

# A quick guide to Agenda Forums

Factsheet 21 – Update February 2020



## Background

In March 2017, the Shire of Chittering announced that they will be conducting Agenda Forums, that are open to the general public.

From February 2020 Agenda Forums are now held on the Wednesday prior to an Ordinary Meeting of Council. The following information is provided to assist in understanding the purpose and format of Agenda Forums.

## What is an Agenda Forum?

Agenda Forums are specifically for Agenda items which are to be considered by Council at the next Ordinary Meeting of Council. They involve Councillors, relevant staff and, where appropriate, external consultants. Questions from the public on Agenda items only are permitted.

Agenda Forums are not for decision making. They are to provide the opportunity for Councillors to be equally informed and seek additional information on matters prior to the presentation of such matters to the next Ordinary Meeting of Council for formal consideration and decision.

Agenda Forums will normally be open to the public except for matters of a confidential nature as defined by the *Local Government Act 1995*.

## Public question time

At an Agenda Forum you are able to ask questions on matters contained on the Agenda. At each Forum, 15 minutes is allowed for public question time.

Please note that no debate or discussion of questions and answers can take place at the Forum.

We encourage you to submit your questions to us before the Forum; this will allow us to prepare a response and provide it to you at the Forum.

## Enquiries to;

Shire of Chittering, Executive Assistant / Council Support Officer

Visit: 6177 Great Northern Highway, Bindoon

Phone: 08 9576 4600

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All Shire information is available in alternative formats upon request.