

# Application for a Deputation - Council Meeting

Please print

Title	<input type="text"/>	Given Name/s	<input type="text"/>			
Surname	<input type="text"/>					
Organisation	<input type="text"/>					
Unit/Street No	<input type="text"/>	Street	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>	
Phone	H	<input type="text"/>	B	<input type="text"/>	M	<input type="text"/>
Email	<input type="text"/>					

## Topic of presentation (brief statement)

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**Please Note:** Presentations should focus on matters concerning the City of Launceston. Verbal presentations are preferred so that the presentation can be captured through the microphones for audio streaming purposes. Presentations with additional audio-visual requirements, e.g. Power Point or video presentations must be provided one day prior to the meeting so that they can be preloaded in the Council Chambers before the Council Meeting begins.

## Summary of presentation/background information

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**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](http://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.

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**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


<b>File No. SF0097</b>			
<b>EO</b>		<b>OD</b>	<b>Box</b>
<b>Doc. No.</b>			
<b>Action Officer</b>		<b>Date Received</b>	