

DEPUTATION APPLICATION

PALMERSTON PROCEDURES FOR MEETING BY-LAWS:

13. Deputations

1. A deputation wishing to attend and be heard at a meeting of a standing committee must, not less than 7 clear days before the date of the meeting, apply in writing to the clerk.
2. The application must state why the deputation wishes to attend and be heard.
3. On receiving an application under clause (1), the clerk must notify the mayor of the application, and the chair must determine whether the deputation may be heard and notify the clerk accordingly.
4. If the clerk is notified by the chair under clause (3), the clerk must:
 - (a) inform the deputation of the mayor determination; and
 - (b) where the mayor has determined to hear the deputation, arrange a convenient time for the deputation to be heard at a meeting of the council.
5. Only 2 persons in a deputation may address a meeting of the standing committee unless the members at the meeting determine otherwise by resolution.
6. A person in a deputation who is addressing a meeting of a standing committee must be temperate in speech and manner and must not use insulting or offensive language.
7. The chairman may terminate an address by a person in a deputation if:
 - (a) the chairman is satisfied that the purpose of the deputation has been sufficiently explained to the members at the meeting; or
 - (b) the person is intemperate in speech or manner or uses insulting or offensive language.

APPLICATION

Council meeting: ☐

Committee meeting: ☐ Committee name: _____

Presenter Name: _____

Organisation: _____

Contact number: _____

Contact email: _____

Presentation topic: _____

Date of request: _____

Meeting date requested: _____

Presentation type: Public: ☐

Confidential: ☐ Please stipulate reason: _____

Please note: Up to 15 minutes is allocated for presentations, with an additional 15 minutes of time allowed for questions. A total deputation/presentation cannot exceed 30 minutes including question time.

Names of those making the address:

1: _____

Title: _____

Organisation: _____

2: _____

Title: _____

Organisation: _____

Purpose of deputation: _____

A copy of the presentation is required on application.

Please forward this application to:
City of Palmerston, PO Box 1, Palmerston NT 0831
Email: palmerston@palmerston.nt.gov.au
For any enquiries please call (08) 8935 9922

Approved (Chief Executive Officer)

Approved (Mayor)