

Extract from Shire of Waroona Meeting Procedures Local Law 2020:

- (1) A person or group wishing to be received as a deputation by the council-
 - (a) is to apply, before the meeting, to the CEO for approval, in which case the application is to be dealt with under subclause (2).
- (2) On an application under paragraph subclause (1), the CEO may-
 - (a) approve the application 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) If the application under subclause (1) relates to a specific meeting, it should be received by the CEO at least 2 clear business days before that meeting to allow time for appropriate arrangements to be made.
- (4) Unless the council resolves otherwise, a deputation invited or permitted to address 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; and
 - (b) is not to address the council for a period exceeding 10 minutes with discussion and questions included.
- (5) Unless the council resolves otherwise, for the purpose of determining who may address the council on an issue, all those people either in favour of or opposed to an item for consideration are deemed to comprise a single deputation.
- (6) A 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.
- (7) Interaction between the members in the deputation is to occur only if and to the extent permitted by the presiding member.