

Deputations

Factsheet 24 – May 2017



What is a deputation?

A deputation is your opportunity to make a statement to Council on any item that is listed 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 or at an Ordinary Council meeting – **but not at both.**

Deputations need to be made in person.

How do I request a deputation?

If you would like to make a deputation you need to register your request (preferably in writing) with the Shire's Executive Support Officer by 4pm on the day before the Forum or Ordinary Council meeting (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 President and Chief Executive Officer, and the number approved may be limited. Preferences 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.

A deputation is not to exceed five people with only two allowed to address Council; others may respond to specific questions from Councillors.

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 are conducted at the beginning of the Forum to give Councillors the 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. You should move to the lectern, state your name, and locality 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 officer recommendation in the report?
2. State your reasons for agreeing with or objecting to the officer recommendation.

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

How long can I speak for?

The time allocated for each deputation is a maximum of 10 minutes. This time may be reduced if a large number of deputations are scheduled.

What happens after I have made by 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.

Enquiries to;

To request to make a deputation or for further information please contact the Shire of Chittering's Executive Support Officer:

Visit: 6177 Great Northern Highway, Bindoon

Phone: (08) 9576 4600

Email: chatter@chittering.wa.gov.au

All Shire information is available in alternative formats upon request.