



# Request to Speak to Council

## Attention – Council Business Team

*(Request to be approved by Presiding Member)*

A Request needs to be lodged by 12.00 noon on the day prior to the scheduled meeting online, emailed to Council Business Team [CouncilBusinessTeam@cityofadelaide.com.au](mailto:CouncilBusinessTeam@cityofadelaide.com.au) or in person at the Customer Centre.

## Details

**Date of meeting to be heard** .....

### Meeting Type:

Council / Adelaide Park Lands Authority / Strategic Planning & Development Policy Committee

(please select one of the above)

**Name:** .....

**Address:** .....

**Contact Number:** .....

### Subject Matter and Purpose of Request to Speak:

.....  
.....  
.....

**Does this Request to Speak relate to the published agenda item?** Yes / No / Do not know

## Declaration

I have read and understood the conditions (following page) upon which I may make this request.

**Signature**.....**Date**.....

## Office Use Only

*If lodged at Customer Service Centre - to be completed by Customer Centre Staff:*

Date lodged with the Customer Centre: ..... Time: .....

Date contacted Council Business Team for collection: ..... Time: .....

Presiding Member Approval (signature):..... Date .....

## Conditions

1. A person or persons wishing to make a deputation at a meeting of the Council, APLA or SPDP Committee must, by noon on the day prior to the meeting, complete and lodge/sign a Registration Form with sufficient information regarding the matter to be addressed.
2. Registration for a deputation to a special meeting of the Council or a Council Committee (if provided for) must relate to the purpose of the special meeting and be lodged by completing and submitting a Registration Form with sufficient information regarding the matter to be addressed, no later than 2 hours prior to the commencement of the special meeting.
3. Any request for a deputation on a matter that is not listed as a subject for consideration on the Agenda for a meeting, that is received outside of the above timeframes, will be treated as a request to appear at the next ordinary meeting.
4. Any person(s) wishing to make a deputation on behalf of an organisation, must, when registering prior to the Council or Council Committee meeting at which they wish to appear, advise the Chief Executive Officer in writing of the same and evidence that the organisation and/or body has approved the deputation.
5. A meeting that is to receive deputations will provide a maximum of five (5) speaking opportunities per scheduled meeting, unless the meeting determines otherwise. Only three (3) deputations will be heard in relation to the same issue at any given meeting, unless the leave of the meeting is granted.
6. Whether or not a deputation may appear is determined on a case-by-case basis, meeting by meeting, and with regard to the particular matter the subject of the deputation request. The Presiding Member, when determining whether to allow a deputation, will take the following considerations into account:
  - 6.1 the subject matter of the proposed deputation
  - 6.2 whether the subject matter is within the power of the Council or Committee
  - 6.3 relevance to the Council or Council Committee Agenda for that meeting – and if not, relevance to the Council's powers, functions or role
  - 6.4 the integrity of the request
  - 6.5 the time the request was received (including - allowing sufficient time for the Presiding Member to consider the request)
  - 6.6 the size and extent of the Agenda for the particular meeting, subject to the request
  - 6.7 whether the subject matter has previously been spoken to by the person at another meeting
  - 6.8 the benefit to the Council of receiving the deputation
  - 6.9 the history of deputations from the person i.e. the manner in which the person or organisation has approached deputations previously, and the behaviour displayed, the relevance of information presented, or the manner in which information has been presented.
7. Having had regard to 6 above, a deputation may be refused by the Presiding Member if the person making the request has previously presented on the same, or substantially similar, subject matter.
8. Having had regard to 6 and 7 above, a deputation may be refused by the Presiding Member if the request has not met the required timeframes in 1 or 2 above.
9. Should the Presiding Member refuse a deputation request, the meeting will be advised by the Presiding Member at which point the meeting may resolve to allow the deputation.
10. The Presiding Member may rule the speaker ineligible to continue in a deputation, if in his or her opinion, the subject matter is:
  - 10.1 not one in which the Council has a direct interest or responsibility
  - 10.2 not the topic outlined in the request to make a deputation
  - 10.3 one which relates to the prosecution of expiation notices, summonses or any other litigation
  - 10.4 more appropriately addressed by other means
  - 10.5 vague, irrelevant, insulting or improper.
11. A person making a deputation must not speak for longer than 5 minutes at any one time, without leave of the meeting. If leave is granted, an additional 2 minutes only will be provided.
12. The identity of the person making the deputation, the subject, and purpose of the address, will be recorded in the Minutes of the meeting, but the details of the address will not be included.
13. Material distributed to a meeting, and referenced as part of the address, will upon the request of the speaker, be attached to the Minutes for reference, subject to an assessment by the Chief Executive Officer as to whether the material is to be disallowed on the basis of it being defamatory, offensive or insulting in content.
14. To support Council Members with the agenda during a meeting, if a deputation has been approved on a matter not relating to an agenda item then it will be identified as a public forum item on the agenda. All the provisions of a deputation apply to a public forum item.