

## PUBLIC ACCESS APPLICATION FORM

<b>NAME OF SPEAKER:</b>
<b>CONTACT NUMBER:</b>
<b>STREET ADDRESS:</b>
<b>SUBURB:</b>
<b>REPRESENTING (PLEASE ATTACH PROOF OF AUTHORISATION):</b>

### **PUBLIC ACCESS Session (Held in conjunction with the Ordinary Council Meeting)**

Public Access Session is held in accordance with Section 5.24 of the *Local Government Act 1995* and must be in accordance with Regulations 5, 6 and 7 of the *Local Government (Administration) Regulations 1996*.

### **GUIDELINES:**

- The public session will be limited to **five (5)** presentations per meeting.
- The session allows members of the public to address Council on any issue for **three (3)** minutes.
- Comments, statements and ideas can be presented. Questions are **not** permitted.
- Notification requesting public access are to be submitted in writing, identifying the topic to the Chief Executive Officer by **2pm** on the day of the meeting.
- Each person will be invited to address Council stating their full name and address and will follow the directions of the Presiding Officer at all times.
- Individuals making statements on behalf of others or organisations must provide proof of authority to the Chief Executive Officer (with this application).
- The Presiding Officer can terminate any address that is considered aggressive, defamatory or considered inappropriate.
- The Presiding Officer reserves the right to terminate the Public Access session at his/her discretion.
- You should attend the meeting location prior to the commencement of the meeting to participate in public access time.
- Any meetings conducted by electronic means are in accordance with Regulations 14D and 14E *Local Government (Administration) Regulations 1996* and electronic attendance only is permissible.
- You will require video and audio capabilities to attend any meeting held electronically\*.

\*please refer to the relevant meeting agenda to determine if meeting is to be held electronically



SUBMIT TO:  
Chief Executive Officer  
P O Box 2042  
Boulder WA 6432  
Email: [governance@ckb.wa.gov.au](mailto:governance@ckb.wa.gov.au)  
Enquiries: 08 9021 9600

In signing this submission form I acknowledge and agree to abide by the Council's Policy of Public Question and Access Time at Council Meetings, and recognise that I am speaking in a public forum and that the information contained on this form will be recorded in the meeting Minutes which is a public record.

**SIGNATURE OF SPEAKER** \_\_\_\_\_

**ISSUE/TOPIC**

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*(Office use only)*

Received by:..... Date:..... Time: .....

Approved/Not Approved: .....

Chief Executive Officer