

# Kingborough Community Forum

## Draft Terms of Reference

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### 1. Purpose

The Kingborough Community Forum will act as a platform for community exchange and conversation with Kingborough Council and recommend to Council consultation arrangements on specific issues.

The Forum may make representations to Council on matters pertaining to the interests of its members and their constituencies.

### 2. Term

These Terms of Reference are effective from 18 March 2023 and will be continue until terminated by agreement between the parties.

### 3. Membership

The Forum membership is open to Kingborough community and progress associations, rate payer groups, and groups that advocate on issues that extend across Kingborough such as Landcare groups, Sustainable Living in Kingborough and the Kingborough Landcare Association. Each group can provide up to two representatives to attend meetings unless otherwise agreed by the Forum.

Councillors are invited to attend forum meetings and observe.

The Forum at its discretion, will allow non-member observers and advisers to attend meetings to facilitate exchange of information and to provide specialist advice and counsel to the Forum. Non-members are not to take part in the debate unless invited to do so by the Chairperson. Substitute members, when attending the Committee, are deemed to be members.

Non-members are welcome but must apply to the Forum prior to the meeting they wish to attend.

The membership of the Forum will commit to:

- attending all meetings, and if the group representative cannot attend, a proxy will be nominated
- sharing all communications and information across all Forum members

Membership is not eligible to commercial groups, businesses, and professional representative groups.

New members may join the Forum, subject to agreement by the majority of members (to be decided at a meeting).

#### **4. Roles and Responsibilities**

The Forum:

- has been established as an avenue for effective and open communication and discussion between Council and the community on matters of significance to the community
- will consider and contribute to Council priorities, issues and directions
- will have constructive input to the Council's annual budget planning with members requested to submit Budget priorities, present, and argue their case with Council officers in a timely manner
- will establish subcommittees as required to consider specific issues
- is to contribute to adequate and effective consultation and engagement processes
- may make representations to Council on behalf of member organisations.

The membership of the Forum will commit to:

- provision of a quarterly report for inclusion in the agenda papers with complete, accurate and meaningful information
- open, honest and respectful discussions and communication.

#### **5. Governance**

The Forum annually elects a Chair and Deputy Chair from the membership based on majority vote at the Annual General Meeting.

A Council officer is appointed by the General Manager to provide secretarial support to the Forum. The role of the Council officer is to organise Forum meetings, requests for agenda items, request for group reports, agenda and minutes, and any additional Council correspondence.

All correspondence is to be sent out to group representatives by email.

## **6. Meetings**

All meetings will be chaired by the appointed Chair of the Forum or the Deputy Chair.

The Forum will meet four times a year in person at the Kingborough Council Chambers or other agreed location, or by Zoom; with the forward calendar to be determined at the beginning of each Calendar year; and with one meeting to coincide with the Kingborough Council Annual General Meeting.

If required subcommittee meetings will be arranged outside of these times at a time convenient to subcommittee members.

Meeting attendees will submit a report, using the reporting template to the Forum Council officer at least 10 working days prior to the meeting to facilitate the provision of reports to Members prior to the meeting, provide sufficient time to collect any required Council information and assist with timekeeping at the meeting.

To ensure all Forum members have the chance to raise issues, verbal reports shall be limited to 5 minutes (unless the Chairperson rules otherwise) and should be supplementary to the written reports.

A meeting quorum will be 5 members of the Forum.

If agreement cannot be reached on an issue, a vote will be taken with the majority vote taken. Each group attending the meeting will be afforded one vote, with the Chair having a casting vote to decide an issue where votes are equal.

Meeting agenda and minutes will be provided by the Forum Council officer or other nominated Council officer.

Minutes are to be endorsed at the following meeting.

## **7. Amendment, Modification or Variation**

This Terms of Reference may be amended, varied or modified in writing after discussion and agreement from the Kingborough Community Forum.