

Agenda Forums

Factsheet 23

Updated February 2020



Background

At the 17 May 2017 Ordinary Council Meeting Council endorsed *Policy 4.6 Agenda Forums*. The following information is provided to assist in understanding the purpose and format of Agenda Forums.

Calling of an Agenda Forum

Agenda Forums will be held on Wednesday the week prior to the Ordinary Meeting of Council. Council will set the date, time and duration of Agenda Forums when adopting its meeting schedule for Ordinary Council meetings.

Agenda

The agenda for the Ordinary Meeting of Council will be distributed to Councillors on the Friday prior to the Agenda Forum. Matters listed on the Council Agenda will be the same matters for discussion at the Forum. The schedule of the Forum will be made available to members of the public at the Forum.

Public attendance

Forums are generally open to the public who have the opportunity to ask questions. The public are required to be respectful and abide by the directions of the Presiding Member in relation to their conduct. A failure to observe decorum or a direction from the Presiding Member will result in the member of the public being asked to leave the premises.

Forums will be closed to members of the public when matters that are to be discussed are recommended to be dealt with as a confidential matter under the *Local Government act 1995, s.23(2)*; and/or the Presiding Member considers on the advice of the Chief Executive Officer, could be dealt with as a confidential item.

Public question time

Members of the public may only ask questions on items on the Council Meeting agenda.

Presentations and Deputations

Members of the public and applicants will have the opportunity to present or make a deputation to Council at an Agenda Forum. The purpose for allowing presentations and deputations is so members of Council have the opportunity to ask questions of members of the public and/or applicants.

Requests for presentations and deputations will only be allowed at either the Forum or Council meeting – **not at both**. (refer to Factsheet 24 – Deputations for more information)

Record of Proceedings

Detailed minutes of Agenda Forums **will not be kept**.

Recording during the Forum

No electronic, visual or audio recording or transmitting device or instrument is permitted to be used. Any person found using such a device will be required to leave the premises.

Enquiries to;

For further information please contact the Shire of Chittering's Executive Assistant / Council Support Officer

Visit: 6177 Great Northern Highway, Bindoon

Phone: (08) 9576 4600

Email: [**chatter@chittering.wa.gov.au**](mailto:chatter@chittering.wa.gov.au)

All Shire information is available in alternative formats upon request.