Deputation Information Sheet

How to Address Council or Council Committees on issues of Concerns

1. A deputation is a way of bringing an issue to the notice of all Council Members at a Council meeting. This can be a particular matter of concern to either an individual or a group of people.

2. It is undertaken in accordance with the Code of Practice-Procedures at Meetings and the Local Government (Procedures at Meetings) Regulations 2013.

3. **Making a request**

   3.1. If you or a group of people want to make a deputation, you must deliver to the Council Office, a written request to the Council or by completing all the details on the Deputation Request Form at least 5 business days before the meeting at which you wish to speak (by close of business on the Monday the week before the Council Meeting).

   3.2. Submit your deputation request to Council to:

   City of Prospect
   Attn: Chief Executive Officer
   128 Prospect Road
   (PO Box 171)
   Prospect SA 5082

   or email admin@prospect.sa.gov.au

   3.3. 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.

   3.4. To determine what topics are going to be scheduled at any forthcoming Council or Committee meeting you can either access Council's website to view agendas or contact Council on (08) 8269 5355.

4. **What happens with your request?**

   4.1. 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 a Council Committee).

   4.2. 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.

   4.3. Council will then contact you to advise the outcome of your deputation request, and if you are permitted to speak will 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.

   4.4. 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.

5. **Making your deputation**

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

5.2. Your deputation will commence approximately five to ten minutes following the opening of the meeting at 7.00pm (for Council Meetings, check the time for Committee Meetings). The exact time will depend on the Agenda and any other Deputations listed.

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

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

5.5. You will have five minutes in total to present your deputation.

5.6. After you have made your deputation, Elected Members will be invited to ask you questions.

5.7. 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.

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

6. 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.

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

8. Members of the public are advised that video recordings are made of all Council meetings (excluding confidential items) and published to YouTube, which are then available online for a minimum of two months.

Deputation Request Form

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

To: Chief Executive Officer

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

Council ☐ Audit & Risk Committee ☐ Strategic Planning and Development Policies Committee ☐

Meeting Date _____

Deputee Information	
Name	
Address	
Contact phone no.	
Email	

Deputation Information	
I will be speaking on my own behalf	Yes ☐ No ☐
Or as the spokesperson of a group of persons If yes, who or what group are you representing? _____ If the group has a set of Rules by which the group is governed, please provide a copy of these	Yes ☐ No ☐
The topis or issue I wish to speak about is: (please give sufficient details of the matter to enable consideration of your request for a deputation – additional pages can be attached if required)	
The relevance to Council in relation to the subject matter is:	

I have read and understood the Deputations Information Sheet and acknowledge that I must comply with the procedures and guidelines:

Signature _____ Date _____

Office use only		
Received (date and time)	Date	Time
Acknowledged by Manager Governance & Administration	Initial _____	Date
Approved by the Mayor/Presiding Member	Initial _____	Date
Request approved	Yes ☐ No ☐	
Deputee notified: Yes ☐ No ☐	In writing ☐ Verbally ☐	Date: