Deputation Request

Before you start

Please read all the below information carefully before proceeding with this application.

1. A deputation may be made by a person or group who wish to appear personally before a Council meeting in order to speak on a particular matter.

2. The *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations) provide that a person who wishes to appear as a deputation and address the Council meeting on a matter must make the request in writing (R11).

3. If a deputation is requested for the next Council meeting, a written request must be received no later than seven (7) days prior to the meeting, to enable the matter to be given the appropriate public notice and be listed on the agenda.

4. If the deputation relates to a matter of business appearing on the Council agenda, a written request must be received by noon on the day of the meeting.

5. Upon receipt of a deputation request, the following process will occur;
    - The Chief Executive Officer (CEO) or their delegate will advise the Presiding Member (usually the Mayor) of the receipt of a deputation request.
    - The Presiding Member will consider the request and advise the CEO of acceptance or refusal of the request.
    - The CEO or their delegate will advise the requestor in writing of the acceptance of their deputation request (including the details of the date, time, location of the meeting and the length of time allocated for the deputation), or the CEO or their delegate will advise the requestor in writing if their deputation request has been refused.
    - If refused, the Presiding Member will report the decision to the next meeting of the Council or Committee.

6. A person or persons wishing to appear as a deputation at a Council meeting must appear in person in the Council Chambers.

7. Each deputation is allocated a five minute time limit in which to address the meeting. Elected Members are invited to ask questions after each deputation.

Deputation Request

Meeting Details

To: The Chief Executive Officer

I/We hereby request to be heard at the Council meeting on the following date:

_____

Applicant Details

Applicant Name:

_____

Applicant Email:

_____

Applicant Address:

_____

Applicant Phone:

_____

What is your relationship to the Clare & Gilbert Valleys Council?

Resident ☐ Ratepayer ☐ Other ☐

If other, please specify

_____

Speaker Details

Who will you be speaking for?

On my own behalf ☐ As the spokesperson of a group of persons ☐

Answer this question if you selected 'As the spokesperson of a group of persons' in the question above

Who or what group are you representing?

_____

Will there be a second speaker?

Yes ☐ No ☐

Answer this question if you selected 'Yes' there will be a second speaker

Second Speaker Name

_____

Second Speaker Address

_____

Describe the Topic or Issue You Wish to Speak About

(Please give sufficient details of the matter to enable consideration of your request for a deputation.)

Other Details

Have you contacted your Elected Members about this issue?

Yes ☐ No ☐

If yes, please advise which Elected Members you have contacted

Do you have a digital presentation you wish to use during your deputation?

Yes ☐ No ☐

If yes, please forward a copy to admin@cgvc.sa.gov.au prior to the meeting.

Do you wish to distribute handouts as part of your deputation?

Yes ☐ No ☐

If yes, please forward a copy to admin@cgvc.sa.gov.au prior to the meeting.

Submission

Council meetings are livestreamed, recorded and made available to the public via Council's YouTube channel.

Attendees may be captured in the recording through image and/or audio. Remaining in the meeting constitutes consent to the broadcast of any captured image and/or audio.

I have read and understood the information provided at the beginning of this form, including the information regarding the livestreaming and recording of Council meetings, and acknowledge that I must comply with the procedures and guideline.

Signed: Date:

Please forward this form and any attachments to:

Chief Executive Officer
Clare & Gilbert Valleys Council
4 Gleeson Street
Clare SA 5453

or admin@cgvc.sa.gov.au

Should you have any queries, please phone 08 8842 6400