

# Deputation Request to attend Council meeting

Council requires deputation requests are submitted by email to [governance@macdonnell.nt.gov.au](mailto:governance@macdonnell.nt.gov.au) four (4) weeks before the Council meeting. Deputation presentations to be 20 minutes or less followed by 10 minutes for questions, utilising clear visual communications and delivered in plain English or through an interpreter



Council meeting details	
Meeting date	

Your contact details	
Name	
Position	
Organisation	
Department / Agency	
Email address	
Phone number(s)	
How many will attend	

Details for your deputation report
Name of organisation and/or presentation
Select and complete the statement that best suits your deputation:  <input type="checkbox"/> Provide information to the Council about:  <input type="checkbox"/> Seek information from the Council about:  <input type="checkbox"/> Seek a recommendation from the Council that:
Describe the purpose of the presentation

Background information to support your deputation
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Please make a brief statement about your organisation and project and summarise its history and purpose.
Describe issues or consequences relevant to the presentation
Describe financial or timing matters relevant to the presentation
Provide any communication materials intended to support the presentation ( <i>attach copies where possible</i> )

<b>Declaration of applicant</b>	
I respect the MacDonnell Regional Council and its supporting processes and accept that I must confirm my attendance by email to <a href="mailto:governance@macdonnell.nt.gov.au">governance@macdonnell.nt.gov.au</a> at least three weeks prior to the meeting	
Signed _____	Date _____

<b>Chief Executive Officer to complete</b>	
I approve / do not approve (strike out which doesn't apply) this Deputation Request	
Name _____	
Signed _____	Date _____