# SUBMISSION AND DEPUTATION REQUEST INFORMATION SHEET

Development Assessment Panels (DAPs) believe that community input is a critical element of urban and regional planning. DAP applications that are advertised for public comment allow community knowledge and views to be factored into decision making. In addition to formal consultation processes, DAPs may support deputations in the form of a written submission or verbal deputation on proposed development applications being considered by the relevant DAP.

This document outlines the process for applying to make a deputation on an agenda item. Please be advised that approved verbal deputations are allocated three (3) minutes to present to the DAP.

All DAP meetings are live-streamed and open to the public while the DAP considers the development applications.

## 1. Preparing your submission and deputation material

If you have any information relevant to an agenda item, you may provide a written submission and may also request approval to make a verbal deputation at the meeting.

Prior to preparing your submission and deputation material it is recommended that you read the responsible authority report (RAR) or other submissions. This can be found in the DAP agenda, which is published seven (7) days prior to the meeting and accessible online here. The RAR provides an assessment of the application and will cover key matters that are likely to be discussed at the meeting.

When preparing your request, you should aim to outline:

- Your position on the proposed development application (support, support subject to changes or conditions or object, with reasons)
- Key points to support your position focusing on the planning merits (or otherwise) of the proposed development application; and
- Your recommendations, suggestions or requests as to what the DAP should consider in making its decision.

If you have lodged a submission on the proposed development application during the formal consultation period, this will have been considered by the relevant responsible authority in preparing its report and recommendation and may be included as an attachment to the RAR. It is suggested that your deputation does not simply duplicate your submission. The most constructive deputations are clear, succinct, respond to report content/key matters and focus on planning issues. It is helpful to acknowledge and respond to the planning framework within which the decision is made if you can, as this is what the DAP will need to do.

Written deputations can include attachments of relevant planning information. If you intend to use a PowerPoint presentation during a verbal deputation, provide it with your deputation request. PowerPoint presentations, handouts and other material will not be accepted on the day of the meeting.

DAP meetings and related documents form part of the public record. Your name and the material you provide will be published on the DAP website. Avoid including personal or sensitive information that is not necessary for the DAPs consideration and review the collection notice before submitting your request.

## 2. How to make a submission and deputation request

Once you have prepared your material, you will need to make an application for your submission and deputation to be considered by the Presiding Member of the relevant DAP using the Submission and Deputation Request form. Requests must be submitted at least 72 hours (3 calendar days*) before the scheduled meeting. The submission and deputation request form must be accompanied with a written document providing the deputation content.

All submission and deputation request forms are required to be completed in full in order for the request to be forwarded to the Presiding Member for their consideration. Incomplete deputation request forms will be returned with an invitation to complete the form and resubmit. It is essential that in addition to your written material that a brief sentence is provided summarising your presentation as this will be included in the related information published with the agenda.

** Calendar days include public holidays and weekends. Some adjustments to timing may need to be made on occasion to accommodate these events.*

Each submitter must complete a separate deputation request form, including where multiple people represent the same organization.

The completed deputation request form and accompanying documentation should be submitted to daps@dplh.wa.gov.au where the DAP Secretariat will process the request accordingly.

## 3. What happens to your submission and deputation request

Once you have lodged your request, it will be considered by the Presiding Member and is subject to their approval. Whilst every effort is made to accommodate requests, the Presiding Member also needs to ensure that the meeting can be conducted efficiently. Following a decision on your request, the DAP Secretariat will advise you of the outcome and the next steps. If a request to make a verbal deputation is not approved, the submitted content will be circulated to the DAP and published in the related information documentation on the DAP website as a written submission.

All submission and deputation requests will be circulated to the panel in advance of the meeting as well as being published in the related information documentation on the DAP website.

To ensure the DAP has a reasonable time to duly consider all information received, any additional information submitted after a deputation request has been approved will only be accepted at the Presiding Member's discretion. PowerPoint presentations, handouts or other materials will not be accepted on the day of the meeting. Any presentation material must be provided with the deputation request.

If the Presiding Member accepts the additional information this will be deemed as late information and will be distributed to the panel, responsible authority officers and applicant but is not required to be published on the DAP website in advance of the meeting.

Should the late information be subsequently duly considered as part of the decision-making process it will then be published on the DAP website at the earliest opportunity.

## 4. Attending the meeting

Once advised of the outcome of your request, you will be informed on how to attend the meeting. You will have the option to attend in person or online. Please advise the DAP Secretariat of any accessibility or other requirements. Every effort will be made to accommodate reasonable requirements.

When attending meetings, it is important to extend due courtesy and respect to the DAP and other participants within the meeting. Creating a disturbance by interrupting or interfering with the proceedings, using offensive language or making aspersions will not be tolerated.

## 5. Making your deputation

As a default, a time limit of three (3) minutes applies to all deputations.

If requested, the Presiding Member may consider extending the allocated time for deputations.

When presenting, it is important to remember that items are determined on their technical merits and to be most effective with your time, you should focus on your key points and planning considerations of the item.

At the conclusion of your deputation, DAP members will have the opportunity to ask questions.

## 6. What happens next

Where a proposal is determined by the DAP, you may watch the rest of the meeting including any deliberations and decision-making.

Following the conclusion of the meeting, the minutes and recording of the meeting are published on the DAP website within ten (10) calendar days.

**Queries**
Queries on meeting procedures and deputation requests can be directed to the DAP Secretariat via daps@dplh.wa.gov.au or 6551 9919.