# SHIRE OF HARVEY

## INFORMATION SHEET

### PETITIONS, DEPUTATIONS & PRESENTATIONS TO COUNCIL / COMMITTEE MEETINGS

<table>
<thead>
<tr>
<th>WELCOME</th>
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<tbody>
<tr>
<td>The Council extends a warm welcome to you in attending any meeting of Council. An opportunity is provided at every Council and committee meeting for members of the public and organisations to give a presentation or deputation to Council, or to present a petition or submission pertaining to the operations of the Shire. This Information Sheet applies to all members of the public and organisations intending to avail themselves of this opportunity during a meeting.</td>
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### PETITIONS

A petition is to be addressed to the President; made by electors of the district; and be in the required format. The Council will not vote on any matter that is the subject of a petition presented to that meeting, unless the matter is the subject of a report included in the agenda; and the Council has considered the issues raised in the petition.

Upon receiving a petition, Council will refer the matter to the relevant Council Officer to be considered and reported on at the next meeting of Council.

### DEPUTATIONS

The Council will receive deputations on any matter to be considered by Council which is listed on the agenda of the meeting at which the item is to be discussed. Any member of the public who has an interest in the matter can make a deputation to Council or a Committee, but prior notice must be given to the CEO before the meeting.

As a courtesy to Council, notice of deputations need to be given by the close of business on the day preceding the Council or Committee meeting. This enables all Councillors to be informed at the start of the meeting of the deputations and the Presiding Member (Shire President at Council meetings) can take into account the number of deputations being made in terms of the orderly progression and conduct of the meeting.

Where a deputation has been agreed to, the Presiding Member will during the meeting call upon the relevant persons who have given notice for a deputation to come forward and address Council. A brief summary of the deputation will be recorded in the minutes of the Council / Committee meeting at which the deputation takes place. It is important to note that a full recital will not be recorded in the minutes.

Deputations are expected to be concise and not be more than 10 minutes. At the end of your deputation the Presiding Member will ask Councillors if they have any questions of you or other parties, in order that they may clarify any points for Council.

### PRESENTATIONS

A presentation may be made to the Council at a meeting only with the prior approval of the CEO. In relation to Council meetings, a presentation means the acceptance of a gift or an award by the Council on behalf of the local government or community.