

Meeting procedures – Deputations

OBJECTIVE

To set conditions to be imposed on deputations to a meeting of the Council or a Council committee.

MINUTE NO(S)

167/2005 – 20.06.2005

APPROVED

“That the following conditions be imposed:

- 1 Any person who intends to comprise a deputation to the Council or a Council committee is to make a written request to the chairperson setting out:
 - (a) the likely members of the delegation; and
 - (b) the nature of the matter or matters intended to be placed before the Council or Council committee.
- 2 The chairperson and the General Manager are to decide whether or not the deputation is to be received and in the event of a refusal all Councillors are to be advised as soon as possible of the application and the reason(s) for refusal.
- 3 If the chairperson and General Manager decide that the deputation is to be received, the General Manager is to note the item on the appropriate agenda.
- 4 Unless the Council or Council committee decides otherwise, the recommendation, request or other matter placed before the Council or Council committee by the deputation is not to be considered:
 - (a) until the deputation has withdrawn; and
 - (b) unless advice has been provided under section 65 of the Local Government Act 1993.

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- 5 A deputation:
- (a) is not to exceed three persons; and
 - (b) is not to be permitted to continue in attendance on the Council or Council committee for a longer period than 20 minutes.”

BACKGROUND

Adherence is required to Regulation 38 of the *Local Government (Meeting Procedures) Regulations 2015*.

REVIEW DATE

1 July 2020