



REQUEST FOR DEPUTATION

Before you start

Please read the below information carefully before proceeding with this application.

A deputation may be made by a person or group who wish to appear personally before a Council meeting to speak on a particular matter. The subject matter of the deputation must be within the power of council to consider, or is a matter that council is willing to advocate for. 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 Procedure.

Each deputation is allocated a five-minute time limit in which to address the meeting. Council Members are invited to ask questions after each deputation (this is not included as part of the allocated 5 minutes).

This form must be received by Council by 9:00am on the Monday morning prior to the meeting.

Upon the receipt of a deputation request, the following process will be followed:

- The Chief Executive Officer (CEO) will advise the Presiding Member of the receipt of a deputation request.
- The Presiding Member will consider the request and advise the CEO of acceptance or refusal of the request.
- The CEO (or their delegate) will advise the requester in writing of the acceptance of their deputation request (including the details of the date, time, location of the meeting and the length of time allocated for the deputation), or the CEO (or their delegate) will advise the requester in writing if their deputation request has been refused.

Please note: If your deputation is accepted, appropriate behaviour shall be maintained at all times by the deputation and the Council Members with all persons being considerate of other people's points of view. Sarcasm, criticism, and other inappropriate behaviour and conduct are not appropriate and will not be tolerated.

Disclaimer: Please be advised that filming, audio-recording and streaming may take place at the Council Meeting. By attending this meeting, your image may be broadcasted via the City of Playford YouTube channel.



REQUEST FOR DEPUTATION

To: The Chief Executive Officer

I/We hereby request to be heard at the Council meeting on:

(Please refer to the Council Meeting Calendar on our website for details of Council meetings)

<input type="checkbox"/> Next available meeting of Council	OR	
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Applicant details

Applicant Name:	
Applicant Email:	
Applicant Address:	
Applicant Phone:	

What is your relationship to the City of Playford?

<input type="checkbox"/> Resident	<input type="checkbox"/> Ratepayer	<input type="checkbox"/> Other
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Speaker/s details

Speaker Name:	
Speaker Name:	
Speaker Name:	

Who will you be speaking for?

<input type="checkbox"/> On my own behalf	<input type="checkbox"/> As the spokesperson of a group of persons
Group Name:	

Subject of Deputation:

The topic, along with your name will be recorded in the minutes of the meeting.

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Describe in detail the topic or issue you wish to speak about

Please give sufficient details of the matter to enable consideration of your request for a deputation (this is not recorded in the minutes).

Other Details

Have you contacted your local Councillor/s about this issue?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, who did you speak to? _____

Have you contacted Council Administration about this issue?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please provide details below.

Do you wish to distribute handouts or include a presentation as part of your deputation?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, a copy of your handouts or presentation must be provided on submission of this form for consideration by the Presiding Member.



Deputation speaker/s acknowledgement

All persons speaking as part of the deputation are required to sign this acknowledgment

- I/We have read and understood the information provided at the beginning of this form and acknowledge that Council and Committee meetings are open to the public and there are no privileges protecting me/our statements in relation to defamation.
- I/We understand that by attending this meeting, my/our image may be broadcasted via the City of Playford YouTube channel.
- I/We will maintain appropriate behaviour at all times and will be considerate of other people's points of view.
- I/We have attached a copy of handouts I/we wish to distribute as part of my/our deputation.

Name:	
Signature:	
Date	

Name:	
Signature:	
Date	

Name:	
Signature:	
Date	

Please return completed deputation request to:

City of Playford 12 Bishopstone Road, DAVOREN PARK SA 5113	governance@playford.sa.gov.au
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