



Public Statement Time

What is Public Statement Time?

Public Statement Time is conducted at Council meetings and is your opportunity to make a statement to Council. Public statements should relate to general matters regarding the City of Swan.

Public statements regarding items on the agenda will only be heard at a Council meeting if time permits. If you wish to address Council on any item on the Council meeting agenda, please register to make a Deputation at the Agenda Forum which is held the week prior to the Council meeting (see Deputations).

Please note that where a person has made a deputation at an Agenda Forum, they will not be provided with a further opportunity to make a public statement at a Council meeting.

How long is permitted for Public Statement Time?

Each public statement is limited to two minutes and no extensions are permitted.

A maximum of 15 minutes is set aside for public statements.

Do I need to request to make a public statement?

Yes. If you would like to make a public statement, register your request, including the subject of your public statement, by 10.00am on the day of the Council meeting.

Do I need to submit a written statement?

Statements must be undertaken in person at the Council meeting.

We do not require you to submit a written version of your statement.

How do I know if my request has been approved?

A staff member will confirm with you via email by 12 noon the day of the meeting if your request has been approved.

What happens at the Council meeting?

Those members of the public who have been approved to make a public statement will be invited to speak first, in the order determined.

Any person who did not register may be provided an opportunity after those that registered have been heard, time permitting.

When you are invited to make a public statement, please come forward to the microphone and state your name and suburb of residence before making your statement.

A response from Council will not usually be given.

Public statements will be summarised and included in the minutes of the meeting.

Who can I contact?

To register for Public Statement Time 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.