

Terms of Reference

Robe Golf Club Community Reference Group

1. Preamble

The District Council of Robe wishes to provide a formalised pathway for the Council to engage with members of the Robe Golf Club regarding lease and land related matters.

2. Purpose of the Community Reference Group

The *Robe Golf Club Community Reference Group* is established for the purpose of assisting the Council in the following:

- Provide clear, accountable, and transparent communication platform between the District Council of Robe and the Robe Golf Club
- Engaging with key stakeholders from the Robe Golf Club
- Have informal and mutually proactive discussions about lease and land related matters

3. Delegations

The Community Reference Group has no formal delegations of authority, it is an advisory group only. All formal approvals about any agreed pathways remain with the District Council of Robe and Robe Golf Club.

4. Membership of the Community Reference Group

The membership of this Community Reference Group comprises 6 members in total. The membership of the Group is comprised of:

- Mayor Lisa Ruffell (deputy Mayor to act as proxy)
- Cr Nick Brown
- Cr Duncan Young
- Luke Whitbread – President Robe Golf Club,
- Bill Spiers – Robe Golf Club
- Scott Fennel - Robe Golf Club
- Nat Traeger, Chief Executive Officer (staff representative)
- Katie-Anne Agnew, Property & Administration Officer (staff representative)

The Mayor will assume the role of Community Reference Group Chairperson.

The Chief Executive Officer will ensure that there are sufficient administrative resources to support the taking of notes and distribution of those notes for each meeting, as well as the provision of advice on property-related matters.

The Community Reference Group will meet as required until such time as both parties are satisfied that all lease and land matters between the parties are resolved.

5. Performance of the Community Reference Group

Outcomes of the Group will be noted and made by consensus of all members present (excluding District Council of Robe staff representatives).

Meetings will commence with a minimum of two (2) Robe Golf Club and two (2) Council Members which must include the Chair.

Meetings will be held at a time, date and venue as determined by the Chair considering the availability of participants.

The Chair or the Group may invite additional persons to attend meetings when deemed necessary for the furtherance of the groups purpose.

The group's meeting will be attended by other staff of the District Council of Robe and external resources as and when required as determined by the Chair or Chief Executive Officer.

Council Members will be made aware of the date and time of meetings and may view proceedings, however will not take part in the deliberations of the Group.

The Mayor can determine when the Group has finalised its objectives or if the group is not operating in accordance with these Terms of Reference and/or not meeting the objective of adding value to the consultation and engagement aims for the project.

6. Chairperson

The role of the Chairperson is to:

- Oversee the orderly conduct of the meeting
- Ensure that the conduct of the meeting is fair and contributes to open, transparent and an informed consensus
- encourage actions and appropriate participation by all members in the conduct of the meeting
- ensure that the meeting participation by all members is respectful and inclusive. The Chairperson is not excluded from the discussion of the group.

If the Chairperson is absent from a meeting, the Deputy Mayor will act as interim Chairperson for the purposes of conducting the meeting.

7. Access and meetings

A minimum of five (5) clear days' notice of the meeting, accompanied by a brief agenda will be given to members of the Community Reference Group and published on the Council's website.

The notes from each meeting will form part of reporting to Council by the Chief Executive Officer, published on the Council's website and included on formal Council Agendas.

Adopted by Council at the 17 January 2024 Council meeting (Res. 217/2024).