



Deputation Meeting Procedures and Conduct

The Mayor needs to grant approval for all deputations prior to the meeting. A request for deputation form must be submitted to the Governance Officer before the meeting. This will be forwarded to the Mayor for approval.

When speaking to the meeting or the Mayor all comments should be addressed through the Mayor. The Mayor is to be addressed as "Mr Mayor". Generally all presentations are to be restricted to 5 minutes maximum (unless otherwise agreed with the Mayor) inclusive of any question time.

A deputation may comprise of one or a number of persons, however, speakers will be limited to two during the meeting, except to respond to questions from Members.

All deputations must be presented truthfully, factually and in an appropriate manner. Meetings of Council do not enjoy parliamentary privilege and any unfounded allegations made against the reputation of a person or organisation may result in legal liability.

Deputations should address the following:

1. Only use appropriate language and do not speak down to, harass or make racist, sexist or unnecessary critical remarks about people or organisations.
2. All information being disclosed must be truthful and not lead to any unfair damage or distress to a third party. This includes making allegations, which may damage any person's reputation by exposing them to hatred, ridicule or contempt, or lower a person in the estimation of others.
3. All allegations must be stated as allegations and should be supported by some factual evidence.
4. All comments should be fair and based on stated facts.

The Mayor will have the authority to terminate any deputation at any time where it fails to conform to these guidelines or any other reasonable request of the Mayor.

Council may request that the deputees' presentation or notes be included in the minutes of the meeting.

Any external party wishing to use PowerPoint, DVD or similar electronic forms of a presentation aid must make the presentation available to Council prior to the meeting. These presentations should be delivered to the coordinating staff member prior to 3.00 pm on the day of the meeting.

The presentation will be available on the day of the meeting from 3.00 pm for testing and familiarisation with Council equipment and the meeting room. External presenters are expected to have tested their presentations on the Council equipment prior to the meeting. External USB sticks are not to be inserted into any Council computers without prior approval from Council.

All deputations are expected to have complied with these guidelines and persons making deputations are expected to be available at the commencement of the meeting, noting that the Mayor may change the order of the Agenda at their discretion.

Note: As Council and Council Committee meetings are open to the public, there is unlikely to be any legal protection or other privilege attached to statements made during a deputation in this forum. Comments made during the deputees' address may be subject to the normal laws of defamation. Therefore, deputees should take care in the statements made during their address.