

# Deputation guidelines

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 form must be completed for each person wishing to speak.

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:

- Use appropriate language and not use demeaning, discriminating or unnecessarily critical comments.
- Only include information that is truthful and not lead to any unfair damage or distress to a third party.

Questions or statements must not:

- relate to a matter outside the duties, functions and powers of Council;
- include content which, if it were included in a Council report, would be likely to be considered in closed Council;
- contain potentially defamatory material;
- relate to trivial matters or make unsubstantiated allegations;
- include content which a reasonable person may find to be indecent, abusive, offensive, irrelevant or objectionable; or
- appear to be aimed at embarrassing a Councillor or a Council Officer.

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 depute’s 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 at least 3 hours prior to the meeting.

The presentation will be available prior to the meeting 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.