	PROCEDURE 106	Version:	3
	Deputations to Council	Date Adopted:	12 Nov 2019
		Next Review Due:	August 2023

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

1. DEFINITIONS

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 (that is subject to the operation of Part 2 of the Regulations) and includes any person who is Presiding at a particular meeting;

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.

2. PROCEDURE

2.1 Requesting Deputations

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

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 a Council's Principal office 'Civic Centre', George Street, Millicent.

Please note: Requests will need to be submitted a minimum 5 clear days before a 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 PowerPoints, visual aids and documentation to be distributed as part of the deputation must be submitted to Council at least 5 clear days prior to the meeting.

Animation content in PowerPoints and presentations should be kept to a minimum.


Deputations will be as early as possible on the agenda.

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

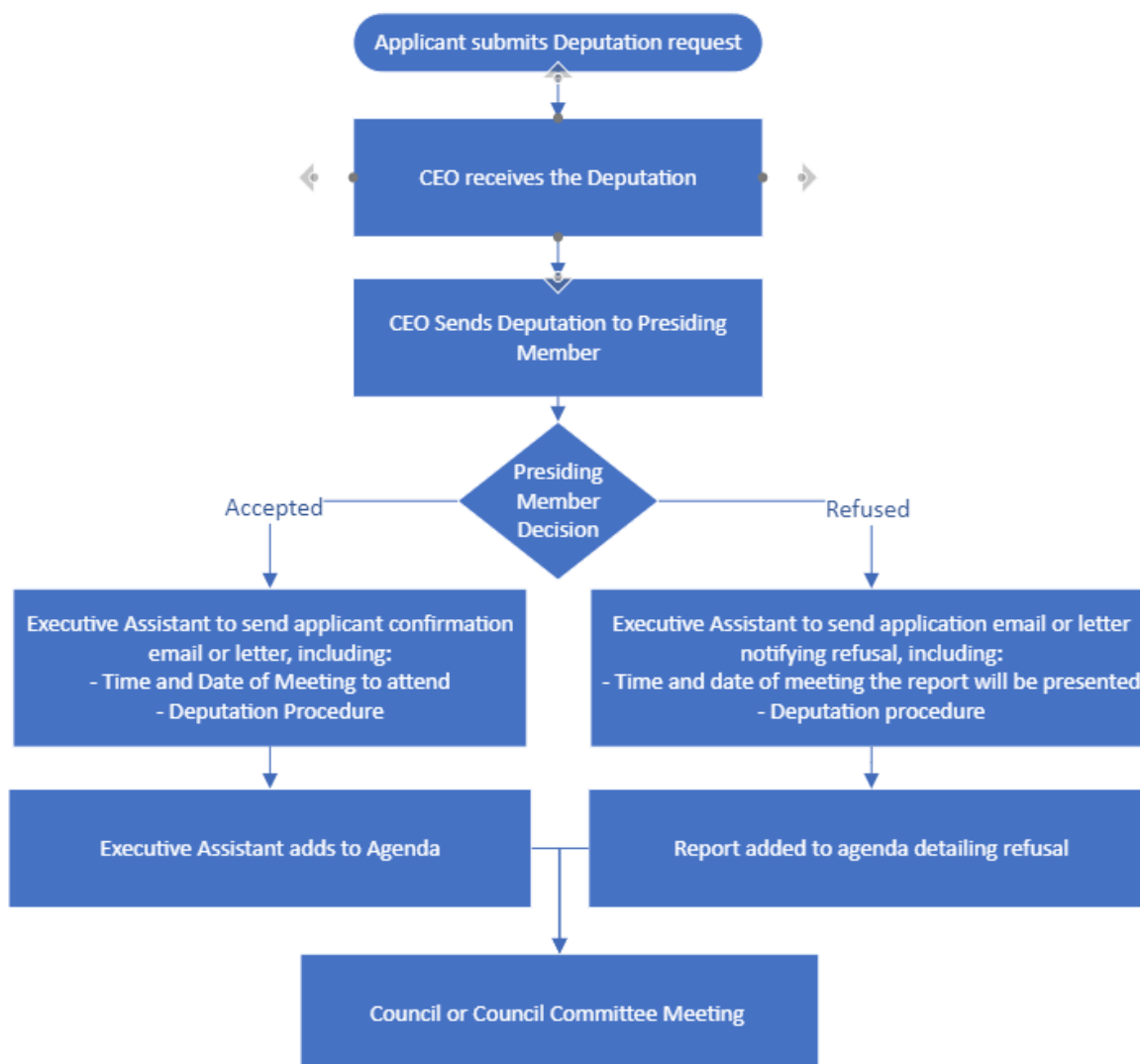
A maximum of 2 persons attending may address Council.

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

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 9.63.1/4	Public	Corporate Services	Chief Executive Officer	4 Yearly (After Every General Election)
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2.3 Handling of Requests for Deputations (Acceptance or Refusal)



2.4 Receiving Deputations


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

Council is not compelled to make any formal decision 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 at:

- Council's Principal office: Civic Centre, George Street, Millicent SA 5280; or
- Council Website: www.wattlerange.sa.gov.au

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3. REVIEW

This procedure will be reviewed every four years after each general election.

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

4. AVAILABILITY

This procedure is available for inspection without charge at the following location during ordinary business hours:

- Principal office, 'Civic Centre', George Street, Millicent
- Council Website: www.wattlerange.sa.gov.au

A copy of the procedure may be purchased from the Principal Council Office upon payment of a prescribed fee in accordance with Council's Schedule of Fees and Charges.

5. REFERENCES & FURTHER READING

References	
Relevant Legislation:	<ul style="list-style-type: none"> • Local Government Act 1999 • Local Government (Procedures at Meetings) Regulation 11
Relevant Policies / Procedures / Guidelines	<p>This procedure should be read in conjunction with</p> <ul style="list-style-type: none"> • Code of Practice 6 - Public Access to Council and Committee Meetings and Associated Documents Code of Practice • Code of Practice 104 - Discretionary Procedures (Procedures at Meetings)

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	Changed to procedure	Folio 8695; Item 15.2.5

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