



SUBMIT TO:
Chief Executive Officer
P O Box 2042
Boulder WA 6432
Email: mailbag@ckb.wa.gov.au
Enquiries: 08 9021 9600

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

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

(Office use only)

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

Approved/Not Approved:

Chief Executive Officer