

## Deputation Request Form

- The Chief Executive Officer, on receiving an application for a deputation shall notify the Mayor, who shall determine whether the deputation may be heard.
- The Chief Executive Officer shall inform the person requesting the deputation of the determination in writing.
- Where it has been determined the deputation will be heard, a convenient time shall be arranged.

### 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:

### CONTACT DETAILS

Postal address:

Email:

Mobile:

Telephone:

Fax:

### PURPOSE OF DEPUTATION

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

### 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.*

### 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):

Signature:

Date:

#### Douglas Shire Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your Application for Approval. 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 or the disclosure is required by law.

### **STANDING ORDERS DEPUTATIONS GENERAL POLICY**

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.

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.

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.

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 person uses insulting or offensive language or is derogatory towards Councillors or staff members