

DEPUTATIONS POLICY

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| Responsible Division | Corporate and Strategy |
| Responsible Business Unit/s | Governance |
| Responsible Officer | Governance |
| Affected Business Unit/s | All Business Units |
| Document Ref: | 3236391 |



PURPOSE:

Procedures for deputations.

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 meeting and include the following information:
 - a) A brief description of the item to which the deputation applies;
 - b) The number (maximum of 2) 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 5 minutes, (5 minutes for the presentation and a further 5 minutes for the deputies to respond to questions raised by the meeting if applicable), unless the meeting approves otherwise.
4. Deputations will be held at the beginning of the meeting.

Presenting a deputation:

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

- d) The Deputies may be required to leave the 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*

RELATED DOCUMENTATION:

Nil.

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| 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 |
| Reviewed / Modified | Date | 15 August 2018 |