

## DEPUTATION AND BRIEFING REQUEST FORM

A deputation is a presentation from a person or representative of a group of persons or an organisation to address Council on a particular matter. Deputations are subject to the attached Deputation and Briefing Guidelines.

Deputations to a General Meeting of Council, will be held on the first or third Tuesday of the month at Gladstone Regional Council Chambers, 101 Goondoon Street, Gladstone. Confidential briefings may be scheduled outside of General Meetings at Council's discretion.

Prior to completing this form, please review the Deputation Guidelines. Completed Deputation and Briefing Request Forms can be submitted by email to [info@gladstone.qld.gov.au](mailto:info@gladstone.qld.gov.au) or by mail to Chief Executive Officer, PO Box 29, Gladstone QLD 4680.

APPLICANT'S DETAILS	
<b>Applicant's name:</b> <i>Specify Organisation or Individual's full name</i>	
<b>Name of individuals participating in the deputation:</b> <i>Maximum of 3 individuals</i>	1. 2. 3.
<b>Preferred contact name and phone number:</b>	
<b>Email:</b>	
DEPUTATION DETAILS	
<b>What is the purpose of your deputation:</b> <i>Do you want to inform Council? Do you want Council to take action? Please attach additional pages of information if required.</i>	
<b>Is there any other information that would assist Council to consider this request:</b> <i>Have you been working with Council officer on this matter? Please attach additional pages of information if required.</i>	

Is the subject matter of the deputation subject to legal proceedings?  Yes  No

Will the presentation to Council include any information that is commercial in confidence?  Yes  No  
*Please refer to Sections 4 & 5 of the Deputation and Briefing Guidelines.*

Does your deputation include a multimedia presentation or otherwise require the use of a computer or projector to deliver the deputation?  Yes  No

**APPLICANT'S DECLARATION**

In submitting this Deputation and Briefing Request Form I confirm that I:  
(a) have reviewed the Deputation Guidelines;  
(b) agree to comply with the Deputation Guidelines;  
(c) acknowledge that Deputations and Briefings are approved and scheduled at Council's discretion; and  
(d) declare that the details are correct to the best of my knowledge.

Name:

Signature:

Date:

Privacy Statement: The personal information collected on this form (e.g. name, address, phone number etc) will be used by Gladstone Regional Council for the purposes of considering your request and undertaking associated Council functions and services. Your personal information will not be disclosed to any third party without your consent unless disclosure is required or permitted by law. This document is subject to the *Right to Information Act 2009*.

**OFFICE USE ONLY (version 5)**

Date Received: \_\_\_\_\_ Received via: \_\_\_\_\_

Manager Governance Comments:

CEO Comments:

Date Submitted to Chairperson: \_\_\_\_\_

**Decision by Chairperson** Approved / Refused  General Meeting  CIS  Other.....  
Chairperson Comments:

Reason for Refusal:  
*(If applicable)*

Signed: \_\_\_\_\_ Chairperson's name: \_\_\_\_\_

Date of Deputation: \_\_\_\_\_ Response to applicant sent: Yes / No

# DEPUTATION AND BRIEFING 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 by completing the Deputation and Briefing Request Form.
2. Deputations should relate to matters that either:
  - (a) Council is authorised to determine; or
  - (b) Is of interest to the Gladstone Region's community.

However, deputations must not be in respect to matters that:

- (a) currently or previously the subject of legal proceedings; or
- (b) relate to a development application currently under consideration by Council.

3. The Chief Executive Officer, on receiving an application for a deputation, will notify the Chairperson who will determine whether the deputation will be approved. Applicants will be informed of the Chairperson's decision in writing, and if approved a mutually agreed date and time will be arranged for the deputation.
4. For a deputation scheduled for a General Meeting of Council the following applies:
  - (a) Details of the deputation will be included in the General Meeting Agenda which is prepared and published in accordance with the requirements of the Local government Act 2009 and the Local Government Regulation 2012. The Agenda may include the Applicant's name and the name of those individuals participating in the deputation.
  - (b) General Meetings are recorded and live streamed to the public and the recording is managed as a public record in accordance with the *Public Records Act 2002*.
  - (c) The deputation will be subject to the procedures set out in section 6.15 of the Council Meeting Procedures Policy.
5. Where considered appropriate by the Chairperson, a deputation may be scheduled at a Councillor Information Session or another briefing session. Sessions are not open to the public and attendance is strictly by invitation.
6. For deputations comprising of three or more persons, only three persons may address Council unless the Councillors at the meeting determine otherwise by resolution. A deputation will be given adequate opportunity to explain the purpose of the deputation. Only prior approved speakers may 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 conclude the deputation.
7. The Chairperson may conclude 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 inappropriate language or is derogatory towards Councillors or staff.
8. 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.

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9. When speaking at the deputation all comments should be addressed through the Mayor or Chairperson. Councillors should be addressed as “Councillor xxx”. Deputations should be concise and clear on the purpose of the deputation.  
  
Individuals speaking at the deputation should refrain from making personal comments, criticism or revealing any private, sensitive or commercial in confidence information.
  10. 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](mailto:governance@gladstone.qld.gov.au).
  11. 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 is appreciated.