

Deputations are where an individual or a small group address the Council on issues that are important to them. The address can be on any topic, it does not need to be in relation to an item on that meeting's agenda.

Completed applications must be received by the Chief Executive Officer at least **7 business days before the meeting**. Applications will be assessed by the CEO or Chairperson and responded to in writing.

If a deputation has been approved, advice will be provided to the applicant of the deputation date and time. Details of the deputation topic and members will be included in the public agenda for the meeting.

Please note that during the meeting, a deputation may be concluded where:

- a) the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting;
- b) the time period allowed for a deputation has expired;
- c) the person uses insulting or offensive language or is derogatory towards Councillors or staff members;
- d) a member of the deputation other than the appointed speakers interjects or attempts to address the Council; or
- e) the person uses words or actions that discriminate or vilify based on a person's race, religion, sexuality or gender identity.

Please complete the following application form and submit to the Chief Executive Officer at mail@noosa.qld.gov.au or hand deliver a copy to the Council office at 9 Pelican Street, Tewantin at least 7 business days before the meeting.

Name:		
Address:		
Phone:		
Email:		
Meeting date:		
Are you a Noosa Shire resident?	Yes	No
I will be speaking on my own behalf:	Yes	No
I will be the spokesperson of a group:	Yes	No
If yes, please advise what group you are representing:		
.....		
Please list the names of all members of the deputation (<i>note deputations are limited to three persons</i>):		
1.	
2.	
3.	

The topic or issue I wish to speak about is:

(please give sufficient details of the matter to enable consideration of your request)

The topic or issue is relevant to Council because:

Signature:

Date:

Office use only:

Received:		Approved:	Yes	No
Meeting date:		Deputation Time:		
Applicant notified (date/time):				