



## Deputations

### What is a deputation?

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.

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 a deputation you will need to register your request by 10.00am the day of the Agenda Forum.

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 permitted for each individual deputation will be a maximum of 5 minutes. This time may be reduced if a large number of deputations are scheduled. This will be determined by the Presiding Member and advised at the commencement of the Agenda Forum.

We recommend that associations or groups of people wishing to make deputations nominate a spokesperson acting on their behalf. In these instances, the Presiding Member will consider a deputation up to a maximum of 10 minutes for that spokesperson. On these occasions, the total number of deputations on the item may be capped, having allowed a longer allocation of time for a spokesperson to address the issues of a group of people.

### 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](mailto:council.meetings@swan.wa.gov.au).