

DEPUTATION INFORMATION SHEET

How to Address Council on Issues of Concern

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 District Council of Streaky Bay, 29 Alfred Terrace, Streaky Bay SA 5680 or by phoning (08) 8626 1001, Facsimile (08) 8626 1196, emailing dcstreaky@streakybay.sa.gov.au or download from our website www.streakybay.sa.gov.au. Further information on the process can be found in Council's document 'Code of Practice for Meeting Procedures'.

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 Council's Chief Executive Officer at least 7 business days before the meeting at which you wish to speak. You are required to provide sufficient information on the Deputation Request Form regarding the issue and indicate the preferred meeting at which you would like to be heard. 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) 8626 1001.

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 system and provided to the Chief Executive Officer who will in turn provide it to the Mayor.

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

The Mayor will confer with the Chief Executive Officer and advise him or her 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.

The decision whether to allow a deputation is made by the Mayor.

If consent for a deputation is refused the Mayor must report that fact at the next Council meeting. The Council has the power to allow you to make a deputation even though the Mayor had initially refused the request.

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 Mayor 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 and then be given 10 minutes speaking time. You do not need to use the whole 10 minutes. After this the Mayor may invite members of Council if they have any questions they would 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. During the meeting you will be expected to address Council Members by the titles of the offices that they hold (ie: the Mayor is to be addressed as "Mayor" or "Your Worship" and the elected members as "Councillor").

You should refrain from making defamatory or derogatory comments. Council meetings are open to the general public and there are no privileges protecting you in relation to defamation.

You may find it helpful to prepare brief notes of the matters upon which you wish to speak to the Council and then use those notes when you address the matters at the meeting. It is often helpful if you can supply a copy of those notes to the meeting.