



Request for a Deputation to Address Council

Council invites community members to present a Deputation to Council on an Item on the Agenda for which they have an interest. Should you wish to make a Deputation please complete the form below, acknowledge the conditions of making a Deputation and submit the form no later than 24 hours prior to the meeting.

I/we apply to be received by the Council at the Agenda Briefing scheduled for **Tuesday** ____/____/____

Full Name(s): _____
(If representing an organisation please print the name of the organisation)

Address(s): _____
(If representing an organisation please print the address of the organisation)

Telephone: _____ **Email:** _____
(Acknowledgement will be sent to the email address provided)

Spokesperson(s) Making Deputation: _____

Relationship to the person(s) seeking the Deputation (If not self): _____

I am/we are speaking (please choose):

FOR the Officer Recommendation

AGAINST the Officer Recommendation

at **Agenda Item** (Please insert Item number and name): _____

The Deputation will cover the following points (Matters raised outside the below identified points are not permitted):

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Conditions for Making a Deputation

- | | |
|--|--|
| <ul style="list-style-type: none">• Deputations shall only relate to reports on the Agenda• Deputations shall be received no later than 24 hours prior to the Council Agenda Briefing• One Agenda Item per application form• Group Deputations are encouraged where points to be raised are similar | <ul style="list-style-type: none">• Electronic presentations in support of the Deputation shall be received via email no later than 12pm on the day of the Council Agenda Briefing• Deputations shall not exceed 10 minutes each• Debate is not permitted• Respect to the Chamber is to be shown at all times |
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Please email the completed form and supporting documentation to enquiries@southperth.wa.gov.au or submit in person to the Concierge at the City's Administration Building, Cnr Sandgate St and South Tce, South Perth.

By signing below you acknowledge the Conditions for Making a Deputation.

Signature: _____ **Date:** _____



Council Agenda Briefings

Council Agenda Briefings provide an opportunity for Elected Members to be briefed on Reports that are scheduled for a resolution at the next Ordinary Council Meeting. They provide information to Elected Members on Agenda Items and the opportunity for Members to ask questions or seek clarification from relevant staff.

As these Council Agenda Briefings are outside the statutory framework of the Local Government Act 1995 and are not intended to replace Ordinary Council Meetings, Council cannot make decisions at a Council Agenda Briefing. Elected Members must not indicate their voting intentions at a Council Agenda Briefing.

Council Agenda Briefings are generally open to the public unless an Item is one to which section 5.23(2) of the Local Government Act 1995 may apply.

Any person or group who completes and submits, with at least 24 hours' notice, a 'Request for a Deputation to Address Council' form may be received at a Council Agenda Briefing session. Electronic presentations in support of the Deputation shall be received via email no later than 12pm on the day of the Council Agenda Briefing.

Deputations may be heard at the commencement of a Council Agenda Briefing session at the appropriate Item titled 'Deputations'.

Unless the Presiding Member decides otherwise:

- a Deputation is not to exceed 5 persons, only 2 of whom may address the meeting (spokespersons), although others may respond to specific questions from Members; and
- a Deputation is not to address Council for a period exceeding 10 minutes without the agreement of the meeting.