

# DEPUTATION REQUEST

Isaac Regional Council is collecting personal information you supply on this form in accordance with the *Information Privacy Act 2009*. Your personal information will be accessed by Council Officers who have been authorised to do so. Your information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information is handled in accordance with the *Information Privacy Act 2009*.

**Note:** Deputations including question time are restricted to a maximum length of 30 minutes.

## REQUESTER/S DETAILS

<b>Organisation Name</b> <i>(If applicable)</i>	
<b>Name</b>	
<b>Postal Address</b>	
<b>Phone</b>	
<b>Email</b>	

## DEPUTATION DETAILS

<b>Preferred council meeting</b> <i>(Date)</i>		
<b>Name and position of people attending</b>		
<b>Purpose</b>		
<b>Attendance</b>	<input type="checkbox"/> In person	<input type="checkbox"/> Video conference
<b>If invited for morning tea or lunch, do you have any special dietary requirements?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes, please detail below

Once completed please submit this form and any attachment/s by:  
delivering in person to your local Isaac Regional Council Office or by post to Isaac Regional Council, PO Box 97,  
Moranbah QLD 4744 or by emailing [oceo@isaac.qld.gov.au](mailto:oceo@isaac.qld.gov.au)

## DEPARTMENT USE ONLY

<b>Confirmed Meeting Date and Time</b>		
<b>M/Tea / Lunch Invitation Confirmed</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Notified Deputation Contact</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Processed by</b>	<b>Signature:</b>	
	<b>Name:</b>	<b>Date:</b>