



Shire of Derby/West Kimberley

REQUEST FOR A DEPUTATION TO ADDRESS COUNCIL

Requests can be submitted to the Council by:

- Email: sdwk@sdwk.wa.gov.au
- Website: www.sdwk.wa.gov.au
- Post: PO Box 94, Derby WA 6728
- In person at the Shire Administration Building, Cnr Loch st and Johnston st, Derby.

APPLICANTS DETAILS	
Applicant's Name:	
Organisation Name <i>(if relevant)</i> :	
Postal Address:	
Contact Number:	Email:
DEPUTATION REQUEST DETAILS	
Name of Meeting:	Meeting Date:
Name of Speakers: <i>Max. of 2 Speakers</i>	
Name of Other Deputation Members: <i>Max. of 5 members including speakers</i>	
I am speaking FOR / AGAINST the Officer recommendation for Item _____ on the Agenda as per the following points:	
NOTE: You are not permitted to speak on matters outside the identified points listed above.	

SUBMISSIONS	
<p>Only one agenda item subject per application form. Persons wishing to make more than one Deputation at the meeting will require Council approval following presentation of the first Deputation.</p> <p>Requests and electronic presentation materials must be received two days prior to the Council or Committee meeting.</p>	
DECLARATION	
<p>I apply to be received by the Shire of Derby/West Kimberley at a Council or Committee Meeting. Should my application be approved I agree to abide by the conditions set out in section 3.12 (Deputations) of the SDWK Standing Order Local Law 2001.</p> <p>Name: _____ Signature: _____ Date: _____</p>	
OFFICE USE ONLY	
Approved / Not Approved by CEO	Signature: _____
Approved / Not Approved by President / Presiding Officer	Signature: _____
Applicant Informed of Outcome	Deputation Minuted
Responsible Officer: _____	Signature: _____

**Shire of Derby/West Kimberley
Standing Orders Local Law 2001**

3.12 Deputations

- 1) A deputation wishing to be received by the Council or a committee is to apply in writing to the CEO who is to forward the written request to the President, or the Presiding Member as the case may be.
- 2) The President if the request is to attend a Council meeting, or the Presiding Member of the committee, if the request is to attend a meeting of a committee, may either approve the request, in which event the CEO is to invite the deputation to attend a meeting of the Council or committee as the case may be or may instruct the CEO to refer the request to the Council or committee to decide by simple majority whether or not to receive the deputation.
- 3) A deputation invited to attend a Council or committee meeting –
 - a) is not to exceed five persons, only two of whom may address the Council or committee, although others may respond to specific questions from the members; and
 - b) is not to address the Council or committee for a period exceeding 15 minutes without the agreement of the Council or the committee as the case requires.
- 4) Any matter which is the subject of a deputation to the Council or a committee is not to be decided by the Council or that committee until the deputation has completed its presentation.