



CLARE & GILBERT  
VALLEYS COUNCIL

## Request for Deputation Form

**Please note the following guidelines:**

**Blue print indicates measures put in place as part of Public Health  
Emergency: Electronic Participation in Council Meetings**

1. Deputations (R11) are an important part of community participation in the decision- making process, providing individuals or groups in the community with an opportunity to present their opinions to the meeting.
2. The Local Government (Procedures at Meetings) Regulations 2013 (the Regulations) provide that a person who wishes to appear as a deputation and address the Council meeting on a matter must make the request in writing (R11). The Mayor may refuse to allow the deputation, but if so that decision must be reported to the next meeting. The meeting may then resolve to allow the deputation.

**A person or persons wishing to appear as a deputation at a meeting may appear by electronic means.**

**The Chief Executive Officer will (with respect to a request that has not been refused), when informing the person or persons who requested the deputation of the outcome of their request, indicate the method by which the person or persons are to appear at the meeting.**

**A person or persons wishing to appear as a deputation at a meeting must deliver (to the Council by means determined by the Chief Executive Officer as set out below) a written request to the Council:**

- **emailed to [admin@cgvc.sa.gov.au](mailto:admin@cgvc.sa.gov.au); or**
- **mailed to Clare & Gilbert Valleys Council at 4 Gleeson Street, Clare 5453**

3. If a deputation is requested for the next meeting it must be received prior to finalising the agenda or 5 days prior to the Meeting to enable the matter to be given the appropriate public notice and be listed on the agenda.

If the deputation relates to a matter of business on the agenda, a person or persons wishing to appear as a deputation at a meeting must provide their written request to the Council by 10.00am on the day of the meeting.

4. Once the Mayor has granted your request to make a deputation to Council you will be advised in writing.
5. **A person or persons wishing to appear as a deputation at a meeting may appear by electronic means.**

6. **The Chief Executive Officer will (with respect to a request that has not been refused), when informing the person or persons who requested the deputation of the outcome of their request, indicate the method by which the person or persons are to appear at the meeting.**
7. Presenters will be given **5 minutes** to do their presentation, followed by questions (if any) from the Council. It would be appreciated if you could be mindful of the time allowed for your presentation.
8. The Council meeting will begin at 7pm and although the exact time for the deputation to commence is difficult to determine it would be best to be present at 7pm. 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 [www.claregilbertvalleys.s.gov.au](http://www.claregilbertvalleys.s.gov.au) and go to Council, Council Meetings.
9. Visual presentations are welcome - please bring your presentation on a USB drive. **Visual presentations can be shared via electronic means by the person undertaking the deputation.**
10. It is helpful to email your presentation to Rebecca Connelly, Executive Assistant to Chief Executive Officer & Mayor [rconnelly@cgvc.sa.gov.au](mailto:rconnelly@cgvc.sa.gov.au) prior to the meeting so that it can be loaded on to our system to ensure the presentation will run, and as a back-up, however this is not a compulsory requirement.
11. If you wish to provide hard copies of your presentation, or distribute supporting information, 11 copies will be required (10 Council Members, plus 1 for Council's electronic records system) which must be provided to the Executive Assistant to Chief Executive Officer & Mayor prior to the meeting. It is your responsibility to provide copies for distribution. You are welcome to distribute your information to Council Members electronically in advance; email addresses for all Council Members are available on council's website [www.claregilbertvalleys.s.gov.au](http://www.claregilbertvalleys.s.gov.au) and go to Council, Council Members, with a copy to the Executive Assistant to Chief Executive Officer & Mayor.

**If notes are to be distributed this can only occur electronically.**

12. You should be aware that Council meetings are open to the public.
13. There is unlikely to be any legal protection or other privilege in relation to any statements that you may make in this forum. This means that anything you say will be subject to the normal laws of defamation. Consequently you should take care how you make your address.

I have read and understood the Deputation Information Sheet and acknowledge the above guidelines:

I/we hereby request to be heard at the next meeting of Council on

Name:

Address:

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):*

The relevance to Council in relation to the subject matter is:

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

What benefit will be delivered to the general community as a result of this deputation?

Signature

Date

Print Name

**Office use only**

**Approved by the Mayor:**      **Yes**                      **No**

Received (date and time):                                      at                                      am/pm

**Acknowledged by Executive Assistant to Chief Executive Officer & Mayor**

Approved meeting date:                                      Deputation time:

Date depute notified:                                      Reference:

## Information for Deputation:

Once you have received confirmation of the time and date of the deputation you are approved to speak at the Council meeting as per the approval.

At the appropriate time in the meeting you will be invited by the Presiding Officer (usually the Mayor) to come forward and make your deputation on the topic or issue which you have nominated.

You will be asked to state your name, which will be recorded in the minutes of the meeting and then be given 5 minutes speaking time. After this the Presiding Officer may ask elected members if they have any questions.

You will be expected to conduct yourself in an orderly manner to reflect the level of formality appropriate to the meeting. Please address elected members appropriately  
i.e. the Mayor is to be addressed as 'Mayor' and the elected members as 'Councillor'.

You should refrain from making defamatory or derogatory comments. Council meetings are open to the general public and there are no privileges protecting you in relation to defamation.

You may find it helpful to prepare brief notes of the matter upon which you wish to speak to the Council and then use those notes when you address the matters at the meeting.

Visual presentations are welcome - please bring your presentation on a USB drive.  
**If notes are to be distributed this can only occur electronically.**

Should your deputation require further investigation it will be referred to the appropriate Council Officer.

For further information please contact Rebecca Connelly, Executive Assistant to Chief Executive Officer and Mayor, on 88426400 or [rconnelly@cgvc.sa.gov.au](mailto:rconnelly@cgvc.sa.gov.au)

Deputation requests are to be forwarded to:

Clare & Gilbert Valleys Council  
4 Gleeson Street  
Clare SA 5453

[admin@cgvc.sa.gov.au](mailto:admin@cgvc.sa.gov.au)

08 88426400