



A quick guide to Council Meetings

The following information provides some answers to frequently asked questions about Council meetings at the City of Swan. A number of publications on our meetings will be available in the near future but in the interim we hope this assists you understand some of the parts of our meetings.

Public question time (item 5 of the agenda)

At the Council meeting you are able to ask questions relating to any City of Swan matter. At each meeting, 15 minutes is allowed for question time.

Questions may be answered at the meeting, or if a response cannot be provided at the meeting, a response will be given at a later meeting, this is referred to as being 'taken on notice'.

All questions and answers will be summarised and included in the minutes of the meeting. If your question is 'taken on notice', you will receive a written response and the response will be included in the agenda of the next meeting.

Please note that no debate or discussion of questions or answers can take place at the meeting.

Question time is divided into a number of parts to ensure that questions about items listed on the agenda are addressed first and to ensure an equal and fair opportunity is provided to everyone wishing to ask questions.

Opportunities during Public Question Time:

Answers to questions which were taken on notice (item 5.1 of the agenda)

Questions relating to reports contained in the agenda (item 5.2 of the agenda)

This is your opportunity to ask questions relating to an item that is on the meeting agenda. An opportunity to ask a question on other topics will follow.

Questions of which due notice has been given in writing (item 5.2.1 of the agenda)

We encourage you to submit your questions to us before the meeting. This allows us to prepare a response and provide it to you at the meeting.

Questions without notice (item 5.2.2 of the agenda)

This is your opportunity to ask your question if you have not submitted a question to us before the meeting.

City of Swan

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A quick guide to Council Meetings continued

Other Questions (item 5.3 of the agenda)

This is your opportunity to ask questions on any topic relevant to the City of Swan and not relating to an item on the agenda.

Questions of which due notice has been given in writing (item 5.3.1 of the agenda)

We encourage you to submit your questions to us before the meeting. This allows us to prepare a response and provide it to you at the meeting.

Questions without notice (item 5.3.2 of the agenda)

This is your opportunity to ask your question if you have not submitted a question to us before the meeting.

Public statement time (item 6 of the agenda)

This is your opportunity to make a statement to the Council about any issue which is relevant to the City of Swan. Statements cannot be offensive, insulting to any person, or defamatory.

The time allowed for individual public statements is two minutes.

Your statement will be summarised and included in the minutes of the meeting.

Deputations (item 8 of the agenda)

If you would like the opportunity to make a statement (deputation) on an item which is listed on our agenda, you can do so by contacting the Governance Support Officer on the contact details below.

Requests for deputations need to be made by 5pm on the day before the meeting. Additional requests for deputations are not usually granted at the meeting but may occur at the Mayor's discretion.

You are usually allowed up to three minutes to speak. However if there are several deputations requested, the time limit may be reduced.

Deputations are only allowed at Council Meetings when there is a late item that was not on the Agenda, otherwise all Deputations are held at the Agenda Forum the week prior to the Council Meeting.

Motion to adopt those items not withdrawn (en bloc voting) (item 13 of the agenda)

The Council uses en bloc voting during its meetings. Voting en bloc is where Council will vote on one motion to adopt the recommendations of those reports that are not discussed individually at the meeting.

Voting en bloc is used to efficiently deal with the matters that Council believes can be determined without debate. The principle behind this is that if there are no questions on the item or no motion different to the officer's recommendation there is no requirement for debate.

Reports are also required to be voted on separately if a Councillor declares a 'conflict of interest'.

Contact

For more information please contact the City's Governance Officer by calling **9267 9267** or by email at **council.meetings@swan.wa.gov.au**