



## Deputation Information Sheet – How to Address Council or Council Committees on Issues of Concern

1. Deputations are an important part of community participation in the decision-making process, providing individuals or groups in the community with an opportunity to present their opinions to the meeting.
2. The Local Government (Procedures at Meetings) Regulations 2013 (the Regulations) provide that a person who wishes to appear as a deputation and address the Council meeting on a matter must make the request in writing (Regulation 11).
3. Requests should be made by submitting a Deputation Request Form before the close of the agenda, seven (7) clear days prior to the meeting, for inclusion in the Agenda. Details of meeting dates are contained on the Council website and at Council's Service and Community Centres.
4. Requests will be considered on a case-by-case basis, meeting by meeting, and with regard to the particular matter upon which you wish to address the meeting. In determining whether a deputation is allowed the following considerations will be taken into account
  - the subject matter of the proposed deputation;
  - whether it is within the powers of the Council;
  - relevance to the Council/SPDPC agenda nominated – and if not, relevance to the Council's or SPDPC's powers or purpose;
  - the integrity of the request; and
  - the size and extent of the agenda for the particular meeting.
5. Deputations will be limited to a maximum of two (2) per scheduled Council meeting, except with the leave of the meeting.
6. The Mayor may refuse to allow the deputation, but if so that decision must be reported to the next meeting. The meeting may then resolve to allow the deputation.
7. Once the Mayor has granted your request to make a deputation to Council you will be advised in writing.
8. Up to two (2) members of the deputation will be allowed to speak, except to reply to questions from Council Members (where any member of the deputation may respond).
9. The Presiding Member will invite you to come forward and make your deputation on the nominated topic. You must state your name and address, which will be recorded in the minutes of the meeting.

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10. If notes or other documents are to be distributed for the deputation, fifteen (15) copies are to be provided to the Minute Secretary prior to the commencement of the meeting to distribute. You may not distribute documents at the meeting. Notes or presentation material referred to as part of the deputation will be referenced in the minutes of the meeting.
11. Presenters will be given **10 minutes** to do their presentation, followed by questions (if any) from the Council. It would be appreciated if you could be mindful of the time allowed for your presentation.
12. Care should be exercised in framing questions to ensure they clearly relate to the subject of the deputation. The Presiding Member will use their best endeavours to manage this process fairly. Any comments that may amount to a criticism of individual Council Members or staff must not be made. Any such criticism or comments should properly be directed in writing to the CEO.
13. Council/SPDPC meetings are open to the public and there is unlikely to be any legal protection or other privilege attached to any statements made during this forum. This means that anything said during the forum is subject to the normal laws of defamation. Consequently all speakers should take care in the statements they make and how they make their address.
14. If you are speaking on behalf of an association, organisation or other body, you may be required to provide a copy of the constitution and rules of that organisation, association or other body prior to your deputation.
15. The meeting will begin at 6.30pm and although the exact time for the deputation to commence is difficult to determine it would be best to be present at 6.30pm.
16. The agenda for the meeting (published 5 clear days in advance of the meeting) will list the name of the person (or community group) making the deputation, and the subject matter only. The agenda will be available on Council's website or at Council's Service Centres and Community Centres.
17. Visual presentations are welcome - please bring your presentation on a USB drive. It is helpful to email your presentation to Council prior to the meeting so that it can be loaded on to our system to ensure the presentation will run, and as a back-up, however this is not a compulsory requirement.

# Request for Deputation



I have read and understood the Deputation Information Sheet and acknowledge the above guidelines:

I/we hereby request to be heard at the next meeting of Council on:	
Name:	
Address:	
Contact number:	
Email:	
I will be speaking on my own behalf:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Or as the spokesperson of a group of persons:	<input type="checkbox"/> Yes <input type="checkbox"/> No
(If yes, who or what group are you representing?)	
<b>The topic or issue I wish to speak about is:</b> <i>(please give sufficient details of the matter to enable consideration of your request for a deputation – additional pages can be attached if required):</i>	
<b>The relevance to Council in relation to the subject matter is:</b>	
<b>What expectations do you have of Council as a result of this deputation?</b>	
<b>What benefit will be delivered to the general community as a result of this deputation?</b>	
Signature:	Date:
Print Name:	

## Office Use Only

Date/Time Received:	Approved by the Mayor: <input type="checkbox"/> Yes <input type="checkbox"/> No
Approved meeting date:	Deputation Acknowledged: <input type="checkbox"/> Yes <input type="checkbox"/> No