**PUBLIC PARTICIPATION APPLICATION FORM**

This form is used for a member of the public to formally request to ask questions of Council at an Ordinary Council Meeting in accordance with Council’s Standing Orders Policy (V3) and Council Chambers Conditions of Entry.

To be eligible to ask two (2) questions at an Ordinary Meeting; Council requires this application to be submitted for consideration to the Chief Executive Officer at least 24 hours prior to the meeting. An individual is limited to one (1) question without notice.

A member of the public may take part in the proceedings of a Meeting only when invited to do so by the chairperson. The right of any individual to address the Council during this period shall be at the absolute discretion of Council.

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|  **1. DETAILS OF INDIVIDUAL REQUESTING PARTICIPATION**  |
| Name |  |
| Contact Phone Number |  |
| Contact Email Address |  |
| Date of Meeting Requested |  |
| **2. DETAILS OF REQUESTED QUESTIONS**  |
| Question #1 |  |
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| Question #2 |  |
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| *This form can be lodged with Council;** *In person at the Customer Services desk at Council’s administration building at 23 West Street, Mount Isa; or*
* *By mail, addressed to the CEO, Mount Isa City Council, PO Box 815, Mount Isa QLD 4825; or*
* *By email on* *city@mountisa.qld.gov.au*
 |
| **OFFICE USE ONLY - RECEIVING OFFICER TO COMPLETE** |
| Date Received |  | Received by |  |
| Approved by CEO |  Yes No   | Endorsed by Meting Chairperson |  Yes No    |
| Applicant Advised in writing of decision on |   |
| Registered in Magiq |
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*PRIVACY STATEMENT*

*“Mount Isa City Council is collecting your personal information on this form in order to comply with its responsibilities and obligations as a Local Government. The information will only be accessed by authorised Council employees, who have a legitimate need for the information to process applications, requests etc. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law”.*