

DEPUTATION

HOW TO ADDRESS COUNCIL OR
COUNCIL COMMITTEES ON ISSUES OF CONCERN



INFORMATION

1. Deputations are an important part of community participation in the decision-making process, providing individuals or groups in the community with an opportunity to present their opinions to the meeting.
2. The Local Government (Procedures at Meetings) Regulations 2013 provide that a person who wishes to appear as a deputation and address the Council meeting must make the request in writing (Regulation 11).
3. Requests should be made by submitting a Request for Deputation Form before the close of the agenda, seven (7) clear days prior to the meeting, for inclusion in the Agenda. Details of meeting dates are contained on the Council website and are available from the council office.
4. Request for Deputation Forms can be emailed to info@kingstondc.sa.gov.au or delivered to the council office.
5. Requests will be considered on a case by case basis, meeting by meeting, and with regard to the particular matter upon which you wish to address the meeting. In determining whether a deputation is allowed, the following considerations will be taken into account:
 - The subject matter of the proposed deputation;
 - Whether it is within the powers of the Council;
 - Relevance to the Council/Committee nominated;
 - The integrity of the request; and
 - The size and extent of the agenda for the particular meeting.
6. Deputations will be limited to a maximum of two (2) per scheduled Council meeting; except with the leave of the meeting.
7. The Mayor may refuse to allow the deputation and if so, must report the decision to the next meeting of Council.
8. Once the Mayor has granted your request to make a deputation to Council, you will be advised in writing.
9. The Mayor will invite you to come forward and make your deputation on the nominated topic. Your name and the topic of your deputation will be recorded in the minutes of the meeting.

10. If notes or other documents are to be distributed for the deputation, 10 copies are to be provided to the Minute Secretary prior to the commencement of the meeting.
11. Presenters will be given 10 minutes to speak and Elected Members may then take the opportunity to ask questions. Request for additional presentation time must be approved by the Mayor.
12. Visual presentations are welcome. Presentations should be emailed to Council prior to the meeting so they can be uploaded and ready to view at the meeting.
13. The deputation will normally be part of a public agenda, with members of the public in attendance. There are no legal rules which protect a speaker from defamation, so please be mindful of this during your deputation.
14. Presenters are advised that deputations may be recorded.

A handwritten signature in black ink that reads "Nat Traeger". The signature is written in a cursive, slightly slanted style.

Nat Traeger
Chief Executive Officer

DEPUTATION



REQUEST FORM

Please complete this form and return to the council office:
29 Holland St (PO Box 321) Kingston SE SA 5275 EMAIL: info@kingstondc.sa.gov.au

I/we hereby request to be heard at the next meeting of Council on...../...../20.....

Name of Applicant:

Phone:.....

Address:

Email:

I agree to my email being added to Council's email database? Yes No

I will be speaking on my own behalf: Yes No

Or as the spokesperson for a group-of persons: Yes No

Name/Details of person or group you are representing:
.....
.....

The topic or issue you wish to speak about is: (please give sufficient details of the matter to enable consideration of your request for a deputation).
.....
.....
.....

Name:..... Signature:..... Date:.....

Office Use Only

Date/Time received:	Approved by Mayor Y / N
Approved meeting date:	Applicant notified: Y / N