



Southern Grampians Shire Council Request to Make a Deputation

Deputations are where a smaller group, representing a larger group, makes a presentation to Council. The presentation can be on any topic, it does not need to be in relation to an item on that meeting's agenda.

Members of the public are welcome to make a deputation to Council at its Ordinary Meetings, held on the second Wednesday of every month.

Anyone wishing to make a deputation to Council must complete this form and forward it to the Chief Executive Officer at 111 Brown Street, Hamilton or council@sthgrampians.vic.gov.au no later than **5pm on the Monday before the Ordinary Council Meeting**.

Speaking time is limited to 3 minutes per person. Organisations may be represented at the deputation to Council by not more than 4 representatives. The names of the representatives to attend must be advised in writing to the Chief Executive Officer and 1 of the representatives to attend must be nominated as the principal spokesperson for the deputation.

Deputations also wishing to make a written submission to the Council must either provide an electronic copy of their submission with this form or provide the Chief Executive Officer with copy of the submission either electronically or hard copy prior to the Ordinary Council Meeting. One copy will be made available to the local media representative, if requested. Any written submissions will also form part of the public Council Meeting Agenda.

All members of the public addressing the Council must extend due courtesy and respect to the Council and the processes under which it operates. If a member of the public fails to do this the Chairperson can remove them from the Chambers. All members of the public must also comply with Council's Public Participation at Council Meetings policy in relation to meeting procedures and public participation at meetings.

PERSONAL DETAILS

Name of Spokesperson:	
Contact No:	
Organisation represented: (if any)	
Name of other representatives:	
Council Meeting Date:	
Matter being discussed:	

Privacy Notification:

Please note that as you have made a presentation to a public meeting of the Council, your name will appear in the meeting minutes and become a public record, other personal information may also be used so that a written reply can be sent to you. Council will ensure that your personal information is held securely in accordance with the Privacy and Data Protection Act.

OFFICE USE ONLY

Date Received:	Time:
----------------	-------