

How to Address Council on Issues of Concern

Deputation Guidelines

1. Speaking to Council

There is the ability, in many cases for an individual (or group) to appear before a Council in order to address the Council on a particular matter of concern to either themselves or a group of people whom they represent. This is called a Deputation. You can apply to do so by following the procedures set out below and completing the Deputation Request Form.

This Form can be obtained from the Roxby Council; 6-8 Richardson Place Roxby Downs SA 5725 or by phoning (08) 8671 0010, emailing roxby@roxbycouncil.com.au or downloaded from our website www.roxbydowns.com.

2. Making a request

You can make a request for a deputation by filling in all details on the Deputation Request Form and lodging that Form with the Council at least 7 days before the Council meeting at which you wish to speak. You are required to provide sufficient information on the Deputations Request Form regarding the issue. The details you supply on the Form should be quite clear in stating the topic upon which you wish to speak to the Council. The topic you specify must be relevant to matters for which the Council has responsibility.

To determine what topics are going to be scheduled at any forthcoming Council meeting you can either access the Council website or by contacting Council on (08) 8671 0010.

3. What will happen to your request once you give it to the Council

Upon receipt of your Deputation Request Form it will be entered into Council's records management system and provided to the Administrator.

4. How will I know when my request is going to be heard by Council?

The Administrator will determine whether or not the deputation is allowed. We will then write to you and advise of the outcome of your deputation request, and if you are permitted to speak, we will confirm the date and time of the relevant meeting.

If consent for a deputation is refused, the Administrator will report that fact at the next Council meeting.

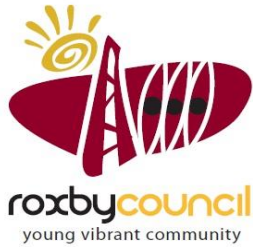
5. At the meeting

Once you have received confirmation of the time and date of the deputation you are ready to attend the Council meeting.

At the appropriate time in the meeting you will be invited by the Administrator to come forward and make your deputation on the topic or issues which you have nominated. You will be asked to state your name and address, which will be recorded in the minutes to the meeting (public document), and then be given 5 minutes total speaking time. You do not need to use the whole 5 minutes. Should you use briefing notes, handouts or an electronic presentation to aid your deputation to the Council they will be included in or appended to the minutes of the meeting. After you have spoken, the Administrator may have questions he/she may like you to answer.

You will be expected to conduct yourself in an orderly manner to reflect the level of formality appropriate to the meeting.

You should refrain from making defamatory or derogatory comments. Any comments that amount to criticism of Council staff must not be made during the deputation. It is more appropriate that these types of comments are raised formally in writing with the Administrator. Council meetings are open to the general public and there are no privileges protecting you in relation to defamation.



Richardson Place
PO Box 124
Roxby Downs SA 5725
Phone 08 8671 0010
Fax 08 8671 0452
roxby@roxbycouncil.com.au
www.roxbydowns.com

Deputation Request Form

Please complete this request and return to the Roxby Council at least 7 days prior to the Council meeting at which you wish to be heard.

TO: The Administrator

I/We hereby request to be heard at the Council meeting on ____ / ____ / ____

Surname: _____ Given Name: _____

Address: _____

Phone number at home (optional): _____ Work: _____

Mobile: _____ Email: _____

I will be speaking:

On my own behalf: Yes No

Or

As the spokesperson of a group of persons? Yes No

(Limit of 2 persons to be able to speak)

Surname of 2nd speaker: _____

Given Name: _____

Address: _____ Email: _____

If you are speaking as a spokesperson, who or what group are you representing?

If you have a set of Rules by which the group is governed please provide a copy of these.

The topic or issue I wish to speak about is:

(Please give sufficient details of the matter to enable consideration of your request for a deputation)



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I have read and understood the Deputation Guidelines and acknowledge that I must comply with these guidelines:

Signed: _____

Dated: _____

Once completed, please return to the Roxby Council, either in person, or by post or email roxby@roxbycouncil.com.au.

For Office Use Only

Received (date and time): / / at _____ am / pm

Acknowledged by Administrator (initial & date): _____ / /

Approved: Yes No

Meeting Date: / / Deputation Time: _____

Deputee Notified: Yes No In writing Verbally

Date Notified: / /