

Request for deputation

Civic Centre
165 Sir Donald Bradman Drive
Hilton, SA 5033
Tel: 08 8416 6333
Email: info@wtcc.sa.gov.au
SMS: 0429 205 943
Web: westtorrens.sa.gov.au



Thank you for your interest in presenting a deputation to council. Please complete this form to request approval to present a deputation at a council meeting. For further details, refer to the 'Deputations' page online at westtorrens.sa.gov.au/deputation

Applicant details

Full name:

Contact telephone number (daytime):

Email:

Are you representing an organisation and/or body?

☐ Yes ☐ No

If yes, please provide the following:

- Name of organisation/body:
- A copy of the organisation's constitution and rules (attach to this document).
- A list of members (attach to this document).

Speaker details

Provide the name(s) of up to 3 people who wish to speak regarding the deputation, including yourself:

- 1.....
- 2.....
- 3.....

Subject matter

Please provide a summary of the topic/subject of your deputation:

.....

.....

.....

Do you have a presentation, video or photographs that you wish to share with council?

☐ Yes ☐ No

If yes, do you need access to audio visual equipment? ☐ Yes ☐ No

Once your request has been submitted, you will be informed of the outcome. If your deputation is approved, it will be added to the agenda for the next council meeting.

Deputations are usually heard 5 - 10 minutes after the meeting opens at 7pm (this cannot be guaranteed). You and any other representors will have 5 minutes in total to present your deputation, following which Elected Members will be invited to ask questions for a total of 5 minutes. Representors cannot participate in the debate nor ask any questions of council.

Deputations (Regulation 11)

1. A person or persons wishing to appear as a deputation at a meeting must deliver a written request to the council.
2. The Chief Executive Officer must transmit a request received under sub regulation (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. The council may refer the hearing of a deputation to a council committee.

City of West Torrens provisions

8. Deputations will only be heard at a full council meeting.
9. A request for a deputation must be received by 5pm on the Wednesday prior to the council meeting at which they wish to appear.
10. Deputations received after 5pm on the Wednesday prior to the council meeting will be presented to the council meeting for it to determine whether to accept the deputation or not.
11. If the presiding member declines a request for a deputation, then a report, which may be in the form of a late report if the request was received after the agenda has been produced, will be presented to council indicating that the Presiding Member has declined the request.
12. Any person(s) wishing to appear as a deputation, and claiming to represent an organisation and/or body, must, prior to the council meeting at which they wish to appear, advise the Chief Executive Officer in writing of the date of formation and/or incorporation of their organisation and/or body, and provide a copy of the constitution and rules of the organisation and/or body, and a list of members.
13. If an association, organisation or body is generally known, the requirements of clause (12) above will not be required.
14. A deputation, which must not exceed 3 people, will not exceed 5 minutes in total, not including questions from Members, except with the leave of the Presiding Member.
15. The name(s) of the representor(s) and subject matter will be recorded in the minutes of a council or council committee meeting but the details of the content of the deputation will not be included.

How to submit your deputation request

Scan and email this form and supporting documentation to info@wtcc.sa.gov.au or send via mail / in person to:

Chief Executive Officer
City of West Torrens
165 Sir Donald Bradman Drive
Hilton SA 5033

Signed:

Date: