



## DEPUTATIONS POLICY

Responsible Division	Executive Services
Responsible Business Unit/s	Executive Services
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	All Business Units

### **PURPOSE:**

Procedures for deputations at Committee Meetings.

### **POLICY STATEMENT:**

#### **Seeking approval:**

1. A person wishing to present a deputation must apply, in writing, to the Chief Executive Officer-
2. The application must be received at least 5 hours prior to the advertised date of the relevant Committee Meeting and include the following information:
  - a) A brief description of the item to which the deputation applies;
  - b) The number (maximum of 5) of intended deputies;
  - c) The names of those forming the deputation; and
  - d) The name of the spokesperson for the deputation.
3. The time allowed for deputations is 10 minutes in total, (comprising 5 minutes for the presentation and 5 minutes for the deputies to respond to questions raised by the Committee), unless the Committee approve otherwise.
4. Deputations will be held at the beginning of the Committee Meeting.

#### **Presenting a deputation:**

1. The format of the deputation will be:
  - a) Deputies will be requested to arrive 10 minutes before the Committee Meeting begins in order to establish presentation order and procedure.
  - b) A main spokesperson will present the views of the deputation.
  - c) The Committee may then present questions to the deputation for their response.

- d) The Deputies will be required to leave the Committee Meeting while other Deputations on the respective item are being heard.

2. Members of the deputation may request a copy of this policy prior to the deputation.

**DEFINITIONS:**

*Nil.*

**RELATED LEGISLATION:**

*Local Government Act 1995*

*City of Bayswater Standing Orders Local Law 2013*

**RELATED DOCUMENTATION:**

*Nil.*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	26 February 2002
Reviewed / Modified	Date	10 March 2009
Reviewed / Modified	Date	06 December 2016