

Deputations to Council - Notes for Representatives

1. Presentations should focus on matters concerning the City of Launceston, with background information available (either to be presented upon application for deputation and to be included in or with the Agenda, or provided to Councillors after the presentation for their information).
2. Representatives should indicate, at the outset of the briefing, why they are presenting to the Councillors.
3. Deputations shall generally consist of no more than three representatives.
4. Representatives are asked to be at the Customer Service Centre (Town Hall) before 1.00pm which is the commencement time of the Council Meeting. From the Customer Service Centre you will be directed to the Council Chambers. Please take a seat in the Public Gallery and the Mayor will announce when it is time for you to give your presentation.
5. The Mayor will provide an introduction.
6. Each deputation will have up to 15 minutes in which to present. This timeframe is strictly enforced so as to allow sufficient time for questions or discussion from Councillors.
7. If necessary, Council will then discuss the issues and ask questions for a further 15 minutes. This timeframe is also strictly enforced so as to ensure management of other items of business on the Agenda for the Meeting.
8. The Council may not give you an answer or decision at the completion of your deputation.

PURPOSE:

To outline:

- General procedures in which Deputations are run; and
- The general rules as to conduct to be maintained as a Delegation.

SCOPE:

Applies to any group or organisation to present to the Strategic Planning and Policy Committee.

RELATED POLICIES & PROCEDURES:

[DRAFT 14-PI-005 Deputations to the Strategic Planning and Policy Commi...](#)

[14-HLPr-009 Approval for Deputations to the Strategic Planning and Pol...](#)

[14-Rfx-010 Strategic Planning and Policy Committee - Deputations - Not...](#)