



Deputations to the Council

Policy Type: Council Policy Policy Owner: Manager Governance and Property	Policy No.: CP-108 Last Review Date: 21 June 2022
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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 *City of Melville Local Government (Meeting Procedures) Local Law 2022* provides an opportunity member of the community to make deputations to Elected Members at various forums

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 second Tuesday of each month.
2. Deputations to Council Meetings, will only be granted where the matter to be considered did not appear on the Agenda for the meeting, (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.
3. Requests for Deputations will be considered upon a submission of a completed Request for Deputation Form, in the order they are received.



4. In the interests of equity, deputations will be limited to ten minutes. Additional time, not exceeding five minutes, will be granted for Elected Members to direct questions to the members of the Deputation, if required.
5. A Deputation may comprise of up to three persons, however, only two may address the Council or speak as part of the Deputation. All members of the deputation may respond to questions from the Elected Members.
6. The Notes or Minutes of the meeting will record the name and suburb of the persons comprising the deputation and will include any presentation, information or notes provided as part of the deputation.
7. Comments that may be considered criticism of Elected Members or staff of the City of Melville must not be made during the deputation address.

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/Audio-Visual Recordings of Public Meetings 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 an oral submission by one or more members of the public at an agenda briefing forum or at Council or committee meeting on an item listed on the agenda of that meeting. (Clause 1.5 City of Melville Local Government (Meeting Procedures) Local Law 2022).

References that may be applicable to this Policy

Legislative Requirements:	Local Government Act 1995 Local Government (Administration) Regulations 1996 City of Melville Local Government (Meeting Procedures) 2022
Procedure, Process Maps, Work Instructions:	CP-088 – Creation, Access and Retention of Audio/Audio-Visual 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

		Item No.
Ordinary Meeting of Council	20/08/2019	M19/5698
Ordinary Meeting of Council	21/06/2022	M22/5917