

	PROCEDURE	Version:	4
	Deputations to Council	Date Adopted:	10 Sep 2024
		Next Review Due:	10 Sep 2028

This procedure relates to regulation 11 of the Local Government (Procedures at Meetings) Regulations 2013 (the Regulations).

1. DEFINITIONS

Clear Days means the time between the giving of the notice and the day of the meeting but excluding both the day on which the notice was given and the day of the meeting, e.g. notice is given on a Thursday for a following Monday meeting, the clear days are Friday, Saturday and Sunday.

Deputation means a person or group of persons who wish to appear personally before a Council or Council Committee in order to address the Council or Committee (as the case may be) on a particular matter.

Presiding Member means the person who is the Presiding Member of Council (e.g. Mayor) or a Council Committee (as the case may be) and includes any person who is Presiding at a particular meeting.

2. PROCEDURE

2.1 Requesting Deputations

All requests for deputations must be submitted in writing to Council's Chief Executive Officer (CEO) by one of the following methods:

Email	council@wattlerange.sa.gov.au Note: A system generated return email is automatically sent acknowledging receipt of an email submission. If you do not receive this, Council may not have received your email.
Letter	Sent to PO Box 27 Millicent SA 5280; or Lodged at the Council Service Centre, 12 North Terrace, Millicent SA 5280.

Please note: Deputation requests need to be submitted at least 7 clear days before a Council meeting date. If an agenda has already been issued for a meeting date, your request will be considered for the following meeting.

2.2 Guidelines for Deputations

All presentations, visual aids and documentation to be distributed as part of the deputation must be submitted to Council at least 7 clear days prior to the meeting.

Animation in presentations (e.g. PowerPoint, Prezi) should be kept to a minimum.

Deputations will be as early as possible on the meeting agenda.

A maximum of 15-minutes is provided for presentations, including question time from Council Members.

A maximum of 2 persons attending may address Council.

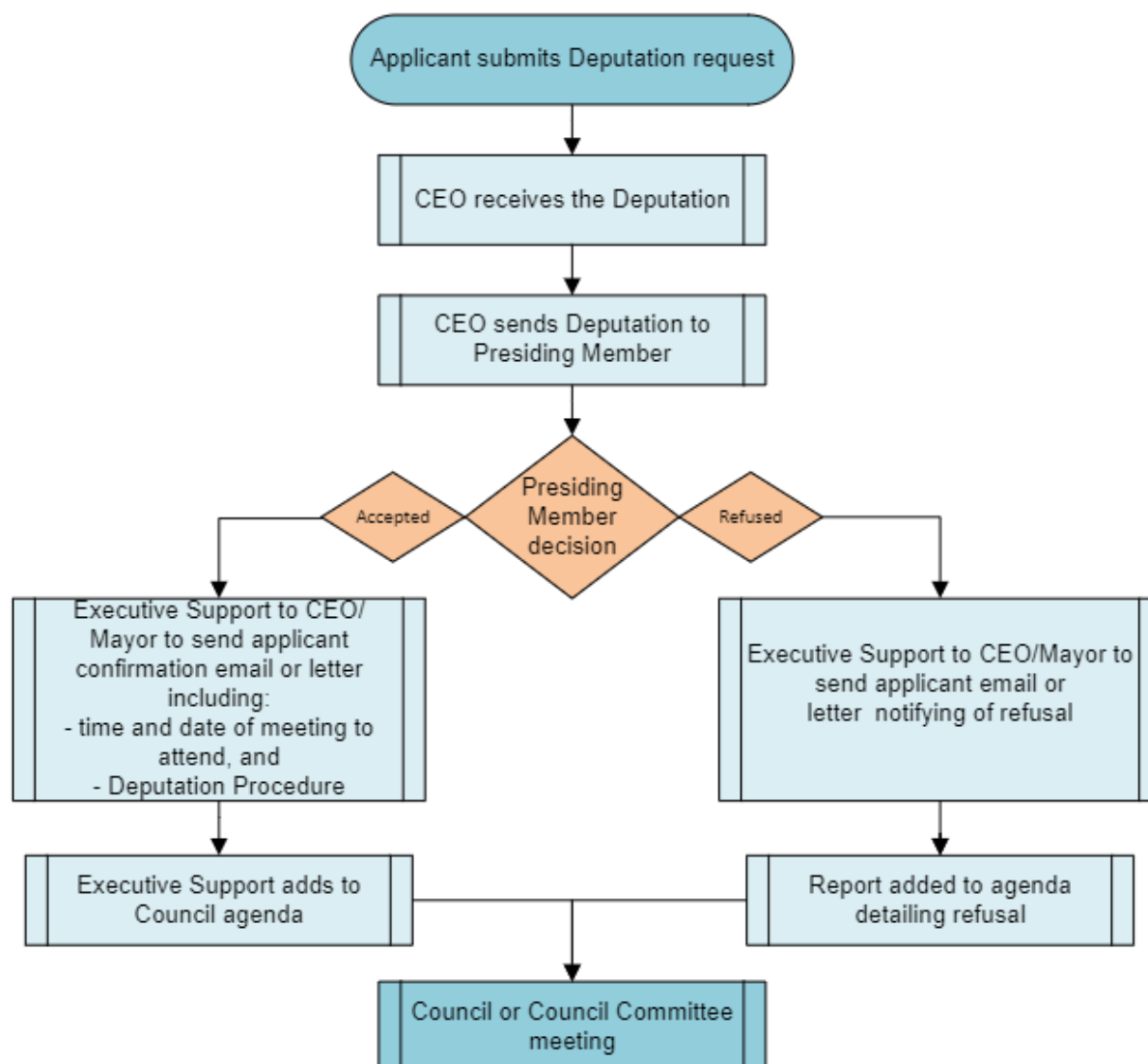
The Presiding Member may seek questions of other deputation attendees if so desired by Council.

CD:	Classification:	Department:	Position Responsible:	Review Frequency:
67	Public	Corporate Services	Chief Executive Officer	4 Yearly
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2.3 Handling of Requests for Deputations (Acceptance or Refusal)

The flow chart below outlines Council's process for assessing deputation requests and determining whether to accept or refuse a request.



2.4 Receiving Deputations

Council may refer the hearing of a deputation to a Council Committee.

Council is not required to make any formal decision in relation to the matters raised by a deputation at the relevant meeting.

If any formal decision is made, it will be published in the minutes of the meeting. Minutes are available for inspection on Council's website: www.wattlerange.sa.gov.au or at the Council Service Centre, 12 North Terrace, Millicent.

3. REVIEW

This procedure will be reviewed every four years.

Upon review, Executive Leadership Team (ELT) must be consulted.

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4. AVAILABILITY

This procedure is publicly available on Council's website: www.wattlerange.sa.gov.au.

A printed copy may be purchased from Council offices upon payment of the relevant fee in Council's Fees and Charges Schedule.

5. REFERENCES & FURTHER READING

References	
Relevant Legislation:	- Local Government Act 1999 - Local Government (Procedures at Meetings) Regulations 2013
Relevant Policies / Procedures / Guidelines	This procedure should be read in conjunction with - Public Access to Council and Committee Meetings and Associated Documents Code of Practice - Meeting Procedures Code of Practice

6. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of the procedure.

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	8 June 2010	Council	Adopted	Folio 4387; Item 11.1.9
2	15 February 2011	Council	Reviewed	Folio 4519; Item 11.1.9
3	12 November 2019	Council	Change to procedure	Folio 8695; Item 15.2.5
4	10 September 2024	Council	Reviewed	Folio 11093; Item 15.2.2

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