

DRAFT Deputations to the Council Policy

Policy Type: Council Policy

Policy Owner: Chief Executive Officer

Policy No.: CP- XXX

Last Review Date: XX Month 2019

Policy Objectives

The Council is committed to understanding the community's needs and aspirations in its decision making process wherever possible. The ability for community members to equitably and effectively participate in the local government process by providing deputations to the Council is an important part of our community engagement process. This allows the Council and City to better identify the issues of importance in the community, and assists the public in being better informed on the governing of the district.

Policy Scope

The purpose of this policy is to provide guidance and direction on the management of Deputations at Agenda Briefing Forums and Ordinary and Special Meetings of Council and to ensure the effective and equitable use of the time allocated for this purpose.

This policy applies to Agenda Briefing Forums, Ordinary and Special Meetings of the Council, and Committees with delegated powers or duties in accordance with section 5.24 of the *Local Government Act 1995*.

Policy Statement

The Council provides an opportunity for deputations to be made to Elected Members from persons who have a "direct interest" in a matter due to come before the Council for formal decision making. The Council has expressed a preference that deputations should be presented at Agenda Briefing Forums.

Agenda Briefing Forums are held to assist Elected Members in gaining maximum information and understanding on issues prior to the formal decision process at Council meetings. The presentation of Deputations at Agenda Briefing Forums has the benefit of allowing all Elected Members to hear the same information at the same time and allows for Elected Members to digest information and seek further clarification or information in the weeks prior to making a formal decision.

Presenting a Deputation

1. Deputations are to be presented to Agenda Briefing Forums and must relate to an item on the meeting agenda. **Deputations for and against each agenda item may be accepted.** Agenda Briefing Forum's occur on the first Tuesday of each month.
2. Requests for Deputations will be considered upon a submission of a completed Request for Deputation Form.
3. In the interests of equity, deputations will be limited to ten minutes. Additional time will be granted for Elected Members to direct questions to the Deputation, if required.
4. A Deputation may comprise of up to three persons, however, only two may speak as part of the Deputation, **unless resolved otherwise by the Council.** All members of the deputation may respond to questions from the Elected Members.
5. The Notes or Minutes of the meeting will record the name and suburb of the persons comprising the deputation and may include any presentation, information or notes provided as part of the deputation.
6. Any comments that may be considered criticism of Elected Members or staff of the City of Melville must not be made during the deputation address.
7. Deputations to Council Meetings will only be granted in special circumstances, (eg, a late item being presented to the Council) and will be limited to a maximum of two deputations per meeting, any additional deputations may be accepted by the Presiding Member, and will require the support of the Council Members on the night.
8. All Deputations are to be conducted in an orderly manner and should reflect the formality appropriate to the nature and scope of the Agenda Briefing Forum or the Council Meeting. The Presiding Member will provide direction during the meeting and Officers will be available prior to the meeting to provide guidance on meeting protocols and to arrange distribution of hardcopy information if required.

Publication of Information

Agenda Briefing Forums and Council meetings are open to the public and are audio recorded. Audio recordings may be published on the City's website in accordance with **Council Policy CP-088 – Creation, Access and Retention of Audio Recordings of Public Meeting of the Council.** The audio recording of the deputation may be accessed by parties not present at the meeting.

Agenda Briefing Forum Agendas and Notes and Council Meeting Agendas and Minutes are public records of the City and are published on the City's website. The details of Deputations, including names and any information provided by the presenters may be viewed by the public.

DEFINITIONS

Deputation means a verbal submission at Agenda Briefing Forums, Ordinary and Special Meetings of the Council, and Committees with delegated powers or duties in accordance with section 5.24 of the *Local Government Act 1995* on an agenda item, made a **person/s** who have a direct interest in the agenda item;

Direct interest means the person has a reasonable ground for belief that they would be materially affected by the outcome of the decision.

References that may be applicable to this Policy

Legislative Requirements:	Local Government Act 1995 City of Melville Meeting Procedures Local Law
2017	
Procedure, Process Maps, Work Instructions:	CP-088 – Creation, Access and Retention of Audio Recordings of Public Meetings of the Council CP-014 – Public Question Time at Council or Committee Meetings
Other Plans, Frameworks, Documents Applicable to Policy:	
Delegated Authority No:	DA-006C

ORIGIN/AUTHORITY

Ordinary Meeting of the Council

XX/XX/2019

Item No.

XXX/XXXX