

How to Address Council on Issues of Concern

Deputation Guidelines

1. SPEAKING TO COUNCIL

Members of the public may apply to address the Council on matters within Council's functions and responsibilities. This is referred to as a deputation.

Deputation requests must be submitted using the prescribed Deputation Request Form, available at the end of this form, from Council's Principal office or website.

2. MAKING A REQUEST

Requests must:

- i. Be submitted at least 7 clear days prior to the relevant meeting
- ii. Clearly outline the subject matter
- iii. Relate to matters within Council's responsibilities

Requests will be assessed in accordance with Council's Code of Practice for Meeting Procedures.

3. ASSESSMENT OF REQUESTS

Upon receipt, requests will be recorded and referred to the Administrator for determination.

A deputation request may be refused where:

- i. The matter is outside Council's responsibilities
- ii. The matter has been previously considered by Council
- iii. The matter is subject to legal proceedings
- iv. The request is considered inappropriate or does not meet Council's requirements

4. NOTIFICATION

Applicants will be advised in writing of the outcome of their request.

Where approved, the applicant will be notified of the meeting date and time.

Where refused, the Administrator will report the refusal to the next Council meeting.

5. AT THE MEETING

Approved deputees will be invited to address Council and must:

- i. State their name and address for the public record
- ii. Speak only on the approved subject
- iii. Limit their presentation to 5 minutes (unless otherwise approved)

Council members may ask questions for clarification. Deputations are not to be used for debate with Council.

No decision is guaranteed at the meeting.

Any materials presented may be included in the public agenda or minutes.

6. CONDUCT

Deputation presenters must:

- i. Maintain orderly and respectful conduct
- ii. Avoid defamatory, offensive, or derogatory statements
- iii. Not make personal criticisms of Council staff

Council meetings are public, and no protection applies in relation to defamation.

Meetings may be recorded or livestreamed, and all information presented becomes part of the public record.