

 <small>DISTRICT COUNCIL OF TUMBY BAY</small>	DEPUTATION REQUEST	Version No: 1
		Issued:

Deputation Request Form

Please complete all sections of this form and return to the District Council of Tumby Bay at least 5 days prior to the Council meeting.

To: Chief Executive Officer

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

My Surname: Given Name:

Address:

(Optional) Phone Number at Home:

Work: Mobile:

I will be speaking on my own behalf: Yes No

or

If as the spokesperson of a group of persons, who or what group are you representing?

.....

If you have a set of Terms of Reference 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)*

.....
.....
.....

The relevance to Council in relation to the subject matter is:

.....
.....
.....

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What expectations do you have of Council as a result of this deputation?

.....

.....

.....

What benefit will be delivered to the general community as a result of this deputation?

.....

.....

.....

Please note the following guidelines:

- a. You will be allocated up to 10 minutes to speak and 10 minutes for questions from Council. You do not need to use the whole 10 minutes.
- b. Your presentation will be limited to the topic or issue which you have nominated above.
- c. A maximum of two persons attending the deputation may address the Council. The Presiding Member may seek questions of other deputation attendees if so desired (by Council).
- d. Any material required to be given to elected members or staff should where possible be submitted to Council administration prior to the meeting and preferably 5 clear days (not the day of the meeting) prior to the meeting, so it can be included with the agenda.
- e. Powerpoint presentations to be viewed on the projector must be sent to Council at least 5 days prior to the meeting so they can be loaded and ready to view for the meeting.
- f. After your presentation, be prepared to respond to any questions the Council members may have of you.
- g. In making a verbal address, you should be aware that this meeting, like all Council meetings will be recorded for the purpose of confirming the accuracy of the minutes. This will include your address. In addition you should be aware that Council meetings are open to the public. There is unlikely to be any legal protection or other privilege in relation to any statements that you may make in this forum. This means that anything you say will be subject to the normal laws of defamation. Consequently you should take care how you make your address.

I have read and understood the Deputation Information Sheet and acknowledge the above guidelines:

Signed:

Dated/...../.....

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Once completed, please return to the District Council of Tumby Bay, either in person (Cnr West Terrace and Mortlock Street, TUMBY BAY), or by post to (PO Box 61, TUMBY BAY SA 5605) or email (dctumby@tumbybay.sa.gov.au)

OFFICE USE ONLY

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

Acknowledged by Administration Officer (initial and date):

Approved: Yes No

Meeting Date:/...../..... Deputation Time:

Deputee Notified: Yes No

In Writing Verbally

Date Notified:/...../.....

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 issued which you have nominated. You will be asked to state your name and address, which will be recorded in the minutes of 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 addressed as “Mayor” or “Your Worship” and the elected members as “Counsellor”).

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 matter 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 these noted to the meeting.

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