

Council Meetings Other Deputations

I _____ of _____
apply for permission to make a statement to the Council meeting on _____

The matter on which I wish to address Council is _____

The names of each speaker are _____

I may be contacted on telephone number _____

Please note:

- Council Meetings, not including Closed Meeting, are audio-visually recorded and published to Council's website.
- A maximum of three (3) speakers on the subject will be permitted to speak, for a maximum time not exceeding 15 minutes.
- Your application must be received by 10.00am on the Wednesday prior to the meeting.
- The Chairperson will then make a determination of your application and you will be advised by telephone of the outcome, prior to the meeting. If approved, you will be formally invited to speak to the meeting.
- The General Manager, following approval of an application by the Chairperson, will include in the notice of meeting advice of the proposed deputation and its purpose.
- You are required to follow the direction of the Chairperson in relation to how and when you may make your deputation. When you have been invited forward by the Chairperson, please introduce yourself to the meeting, stating where you are from (town or suburb) before commencing your statement.
- A deputation does not give the opportunity for questions or discussion of your statement with Aldermen.
- You are reminded that Council meetings are open forums and unlike State and Commonwealth parliaments these meetings do not have protection from parliamentary privilege. This means any statement you make will need to take into account the rights of other persons.
- At the meeting you are fully responsible to ensure that anything you say is accurate and that any statements are not defamatory, do not disclose any confidential information or personal information and do not disclose any commercial-in-confidence information.
- I acknowledge that should defamatory or derogatory personal comments or comments which disclose confidential or personal information be made, the Chairperson has the right to terminate the statement being made.

Privacy Statement

The personal information on this form is required by Council for Other Deputations under the *Local Government (Meeting Procedures) Regulations 2015*. We will only use your personal information for this and related purposes. If this information is not provided, we may not be able to deal with this matter. You may access and/or amend your personal information at any time. How we use this information is explained in our **Privacy Policy**, which is available at www.ccc.tas.gov.au or at Council offices.

Signature of Applicant _____

Date _____