Deputations to Council – Submission Form

Shire of Donnybrook Balingup Meeting Procedures Local Law 2017, s6.9

OFFICIAL

Under the *Meeting Procedures Local Law 2017,* section **6.9 – Deputations** states the following:

(1) Any person or group wishing to be received as a deputation by the Council is to either –
  (a) apply, before the meeting, to the CEO for approval; or
  (b) with the approval of the Presiding Member, at the meeting, address the Council.

(2) The CEO may either –
  (a) approve the request and invite the deputation to attend a meeting of the Council; or
  (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.

(3) Unless the Council resolves otherwise, a deputation invited to attend a Council meeting –
  (a) is not to exceed 5 persons, only 2 of whom may address the Council, although others may respond to specific questions from Members;
  (b) is not to address the Council for a period exceeding 10 minutes without the agreement of the Council; and
  (c) additional members of the deputation may be allowed to speak with the leave of the Presiding Member.

(4) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

DETAILS OF PERSON MAKING THE DEPUTATION		
Full Name:		Date:
Email:		Phone:
Address:		
	Suburb:	Postcode:
Organisation / Company:		

DEPUTATION DETAILS	
Meeting Date:	Item Number:
Topic:	
Will you be using equipment / technology? If yes, please specify below. ☐ Y ☐ N	

Please provide a brief summary on the purpose of your Deputation below.

If you require more space, please provide a separate attachment of additional pages with this submission.

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