DEPUTATION INFORMATION SHEET

The Western Australian Planning Commission (WAPC) believes that community input is a critical element of urban and regional planning. Strategic plans, policies and planning schemes and some development proposals are advertised for public comment to enable community knowledge and views to be factored into decision making. In addition to formal consultation processes, the WAPC may support deputations in the form of a written submission or verbal presentation on agenda items being considered by the WAPC Board or its statutory planning committees.

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

It should be noted that from 1 July 2024, meetings of the WAPC Board and statutory planning committees are open to the public for the consideration of most statutory planning proposals in which the WAPC is the final decision maker.

1. Preparing your deputation material

If you feel you have input to add to an agenda item, you can apply to make either a verbal or written deputation.

Prior to preparing your deputation material it is recommended that you read the item report or 'key matters coversheet': This can be found in the WAPC or statutory planning committees agenda, which is usually published seven (7) days prior to the meeting and accessible online here. These provide guidance on the key matters that are likely to be discussed.

When preparing your request, you should aim to outline:

- Your position on the proposal (support, support with changes, or object);
- Key points to support your position focussing on the planning merits (or otherwise) of the proposal; and
- Your recommendations, suggestions or requests as to what the WAPC Board or committees should consider in making its decision.

If you have lodged a submission on the proposal during formal consultation, this will have been considered by the Department of Planning Lands and Heritage in preparing its report and recommendation: it is suggested that your deputation 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 being made if you can, as this is what the WAPC Board or committee will need to do.

Written deputations can include attachments of relevant planning information, whilst verbal deputations can also be assisted by a PowerPoint presentation (up to 6 slides).

As meetings are considered a public record, any information you provide including your

name will be published on the WAPC website.

2. How to make a deputation request

Once you have prepared your material, you will need to make an application for your deputation to be considered by the WAPC / committee Chairperson using the 'Request for deputation/submission' form. Within this form you are able to include attachments.

Requests must be made no later than 9:30am, two (2) business days* prior to the meeting. Late requests will not be considered.

Where there are multiple members of the same organisation wishing to make a deputation, you are encouraged to make a single joint application and consideration may be given to extending the allocated time for these.

3. What happens to your deputation request

Once you have lodged your request, it will be considered by the Chairperson and is subject to their approval. Whilst every effort is made to accommodate requests, the Chairperson also needs to ensure that the meeting can be conducted efficiently. Following a decision on your request, you will be contacted by the WAPC Commission Support team who will inform you of the outcome and next steps.

4. Attending the meeting

Once advised of the outcome of your request, you will be informed on how to attend the meeting, this will generally be via Zoom. Please inform WAPC Commission Support of any special needs that you may have in attending and every effort will be made to accommodate this.

When attending meetings, it is important to extend due courtesy and respect to the WAPC Board, committee members 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 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, WAPC Board or committee members will have the opportunity to ask questions.

6. What happens next

Where a proposal is determined by the WAPC, you may watch the rest of the meeting including any deliberations and decision-making. However, there are some items that are confidential in which case the meeting will go "behind closed doors" and you will be asked to

leave at this point. Confidential items include those where the WAPC is making a recommendation to the Minister but is not the final decision maker.

Following the conclusion of the meeting, the unconfirmed minutes are published on the WAPC website within ten (10) business days.

Any WAPC decisions on confidential proposals will remain confidential until determined by the Minister for Planning. In these instances, anyone who made a formal submission during advertising will normally be notified of the final decision, by the staff of the responsible authority.

* Business days exclude public holidays. Some adjustments to timing may need to be made on occasion to accommodate these events.

Queries

Queries on meeting procedures and deputation requests can be directed to the WAPC Commission Support team via wapccommittees@dplh.wa.gov.au or 6551 9910.