

A deputation is an opportunity for any person who has an interest in an item on the Council agenda to address Council and put forward their views.

When can I make a deputation?

Deputations are heard at an Agenda Forum, the week prior to the Council meeting.

How do I request a deputation?

If you would like to make an In person deputation you will need to register your request by 6.00pm the day before the Agenda Forum.

If you cannot attend the Agenda Forum, you can lodge a Written deputation, you will need to lodge this by 3pm the day before the Agenda Forum.

The Presiding Member will not accept both written and oral deputations. Only one form of deputation is allowed per person.

How will I know that my deputation request has been approved?

You will be provided advice regarding approval of your request at the time it is made. In most instances each person who requests a deputation will be given the opportunity to do so.

At what part of the meeting do I give my deputation?

Items listed on the agenda where deputation requests have been received will be considered first and will be considered in the order as they are listed on the agenda.

During the deputation period, the Presiding Member will call you to come forward at the appropriate time. Move to the microphone, state your name and provide your deputation.

What should my deputation include?

Your deputation should focus on the agenda item before Council and should address the following:

- Do you agree with or object to the staff recommendation in the report?
- State your reasons for agreeing with or objecting to the recommendation.

We request that you do not repeat the comments and/or concerns of other deputees.

How long can I speak for?

The time allotted for each person wishing to speak will be a maximum of 3 minutes. However this time will be reduced if there are multiple deputations scheduled.

A maximum of twenty minutes will be set aside for each item on the agenda. All deputations and questions from Councillors of any person providing a deputation on an item will be included in this time.

For example, two people providing a deputation will be provided a maximum of three minutes each, five people providing a deputation will be provided a maximum of two minutes each etc.

We recommend that associations or groups of people wishing to make deputations nominate a spokesperson acting on their behalf.

Limit on the number of deputations for and against

Presiding Member will accept no more than 3 deputations for, and 3 deputations against, any one item on the agenda.

What happens after I have made my deputation?

Following a speaker's deputation members may, at the discretion of the Presiding Member, ask the speaker questions relating to the item or seek clarification of issues raised by the speaker but no discussion or debate will be allowed. The Presiding Member may limit Ordinary Meeting of Council the number of questions asked by Councillors.

The response by the person making a deputation is a maximum duration of 1 minute.

Who can I contact?

To request to make a deputation or for further information, please contact the City's Governance Support Officer by calling 9267 9267 or by email at council.meetings@swan.wa.gov.au.