

Request for Appointment/Meeting with Philip Donato MP, Member for Orange

Organisation / Group:

Contact Name:

Address:

Town:

State:

Postcode:

Phone:

Mobile:

Email:

Number of people attending the meeting:

(Please note: space is limited in the meeting room, therefore we recommend no more than 5 persons attend a group meeting, please discuss with office if there is a requirement for more attendees)

Names and details of other people attending the meeting:

Issue/Concern Summary:

What actions, if any, have been taken to resolve the issue previously (please attach documents of relevance, or list names and contact details of Department/Organisation):

Desired outcomes: i.e. what would you like to see occur or what assistance do you require from the Member?

DISCLOSURE:

Please be advised that when your State Member makes representation on your behalf, their office and staff may have to disclose your correspondence and personal details to the relevant department or Minister to obtain an appropriate response. Please indicate if you do not want your details to appear in correspondence. If you do not wish to disclose your personal details, please be aware a full representation of your concerns may not occur.

I **give / do not give** permission for my details and /or correspondence to be passed onto relevant persons in representations made by the office of Mr Philip Donato, MP in his capacity as State Member for Orange

Due to the nature and confidentiality of the meeting, it is an offence, under *the Surveillance Device Act 2007-Section 7*, to knowingly record conversations between your State Member and the constituent. If you possess a device with the capability to record the conversation you must disclose this prior to the conversation.

I **do/do not** intend to use any device to record the conversation between myself and my State Member, Mr Philip Donato, MP.

Signed:

Date: __/__/__

The above disclosure section must be completed prior to returning this form