

CAMPBELL TOWN DISTRICT FORUM

MEMORANDUM OF UNDERSTANDING



1. SCOPE

The Campbell Town District Forum was established as a special committee of the Northern Midlands Council (Council) on 2nd of April 1993 pursuant to section 24 of the *Local Government Act 1993*.

2. PURPOSE

The Campbell Town District Forum is to act in an advisory capacity only.

For the purposes of this Memorandum of Understanding the term “advisory” means:

- having or consisting in the power to make recommendations but not to take action enforcing them.

The purpose of the Campbell Town District Forum is to:

- Be a communication channel for information between Council and the community of Campbell Town;
- Identify needs, concerns and expectations of the local community of Campbell Town and advise Council of these needs;
- Consider and provide feedback to Council in respect to matters referred to the committee by Council.

3. PARTIES TO THE AGREEMENT

This agreement is between the Northern Midlands Council and the members of the Campbell Town District Forum

4. MEMBERSHIP

Membership of the Campbell Town District Forum shall comprise of a minimum of five (5) members and a maximum of ten (10) members.

Members are appointed for a term of two (2) years (term of membership). The term of membership is to commence in July and conclude in June.

Members are to comprise of residents of Campbell Town and representatives of organisations based within those communities, with invitations to be extended to local business owners to join the Committees membership.

Membership of the Campbell Town District Forum is to be advertised at least 6 weeks, but no more than 8 weeks prior to the expiration of a term of membership. Advertising is to occur:

- in the Northern Midlands Courier Newspaper; and
- on social media; and
- on Council’s website.

Should the number of applications for membership exceed the number of vacancies, Council’s Executive (comprising Mayor, Deputy Mayor and one Councillor) will determine the successful applicants in consultation with the Councillor representative/s to the Committee.

Committee membership is to be ratified by the Northern Midlands Council at the next ordinary Council meeting prior to the commencement of the membership term.

In the event that insufficient applications are received to fill the number of vacancies, Council will, periodically, re-advertise the positions in the Northern Midlands Courier Newspaper, on Council’s website and via social media.

Applications to Committees with less than 10 members can be made at any time; however, applications will not be accepted for ratification within the final 3 months of a two-year term.

In the event that less than 5 applications for membership are received the Committee is to go into recess until a sufficient number of applications are received.

Membership will be subject to the current registration as a Council Volunteer and as such the contract with Council as a Volunteer extends to membership of the Committee; with Volunteer registration and induction to be completed prior to the commencement of membership.

At the conclusion of their terms of office, members are eligible to reapply for membership of the Committee.

The Committee shall have the power to appoint from within the membership the following officers:

- Chairperson
- Vice Chairperson

All officers shall be appointed at the General Meeting held at the commencement of a two-year term of appointment.

The office of a member becomes vacant if the member is absent from 3 consecutive ordinary meetings of the Committee.

Council will give consideration to an application for an extended leave of absence which has been endorsed by the Committee on a case by case basis.

5. ROLES AND RESPONSIBILITIES

The following are the roles and responsibilities of the Campbell Town District Forum:

- To notify Council of matters of concern (which Council is directly responsible for, or, may have influence over) within the Campbell Town district.
- To provide comment/advise on matters referred to it by Council.
- To liaise with the community and special interest groups to ascertain their views/opinions on local issues and projects, and notify Council of these.
- To receive communications from the local community and special interest groups and forward their letters/requests with appropriate comment/feedback to Council.
- To provide to Council in March each year a prioritised list of works and services to be considered for funding, including projects that could be considered for funding under appropriate Federal and State Government schemes.

The following are the roles and responsibilities of the Council:

- To notify and communicate with the Committee on matters of interest or concern to the local community.
- To provide comment and advice on matters referred to it by the Committee.
- To receive and consider the prioritised list of works and services to be considered for funding, including projects that could be considered for funding under appropriate Federal and State Government schemes.

The Committee's primary and priority focus is to work with the Council to make the Northern Midlands an enviable place to live, work and play.

6. MEETING PROCEDURES

Meetings are to be governed in accordance with the procedures stated above, and in the event, this Memorandum of Understanding is silent in respect to a procedure, reference is to be made to the *Local Government (Meeting Procedures) Regulations 2015* for the appropriate procedure.

