



## Deputation Guidelines

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Portfolio:	Office of the CEO
Department:	Governance and Policy
Responsible Officer:	Governance Advisor
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### 1. Purpose

The purpose of this procedure is to formally establish a standard for the approval, preparation and style of any deputation made to a Council or Council Committee meeting by an external party.

### 2. Applies To

Any external party wanting to address a Council or Council Committee meeting as a deputation.

### 3. References

Nil

### 4. Definitions

Nil

## 5. Procedure

The Mayor needs to grant approval for all deputations prior to the meeting. A request for deputation must be submitted in writing (including email) to the Chief Executive Officer before being forwarded to the Mayor for approval. This process and the ensuing approvals need to be in place prior to the close of the Agenda, 5pm Wednesday of the week prior to the meeting.

When speaking to the meeting, or the Mayor, all comments should be addressed through the Mayor. The Mayor is to be addressed as “Madam Mayor”/”Mr Mayor” or “Your Worship”. Generally all presentations are to be restricted to 10 minutes maximum (unless otherwise agreed with the Mayor) inclusive of any question time.

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 anytime where it fails to conform to these guidelines or any other reasonable request of the Mayor.

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 3.00pm on the day of the meeting.

This will result in the presentation being available on the day of the meeting from 3.00pm 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.

These guidelines are based on the standard Council meeting for an evening meeting. Appropriate variations will apply to these guidelines for Committee meetings that may be chaired by persons other than the Mayor. In these cases the appropriate address to follow is:

- Deputy Mayor (male) – Mr Deputy Mayor
- Deputy Mayor (female) – Madam Deputy Mayor
- Presiding Member of a Committee (Councillor) – Cr (Surname), Mr/Madam Presiding Member
- Presiding Member of a Committee (Other than an Elected Member) –Mr, Mrs or Ms (Surname)