

1. PURPOSE

The City conducts an agenda forum the week prior to every Ordinary Meeting of Council. Public questions and deputations that relate to reports on the Council agenda will occur at agenda forums. This means Councillors will have more opportunity to seek additional information, clarify any concern, request drafting of alternative motions and attend on site visits if considered appropriate.

2. GUIDELINES

2.1 Calling of Forums

Local public notice of agenda forums will be provided in the same way and at the same time notice is given for Ordinary Meetings of Council.

2.2 Agenda

The agenda for the Council meeting will be published on the Friday a week prior to the agenda forum. The matters listed on the Council meeting agenda will be the matters for discussion at the agenda forum.

A preliminary schedule will be prepared for the agenda forum and distributed via email to Councillors on the Tuesday evening prior to the agenda forum. A final schedule for the agenda forum will be prepared and distributed to Councillors at the agenda forum.

The schedule for the agenda forum will include at least the following details:

- a) presentations to be made by officers; and
- b) name of person/s making a deputation or asking a question.

The schedule for the agenda forum will be made available to members of the public at the agenda forum.

2.3 Attendance of Public

Agenda Forums are generally open to members of the public who will have the opportunity to ask questions or make deputations.

Members of the public are required to be decorous and abide by the directions of the presiding members in relation to the conduct of the public at the agenda forum. A failure to observe decorum or a direction of the presiding member will result in the member of the public being required to leave the premises.

Forums will be closed to members of the public when matters are to be discussed that:

- are recommended to be dealt with as confidential items under s.5.23(2) of the Local Government Act 1995, or
- the Chair considers, on the advice of the CEO, could be dealt with as a confidential item.

2.4 Presiding member and quorum

The Mayor will preside at agenda forums. In the absence of the Mayor the forum will be presided over by the Deputy Mayor. In the absence of both the Mayor and the Deputy Mayor those present will determine by a simple majority show of hands an elected member to preside at the meeting.

As per the common law rules for the conduct of public meetings, the presiding member determines all procedural matters for the conduct of an agenda forum. This guideline establishes the general procedure for the conduct of an agenda forum. .

There is no quorum requirement for an agenda forum.

2.5 Declaring Interests

Members and employees must disclose any financial, proximity or impartiality interests they have in an item listed in the agenda and declare that interest at the commencement of the forum or immediately before the matter is discussed.

Interests are to be disclosed and dealt with in accordance with the Local Government Act 1995 as if the agenda forum were a Council meeting.

2.6 Public Question Time

Members of the public may ask questions on items on the Council meeting agenda at an agenda forum.

2.7 Order of Consideration of Reports

- a) Items on the agenda where deputation requests have been received will be considered first. These will be listed in the order they appear on the Council meeting agenda.
- b) Items on the agenda where a presentation is to be provided will be considered next. These will be listed in the order they appear on the Council meeting agenda.
- c) The presiding member will work through all remaining items on the agenda in the order they appear on the Council meeting agenda providing an opportunity for Councillor to ask questions and request clarifications.

2.8 Presentations

Officers, and third parties by invitation of the presiding member, may make a brief verbal presentation in relation to an agenda item. Presentations will be short and by exception.

Councillors may request a presentation on any item on the agenda. Requests for a presentation should be made to the CEO by 5pm on the Monday prior to an agenda forum.

2.9 Deputations

Deputations on items on the Council meeting agenda will be conducted at an agenda forum. A deputation means a statement to Council on any items on the Council meeting agenda.

Any person who wishes to make a deputation at an agenda forum is required to apply at least 24 hours prior to the commencement of the agenda forum.

A deputation will be restricted to a period not exceeding 10 minutes and may be restricted to less than 10 minutes if a large number of deputations are scheduled or the pressure of business for that meeting so requires.

Council has determined that a person making a deputation at an agenda forum will not be provided with an opportunity to make a deputation at the following Council meeting unless there has been a significant change that warrants providing the opportunity for a further deputation.

Councillors will have the opportunity to ask questions of any person providing a deputation.

2.10 Points/Requests for Clarification by Councillors

Councillors will have the opportunity to ask questions of any officer or person in attendance to provide further information or clarification.

2.11 No Debate

No debate, or discussion between elected members that could be interpreted as debate, will be permitted.

2.12 No Decisions

No decisions will be made at an agenda forum by the Council other than the election of a presiding member in the absence of the Mayor or Deputy Mayor.

2.13 Foreshadowed Amendments and Alternative Motions

A Councillor may foreshadow at an agenda forum their intention to move an alternative motion, or an amendment, to the officer recommendation.

2.14 Notes

Notes of an agenda forum must be kept and record at least the following details:

- a) date, venue and time of commencement;
- b) name and title of members and relevant staff in attendance;
- c) declarations of interest and how they were dealt with;
- d) summary of questions asked by members of the public and any answers given;
- e) name of person/s making a deputation and their position on the staff recommendation i.e. for or against;
- f) summary of discussion on officers' report items and responses to questions not answered, where possible; and
- g) closing time.

Please note: Items will be listed in the order they appear on the Council meeting agenda, not in the order in which they are dealt with in the meeting.

Notes will be distributed via email to Councillors and uploaded to Diligent Boards on the Friday after the agenda forum.

Notes will be placed on the City's website.

2.15 Recording of proceedings

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

Document Control

Document Approvals:			
Version #	Council Adoption		
1.	Ordinary Meeting of Council - 15 February 2017 - adopted Guideline.		
Document Responsibilities			
Custodian:	Manager Governance	Custodian Unit:	Governance
Document Management:			
Risk Rating:		Review Frequency:	Biennial
Next Review:	2019	ECM Ref:	3951480
Compliance Requirements:			
Legislation:	<i>Local Government Act 1995</i> <i>City of Swan Meeting Procedures Local Law 2015</i>		
Industry:	Department of Local Government Operational Guidelines: Number 05 - Council Forums		
Organisational:	N/A		
Strategic Community Plan:	G1.1 Provide accountable and transparent leadership		