

## **Terms of Reference**

### **1. Goal**

To advocate for and express the needs and aspirations of the Korumburra community.

#### **1.1 Mission Statement**

To provide a collective voice representative of community groups that serve the needs of the Korumburra community.

To provide leadership in the Korumburra Community Directions Statement

### **2. Role of Committee**

Korumburra Round Table is a representative committee working in partnership with South Gippsland Shire Council and the Korumburra community.

Korumburra Round Table will be a conduit of information between Council and the Korumburra community.

The Korumburra Round Table will maintain a strong commitment to the following:

- The Social and Economic development of Korumburra & District.
- From time to time issues and opportunities outside these Terms of Reference may arise.

### **3. Role of Council**

South Gippsland Shire Council will:

- a) Provide a Council Officer to support Korumburra Round Table to carry out its role, as per Council resolution, until December 2016;
- b) Actively engage with the Korumburra Round Table when seeking community input to planning, strategies, policy and program decisions;
- c) Provide Korumburra Round Table with the information required to fulfil its role;
- d) Work collaboratively with Korumburra Round Table to pursue relevant grant funding opportunities through its Grants Officer; and
- e) Acknowledge and respond to formal recommendations made by the Korumburra Round Table

### **4. Membership**

- a) Korumburra Round Table will have a minimum of 11 and a maximum of 21 people including:
  - i. 17 Community Representatives drawn from community groups, and individuals from the community, whose primary focus is Korumburra.

- ii. 3 Ward Councillors (non-voting members)
- iii. 1 Council Officer (non-voting member)

Additional Council Officers may be invited to the Korumburra Round Table as required, as a guest, to provide their expertise in a specialist area.

- b) Application for Membership as a community representative is made by self-nomination. Nominees for new membership will require endorsement from two other members of the Korumburra community.
  - i. Current members renominating for a second term do not need to seek endorsement.
- c) Membership nominations will be considered in June and December of each year .
- d) Members can serve for a term of 2 years; after which they will need to reapply; The maximum number of consecutive terms a member can serve on the Korumburra Round Table is three (i.e. 6 years ). A member is ineligible to renominate for two years after this period.
- e) A nominated person on the Korumburra Round Table will be responsible for maintaining the membership register, current contact details and also monitoring the terms served.
- f) Past members will have the option to continue to receive information via an Alumni Register
- g) Where the number of applicants at any particular time is greater than the number of vacancies then the current membership will select the most suitable applicants for appointment by secret ballot.
  - i. the ballot will be administered subsequent to the meeting, but within the following week, by a returning officer nominated by the committee (not a member of the committee).
- h) In the case of the Community Representatives, at a particular time, being less than the minimum number of 17; a new member or members shall be sought by the existing Community Representatives and appointed to the Korumburra Round Table at the next ordinary meeting, providing a majority of members present agree to the appointment.
- i) Active recruitment for members will be encouraged, with due consideration of representation, skills, community role etc
- j) Members may be granted Leave of Absence and replaced by secondment for the period of absence with the agreement of the Chairperson;
- k) If a member representing a Korumburra group is unable to attend, that member must arrange to send a substitute, and must ensure that substitute is up-to-date with knowledge of current activities.

## **5. Committee Operations**

- a) The Korumburra Round Table will appoint a Chairperson and Vice Chairperson at the first meeting for an interim period of six months and thereafter on an annual basis; and
- b) The Korumburra Round Table does not have the power to direct any Council Officer to undertake any work but may make recommendations to Council, which may be the body of Councillors or the Chief Executive Officer as delegate.

## **6. Proceedings**

### **6.1 Meetings**

- a) Korumburra Round Table meetings will normally be held in the evenings on the fourth Thursday of each month, The Korumburra Round Table may meet more frequently as the need arises. From time to time issues may arise in between meetings that require attention by Korumburra Round Table an extraordinary meeting may be called.
- b) Council offices in Korumburra will be available for meetings, meetings can be held in other areas of the Shire if more appropriate;
- c) Meetings will follow standard meeting procedures.
- d) The Secretary will prepare and distribute an Agenda at least 5 days prior to the meeting. All members will have the opportunity to contribute matters for consideration through the Secretary.
- e) Minutes from each meeting will be recorded by the Secretary or if he or she is unavailable for a meeting then by another appointed person. Minutes will be distributed to all members and appropriate staff within the following fortnight and will be stored in a minute folder maintained by the Secretary at Council

### **6.2 Quorum**

- a) A majority is half the formal members plus one and this also constitutes a quorum; and
- b) If at any meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting will not be able to make any binding decisions. The notes from this meeting can be ratified at the next meeting, provided of course a quorum is present at that meeting. The notes will be recorded as per any ordinary meeting, but will be labelled 'notes of discussion' rather than 'minutes.'

### **6.3 Voting**

- a) The Korumburra Round Table will make every effort to arrive at its decisions by consensus; and
- b) If consensus is not possible matters can be resolved by a majority of the votes of members present. The Chairperson shall have the casting vote if the votes are equal.

## **7. Reporting**

- a) In communicating to Council, recommendations should, where possible, reflect a consensus view. Where a consensus cannot be reached, reports will clearly outline differing points of view;
- b) The Korumburra Round Table will disseminate information about its activities to the broader community on a regular basis.

## **8. Communication**

- a) Effective communication via a number of means including: meetings, forums, written, verbal and active use of social media.
- b) All information distributed to the members is be directed via the secretariat.

## **9. Evaluation**

In order to monitor and evaluate the effectiveness of the Korumburra Round Table there will be an annual evaluation/annual report process undertaken by the Korumburra Round Table Chairperson and submitted to members for consideration and subsequently forwarded to Council for information only.

## **10. Council Review**

Council in partnership with the Korumburra Round Table will undertake a review of the operations and Terms of Reference of the Korumburra Round Table every two years.

## **11. Conflicts of Interest**

Korumburra Round Table members are to disclose any conflict of interest to the membership of the KRT prior to formal discussion. The conflict of interest may be of a direct or indirect nature. Any committee member can seek the advice of the secretariat on any perceived conflict of interest.

The disclosure must be made at the beginning of the meeting and the member should leave the meeting when the matter is being considered. The member may return to the meeting immediately after the matter is decided.

Korumburra Round Table members should be guided by the Conflict of Interest legislation and guidelines as they apply to Councillors. A copy of this legislation and guidelines can be obtained from Council's Governance Officer.

## **12. Confidentiality**

On some occasions the Korumburra Round Table may deal with items of a confidential nature. Members are to deal with all such items and issues with confidentiality, discretion and sensitivity. If there are members of the public in attendance (that are not official members of the Korumburra Round Table), they should be asked to leave during such discussions.

## **13. Misconduct**

The Korumburra Round table retains the right to withdraw the membership of any person found to be acting outside the interests of the Korumburra Round Table.

## **14. Dispute Resolution**

Should a dispute or grievance arise in the operation of the Korumburra Round Table, the Committee in the first instance should attempt to resolve the matter. If unable to resolve the matter it should refer the matter to Council's Director Development Services who will arrange guidance and an appropriate dispute resolution process if necessary.

## **15. Assembly of Councillors**

If one Councillor or more is present at the meeting the meeting is deemed an Assembly of Councillors. Council will provide the Secretariat with a template for and advice about reporting back to Council that will enable the Chief Executive Officer to keep a written record of the meeting if it is an Assembly of Councillors.