Adelaide Plains Council

Principal Office
2a Wasleys Road
PO Box 18
Mallala SA 5502

P 08 8527 0200
E info@apc.sa.gov.au

Request form

Deputation

A deputation is a formal opportunity for a member of the community to address (speak to) Council on a particular matter, at a formal meeting on behalf of themselves or a group of people they represent.

Visit our website for more information on how council meetings work.
☞ apc.sa.gov.au/our-council/meetings

To fill out this form you will need:

- ☑ Your contact details
- ☑ Meeting type and date you wish to appear
- ☑ Description of topic or issue you wish to address

How to submit this form:

This form must be returned at least **5 clear days** before the date of the meeting at which you wish to appear.[1]



info@apc.sa.gov.au



PO Box 18
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Mallala Principal Office
2a Wasleys Road, Mallala

Two Wells Service Centre
69 Old Port Wakefield Road, Two Wells

Reminders:

- Deputees are allocated up to 10 minutes to speak
- A deputation is limited to the topic or issue nominated in this form
- Deputees should be prepared to respond to questions from Council Members
- Obtaining funding from Council needs to occur through Council's budget and forward planning processes and can only be achieved through a resolution of Council at a formal meeting

[1] If the deputation relates to an item of business on the agenda, the written request may be received at our principal office up to **4 hours prior** to the meeting. Please note: 'clear days' does not take into account the day on which the request is received or the day of the meeting. For example, in relation to a meeting scheduled on a Monday, the deputation request form must be submitted by 5pm on the Tuesday prior.

This form will take approximately 5 minutes to complete.

Request form
Deputation Request

Adelaide Plains Council

1. Applicant details

Council or committee:	Council		
Meeting type:	Ordinary	**Meeting date:**	
Title:		**First name:**	
Last name:			
Township:			
Speaking on behalf of:	☐ Myself ☐ Group of persons		
Name/details of group:			

Contact information

Phone:		
Email:		

2. Topic or issue to be addressed

Please give sufficient details of the matter to enable consideration of your request:

What expectations do you have of Council as a result of this deputation?

3. Declaration

I have read and understood the Information Sheet and agree to abide by the conditions within.

Full name: *please print*			
Signature:		**Date:**	

Request form
Deputation Request

Adelaide Plains Council

Information Sheet

Making a request

Any person may submit a request to appear as a deputation by filling in all the details on the Deputation Request Form, and submitting the form to our Principal Office or if submitted electronically at info@apc.sa.gov.au, at least **5 clear days**[2] before the meeting at which you wish to appear. You are required to provide sufficient information regarding the topic you wish to address, including how the matter is relevant to Council's functions and duties.

What will happen to your request once given to Council?

Once the completed Deputation Request Form has been received, it is entered into Council's record management system and provided to the Presiding Member (Mayor) for determination regarding the request.[3]

How will I know when my request is going to be heard by Council?

Once the Mayor has made a determination, you will be contacted and advised of the outcome of the request. If the Mayor has accepted the request, confirm the meeting date, time and location.
If a deputation request is refused, the Mayor will report that decision at the next Council Meeting. The Council (or Council committee) may allow a deputation despite a contrary ruling by the Mayor.

At the meeting

Once you have received confirmation of the date, time and location of the deputation you are ready to attend the Council (or Council committee) meeting.

If you would like notes or other documents distributed to Council Members (for the purpose of your deputation), they must be provided to the Chief Executive Officer (or nominee) prior to the commencement of the meeting. You are responsible for supplying the required number of copies for distribution. PowerPoint (or similar) presentations are to be provided **2 clear days** prior to the meeting, to confirm software compatibility and content suitability. At the appropriate time you will be invited by the Mayor to come forward and make your deputation on the topic or issues which you have nominated (in your request form).

You will be asked to state you name and topic(s) to be discussed, and will be given 10-minutes speaking time. This information will be recorded in the minutes of the meeting. At the completion of your deputation, the Mayor may invite Council Members to ask you questions on the matter.

You will be expected to conduct yourself in an orderly and respectful manner. Be mindful of the level of formality appropriate at the Council Meeting. During the meeting you will be expected to address Council Members by the titles of the offices that they hold (i.e. the Presiding Member is to be addressed as 'Mayor' and the Council Members as 'Councillor').

Please refrain from making defamatory or derogatory comments. Our Council Meetings are recorded and published our website, as they are open to the community. There are no privileges protecting you in relation to defamation. Any comments that may amount to criticism of individual Council Members or employees may result in the termination of your deputation.

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[2] If the deputation relates to an item of business on the agenda, the written request may be received at our principal office up to **4 hours prior** to the meeting.
[3] The decision whether to allow a deputation is made by the Mayor in accordance with regulation 11 of the *Local Government (Procedures at Meetings) Regulations 2013* and paragraph 58 of Council's *Code of Practice – Meeting Procedures.*