

INFORMATION ON DEPUTATIONS TO eMEETINGS

Please read this information before completing the Request for Deputation Form

During the COVID 19 pandemic the City of Melville will be holding its Council Meetings and Forums electronically (eMeeting), as provided for in the recently amended *Local Government (Administration) Regulations 1996*. The City of Melville Civic Centre building, including the Council Chambers is closed to the public.

The City remains committed to continuing to provide the opportunity for its community to participate in the local government process by providing deputations at Agenda Briefing Forums and Ordinary and Special Meetings of Council.

During this time, deputations may be made to eMeetings by a person or a group who has a direct interest in an item on the Agenda in one of the following ways:

- In writing – by submitting a written deputation, including PowerPoint presentations, that can be comfortably read in its entirety in approximately 10 minutes and may contain relevant maps, plans or photographs. Written submissions that are excessively long, including attachments, will not be approved.
- By electronic participation – you will be provided with access to the relevant part of Council eMeeting to verbally provide your deputation. Verbal presentations are not to exceed 10 minutes and no written submission or attachments will be accepted.

All requests for deputations, must be submitted, using the following form, by 9:00am on the Monday prior to the Agenda Briefing Forum and include the written submission where this is format is requested. Once approved:

- written submissions will be circulated to Elected Members so they may read them prior to the meeting.
- verbal presentations will receive further information on how to join the electronic meeting.

Deputations will be considered in the order they are received, please note that only one form of deputation, written or verbal, per person or group will be accepted and the City may limit deputations to one in support and one in opposition to each Item.

Deputations to Council Meetings are only granted in special circumstances as the Council prefers all deputations to be provided to the Agenda Briefing Forum. 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.

Timeframes associated with the submission of Deputations for matters being considered at Special Meetings of Council will be included in the information associated with those meetings on the City's website.

Publication of Information

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 approved deputations, including names and the documents submitted will form part of the Notes and Minutes of these meetings and may be viewed by the public. The City publishes the audio recording of its meetings and this includes any verbal deputations made.

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



All Deputations submitted should be clear and concise and address the relevant agenda item. Any comments that may be considered criticism of Elected Members or staff of the City of Melville must not be made as part of the deputation submission. Concerns of this nature should be provided to the City directly, please see our website for contact information.

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 Persons submitting the Deputation

- 1.
- 2.
- 3.

Please indicate if your deputation is in support or opposition to the Officer Recommendation

Support

Oppose

Please provided an outline of the points to be covered in your deputation

-
-
-

Is your Deputation a written submission?

YES

NO

If YES, please attach

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:

Signature: _____ Date: _____

Please email this complete Deputation Request form and you Deputations documents to governance@melville.wa.gov.au. You will be advised that your deputation has been received.