



## DEPUTATION REQUEST FORM CAIRNS REGIONAL COUNCIL MEETING

**Deputations may be held on the second or fourth Wednesday of the month following an Ordinary Meeting of Council.**

Deputations are restricted to 15 minutes and will be held between 10.00am to 11.30am at the Cairns Regional Council's Administration Building, 119-145 Spence Street, Cairns Qld 4870.

*Confirmation of deputation times will be made in the week prior to the meeting.*

Please complete this form and EMAIL to [council@cairns.qld.gov.au](mailto:council@cairns.qld.gov.au)

**OR**

POST TO: Chief Executive Officer, PO Box 359, Cairns Q 4870

### PERSON / GROUP REQUESTING DEPUTATION:

Contact Person: \_\_\_\_\_

Organisation: \_\_\_\_\_

### CONTACT DETAILS:

Mobile: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_

**PURPOSE OF DEPUTATION:** (please print clearly and attach an extra page if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Have discussions or correspondence taken place with a Council Officer or Department, if so with whom and when**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Names of all individuals who will be participating in the deputation.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# DEPUTATIONS

## Guidelines for attendance and address by a deputation upon Cairns Regional Council produced in conjunction with Council's Standing Orders

The Council is committed to fostering within the organisation a focus on and responsiveness to community needs

A deputation is a person, or the person or body of persons so appointed or authorised to represent or act for another or others with the intent of addressing Council to take a particular action or view, or to alter or reconsider an administrative decision or the re-dress of local or personal grievances.

A deputation may be made by an individual or on behalf of an organisation or body of persons.

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.

### Extract from Standing Orders- Meetings

#### Deputations

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 days before the meeting.
2. The CEO, on receiving an application for a deputation shall notify the Mayor 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 a time period allowed (15 minutes).
3. For deputations comprised of 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.
4. If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chair may finalise the deputation.
5. The Chair may terminate an address by a person in a deputation at any time, where:-
  - (a) the Chair is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting; or
  - (b) the person uses insulting or offensive language.
6. Council meetings will be live streamed on Council's website while the meeting is in progress and recordings will remain available on the website. Members of the public who address a meeting will be held on live stream and audio of them speaking will be recorded.

**For further information**  
Telephone 1300 692 247

#### **Cairns Regional Council – Information Privacy Statement**

Your personal information has been collected for the purpose of Deputation Request. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission to or the disclosure is required by law.