

## Public Submission and Deputation Form

### Agenda Briefing Forums

The City of Belmont will be holding its Council Meetings electronically (eMeeting) commencing February 2022, and until further notice, as provided for in the amended *Local Government (Administration) Regulations 1996*.

The City remains committed to continuing to provide the opportunity for its community to participate in the local government process and request that submissions and deputations to the Council be submitted electronically.

To submit a submission or deputation please complete this form and return via email to [belmont@belmont.wa.gov.au](mailto:belmont@belmont.wa.gov.au) before **noon on the business day prior to the Agenda Briefing Forum (ABF)**.

Anyone approved to make a submission or deputation at the ABF will be notified and invited into the electronic Teams Meeting to present at the relevant item. There will be no attendance in person.

#### Public Submission and Deputation Form – COVID-19

<b>Date of Meeting:</b>			
<b>Name:</b>			
<b>Address:</b>			
<b>Email:</b>		<b>Phone:</b>	
<b>Business, Organisation or Group (if presenting on behalf of)</b>			

**Submission**

**Deputation**

Please indicate what type of presentation will be made

**Support**

**Oppose**

Please tick to indicate if in support or opposition to the Officer Recommendation

## Public Submission and Deputation Form – COVID-19 continued

Please write your submission/deputation as clearly and concisely as possible.

Strict time limits are applicable. The Presiding Member may limit presenters to a shorter period if time is restricted.

Agenda Item No.	

Signature	
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## Definitions

'Submission' is defined as a presentation made to Council by an individual member of the public, who can demonstrate that they are affected (whether adversely or favourably) by a matter on the Ordinary Council Meeting Agenda. A submission may be made at this time in accordance with the Rules of Public Submission Time and Deputations. As this meeting is to be held electronically, submissions are to be provided in writing on this form before 12 noon on the business day prior to the Agenda Briefing Forum.

'Deputation' is defined as a presentation made to Council by members of the public, whether as an individual or a group of up to five people, who can demonstrate that they are directly affected (whether adversely or favourably) by a matter on the Ordinary Council Meeting Agenda. A deputation will cause the relevant agenda item to be reviewed by Council, at which time a presentation can be provided in accordance with the Rules of Public Submission Time and Deputations. As this meeting will be held electronically, deputations are to be provided in writing on this form before 12 noon on the business day prior to the Agenda Briefing Form.

## Rules for Public Submission Time and Deputations

<p>a) Only those persons, who can demonstrate to the Presiding Member's satisfaction that they are affected by the matter on the agenda, will be entitled to make a submission. Those persons that can demonstrate that they are directly affected may make a deputation.</p> <p>b) Members of the public are required to provide submissions/deputations in a written format on the Public Submission &amp; Deputation Form – COVID-19 before noon on the business day prior to the Agenda Briefing Forum while the meetings are being conducted electronically.</p> <p>c) Only submissions/deputations that relate to a specific item on the Council agenda will be accepted.</p> <p>d) The Presiding Member has the discretion of accepting or rejecting a submission or deputation.</p> <p>e) Submissions/Deputations which are considered inappropriate; repetitious; lacking in decorum or adversely reflect on the integrity of any councillor or employee; offensive or otherwise not in good faith; duplicates or variations of earlier submissions; relating to the personal affairs or actions of Council members or employees; legal advice; legal proceedings or other legal processes; will be refused by the Presiding Member as 'out of order' and will not be recorded in the meeting minutes. The Presiding Member or Chief Executive Officer may offer comment by way of correction, to any false information presented.</p> <p>f) Submissions/Deputations from members of the public that do not comply with the Rules of Public Submission Time and Deputations; or do not abide by a ruling from the Presiding Member; or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member, Councillors or</p>	<p>Officers; or refuse to abide by any direction from the Presiding Member; will be rules 'out of order' and the submission/deputation will not be recorded in the Forum notes. Public Submission Time is set for a period of 30 minutes and will terminate earlier if all submissions have been presented.</p> <p>g) Submissions/Deputations to be made at the meeting will be registered, and the priority for making submissions/deputations shall be in accordance with that register. Each submission shall be provided a maximum three minute time limit.</p> <p>h) Deputations will be made at the time the matter subject to the deputation is being considered by Council. Unless otherwise approved by a majority of Councillors, a deputation is to consist of no more than five persons, only two of whom may address the Council (with the exception of a person responding to an instruction by the Presiding Member). The time for a deputation, including interaction from Councillors, is not to exceed 15 minutes.</p> <p>i) To enable all members of the public a fair and equitable opportunity a person who has earlier made a submission cannot make a deputation on the same subject matter.</p> <p>j) A submission/deputation may include a request for the tabling of documents where these are relevant to an issue before Council.</p> <p>k) The Presiding Member will indicate when the allotted maximum time for a submission/deputation has elapsed. The presentation will cease at that time.</p> <p>l) Any extension to the initial period for Public Submission Time is to be limited to a period that will allow sufficient time for any remaining submissions to be presented.</p>
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