

PUBLIC ACCESS APPLICATION FORM

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

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
Enquiries: 08 9021 9600

In signing this submission form I acknowledge and agree to abide by the Council's Public Participation in Council Meetings Policy, 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

(Office use only)

Received by:.....	Date:.....	Time:
Approved/Not Approved:		
Chief Executive Officer		