



Kyogle Council

Strategic Focus Group:

Governance and Community Services

Draft Terms of Reference

1 Function of the Focus Group

The Function of the Focus Group is to identify, develop and action strategies to be considered or pursued in order for:

- a) Kyogle Council to be recognised as innovative, pro-active and leaders in the field;
and
- b) The Vision of Kyogle Council is being achieved and recognised on time and within budget.

2 Membership

The Focus Group is to be comprised of:

The Mayor
Councillors
The General Manager
Staff members as required
External attendees as required

A Councillor who is not a member of the Focus Group is entitled to attend, and speak at, a meeting of the Focus Group.

3 Role of Councillors on the Focus Group

The following tasks and roles are identified for the purpose of demonstrating commitment to the process of development and implementation of each of the Key Focus Area to actively promote the achievement of the overall Vision.

- Chair and or support the Chair
- Promote the Vision
- Community liaison
- Advocacy for funding and budget allocations
- Provide feedback to the Mayor, General Manager and Council
- Provide clarity ewhere and when required.

4 Frequency of Meetings

The Focus Group will meet monthly on the Fourth Monday of the month.

The Mayor, in consultation with the General Manager, may call additional meetings to complete business or to deal with any item of urgency.

The Mayor, in consultation with the General Manager, may cancel or reschedule meetings in cases of insufficient business or lack of available attendees.

5 Agenda Items

All agenda items must be forwarded to the General Manager by close of business eight (8) working days prior to the next scheduled meeting.

The General Manager must send to each member, at least three (3) days before each meeting of the Committee, a notice specifying:

- (a) the time and place at which and the date on which the meeting is to be held; and
- (b) the business proposed to be transacted at the meeting.

Notice of less than 3 days may be given of a meeting called in an emergency.

6 Meeting Records

The General Manager will ensure the provision of executive support at meetings to ensure a record of proceedings and decisions is maintained and any action items distributed to the relevant personnel.

7 Quorum Requirements

No formal quorum requirement exists, however, in cases where there are insufficient available attendees, the Mayor may cancel or reschedule meetings.