

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. A Deputation is made 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 a written request to Chief Executive Officer. The simplest way to do this is to complete all the details on the Deputation Request Form (attached to this information sheet or available on the Council website www.unley.sa.gov.au.)

The form should be lodged with the Council's Chief Executive Officer at least three (3) clear days before the meeting at which you wish to speak.

Submit your deputation request to Council to:

Request for Deputation
Attn: Chief Executive Officer
City of Unley
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 clearly state the topic which you wish to speak to the Council about.

If you wish to distribute information as part of your deputation, this material must be provided to Administration prior to the meeting at which your deputation occurs. Please ensure you discuss any information you wish to be distributed or options for presenting your deputation with Administration when you receive confirmation that your Deputation Request has been approved.

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 or Committee meeting you can either access the Council website to view agendas (refer www.unley.sa.gov.au - [Council Agenda](#)) or contact 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. The Mayor will confer with the Chief Executive Officer before advising the CEO whether or not the deputation is allowed.

Council staff will then contact you to advise the outcome of your deputation request, and if you are permitted to speak, confirm the date and time of the relevant meeting.

If consent for a deputation is refused by the Mayor, it must be reported at the next Council meeting. The Council does have the power to allow you to make a deputation even though the Mayor 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 meeting. Council meetings commence at 7.00pm and Petitions/Deputations are generally listed as Item 2 on the Agenda.

At the appropriate time the Presiding Member will invite you to come forward and make your deputation on the topic/issues 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.

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.