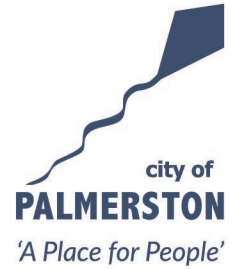


COUNCIL MEETINGS



PUBLIC QUESTIONS, DEPUTATIONS AND PETITIONS

Public Questions

Members of the public can submit written questions to be considered at an Ordinary Meeting of Council that is open to the public.

How to submit a Public Question?

Questions must be received on the Public Question Time Form. Clearly read instruction before submitting your form.

Things to remember when submitting your Public Question Form.

If your question is supplied the business day before the meeting 12:00 (noon), Council will endeavour to provide a response at the meeting. Should your question be unable to be answered within this timeframe, Council will advise and provide an estimated date for the question to be answered.

A copy of your question will be tabled at the meeting and uploaded onto the Council website.

You *must attend Public Question Time* for the question and answer(s) to be read aloud by the Chief Executive Officer, otherwise the response will be tabled at the meeting.

- No discussion on the question or answer can take place at the meeting
- The Chief Executive Officer may reject a question that is considered either offensive, inappropriate, reflects adversely on the Council or is similar in nature to a question asked within the previous three months.

Deputations

Members of the public can submit a deputation request to Council. A request should include a written statement relating to the purpose of the deputation. If the deputation request is approved, you will be invited to a Council Meeting to speak directly to Elected Members and Executive Staff.

For additional information on Deputations, please refer to section 13 of the Palmerston (Procedures for Meetings) By-Laws.

How to request a Deputation?

A resident or organisation wishing to present a deputation must initially complete and forward the Deputation Application Form to the Chief Executive Officer. The request should include enough detail to enable Council to grasp a general understanding of the purpose of the deputation.

What happens once your application for a Deputation is submitted?

The Chief Executive Officer will refer a deputation to the Presiding Member of the meeting. If the Presiding Member and the Chief Executive Officer agree to allow the deputation to be presented, the submitter will be invited to attend the Council Meeting where the matter is to be considered.

A maximum of two people can address the meeting, although others in attendance may respond to specific questions from Elected Members which may be raised through the Presiding Member.

Petitions

Residents can seek to inform Council about their concerns in many ways. One method is lodging a petition about a specific issue.

A petition is a direct request to take some form of action over a particular issue.

The subject of a petition must be a matter on which Council has the power to act. For instance, a petition cannot request the Council to improve hospital services, as this is a Government responsibility.

How to submit a petition?

Petitions to Council are to be prepared and submitted in accordance with section 12 of the Palmerston (Procedures for Meetings) By-Laws.

When submitting a Petition:

- Provide a summary of the reasons for the request.
 - State the request at the top of each page of the petition.
- Provide the persons full name, house number, street address, suburb, and signature.
 - State the name of the person (initiator) and contact details.
- Use respectful language.

A Petition can be submitted via:

Email: governance@palmerston.nt.gov.au
Mail: City of Palmerston, PO Box 1, Palmerston NT 0831
Delivered to: City of Palmerston Customer Service,
Located: Civic Plaza, 1 Chung Wah Terrace, Palmerston NT 0830



What happens with my Petition?

Petitions submitted seven days prior to a Council Meeting will be included in the next meeting agenda.

- If Council receives a petition after the seven-day timeframe, the petition will be presented to the following meeting.

Once a Petition is received at a Council Meeting, it will be referred to the relevant Council Department for investigation with a recommending report presented back to Council no more than three months from the meeting date it was formally received by Council.