



Please return completed application form to:

In Person: Kangaroo Island Council, 43 Dauncey Street, Kingscote  
 Penneshaw Community Business Centre, 99 Middle Terrace, Penneshaw  
 By Post: PO Box 121, Kingscote SA 5223  
 Fax: 08 8553 2885  
 Email: [kicouncil@kicouncil.sa.gov.au](mailto:kicouncil@kicouncil.sa.gov.au)

For further information please contact Customer Service on 8553 4500.

Deputation By:

Representing/  
On Behalf of:   
Organisation/Group

Contact Number:

Contact Email:

Council Meeting Date:

Topic for Discussion:

Brief Outline of  
Deputation:  
(Please attach any  
supporting documentation)

Signature:  Date:  /  /

**Deputation Guidelines:**

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 seven (7) days prior to the meeting.
2. The CEO must transmit a request received to the Mayor.
3. The Mayor may refuse to allow the Deputation to appear at the meeting.
4. The CEO must take reasonable steps to ensure that the person or persons who requested the deputation are informed of the outcome of the request within the seven (7) days prior to the meeting.
5. If the Mayor refuses to allow a deputation to appear at a meeting, the Mayor 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 of the Mayor; and
7. A person or persons appearing as a Deputation will be allowed to speak on an issue for a maximum of ten (10) minutes. The Mayor may allow for additional time or speakers. There shall be no debate or decision.

**Office Use Only**

Deputation Approved: YES  NO  Meeting Date:  /  /