

Deputation Request Form

Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.



This form is to be completed when a member of the public wishes to present at a Council or Committee Meeting. Refer to the Deputation Guidelines and Factsheet for further information.

P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Customer Details		
Contact name:		
Organisation name <i>(if relevant)</i> :		
Residential address:		
Postal address <i>(if different)</i> :		
Preferred contact number:	Email:	
Declaration		
I hereby make application to present at a Council or Committee Meeting. Should my application be approved, I agree to abide by the conditions in the Rockhampton Regional Council Deputation Guidelines.		
I declare that the details are correct to the best of my ability.		
Name:	Signature:	Date:
Deputation Request Details		
Name of meeting:		
Meeting date and time:		
Names of speakers: <i>Note: A maximum of three speakers may present. Only speakers listed on the approval letter will be permitted to present.</i>		
Subject <i>(please give details)</i> :		

OFFICE USE ONLY	Application approved: Y / N	Responsible officer:	Date:
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FACT SHEET

DEPUTATIONS

What is a Deputation?

A deputation is a presentation from a member of the public (which could be on behalf of an organisation or individual).

Anyone is able to request a deputation for either a Council or Committee Meeting. A deputation could be requested from a member of the public, a Council Officer, a Councillor or by Council Resolution.

Any person/s requesting to speak at a Council meeting, either personally or as a representative for another person/company, on any matter will need to provide written application to the CEO stating the reason for their request.

There are times when, in conjunction with the Mayor, the Chairperson and/or CEO may invite a person/s, group or organisation to attend an appropriate Committee meeting of Council to discuss items of business which may be considered by Council from time to time.

It is important to note that a deputation can also result from a Council or Committee Resolution where by a Council Officer will organise for the deputation to occur.

How to request a Deputation

1. A written request must be submitted to the CEO by the person/s wishing to speak on behalf of an individual, group or organisation.
2. The deputation request should state the following information:
 - The Committee/Council Meeting they wish to address.
 - The date of the meeting they wish to attend.
 - Include detailed information of the subject matter and purpose to be raised by the deputation (this will help determine which meeting best suits the deputation).
 - Name/s of the appointed speakers for the deputation (maximum of three speakers).
3. The request is to be sent to the CEO:
Postal: PO Box 1860, Rockhampton QLD 4700
Email: CEO@rrc.qld.gov.au.
4. Applications must be received by Council a minimum of seven business days prior to the meeting date.

What happens next?

1. Request is received by Rockhampton Regional Council.
2. The request will be reviewed by both the CEO and the meeting Chairperson.
3. The CEO and the meeting Chairperson will either approve or decline the request.
4. If approved an approval letter, along with the guidelines, will be sent out to the appointed speakers of the deputation.
5. If approved the deputation will form part of the Agenda for the meeting and a report will be included in the public Agenda Document.
6. If declined the applicant will be notified accordingly.

IMPORTANT: The maximum total time allocated per deputation will be no more than 10 minutes unless authorised by the Chairperson.