

Deputation Protocol

Light Regional Council is committed to providing an opportunity for members of the public to ask questions at ordinary meetings of Council or at Committee meetings. Members of the public are requested to read and comply with the following protocol.

1. *A Deputation may be made by a person, or group, who wish to appear personally before a Council or Committee meeting in order to speak on a particular matter.*
2. *A person wishing to make a Deputation must deliver a written request to the Principal Office of the Council **five (5) days prior to the day on which the meeting, where the deputation is sought to be presented, is scheduled.***

This will ensure that Council staff can liaise with the Mayor (or Chairperson), and make arrangements to list the deputation as an item on the Agenda, prior to the agenda being distributed.

Persons submitting questions or statements must be present in the public gallery and must stand when the Mayor (or Chairperson) reads their name.

A person appearing as a deputation will be allowed to speak on an issue for a maximum of ten (10) minutes. The Mayor (or Chairperson) may allow for additional time.

3. *The Mayor (or Chairperson) will have the discretion to not accept a particular deputation. Deputations are restricted to matters relating to Council reports, policy or operations, and those of a political or personal nature will not be accepted.*

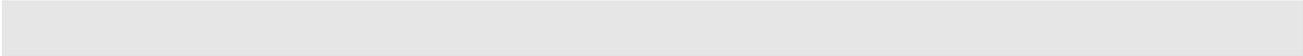
Where a deputation is not accepted, the Mayor (or Chairperson) shall state the reason for not accepting the deputation.

4. *Deputations relating to the same issue will be grouped together and one response provided to that group of deputations. Council (or the Committee) will then proceed to the next subject.*

5. *The Mayor (or Chairperson) will chair and determine who shall answer each question. Where possible responses will be provided immediately following the person's deputation, however if there is insufficient time to verbally respond to a question, or if a more detailed response is required than time allows, the Mayor (or Chairperson) may direct that a particular council officer respond in writing to the person within five (5) working days, or provide a report to the following ordinary meeting of Council or Committee meeting.*

While the deputation is provided for the public to have an opportunity to question Council on matters, no debate on the questions or answers provided will be entered into, however, the Mayor (or Chairperson) may accept a follow up question in regard to the same subject from the person should time allow. The elected members may seek to ask questions.

6. *The statement or question, if allowed by the Mayor (or Chairperson), will be recorded in the minutes of the council (or committee) meeting under the heading of 'Deputations'. If possible, a precis of any response will also be noted in the minutes unless the Mayor (or Chairperson) has requested a more detailed response as discussed in Item 5. above.*



**Light Regional Council
Deputation Request**

I / We

Of.....

Email:..... Daytime Phone Contact No.....

hereby register for the right to address

Council

.....Committee *(please state name of Committee)*

at its meeting to be held on theday of

relating to the following matter:

.....
.....
.....
.....
.....

(Should the space provided above not be adequate, please attach your information on a separate page)

I / We acknowledge that I / we have been provided with a copy of the Deputation Protocol and agree to abide by the procedures outlined within.

Signed.....

Dated.....

NOTE:

This request must be registered with the Principal Office five (5) days prior to the day the Council/Committee meeting is scheduled.

Please refer to Council's Website for Council/Committee meeting dates and venue.