

Guidelines for a Deputation to Address the Riverland Local Government Forum

The Riverland Local Government Forum (RLGF) is an Alliance between the three Riverland Councils, Renmark Paringa, Berri Barmera and Loxton Waikerie. The meetings are held bi-monthly and hosted on a rotation by each of the Councils and are attended by the Council's Mayors and Deputy Mayors and CEO's who discuss current local regional issues. The hosting Council is the Chair of the meeting. The RLGF is supported by the G3 Alliance who meet prior to the RLGF to discuss joint procurement and cost saving measures.

Relevant local stakeholder organisations report to the Forum when required.

Deputations are an important part of the RLGF providing individuals, groups or organisations an opportunity to present to the meeting with the below guidelines provided;

- Any person or organisation who completes and submits, with at least 3 weeks notice, a 'Request for Deputation' application form (available on the 3 Riverland Councils websites), may be received as a Deputation to the RLGF meeting. Deputation requests must be received by the Chair Council 3 weeks prior to the scheduled meeting date for inclusion in the Agenda and any supporting documentation for inclusion within the Agenda shall accompany the application form.
- Deputation requests will be considered by the Chair Council on a case-by-case, meeting by meeting and with regard to the particular matter upon the person(s) is wishing to address. The Chair Council may refuse to allow the deputation. The following considerations will be taken into account in determining whether a deputation request is approved.
 - The subject matter of the proposed deputation
 - Whether it is in the decision making powers of the Riverland Local Government Forum
 - Relevance to the Riverland Local Government Forum
 - The integrity of the request
 - The size and time availability of the agenda for the particular meeting
- Deputations shall not exceed 15 minutes, including set-up and question time.
- Deputations will be limited to a maximum of three (3) per scheduled RLGF meeting.
- Deputations are scheduled at Item 5 of the Agenda
- Unless the Chair Council decides otherwise:
 - A deputation is not to exceed 15 minutes (including set-up and question time)
 - A deputation is not to exceed five (5) persons, only three (3) of whom may address the meeting (spokepersons), although others may respond to specific questions from members.
- Late requests will be considered on a case-by-case, meeting by meeting and with regard to the particular matter upon the person(s) is wishing to address.
- RLGF meetings are a public meeting and key points discussed, presentation documents and material will be referenced within the Council notes of the meeting which are public within the Council's Meeting Agendas.

Request for a Deputation to Address the Riverland Local Government Forum

This form must be completed electronically and emailed as a word document to:

Julie Gregurec jgregurec@renmarkparinga.sa.gov.au Renmark Paringa
Council Jodie Butler jbutler@bbc.sa.gov.au Berri Barmera Council
Sally Vasey svasey@lwdc.sa.gov.au District Council of Loxton Waikerie

Name of Individual/Organisation/Group :
(Insert Name)

I/we apply to be received by the Riverland Local Government Forum at the meeting scheduled for
Wednesday...../...../.....
(meetings are scheduled for the first Wednesday of every second month and are rotated through the three Riverland Councils)

| | | | |
|-----------------------------------------------------------|--|----------------|--|
| Name of Person applying for Deputation: | | | |
| Relationship to the person(s) seeking Deputation: | | | |
| Full Name of person(s) providing Deputation: | | | |
| Position/Title: | | | |
| Address: | | | |
| | | | |
| Work Phone: | | Mobile: | |
| Email: | | | |
| 1. The deputation will cover the following points: | | | |
| | | | |
| 2. Other comments in relation to this deputation | | | |
| | | | |

An email confirming receipt of your nomination will be forwarded along with the details of the hosting Council for the requested meeting date.

By signing below you acknowledge the Conditions for making a Deputation

Signature:.....

Date:.....

Conditions for Making a Deputation

- Deputation requests must be received by the Chair Council 3 weeks prior to the scheduled meeting date for inclusion in the Agenda.
- Supporting documentation for inclusion within the Agenda shall accompany this form
- Deputations shall not exceed 15 minutes, including question time
- Deputations are scheduled at Item 5 of the Agenda
- One Deputation per application form
- A Deputation time will be provided by the Chair Council Executive Assistant – please arrive 5 minutes prior to the time given.
- If notes or supporting documentation are to be distributed for the deputation – please provide fifteen (15) copies to the Council Chair Executive Assistant prior to the commencement of the meeting.
- Visual presentations are welcome – please provide to the Chair Council Executive Assistant prior to the meeting to ensure it runs on their system. Bringing a USB drive back up is also advisable.

At the meeting

- The Chair Council will invite you to come forward for your deputation. Please state your name, organisation/group you are representing and deputation subject. This will be recorded in the notes of the meeting.
- Be mindful of the time allowed for your presentation and question responses that may be asked in relation to your subject matter.