

POLICY NO.	M.29
POLICY SUBJECT	Recording of Petitions/Deputations/Presentations and Comment on Agenda Items by Parties With an Interest in the Minutes.
ADOPTION DATE	26 March 2009
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy Objective

To provide guidance how to record Petitions/Deputations/Presentations and Comment on Agenda Items by Parties With an Interest in the Minutes to reduce the time needed to summarise and record these items on the physical minutes, and avoid subsequent queries that are occurring when members of the public and/or Councillors are unhappy with the manner in which the content of these items are summarised in the minutes.

Policy Statement

In relation to the recording of Petitions/Deputations/Presentations" and "Comment on Agenda Items by Parties With an Interest", unless the speaker reads verbatim from a prepared script and tables that script at that meeting and provides an electronic copy to the CEO within two working days the Minutes are to contain the following detail:

- (a) Petitions/Deputations/Presentations – Presenter name; presentation subject, and any direct request to Council for action/funding. No other details of the presentation are to be included in the Minutes.
- (b) Comment on Agenda Items by Parties with an Interest – Presenter name, Agenda Item number and title, whether the presenter spoke for or against the officer recommendation or proposed motion. No other details of the presentation are to be included in the Minutes.