

## Deputation Guidelines:

- Any person or persons wishing to be heard personally or as a deputation upon any matter to come before the Council shall be at the invitation/approval of the Mayor and/or Chairperson.
- When speaking to the Council all comments should be addressed through the Mayor or Chairperson.
- Only speakers listed on the approval letter will be at liberty to speak during a deputation.
- Generally the maximum time allocated per deputation will be no more than ten (10) minutes unless authorised by the Chairperson.
- It is highly recommended that if using a PowerPoint presentation during the deputation that a copy be provided to Committee Support prior to the meeting for testing and familiarisation with Council equipment and the meeting room, thus avoiding technical difficulties on the day.
- While every endeavour is made to honour the deputation commencement time, there may be other matters of Council business to be dealt with prior to the deputation. Your patience and understanding is appreciated.
- The Chairperson may terminate an address by a person in a deputation at any time where:
  - The chair is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting; or
  - The person uses insulting or offensive language.
  - A person other than the appointed speaker interjects during the deputation without approval.

*We look forward to seeing you on the day.*