

# Forth Community Representative Group Committee Charter

February 2019

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## *INTRODUCTION*

The Council is committed to working with the community to ensure that there is an understanding of the concerns and needs of the Forth community and to provide a feedback mechanism between both parties.

The Forth Community Representatives Group was established to be a conduit between the Forth Community and the Central Coast Council.

The Forth Local Area Plan is a guiding document that provides overarching strategic guidance towards retaining the Forth village atmosphere and should be an important reference document when looking at the more strategic issues.

## *ROLE*

The role of the Forth Community Representatives Group is to assist the Council in ensuring that the Forth Community is represented by:

- . act as an advisory body to the Council;
- . provide a formal link between the community and the Council;
- . encourage and promote greater community interest in the area;
- . utilise the skills, knowledge and energy of community members.

## *RELATIONSHIP TO THE COUNCIL*

- . The group has been established as a representative group to advise the Council;
- . The Council will coordinate Committee meetings and manage agendas and minutes for each meeting.
- . Relevant Council staff will attend Committee meetings as required.

## *REPRESENTATIVES, COMMITTEE MEMBERSHIP*

Members can be residents, tenants, ratepayers and members of any Forth Community groups based in Forth and will comprise:

- . the Council's General Manager (Chairperson);
- . one representative from the Forth School;
- . one commercial/industrial representative;
- . one representative from the recreational precinct;
- . two representatives from the Forth Valley Lions Club;
- . three community representatives; and
- . a Council administration officer to manage agendas and minutes for each meeting.

Committee members will be appointed through an expression of interest process from the community groups listed above and community members.

If there is a shortfall of suitable applicants, the Council may invite community members to fill the positions.

Council staff and/or other guest speakers may attend Committee meetings at the request of the Committee (as a whole) or the General Manager.

### *COMMITTEE MEETINGS*

- . Meetings are to be held in a regular venue, on a fixed day quarterly.
- . Meeting day/times may be varied by agreement at a Committee meeting.

### *DISCUSSION*

The Chairperson is to control the meeting by working through the agenda and facilitating discussion.

### *DECISIONS*

A resolution is passed by a majority of votes from those attending the meeting.

Only members of the Group can vote.

No quorum is required at a meeting as the function of the Committee is to provide input into Council decision making.

The Chairperson must ensure clarity regarding resolutions by either calling for a vote on specific resolutions or recording consensus decisions made.

Items requiring further information or deliberations may be held over until the next meeting. These items can be noted in the minutes as 'deferred'.

Recording actions arising in the minutes.

The minute taker must ensure that all actions arising are recorded (NOTE: not all discussion needs to be recorded in the minutes).

Only issues discussed at a Committee meeting can be included as a formal action.

Any allegations against individual Council staff members, Councillors or community members must not be recorded in the minutes but must be made in writing to the General Manager. If a complaint cannot be submitted in writing for any reason the General Manager should be contacted by phone or in person.

### *BUSINESS ALLOWED AT COMMITTEE MEETINGS*

The Committee will not consider matters of personal, private or party-political nature.

The Committee will make it clear in any correspondence to outside agencies that they are not expressing an official Council view.

The Committee will operate with an awareness of its obligations to avoid defamation and libel laws both in discussions at meetings and in the recording of minutes. Derogatory references towards any person must not be made either verbally or in writing.

#### *DISTRIBUTION OF MINUTES AND AGENDA*

The typed minutes and agenda are to be emailed to all members listed on the Committee mailing list. Copies will also be provided to the Council and listed in the next Council meeting agenda.

#### *MEDIA PROTOCOL*

The Mayor and the General Manager are the principal spokespersons for the Council. Members of the Committee shall not make statements to the media

#### *REVIEW DATE*

The Forth Community Representatives Group Charter will be reviewed every three years.