



## **Deputations at Council Meetings**

The City of Salisbury is committed to the principles of honest, open and accountable government and encourages community participation in the business of Council.

An individual or group can request a deputation to address a meeting of Council or one of its Committees on a particular issue. A maximum of five (5) minutes is provided for each deputation.

### **Guidelines in accordance with the Local Government Act (Procedures at Meetings) Regulations 2013**

- 1) A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the council) a written request to the council.
- 2) The Chief Executive Officer must transmit a request received under sub-clause (1) to the Presiding Member.
- 3) The Presiding Member may refuse to allow the deputation to appear at a meeting.
- 4) The Chief Executive Officer must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.
- 5) If the Presiding Member refuses to allow a deputation to appear at a meeting, the Presiding Member must report the decision to the next meeting of the council or council committee (as the case may be).
- 6) The council or council committee may resolve to allow a deputation to appear despite a contrary ruling by the Presiding Member.
- 7) A council may refer the hearing of a deputation to a council committee.