

Palmerston Procedures for Meetings By-Laws:

13 Deputations

- (1) A deputation wishing to attend and be heard at a meeting of the council or 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 mayor must determine whether the deputation may be heard and notify the clerk accordingly.
- (4) If the clerk is notified by the mayor under clause (3), the clerk must:
 - (a) *inform the deputation of the mayor's 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 council or a standing committee unless the members at the meeting determine otherwise by resolution.
- (6) A person in a deputation who is addressing a meeting of the council or 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

Name: _____

Organisation: _____

Contact Tel: _____

Contact Email: _____

Presentation topic: _____

Date of Request: _____

Meeting date requested: _____

Presentation Type: Public
Confidential

Time requested (length): _____

Up to 15 minutes, additional time allowed for questions.

Names of those making the address: _____

1: _____

Title: _____

Organisation: _____

2: _____

Title: _____

Organisation: _____

Purpose of the deputation: _____

A copy of the presentation is required on application.

Please forward this application to: Mr Luccio Cercarelli, Chief Executive Officer

City of Palmerston, PO Box 1, Palmerston NT 0831

Email: palmerston@palmerston.nt.gov.au

For any enquiries please call (08) 8935 9922

Approved (Mayor)

Approved (Chief Executive Officer)