

# Written Deputations Form

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## Deputations by members of the public

A deputation is a statement or response made in relation to an item on a Council agenda.

Deputations are an important part of community participation in the decision-making process, providing individuals or groups in the community with an opportunity to present their opinions at the meeting.

## Procedure of seeking approval

A person wishing to present a deputation must apply in writing to the Chief Executive Officer and the application must be received by 1:30pm on the advertised date of the Agenda Form Briefing meeting.

Most deputations will be presented in person at the Agenda Briefing Form meeting which commences at 6:30pm. However, if you are unable or do not wish to present your deputation in person, you may complete the *Written Deputations Form* and the deputation will then be read on your behalf by the presiding member of Council at the meeting.

## Time allocated

The time allocated for deputations is 10 minutes in total, (comprising 5 minutes for the presentation and 5 minutes for the deputies to respond to questions raised by the meeting), unless Council approves otherwise.

√	Meeting	Date
	Agenda Briefing Forum	

**Item Number**

\_\_\_\_\_

**Brief description of the item which the deputation applies:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Number (maximum of 5) of Intended deputies:**

\_\_\_\_\_

**Names of those forming the deputation:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Name of spokesperson for the deputation:**

***Residing member of Council*** (for all written deputations)

\_\_\_\_\_

**Acknowledgement:**

By ticking this box I/We acknowledge that this written deputation will be published on the City of Bayswater website as a word for word document.

I understand the City of Bayswater will redact any personal contact from this written deputation (for example residential address, email, contact number).

Name: \_\_\_\_\_

√

Date: \_\_\_\_\_