**DEPUTATION APPLICATION FORM**

This form is used for an individual or organisation to formally request a deputation in accordance with Council’s Standing Order Policy (V3) and Council Chambers Conditions of Entry.

The total maximum time allowed for a deputation to present at a Council meeting is 15 minutes.

Council requires this application to be submitted for consideration to the Chief Executive Officer at least 7 business days prior to the meeting.

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| **1. DETAILS OF INDIVIDUAL OR ORGANISATION REQUESTING DEPUTATION** |
| Name |  |
| If an organisation/group describe the main purpose of organisation/group |  |
|  |
| Contact Person |  |
| Contact Phone Number |  |
| Contact Email Address |  |
| **2. DETAILS OF DEPUTATION** |
| Matter to be presented |  |
|  |
|  |
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|  |
| Resources required?  |  |
| Proposed Deputation Number of Appointed Speaker/s (maximum 3) |  |
| Date of Meeting Requested  |  |
| *This form can be lodged with Council;** *In person at the Customer Services desk at Council’s administration building at 23 West Street, Mount Isa; or*
* *By mail, addressed to the CEO, Mount Isa City Council, PO Box 815, Mount Isa QLD 4825; or*
* *By email on* *city@mountisa.qld.gov.au*
 |
| **OFFICE USE ONLY - RECEIVING OFFICER TO COMPLETE** |
| Date Received |  | Received by |  |
| Approved by CEO |  Yes No   | Endorsed by Meting Chairperson |  Yes No    |
| Applicant Advised in writing of decision on |   |
| Registered in Magiq |
|  |

*PRIVACY STATEMENT*

*“Mount Isa City Council is collecting your personal information on this form in order to comply with its responsibilities and obligations as a Local Government. The information will only be accessed by authorised Council employees, who have a legitimate need for the information to process applications, requests etc. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law”.*