



# APPLICATION FORM TO MAKE A DEPUTATION

To: Chief Executive Officer  
City of Mandurah  
PO Box 210  
MANDURAH WA 6210

Dear Sir,

I / We wish to apply to be received by Mandurah City Council at the next meeting of the:

**Meeting Date**

- Committee of Council**  on .....
- Ordinary Council Meeting**  on .....
- Special Council Meeting**  on .....
- Public Art Committee**  on .....

Applicant's Name(s): \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Telephone Number: \_\_\_\_\_

Representing: \_\_\_\_\_

Spokesperson(s) at meeting: \_\_\_\_\_

My / Our deputation relates to Agenda Item:\_\_\_\_\_ relating to \_\_\_\_\_

- I / we will be speaking:  in support of the officer / Committee recommendation  
 in opposition of the officer / Committee recommendation

In general terms, the purpose of my / our deputation is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Please note that the deadline for the submission of this completed application form is 12 noon the day before the meeting. In the event of the day before the meeting being a Public Holiday, the deadline is 12 noon the day of the meeting.***

<b>Office Use Only</b>			
<input type="checkbox"/> Form Completed		Deputation assessed and	accepted / not accepted
.....	.....	.....	.....
Minute Taker	Date	Chief Executive Officer	Date

***Before completing this form, please refer to guidance notes and extract from the City's Standing Orders Local Law overleaf***

## Guidance note to aid the completion of the Deputation Application Form

- Your deputation **must** relate to an agenda item listed for consideration at the meeting you wish to address.
- Standing Orders generally prevent deputations being made to a Committee meeting **and** to the successive Council meeting. Please refer to the extract from the City's Standing Orders Local Law 2016 below for further information (Paragraph 3.7 (4) relates).
- Only one subject per application form is permissible. If you want to make a deputation on more than one item listed for consideration at any meeting, separate forms need to be completed and approval gained from the meeting before you present your first deputation. In these circumstances, it is advisable for you to contact the City's Minute Officer for advice by telephoning 9550 3706 or by emailing [minute.officer@mandurah.wa.gov.au](mailto:minute.officer@mandurah.wa.gov.au)
- If you wish to distribute printed material in support of your deputation, you need to bring 22 copies of that information with you to the meeting.
- You must clearly state on your application form if you intend to make a PowerPoint presentation as part of your deputation. PowerPoint presentations will not be allowed without the prior consent of the Presiding Member / Chief Executive Officer.

Once you have completed this application form, please return by:

- Hand delivering it to the City's Administration Offices, 3 Peel Street, Mandurah; or
- Emailing it to: [minute.officer@mandurah.wa.gov.au](mailto:minute.officer@mandurah.wa.gov.au); or
- Faxing it to: (08) 9550 3888.

### Extract from the City's Standing Orders Local Law 2016

#### 3.7 Deputations

1. Any person or group wishing to be received as a deputation by the Council or a Committee shall send to the CEO an application—
  - (a) setting out the agenda item to which the deputation relates;
  - (b) whether the deputation is supporting or opposing the officer's or Committee's recommendation; and
  - (c) include sufficient detail to enable a general understanding of the purpose of the deputation.
2. Where the CEO receives a request in terms of the preceding clause the CEO shall refer it to the presiding member of the Council or appropriate Committee who shall determine whether the deputation should be received.
3. A deputation approved to attend a Council or Committee meeting is not to—
  - (a) exceed five persons, only two of whom may address the Council or Committee, although others may respond to questions from members; and
  - (b) address the Council or Committee for a period exceeding five minutes without the agreement of the Council or the Committee as the case requires.
4. Where a deputation has been made at a Committee meeting, a further deputation will not be permitted at a successive Council meeting by the same person or persons, or a directly related party, on the same matter unless it is demonstrated there is new, relevant material which may impact upon the Council's understanding of the facts of the matter.
5.
  - (a) deputations are to be presented in the order of which the item they relate to sits on the Agenda.
  - (b) where there are deputations both for and against an agenda item the person wishing to make a deputation against the matter is to present first, followed by a deputation in favour.
  - (c) deputations will then continue in alternating order until there are no persons wishing to speak to the opposite view of the last preceding speaker.
6. Members of a Committee (or other Elected Member) to which the deputation is presented may ask a question or questions of persons of the deputation group and any person of the deputation group may respond to such questions.
7. Deputations—
  - (a) shall not involve any language considered offensive by the presiding member; and
  - (b) shall not contain any statement knowingly incorrect, knowingly misleading or reflecting adversely on the integrity of any member, officer or other party.