Deputation Information Sheet

The Alexandrina Council holds Ordinary Council meetings on the third Monday of each month. All Council meetings are held in the Council Community Chambers 'Wal Yuntu Warrin' Goolwa, commencing at 5.30 pm (unless stated otherwise).

Deputations are an important part of community participation in the decision-making process, providing individuals or groups in the community with an opportunity to present to the meeting.

To assist those making a deputation to Council, the following guidelines are provided (there is more detailed information contained in Council's *Code of Practice for Council Meeting Procedures* on Council's website):

Requesting a Deputation

1. As per Regulation 11 of the Local Government Meeting Procedures[1], a person or group of people seeking an audience with the Council and wishing to appear as a deputation at a meeting must forward a written request to the Council, addressing it to the Chief Executive at the principal office of the Council.

2. Your request should be made by submitting a Request for Deputation form, seven (7) clear days[2] prior to the Council meeting, for inclusion in the Agenda. Meeting dates are shown on the Council website. Please email request forms to alex@alexandrina.sa.gov.au

3. The number of deputations per Council meeting is ordinarily limited to four (4). If there are too many deputation requests for one meeting, the Presiding Member may ask if your deputation can be held over to a later meeting.

4. If, however, your deputation relates to an item of business on the agenda and there are not four (4) deputations already approved for the meeting, the Request for Deputation form may be lodged up to 5.00pm on the day prior to the Council meeting.

5. Whether or not a deputation may appear is to be determined on a case-by-case basis by the Presiding Member (Mayor). In determining whether a deputation request is granted the following considerations will be taken into account:

5.1. subject matter of the proposed deputation;
5.2. whether it is within the powers of the Council;
5.3. relevance to the Council agenda nominated – and if not, relevance to the
5.4. Council's powers or purpose;
5.5. the integrity of the request; and
5.6. the size and extent of the agenda for the particular meeting.

[1] *Local Government (Procedures at Meetings) Regulations 2013*
[2] Clear days do not include the day the deputation request is lodged or the day of the Council meeting (so for a Monday Council meeting, the deputation request would need to be lodged two Sundays prior).

6. The Presiding Member may refuse to allow the deputation, but if so that decision must be reported to the next meeting. The Council will then decide whether to allow the deputation.

7. Once the Presiding Member has granted your request to make a deputation to Council you will be advised in writing setting out the time, date and location.

8. A deputation may comprise one (1) or a number of persons. When your deputation appears at a meeting up to two (2) members of the deputation (e.g. deputees) will be allowed to speak, and to reply to questions from Council Members.

9. If you are speaking on behalf of an association, organisation, or other body, Council may require you to provide a copy of the constitution and rules of that organisation, association or other body, and evidence, such as committee meeting minutes, that they are authorised to make a deputation of behalf of the body prior to your address.

10. If you wish for notes or other documents to be distributed for the deputation, these are to be provided to the Minute Secretary up to 5.00pm two (2) clear days prior to the Council meeting to distribute electronically to the Council Members. Documents brought to the meeting will not be provided to Council Members. You will remain legally liable for the content of any documents distributed.

11. Visual presentations are welcome. Presentations are to be lodged up to 5.00pm two (2) clear days prior to the Council meeting for the purposes of confirming software compatibility and content suitability. Presentation brought to the meeting will not be loaded up. You will remain legally liable for the content of any presentation.

12. The agenda for the meeting (published 3 clear days in advance of the meeting) will list the name of the person (or community group) making the deputation, and the subject matter only. The agenda will be available on Council's website.

What will happen at the Council Meeting

13. The meeting will begin at 5.30pm and although the exact time for the deputation to commence is difficult to determine, it would be best to be present 10 minutes prior to the meeting commencing. Deputations are generally scheduled at Item 4 of the Council Agenda.

14. The Presiding Member will invite you to come forward and make your deputation on the nominated topic. You must state your name and address, which will be recorded in the minutes of the meeting.

15. Please be aware that Council meetings may be both audio and video recorded and these recordings broadcast. An open Council meeting is a public place, and you should not have any expectation of privacy.

16. You will be given five (5) minutes to present your deputation. If your deputation is likely to exceed 5 minutes, you can request the Presiding Member for up to ten (10) minutes prior to commencing. Please be mindful of the time allowed for your presentation (and it's a good idea to practice your timings before coming to the meeting).

17. As part of your deputation, you may address questions to the Council which must be accommodated within your time allocation. The Presiding Member will determine if an answer is to be provided to any questions asked.

Deputation Conduct

18. Your deputation should reflect levels of formality appropriate to the nature and scope of the Council meeting. Any comments that may amount to a criticism of individual Council Members or Officers must not be made during your deputation. If this occurs the Presiding Member will warn the deputee, if the conduct is repeated the deputation will be ceased. Any such criticism or comments should properly be directed in writing to the CEO outside of the meeting in accordance with applicable policies.

19. Council meetings are open to the public and there is unlikely to be any legal protection or other privilege attached to any statements made during this forum. This means that anything said during the forum is subject to the normal laws of defamation. Consequently, you should take care in the statements you make.

20. Following your deputation, a maximum of five (5) minutes will be allocated for Council Members to direct questions to the deputee(s) if required.

Request for Deputation

Please complete this request and return to the Chief Executive Officer at least seven (7) clear days[1] prior to the Council Meeting you wish to appear.

Date of meeting you wish to speak at:		
Name/s: *(up to two (2) members will be allowed to speak)*		
Contact number:		
Email:		
I will be speaking on my own behalf:	☐ Yes	☐ No
Or as the spokesperson of a group of persons:	☐ Yes	☐ No
(If yes, who or what group are you representing?)		
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 – additional pages can be attached if required):*		
I have read and understood the Deputation Information Sheet and agree to comply with the Deputation Conduct guidelines.		
Signature:	Date:	
Print Name:		

[1] *Clear days do not include the day the deputation request is lodged or the day of the Council meeting (so for a Monday Council meeting, the deputation request would need to be lodged two Sundays prior).*