



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.