

# Deputations

## What is a deputation?

A deputation is your opportunity to make a statement to Council on any item on a Council meeting agenda. An owner, applicant or any member of the public who has an interest in the item can make a deputation at an agenda forum.

Deputations need to be made in person.

## How do I request a deputation?

If you would like to make a deputation you will need to register your request (preferably via email) with the City's Governance Support Officer by 5pm on the Tuesday immediately prior to the agenda forum via the contact details below.

## Is there a limit on how many deputations are allowed?

In most instances each person who requests a deputation will be given the opportunity to do so.

However, where we expect a large number of deputations on a particular item, all deputation requests will be considered by the Mayor and Chief Executive Officer and the number approved may be limited. Preference will be given to a spokesperson acting for a group or association so we suggest a group of interested people nominate one speaker to make a deputation on their behalf.

## 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.

## At what part of the agenda forum do I give my deputation?

Deputations occur at the point in the forum where councillors have an opportunity to hear and request additional information on matters to be considered at the upcoming council meeting.

During the deputation period, the Presiding Member will call you to come forward. Move to the microphone, state your name and suburb of residence and provide your deputation.

## What should my deputation include?

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

1. Do you agree with or object to the staff recommendation in the report?
2. 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 deputation will be a maximum of 10 minutes. This time may be reduced if a large number of deputations are scheduled.

## What happens after I have made my deputation?

At the end of your deputation stay at the microphone and the Presiding Member will ask Councillors if they have any questions for you, in order that they may clarify any information.



## Who can I contact?

To request to make a deputation or for further information, please contact the City's Governance Support Officer:

**Telephone:** (08) 9267 9267

**Email:** [council.meetings@swan.wa.gov.au](mailto:council.meetings@swan.wa.gov.au)

**Post:** PO Box 196, Midland WA 6936

**In person:** City of Swan Administration, 2 Midland Square, Midland.

