



# Deputations

Corporate Services – Governance

## Deputations Request Form

Please return form to [Governance@whitsundayrc.qld.gov.au](mailto:Governance@whitsundayrc.qld.gov.au) OR Post to PO Box 104 Proserpine, QLD 4800

Requested Meeting Date

Relevant Item No.

### Section 1 – Contact Details

Contact Person

Organisation

Postal Address

Contact Phone

B

H

M

Email Address

Name of other Attendee/s participating in Deputation

### Section 2 – Deputation Request Information

Purpose of Deputation  
(Please print clearly and attach another page if necessary)

Have discussions/  
correspondence taken place with a Council Officer or Department?  
If so, whom and when?

**Correspondence:** Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800

P: 1300 WRC QLD (1300 972 753) F: (07) 4945 0222 E: [info@whitsundayrc.qld.gov.au](mailto:info@whitsundayrc.qld.gov.au) [www.whitsundayrc.qld.gov.au](http://www.whitsundayrc.qld.gov.au)

**Bowen**  
Cnr Herbert & Powell Streets  
Bowen QLD 4805

**Proserpine**  
83-85 Main Street  
Proserpine QLD 4800

**Collinsville**  
Cnr Stanley & Conway Streets  
Collinsville QLD 4804

**Cannonvale**  
Shop 23, Whitsunday Plaza  
Shute Harbour Road, Cannonvale QLD 4802

# DEPUTATIONS GUIDELINES & ORDERS

**A Deputation is a collective way to lobby Council to address an issue of concern from an individual or group (of up to 3 people) who are appointed to take part in a formal process.**

**It should be noted that deputations are a public process and as such, the identity of persons making a deputation to Council will be on the public record as well as livestreamed.**

**Deputations must be submitted and presented in accordance with Councils following Standing orders:**

## **Extract from Councils Standing Orders:**

- 11.1 A deputation wishing to attend and address a meeting of Council shall apply in writing to the CEO not less than seven (7) clear business days before the meeting.
- 11.2 The CEO, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The CEO shall inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed.
- 11.3 For deputations comprising three or more persons, only three persons shall be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 11.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may finalise the deputation.
- 11.5 The Chairperson may terminate an address by a person in a deputation at any time where:
  - the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting;
  - the time period allowed for a deputation has expired; or
  - the person uses insulting or offensive language or is derogatory towards Councillors or staff members.
- 11.6 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

**Correspondence:** Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800  
P: 1300 WRC QLD (1300 972 753) F: (07) 4945 0222 E: [info@whitsundayrc.qld.gov.au](mailto:info@whitsundayrc.qld.gov.au) [www.whitsundayrc.qld.gov.au](http://www.whitsundayrc.qld.gov.au)

**Bowen**  
Cnr Herbert & Powell Streets  
Bowen QLD 4805

**Proserpine**  
83-85 Main Street  
Proserpine QLD 4800

**Collinsville**  
Cnr Stanley & Conway Streets  
Collinsville QLD 4804

**Cannonvale**  
Shop 23, Whitsunday Plaza  
Shute Harbour Road, Cannonvale QLD 4802