

	POLICY# 2.11 Deputations to Council	Version No:	2
	POLICY AREA Governance	Issued:	Dec 2011
		Next Review:	2018 After Next Election

Aims & Objectives

This policy is to give clear and concise direction to the public, government and other agencies, staff and elected members in the correct procedures to be followed in arranging formal deputations to any meeting of the District Council of Tumby Bay. (the Council)

OBJECTIVES

1. That all deputations to the District Council of Tumby Bay are arranged in accordance with the requirements as provided in Regulation 12 of the Local Government (Procedures at Meetings) Regulations 2000 as amended.
2. That all deputation participants are aware of the legislated and Council requirements for deputations prior to attending any Council meeting.
3. That all deputation applications are made on the approved pro-forma form and lodged with the Chief Executive Officer as prescribed in Regulation 12.

INTRODUCTION

Regulation 12 of the Local Government (Procedures at Meetings) Regulations 2000 state:

12—Deputations

- (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 subregulation (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.*

Additionally the Council may from time to time make rules that will be relevant to the arranging of Deputations and of equal importance as the requirements of Regulation 12.

CONTENT AND SCOPE

This policy applies to all deputations to Council irrespective of whether the deputation was requested by the Council or that the deputation was sought by an organisation or individual.

DEPUTATION GUIDELINES

The Rules of Council

1. The standard length of time for a deputation will be 10 minutes plus 10 minutes for questions to be asked by elected members. This time (which may be extended by the Presiding Member at the meeting based on the importance of the issues before Council or committee) is to include any electronic presentation that may form part of the deputation.
2. The applicant must state in the application (letter):
 - a. The subject matter of the deputation,
 - b. The relevance to the Council in relation to the subject matter,
 - c. What expectations does the applicant anticipate from Council as a result of the deputation?
 - d. What benefit will be delivered to the general community as a result of the deputation.
3. Council will endeavour to hold deputations as early as possible at the Council or committee meeting and the deputations will be advised of a commencement time for their presentation.
4. A maximum of two persons attending as the deputation may address the Council or committee. The Presiding Member may seek questions of other deputation attendees if so desired (by Council).
5. Any visual aides for the deputation must be prearranged by the deputation attending the council or committee meeting.
6. Any material required to be given to elected members or staff should where possible be submitted to Council administration prior to the meeting and preferably 5 clear days (i.e. not including the day of the meeting) prior to the meeting, so it can be included with the agenda.
7. The Chief Executive Officer will formally advise, within 7 days of the meeting, of any decision made by Council on an issue from the deputation, but is not compelled to make any formal decision at the relevant meeting.

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Strategic Link:

Delegation:

The Mayor has the initial authority (under Section 12 of the Local Government (Procedures at Meetings) Regulations 2000, to refuse/allow a deputation.

Documentation: Approved Form

Authority: Adopted by Council: 13/12/2011 {Motion No 19c/122011}
 Reviewed by Council: 10/11/2015 {Motion No 7c/112015}

SIGNED:

Responsible Officer

Date: ____/____/____