

	DEPUTATION / PRESENTATION REQUEST FORM	Form No:	GOV019
		Version No:	1.0
		Page No:	1 of 1
		Last Updated:	30 January 2024
		Form Ownership:	Executive Assistant
		Relevant Policy/Act:	Code of Practice for Meeting Procedures (GOVPOL 03)

Name: _____

Organisation: _____

Contact no.: _____

Topic / description of item: _____

Are you requesting to be heard at a specific council meeting?: Y ☐ N ☐

If yes, date of meeting: _____

Technology required: _____
(i.e. powerpoint presentation, audio or visual files, etc)

Pursuant to Council Policy [GOVPOL03 \(Code of Practice for Meeting Procedures\)](#), a maximum time limit of 10 minutes is allocated for Deputations and 30 minutes for presentations. If you require longer than the maximum allowable time, please state the expected time limit required, and your reasons why additional time is appropriate:

(NB: requests made that do not include supporting reasons will not be considered)

ACKNOWLEDGEMENTS

I/We acknowledge Council may not make any decision as a result of my deputation

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I/We acknowledge Council may not be the relevant authority on planning / development issues

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OFFICE USE

Request emailed to Mayor for authorisation: _____ (date)

Request approved ☐ **or denied** ☐ (attach copy of email approval)

Deputation allocated to Council meeting on: _____ (date)

Related agenda item reference(s): _____