

## GOVERNANCE

# Request for Deputation to Council/Committee

Deputation means a request from any person or group to make a presentation to the local authority which is approved by the Chairperson of the Council (Mayor) or the Committee.

**Applicant to complete information and return to [governance@wmk.govt.nz](mailto:governance@wmk.govt.nz), no later than five days before the date of the meeting.**

Council      Committee      Committee name: \_\_\_\_\_

Date of meeting that deputation is requested: \_\_\_\_\_

Topic heading: \_\_\_\_\_

**Presenters** (include outside persons' titles and organisation)

Deputation can speak for up to 10 minutes.

### Reason for deputation

The purpose of a deputation is to enable a person, group or organisation to make a presentation to a meeting on a matter or matters covered by that meeting's Terms of Reference.

### Synopsis of topic

Governance staff will contact you to confirm the date and time of the deputation once approved by the Mayor/Chairperson.

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## Chairperson discretion

The Chairperson has the discretion to decline to hear or terminate a deputation at any time where:

- A speaker is repeating views presented by an earlier speaker at the meeting
- The speaker is criticising elected members and/or staff
- The speaker is being repetitious, disrespectful, or offensive
- The speaker has previously spoken on the same issue
- The matter is subject to legal proceedings; and
- The matter is subject to a hearing, including the hearing of submissions where the Council or Committee sits in a quasi-judicial capacity.

## Questions of a deputation

At the conclusion of the deputation, elected members, with the permission of the Chairperson, may ask questions of any speakers. Questions will be confined to obtaining information or clarification on matters raised by the deputation and no discussion will be entered into.

## Resolutions

Any debate on a matter raised in a deputation will occur at the time at which the matter is scheduled to be discussed on the meeting agenda and once a motion has been moved and seconded. Any matter raised in a deputation requiring a decision must be considered at a meeting with an accompanying report.

## Meeting etiquette

- Deputations will generally be heard at the beginning of Council/Committee meetings.
- Members of deputations are to be seated in the public gallery until they are invited to address the Council/Committee, when they will be requested to take a seat at the Council table.
- The Council Chamber has an audio-visual system with internet access that allows for displaying presentations, maps, photos, and videos. The deputation is therefore welcome to connect their laptops to the Council's audio-visual system via a USB connection.
- However, if speakers do not wish to bring their own electronic devices, they are welcome to use the Council Chamber laptop, provided that they provide their presentation material on a USB drive.

Contact person: \_\_\_\_\_ Contact number: \_\_\_\_\_

Contact email: \_\_\_\_\_ (please print)

PowerPoint: Yes No Pre-reading material: Yes No

I agree to the rules and guidelines for a deputation.

Applicant to sign: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE:** By entering your name above, you agree to abide to the rules and guidelines.

## Approval

Chairperson: \_\_\_\_\_ Approved meeting date: \_\_\_\_\_

Notes: \_\_\_\_\_

Alternative options: \_\_\_\_\_

## Office use only

### Approval received by Governance Team

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Notes: \_\_\_\_\_