



# PUBLIC STATEMENT APPLICATION FORM

To: Chief Executive Officer  
City of Mandurah  
PO Box 210  
MANDURAH WA 6210

Dear Sir,

I/We apply to be received by the City of Mandurah Council at the next ordinary meeting being held on:

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Applicant's Name(s): \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Applicant's Telephone Number: \_\_\_\_\_

Representing: \_\_\_\_\_ Spokesperson(s) \_\_\_\_\_

My/our Statement relates to: \_\_\_\_\_

My/Our Statement is: *(Please provide a legible, clear and concise outline of your statement below or attach a full copy of your Statement to this form).*

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note that the deadline for the submission of this completed application form is 12 noon the day of the Council meeting.**

**Public Statements made at a Council Meeting will be live streamed and included in the recording of the meeting that is available on the City's website. Please note that images of members of the public will not be captured in the live stream or recording.**

**Accepted / Not Accepted      Signed: \_\_\_\_\_ Date: \_\_\_\_\_**  
**Presiding Member**

**Before completing this form, please refer to guidance notes and extract from the City's Standing Orders Local Law overleaf**

## **Guidance note to aid the completion of the Public Statement Time Application Form:**

- Issues to be raised during Public Statement Time must;
  - a) relate to a matter concerning the Local Government,
  - b) not be listed on the agenda for consideration,
  - c) not have been the subject of a deputation by the same person who presented the deputation,
  - d) not have been presented to Council within the previous three calendar months.
- The issue you wish to raise during Public Statement Time must relate to a matter concerning local government that is **not** listed on the agenda for consideration.
- Only one subject per application form is permissible. If you want to make a Public Statement on more than one issue at any meeting, separate forms need to be completed.
- Please note the length of the public statement time is two minutes and no extensions are possible.
- *Once you have completed this Public Statement Time form, please return by:*
  - *Hand delivering it to our Administration Offices, 3 Peel Street, Mandurah; or*
  - *Emailing it to: [minute-officer@mandurah.wa.gov.au](mailto:minute-officer@mandurah.wa.gov.au); or*
- The deadline for receipt of your completed application form is 12 noon the day of the Council meeting.

## **Extract from the City's Standing Orders Local Law 2016**

### **3.4 Public Statement Time**

- (1) Any person or group wishing to be received as a public statement by the Council at an ordinary meeting of the Council shall send to the CEO an application setting out the subject matter, which must be a matter concerning local government, for their statement in sufficient detail to enable a general understanding of the purpose of the statement.
- (2) Where the CEO receives the request in terms of the preceding clause the CEO shall refer it to the presiding member.
- (3) Public statements shall not—
  - (a) involve any language considered offensive by the presiding member;
  - (b) contain any statement reflecting adversely on the integrity of any elected member, officer or other; or
  - (c) exceed two minutes.
- (4) The Presiding member may determine that a statement is out of order where the statement –
  - (a) is the same or similar in content to a statement made at a previous meeting;
  - (b) a response was provided or council action was taken; and
  - (c) the person is directed to the minutes of the meeting at which the response was provided or the action was determined.