



DEPUTATION INFORMATION SHEET

A deputation is an oral way of presenting an issue to all Elected Members at a Council meeting. This can be a particular matter of concern to either an individual or a group of people.

It is undertaken in accordance with the [Local Government \(Procedures at Meetings\) Regulations 2013](#).

Making a request

If you or a group of people (maximum of three people) want to make a deputation, you must deliver to the Unley Civic Centre, a written request to the Council or by completing all the details on the *Deputation Request Form* which is available on the Council website www.unley.sa.gov.au. Either the written request or form should be lodged with the Council's Chief Executive Officer preferably 5 clear days before the meeting at which you wish to speak.

Submit your deputation request to Council to:

**City of Unley
Civic Centre
Attn: Chief Executive Officer
181 Unley Road
Unley SA 5061**

Or, a request may be submitted by email to; pobox1@unley.sa.gov.au

You are required to provide sufficient information regarding the issue and indicate the preferred meeting at which you would like to be heard. The details you supply should be clear in stating the topic upon which you wish to speak to the Council or Council Committee. The topic you specify **MUST** be relevant to matters for which the Council or Committee has responsibility.

To determine what topics are going to be scheduled at any forthcoming Council or Committee meeting you can either access the Council website to view agendas or by contacting Council on (08) 8372 5111.

What happens with your request?

Once your deputation request is received by the Chief Executive Officer, it will then be provided to the Mayor (or the Presiding Member of the Committee if the deputation request relates to the Council Committee).

The Mayor or Presiding Member will then confer with the Chief Executive Officer. The Mayor or Presiding Member will advise the CEO whether or not the deputation is allowed. Council will then contact you to advise the outcome of your deputation request, and if you are permitted to speak and confirm the date and time of the relevant meeting.

If consent for a deputation is refused by the Mayor or Presiding Member, it must be reported at the next Council or Committee meeting. The Council or Committee does have the power to allow you to make a deputation even though the Mayor or Presiding Member had initially refused your request.

Making your deputation

Once you have received confirmation that your request has been granted, you are ready to attend a Council or Committee meeting.

Your deputation will commence approximately five to ten minutes following the opening of the meeting at 7.00pm (this cannot be guaranteed).

The Mayor or Presiding Member will invite you to come forward and make your deputation on the topic or issues which you have nominated.

You will be asked to state your name which will be recorded in the minutes of the meeting.

You and other representors will have five minutes in total to present your deputation.

If you have briefing notes, handouts or an electronic presentation to assist in your deputation to the Council or Committee, they will be included in or appended to the minutes of the meeting.

After you have made your deputation, Elected Members will be invited to ask you questions for a total of five minutes.

You are expected to conduct yourself in a professional manner at the level of formality appropriate to the meeting. You are to refrain from making defamatory or derogatory comments and any comments that are criticism of Council members or Council staff must not be made during the deputation. Council and Committee meetings are open to the public and there are no privileges protecting you in relation to defamation. Any matters of concern regarding Council Members and Council staff can be raised formally in writing with the Chief Executive Officer or as per the Complaints Handling procedures.

Representors cannot participate in the debate or ask any questions of Council.

Members of the public are welcome to attend all Council and Section 41 Committee meetings but cannot participate in the debate at these meetings.

In accordance with legislation, the Agenda and Minutes of Council and Council Committee Meetings are a permanent public record. They are displayed on the Council website and at the Civic Centre. This means that your name(s), notes provided to the Meeting etc may be viewed by the public.



DEPUTATION REQUEST FORM

Please complete this request and return to the City of Unley **preferably 5 clear days** prior to the Council or Committee meeting at which you wish to be heard.

To: **The Chief Executive Officer**

I/We hereby request to be heard at the next meeting of (tick the preferred/appropriate box):

Council on / /

OR

Council Committee on / /

Specify name of committee:

Given Name:

Surname:

Address:

Contact phone number:

Email:

I will be speaking:

On my own behalf: Yes No

OR

As the spokesperson of a group of persons? Yes No (limit of 3 people)

Given name of **2nd speaker**:

Surname:

Address:

Contact phone number:

Email:

Given name of 3rd speaker:

Surname:

Address:

Contact phone number:

Email:

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

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If the group has 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 Deputations Information Sheet and acknowledge that I must comply with the procedures and guidelines:

Signed:

Dated:

Once completed, please return to the City of Unley, either in person, or by post, facsimile or email pobox1@unley.sa.gov.au

Office Use Only

Received (date and time): / / at _____am/pm

Acknowledged by Presiding member (Council or Committee) initial and date: _____ / /

Acknowledged by Group Manager Governance & Risk (initial and date): _____ / /

Approved: Yes No

Meeting date: / / Deputation time: _____

Deputee notified: Yes No In writing Verbally Date notified: / /