

Policy Number	Policy Title
<b>CP46</b>	<b>AGENDA FORUM MEETINGS</b>

## OBJECTIVE

The objective of this policy is to define the procedures and conduct of Agenda Forum Meetings.

## POLICY

The Shire of Irwin will hold Agenda Forum Meetings one week prior to the Ordinary Council Meeting. Agenda Forum Meetings will allow council members to ask questions related items listed on the agenda paper. The Agenda Forum Meetings is not a decision-making meeting, the aim is for council members to ask questions and inquire about items on the agenda. Which will assist with informed decision making.

### Scheduling Agenda Forum Meetings

1. Agenda Forum Meetings will be scheduled one week before the Ordinary Council Meetings. Annual local public notice of Agenda Forum Meetings will be provided in the same way and same time as notice is given for Ordinary Council meetings.

### Attendance of Public

2. Agenda Forum Meetings will be open to members of the public who will have the opportunity to ask questions or make a presentation to items listed on the agenda paper. Refer to Question Time /Presentations
  - (a) Agenda Forum Meetings will be closed to members of the public when an item relates to matters set out under the section 5.23 (2) of the *Local Government Act 1995*.

### Question Time / Presentations

3. Question time will be managed as Public Question time at Ordinary Council Meeting.
4. Any questions taken on notice a written response will be provided in the Ordinary Council Meeting paper.
5. All questions must be related to the item listed on the agenda paper.
6. Presentation requests can be submitted to the administration. They are to be submitted in writing directly to the Chief Executive Officer by 4pm the day before the meeting. The presentation must be related to an item listed on the agenda paper. The presentation has a time limit of 10 minutes and a limit of 2 representatives will be allowed to speak. Any presentation material provided at the meeting; copies are to be made available for all council members.
7. If additional time is required for question time or a presentation this will be approved at the discretion of the Shire President.

### Provisions

8. The Chair is the Shire President in his or her absence the Deputy Shire President will preside at the meeting. If neither the Shire President nor Deputy Shire President is available or present, another member will be chosen by the other members attending the meeting.
9. Formal written minutes are not required. The Chief Executive Officer will ensure that notes are taken that capture:

- (a) Attendance
  - (b) Declaration of interests
  - (c) Start and finish time of the meeting
10. The Ordinary Council Meeting Agenda will contain the notes that will include responses to any questions taken on notice.
11. Debate is prohibited at Agenda Forum Meetings.

#### Council Members

12. If a Council Member cannot attend an Agenda Forum Meetings, they must inform the Shire President that they will be an apology.

#### Disclosures

13. Council Members and employees are required to disclose any interest that could or could reasonably be perceived to adversely affect the impartiality of the person having the interest. If the nature of the interest is financial the individual with the interest must not participate in discussion of that item.
14. Disclosure of interest must be provided in writing to the Chief Executive Officer prior to the meeting.
15. If a council member or employee has an interest in a matter arising during the meeting or discussion. The interest must be disclosed in writing as soon as possible after the matter has been raised.

<b>Date of Adoption:</b>	23 April 2024	<b>Adoption Ref:</b>	050424/INT24/295
<b>Date of Review:</b>	April 2026	<b>Review frequency:</b>	Biennial
<b>Responsible Directorate:</b>	Office of the CEO		
<b>Legislation:</b>	Local Government Operational Guidelines No. 5 January 2004 Shire of Irwin Model Code of Conduct <i>Local Government Act 1995</i>		
<b>Related Management Policy and/or Procedure:</b>	Agenda Forum Meetings Notes Paper		