

Deputation Request Form

- The Chief Executive Officer (CEO), on receiving an application for a deputation, will notify the Mayor/Chair who will determine whether the deputation may be heard.
- The CEO will inform the person requesting the deputation of the determination in writing.
- Where it has been determined the deputation will be heard, a convenient time will be arranged.
- No Council decision will be made at a deputation.

1. PERSON/S REQUESTING DEPUTATION

Applicant Name:

Organisation/Company:

List the full name(s), position and company (if different from the above) of all individuals who will be participating in the deputation:

2. CONTACT DETAILS

Postal Address:

Email:

Telephone:

Mobile:

3. PURPOSE OF DEPUTATION

** Please include details of any previous discussions/correspondence with Council on the matter, including with whom and when.*

4. PREFERRED TIME ALLOWANCE

**Please note: if the request for deputation is approved, Council may determine that an alternative time allowance be allocated to the deputation. This will be communicated to the person requesting the deputation when approval is granted.*

5. ADDITIONAL RESOURCES

**Please provide details of any additional resources you may require to present the deputation (e.g. whiteboard, access to computer/projector, apple TV, etc).*

6. DECLARATION

I _____ declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regard to any matters relevant to this application.

Applicant Signature:

Date:

Douglas Shire Council – Privacy Collection Notice:

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by the *Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.

STANDING ORDERS DEPUTATIONS GENERAL POLICY

A deputation wishing to attend and address a meeting of Council must apply in writing to the CEO not less than seven (7) business days before the meeting.

The CEO, on receiving an application for a deputation will notify the Chair who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and a time period allowed.

For deputations comprising three or more persons, only three persons will be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution. A deputation will be given adequate opportunity to explain the purpose of the deputation.

If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chair may finalise the deputation.

The Chair may terminate an address by a person in a deputation at any time where:

- The Chair is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting, or
- 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.

The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.