

COUNCIL MEETING PRESENTATION REQUEST

LOCAL GOVERNMENT (MEETING PROCEDURES) REGULATIONS 2015



www.derwentvalley.tas.gov.au
(03) 6261 8500

P.O. Box 595
New Norfolk TAS 7140

-
38. Invitations to address meeting
- (1) The chairperson of a meeting, including a closed meeting, may invite a person –
- (a) to address the meeting; and
 - (b) to make statements or deliver reports to the meeting.
- (2) An invitation under subregulation (1) may be subject –
- (a) in the case of a council meeting, to any condition the council may impose; or
 - (b) in the case of a council committee meeting, to any condition the council, or the council committee, may impose.
-

The Council convenes monthly Council meetings on the third Thursday of each month in the Courthouse Building, Circle Street, New Norfolk, commencing at 6.00pm.

The briefing(s) are given during agenda item 6 – Petitions/Deputations/Presentations and generally 15 minutes is allocated for each briefing issue, which includes questions/discussion. It is usual practice that the number of attendees to these presentations be limited to no more than five.

It is suggested that each presenter supply their own laptop. A Data Projector, projector Screen may be used by presenters if required.

You will be asked to confirm the nature and purpose of the presentation, so that your request can be considered. Acceptance is determined by the Chairperson following consultation with the General Manager.

Verbal confirmation of the outcome of your request will take place as soon as is practicable, followed by a written confirmation via email.

PRESENTATION REQUEST

Organisation:

Contact Person:

Title:

Presentation date:

Contact number:

Email:

Presentation subject: _____

Who do you anticipate will be presenting (max 5 people)

Name	Title	Organisation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Will you require audio visual equipment?

(Please note you will need to provide your own laptop)

Data projector and screen **YES** **NO** (please circle)

Please return this completed form via email to dvcouncil@dvc.tas.au or drop it into the customer service desk for consideration and inclusion in the meeting agenda.