



Application for Presentation to Council

- (1) A deputation wishing to attend and be heard at a meeting of the council or a standing committee must, not less than 14 clear days before the date of the meeting, apply in writing to Council.
- (2) The application must state why the deputation wishes to attend and be heard.
- (3) On receiving an application Council will notify the mayor of the application and the mayor will determine whether the deputation may be heard and notify Council accordingly.
- (4) If Council is notified by the mayor, Council will:
 - (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.*

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 presentation: _____

Please send to governance@westarnhem.nt.gov.au 14 days prior to the meeting,
and please include a copy of the presentation.