

# Addressing a Council Meeting (making a deputation)

---

## Addresses to Council meetings / Deputations

The *Local Government (Meeting Procedures) Regulations 2015 (Regulations)* set out the rules and procedures that apply to Council meetings, and meetings of Council Committees. Regulation 38 gives the Chairperson of a Council meeting the power to invite a person to address a meeting of Council and make statements or deliver reports to the meeting.

**This was previously referred to as making a 'deputation'.**

Addresses from members of the public help Council to understand the issues affecting Glenorchy and to better represent the interests of the community.

This document provides further information about how you can request an invitation to address to a Council meeting, and the rules that will apply when you do.

## How do I request an invitation to address a Council meeting?

You can only make an address to a Council meeting the Chair of the meeting (usually the Mayor) invites you. You can make a written request to the Mayor for an invitation to address a meeting. Your request should include:

- the names and contact details of anyone who will be making the address
- the topic of your proposed address
- a summary of the key points that you intend to raise in your address, including any outcome that you are seeking

To submit your request, you can either:

- send an email to the Mayor at [gccmail@gcc.tas.gov.au](mailto:gccmail@gcc.tas.gov.au),
- or write to the Mayor at PO Box 103, Glenorchy, Tas 7010, or
- drop your written request at our Customer Service Centre, 374 Main Road, Glenorchy.

## When does my request need to be submitted?

You must submit your request by no later than 12:00 noon on the business day before the Council meeting (this will usually be a Friday).

## Does the Chair of the meeting have to accept my request?

The Chair may refuse your request to address the Council meeting if they form the opinion that:

- the proposed topic of the address is frivolous, vexatious or is not related to a function or activity of Council
- the address is likely to be inflammatory, abusive, defamatory, or contain a personal attack against any person, or
- there is any other reasonable reason for refusing the request

The Chair will advise you prior to the meeting whether your request has been accepted.

Please note that the Chair may impose any conditions on an invitation to address the meeting that they consider to be appropriate in the circumstances. The Chair will advise you of any conditions if they accept your request.

## How long will I be given to make my address?

There will be a time limit of 15 minutes for you to make your address. If you think your address will go for longer than 15 minutes you should let us know when making your request.

## Are there any other rules that apply?

The following rules will apply to any address given to a Council meeting under regulation:

- you must follow any direction given by the Chair of the meeting, and comply with any conditions imposed on your invitation
- prior to commencing your address, you must state your name, residential address and the topic about which you are speaking
- your address must not deviate from the topic about which you have been invited to speak
- your address must not be inflammatory, abusive, defamatory, or contain a personal attack
- it is your responsibility to ensure that what you say is accurate, not defamatory and does not disclose confidential, personal or commercial in-confidence information, and
- your address does not provide an opportunity for you to ask questions or hold discussions about your issues with Aldermen.

## Where can I get further information?

If you want any further information about requesting an invitation to address a Council meeting, you can:

- Call us on (03) 6216 6800
- Email us at [gccmail@gcc.tas.gov.au](mailto:gccmail@gcc.tas.gov.au), or
- Visit our Customer Service Centre at 374 Main Road, Glenorchy during business hours.