

Application for a Deputation - Council Meeting

Please print

Title Given Name/s

Surname

Organisation

Unit/Street No Street

Suburb State Postcode

Phone H B M

Email

Topic of presentation (brief statement)

Please Note: Presentations should focus on matters concerning the City of Launceston. Verbal presentations are preferred because physical distancing requirements limit the number of people who can view video etc., from within the Council Chambers.

Summary of presentation/background information

Please Note: Background information may be edited for inclusion in the Agenda for the Council Meeting. You are welcome to attach a separate sheet.

Name/s of Presenter/s (if different to applicant)

Position	Name

If your presentation requires more than three presenters, please contact us to discuss the format of your deputation before you submit this application.

Do you have a preferred date for your Deputation?

Council Meetings are held on alternate Thursdays. Dates are published at www.launceston.tas.gov.au.

Please Note: *If your Deputation is approved, you will have up to 15 minutes in which to deliver your presentation. Time permitting, Councillors may wish to discuss your presentation and ask questions.*

What happens next?

Email or deliver the completed form to us. We will be in touch after your application has been reviewed by the Mayor and Chief Executive Officer.

Personal Information Protection Statement

As required under the Personal Information Protection Act 2004

1.	Personal information is managed in accordance with the <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates, on request to Launceston City Council.
2.	Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of Launceston City Council, in accordance with Council's Personal Information Protection Policy (17-Plx-005).
3.	Failure to provide this information may result in your application not being able to be accepted or processed.

Office Use Only:

I approve the deputation described above and all of the relevant information and requests, unless indicated otherwise in the additional comments below:

General Manager's Approval _____ Date / /
(when required)

Mayor's Approval _____ Date / /

Chief Executive Officer's Approval _____ Date / /

Additional comments/information from Mayor or Chief Executive Officer

File No. SF0097					
EO		OD		Box	
Doc. No.					
Action Officer			Date Received		