Meetings are to be held at a minimum once per quarter.

Meeting length is not to exceed 1.5 hours.

Notice of a meeting is to be given to the members of the Campbell Town District Forum at least 4 days but not more than 14 days prior to an ordinary meeting.

A calendar of meeting dates is to be determined and published prior to the commencement of each calendar year.

An agenda for the meeting is to be provided to the members of the Campbell Town District Forum at least 4 days prior to an ordinary meeting.

A meeting quorum is a majority of the Campbell Town District Forum current membership. For example, if the total number of members is 8, the quorum is 5.

A decision by the Campbell Town District Forum is to be made by consensus (half the members present at a meeting, plus one). In the event the decision is split, the Chair is to make the final decision.

Guests attending Campbell Town District Forum meetings are to do so as observers only and may only participate on invitation by the Chair. Guests must abide by meeting protocol.

Guests wishing to make a presentation or to provide comment at a meeting are to seek consent from the Chair and/or Secretary prior to the meeting.

Unless otherwise agreed, such presentation or comment is limited to a maximum of 3 minutes.

Minutes of an ordinary meeting are to be circulated as soon as practicable after the meeting, but no more than 10 working days after the meeting.

If required, subgroup meetings will be arranged outside of ordinary meeting times, at a time convenient to the subgroup members.

7. COMMUNICATION, INFORMATION SHARING AND CONSULTATION

The Northern Midlands Council will, at its next Ordinary Meeting, following a local government election, appoint a Councillor representative to the Campbell Town District Forum. The role of the Councillor is to:

- Provide information to the Committee from the Council.

The Councillor representative is an advisory role only and the Councillor is not entitled to move or vote on any decisions made by the committee. The Chair may not withhold from an attending Councillor the freedom to speak at a meeting.

Minutes of the meetings of the Campbell Town District Forum are to be reported to the Northern Midlands Council as an information item to the next Council meeting after the meeting of the Campbell Town District Forum.

If the Campbell Town District Forum wishes Council to investigate a matter it must put a motion to the Northern Midlands Council for consideration. The Secretary is to have listed in the next Council Meeting Agenda any motions reflected in the Committees minutes and report back to the Committee the outcome of the motions.

Any incoming (or outgoing) official correspondence received (or sent) by the Chair, or the membership on behalf of the Chair, in relation to the Campbell Town District Forum, which has not been referred to the Committee by Council or generated by Council, is to be provided to Council within 14 days of receipt thereof. Correspondence will be recorded by Council and a formal response provided by Council. Approval of any correspondence to be sent by the Campbell Town District Forum is to be sought from Council's General Manager.

8. REVIEW AND EVALUATION

Council retains the right to review this Memorandum of Understanding at any time.

At the Biennial General Meeting of the Campbell Town District Forum held at the commencement of each term of appointment, the Campbell Town District Forum is to review the provisions of this Memorandum of Understanding, execute the document and suggest amendments to its content.

9. SECRETARIAL SUPPORT & RESOURCES

Provision of secretarial support will be provided :

- on a monthly basis, during office hours (subject to officer availability); or
- on a bi-monthly basis, for meetings out of office hours (subject to officer availability, for meetings commencing at or before 6.30pm), or
- \$2,500 in lieu of secretarial support. (Currently the monies are provided for projects subject to Council approval; and whether the funds are a reasonable incentive).

The Committees appointed Council Secretary will provide secretarial support for a maximum of 11 meetings per annum.

Secretarial support will not be provided for subgroup meetings; however, some administration assistance may be provided for approved projects.

The Campbell Town District Forum is to opt for one of the following resources to be provided by the Northern Midlands Council:

Secretarial assistance (meetings held in office hours) at scheduled monthly meetings, subject to availability.

OR

Secretarial assistance (meetings held out of office hours commencing at or before 6.30pm) at scheduled bi-monthly meetings, subject to availability.

OR

An annual budget allocation of \$2,500, in lieu of secretarial assistance, to be made available for projects, or secretarial support, as approved by Council.

CAMPBELL TOWN DISTRICT FORUM

CHAIRPERSON

DATE:

NORTHERN MIDLANDS COUNCIL

MAYOR

DATE:

WITNESS:

GENERAL MANAGER

DATE: