

# PUBLIC PARTICIPATION AT ORDINARY COUNCIL MEETINGS GUIDELINE AND APPLICATION FORM

*As part of Ipswich City Council's ongoing commitment to accountability and community engagement, a Public Participation session will be available at each Ordinary meeting of Council. Public Participation is not intended to replace the existing engagement mechanisms that Council has in place.*

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## Eligibility

Matters raised may only be submitted by Ipswich residents and/or ratepayers aged 18 years and over. A submitter may be asked to provide evidence of identity as part of the application process.

## How to submit a Matter

- Complete the application form on the reverse side of this document and submit no later than **4.30 pm - 3 business days prior to the meeting**. Council meeting dates can be found on Council's [website](#).
- Application forms may be submitted in person at the main Council administration office at 50 South Street, Ipswich, via post to PO Box 191, Ipswich Qld 4305 or by email to [councilmeetings@ipswich.qld.gov.au](mailto:councilmeetings@ipswich.qld.gov.au). Applications will be assessed against the requirements of the Public Participation at Council Ordinary Meetings Policy and this guideline. Applicants will be advised prior to the meeting whether the application meets the criteria and if so, arrangements will be made for the applicant or their representative to attend the Council meeting.

## Can my matter be disallowed?

A matter may be disallowed if it:

- is outside the duties, functions and powers of Council;
- is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- deals with a subject matter already answered (at the same or any earlier meeting);
- relates to personnel matters;
- relates to a personal matter that is not applicable to the broader community;
- relates to contractual matters that are commercial in confidence;
- relates to legal advice or matters currently before a Court for resolution;
- relates to matters currently subject to an independent investigation, administrative action complaint or appeal process;
- relates to a matter that due to resources and research implications will be better dealt with through the Right to Information processes;
- relates to the personal affairs or actions of Councillors or Council staff;
- is aimed or intended to embarrass Councillors or Council staff;
- relates to any other matter which Council considers would prejudice Council or any person.

## What will happen at the meeting?

- During the Public Participation session, the meeting Chairperson will ask you (or your representative) to come forward, state your name and read your submitted statement and background information. A maximum of 2 minutes is allocated per matter. Matters/statements must be directed through the Chairperson. You may request the Chief Executive Officer to read your statement on your behalf.
- No debate or discussion is permitted on any question or answer.
- Public Participation may be finalised where the allocated time period has expired; the questioner uses insulting or offensive language or is derogatory towards Councillors or staff members; or a person other than the questioner interjects or attempts to address the Council.

## Privacy notice

- Council's Ordinary meetings are live streamed and video recorded with the recording being archived on Council's YouTube channel for later public viewing. By submitting an application, the applicant and/or their representative is consenting to their image and the details of their statement being broadcast to the public and any personal information that is disclosed during their statement will also be broadcast as part of the Council meeting.
- The applicant and/or their representative's full name and the question/s asked will appear in the meeting minutes.

**APPLICANT'S DETAILS**

Name:	
Organisation: (if applicable)	
Address:	
Phone:	
Email:	
Preferred Meeting Date:	
Are you a resident or ratepayer of land within the City of Ipswich Local Government Area?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you be in attendance at the meeting? (if NO please complete the speaker's information section)	Yes <input type="checkbox"/> No <input type="checkbox"/>

**SPEAKER'S DETAILS**

Name:	
Organisation: (if applicable)	
Address	
Phone	
Email	

**NATURE OF ENGAGEMENT WITH COUNCIL** (choose 1 option)

<input type="checkbox"/>	Addressing Council on a general matter (not a specific item on the agenda)			
<input type="checkbox"/>	Addressing Council on a specific item on the agenda	Item No:	Subject:	For the recommendation <input type="checkbox"/> Against the recommendation <input type="checkbox"/>

**FULL DETAILS OF ADDRESS TO COUNCIL**

## Question 1

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Associated background material (maximum 300 words)

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## Question 2

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Associated background material (maximum 300 words)

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