior to the commencement of the meeting or provide a copy with this application.

<b>Do you consent for your details (phone number and/or email address) to be shared with Elected Members?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If yes, your details may be forwarded onto Elected Members if they have additional or complex questions regarding your deputation.

<b>Attachments</b>	 Add Attachments	 View Attachment
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By submitting a Request for Deputation, you acknowledge you have read CP-108 – Deputation to the Council and section 6.12 of the City of Melville Local Government (Meeting Procedures) Local Law 2022 and agree to make your deputation in accordance with the requirements outlined in these documents.

<b>Date</b>	<b>Signature</b>

**SUBMIT** 