



Presentation to Agenda Briefing Session

Instructions: Please email the completed form to info.city@cityofperth.wa.gov.au by noon on the day of the Agenda Briefing Session.

Meeting Date:	
Agenda Item (No. and Name):	

Speaker(s) <i>(maximum of two)</i>	
Name and Organisation: (First Speaker)	
Contact Details (Ph):	Email:
Name and Organisation: (Second Speaker)	
Contact Details (Ph):	Email:

Other Parties in Attendance <i>(maximum of three)</i>	
1	
2	
3	

Brief Outline of Discussion:

PRESENTATION GUIDELINES

Requests for presentations are to be made in accordance the following guidelines:

1. Applications for presentations to an Agenda Briefing Session must be sent to info.city@cityofperth.wa.gov.au by 12 noon on the day of the meeting.
2. The Presiding Member has the right to decline the request.
3. Presentations must be in relation to an item on the Agenda Briefing Session Agenda.
4. Applicants invited to present:
 - (a) must not exceed 5 persons, only 2 of whom may address the meeting, although others may respond to specific questions from the members; and
 - (b) must not address the meeting for a period **exceeding 10 minutes** without the agreement of the meeting.
5. For the purpose of determining who may present on an issue, all those people either in favour of or opposed to an item are deemed to comprise a single presentation.
6. Commissioners will be granted the opportunity to ask the applicant questions at the conclusion of the presentation.
7. Once the presentation has concluded, the presenters will be requested to sit in the gallery and will not be permitted to speak again.

This form is available in alternative languages and formats on request