

Public Deputation Time Request Form

For members of the public wishing to request approval to make a deputation at an Ordinary or Special Council Meeting on a matter relevant to the Shire. A deputation provides an opportunity to address Council and must be approved in accordance with the Shire of Carnarvon Meeting Procedures Local Law 2021.

(*) Note: only details for the Deputation Leader are required			
Full Name*		Organisation (if applicable)	
Residential address*			
Email address*		Phone*	
Meeting type (circle one)	Ordinary Council / Special Council / Committee		
Meeting date		Agenda item	
Purpose / Relevance			
Summary of points			
Requested outcome (if any)			
Presentation material?	YES / NO	Audio visual or accessibility requirements?	YES / NO
No.	Name	Organisation / role	Will speak? (Yes / No)
1			
2			
3			
4			
5			

Declaration & Acknowledgement

Acknowledgement for Deputations			
<i>I acknowledge that deputations are subject to approval and must be conducted in accordance with the Shire of Carnarvon Meeting Procedures Local Law 2021, including speaker and time limits.</i>			
Declaration	I confirm that the information provided in this form is true and correct. I acknowledge that I have read the public deputation time information contained in this form and understand that my participation is subject to the Shire of Carnarvon Meeting Procedures Local Law 2021.		
Signature		Date	



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INFORMATION ON PUBLIC DEPUTATION TIME

Privacy Collection Notice

The Shire of Carnarvon collects your personal information under the *Local Government Act 1995* and the *Shire of Carnarvon Meeting Procedures Local Law 2021* in order to present a deputation to Council; by providing your personal information, you consent to the collection, use, and disclosure of your information as described in this notice. For more information, please refer to the Privacy Collection Notice on Shire of Carnarvon website www.carnarvon.wa.gov.au

The following information is provided for members of the public wishing to participate in Ordinary or Special Council Meetings.

PUBLIC DEPUTATION TIME

- As per Meeting Procedures Local Law 2021, Members of the public may request to make a deputation to address the Council on a matter. A deputation must be approved either:
 - in advance by the CEO; or
 - by the Presiding Member at the meeting
- The Deputation is not to exceed; five persons in total; more than two speakers; or to address the Council for more than ten minutes.
- Council may however approve; up to five persons to address the Council; and for the deputation's address to extend beyond 10 minutes.
- Deputations made at special council meetings are limited to the purpose of that special council meeting.
- The Presiding Member may rule that a delegation no longer continue if it:
 - includes defamatory remarks, offensive, language or questioning the competency of staff or Council members; or
 - diverts from the substance or direction of its deputation application.
- Where a matter is the subject of a deputation, the Council will not determine the matter until the deputation has completed its presentation.

SPECIAL MEETINGS OF COUNCIL

Members of the public are welcome to attend a Special Meeting of Council if open and may participate in Public Question Time or, with approval, make a deputation to the Council. Questions and deputations must relate to the purpose of the Special Meeting (Local Government Act 1995 – s.5.23; Local Government (Administration) Regulations 1996 – r.12(4); Meeting Procedures Local Law 2021 – cl. 6.9)

Submission Options

Email – shire@carnarvon.wa.gov.au

Post - Chief Executive Officer, Shire of Carnarvon, PO Box 459, Carnarvon WA 6701

In person - Shire of Carnarvon Administration Office, 3 Francis Street, Carnarvon WA 6701