

A quick guide to Agenda Forums

From January 2017, Council meetings will move from a three weekly to a four weekly cycle and the City will conduct agenda forums on the Wednesday prior to a Council meeting. 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. Deputations and questions by the public on agenda items only are also permitted.

Agenda forums are not a decision making forum. They provide an 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 question time.

Questions may be answered at the forum, or if a response cannot be provided at the forum, a response will be given at a later forum. This is referred to as being 'taken on notice'.

All questions and answers will be summarised and included in the minutes of the meeting. If your question is 'taken on notice', you will receive a written response and the response will be included in the agenda of the next meeting.

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

We encourage you to submit your questions to us before the forum. This allows us to prepare a response and provide it to you at the forum.

Public Statement Time

Public statements will generally not be heard at an agenda forum and are reserved for Council meetings.

Deputations

If you would like the opportunity to make a statement (deputation) on an item which is listed on our agenda, you can do so by contacting the Governance Support Officer on the contact details below.

Requests for deputations need to be made by 5pm on the day before the forum. Additional requests for deputations are not usually granted at the forum but may occur at the Mayor's discretion.

You are usually allowed up to ten minutes to speak. However, if there are several deputations requested, the time limit may be reduced.



Contact

For more information please contact the City's Governance Support Officer by calling **9267 9267** or by email at **council.meetings@swan.wa.gov.au**.

