

Deputation Request Form

Deputations may be held on the first and third Tuesday of the month as part of a Council General Meeting. Deputations are held at the Gladstone Regional Council's Building, 101 Goonoon Street, Gladstone QLD 4680.

Please complete this form and email to info@gladstone.qld.gov.au OR Post to: Chief Executive Officer, PO Box 29 Gladstone QLD 4680

Applicant Details (print or type)		
Contact Name		
Organisation Name (if relevant)		
Contact Details		
Preferred contact number		
Email		
Postal Address:		
Declaration		
I hereby make application to present at a Council General Meeting. Should my application be approved, I agree to abide by the conditions in the Gladstone Regional Council Deputation Guidelines.		
I declare that the details are correct to the best of my ability.		
Name:	Signature:	Date:

Purpose of Deputation (please advise the reason for your Deputation request and attach any extra information if necessary)



What role would you like Council to undertake in relation to the subject matter?

What expectations do you have of Council as a result of this deputation?

What benefit will be delivered to the general community as a result of this deputation?

Names of individuals who will be participating in the Deputation (only 3 people are able to address Council)

Is the matter currently or has it previously been subject to legal proceedings? **Yes** **No**

Is the matter for information only to Council? (no further action will be taken if Deputation is held) **Yes** **No**

If no, what decision are you seeking from Council? _____

Do you require use of a Council computer and projector for delivering the Deputation? **Yes** **No**

(Please note that if you are using a PowerPoint or PDF presentation for your Deputation an electronic copy must be provided to Council **one (1) week prior to the Tuesday Meeting** (email it to governance@gladstone.qld.gov.au)

See Gladstone Regional Council Deputation Guidelines for further information.

OFFICE USE ONLY (version 3)

Date Received: _____ Received via: _____

Date Submitted to Chairperson: _____

Decision by Chairperson

Approved / Rejected _____ Reason for Rejection: _____

Signed: _____ Chairperson's name: _____

Date of Deputation: _____ Response to applicant sent: **Yes / No**

Privacy Statement: The personal information collected on this form will be used by Gladstone Regional Council for the purposes of fulfilling your request and undertaking associated Council functions and services. Council is authorised to collect this information in accordance with the *Local Government Act 2009 and other Local Government Acts*. Your personal information will not be disclosed to any third party without your consent, unless this is required or permitted by law. This Council document is subject to the provisions of the *Right to Information Act 2009*.

Deputation Guidelines

A Deputation is a presentation from a person or representative of a group of persons or an organisation in order to address Council on a particular matter. Deputations are subject to the following guidelines:

1. Those wishing to deliver a Deputation to Council shall apply in writing to the Chief Executive Officer not less than fourteen (14) days before the meeting.
2. Deputations should:-
 - a. Relate to matters which Council is authorised to determine; or
 - b. Relate to matters of interest to the community of the Gladstone Region; or
 - c. Not be in respect to matters currently or previously the subject of legal proceedings and development applications under consideration by Council.
3. The Chief Executive Officer, on receiving an application for a Deputation, shall notify the Chairperson who shall determine whether the Deputation may be heard. The Chief Executive Officer (or delegate) shall inform the applicant 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 an appropriate time period allowed.
4. For Deputations comprising 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. Only speakers listed on the approval confirmation will be at liberty to speak during the Deputation. If a member of the Deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may finalise the Deputation.
5. The Chairperson may terminate an address by a person in a Deputation at any time where:
 - The Chairperson is satisfied that the purpose of the Deputation has been sufficiently explained to the Councillors at the meeting
 - The time period allowed for a Deputation has expired, or
 - The person uses insulting or offensive language or is derogatory towards Councillors or staff.
6. The Chief Executive Officer is responsible for ensuring that the appointed speaker/s for the deputation are notified in writing of developments or future actions as appropriate.
7. When speaking at the Deputation all comments should be address through the Mayor or Chairperson.
8. Those delivering a Deputation may use a PowerPoint presentation or PDF document (It is not compulsory). A copy of the presentation must be provided to Council in advance, one (1) week prior to the Tuesday meeting via email to governance@gladstone.qld.gov.au.
9. While every endeavour will be made to not have any delays, there may be other matters of Council business to be dealt with prior to Deputations starting. Your patience and understanding are appreciated.

Deputation Factsheet

What is a Deputation?

A Deputation is a presentation from a person or representative of a group of persons or an organisation in order to address Council on a particular matter. Deputations can be requested as per the Deputation Guidelines accompanying the application form.

How do I apply for a Deputation?

1. Complete a *Request for Deputation* form available on Council's website or by phoning the Office of the Chief Executive Officer on 4976 6912.
2. Send completed and signed form to Council via:-
 - a. Email: info@gladstone.qld.gov.au; or
 - b. Post to: P O Box 29, Gladstone Qld 4680
3. Applications must be received by Council a minimum of 14 days prior to the meeting.

What happens next?

1. Request is received by Council and sent to the Chief Executive Officer.
2. The request is considered by the Chairperson.
3. The Chief Executive Officer will advise the applicant if the Request has been approved or declined.
4. If approved the applicant will receive a phone call providing further information. The applicant will then receive a confirmation email stating the date of the General Meeting the Deputation will be heard by Council. The Deputation will form part of the public Agenda of the General Meeting therefore those delivering a deputation should be aware that Council meetings are open to the public. Any information provided in the deputation will be available to any member of the public in attendance and may be recorded or broadcast by Council or the media in attendance
5. If the Request is declined the applicant will be notified accordingly.

How do I address Council?

When speaking at a Deputation all comments should be addressed through the Mayor or Chairperson. Deputations should be courteous, concise and be clear on the purpose for the Deputation. Person/s speaking at the Deputation should refrain from making personal comments, criticism or revealing any private, sensitive or privileged information.