



## Next Generation BROOKTON Community Enterprise Advisory Reference Group (CEARG)

### Terms of Reference

#### Purpose

The Next Generation BROOKTON Community Enterprise Advisory Group has been formed to operate under the auspice of the Shire Council to co-ordinate and oversee community projects listed in the Shire of Brookton Corporate Business Plan, or arising from 'Innovations Pathway' and the BROOKTON Book of Initiatives. Such projects may include (but are not limited to) civic projects and initiatives that involve direct participation from key community representatives.

This Advisory Group is to consist of 12 members plus an *ex-officio*, with ability to co-opt others at the discretion of the Chairperson.

#### Representation

Membership of Next Generation BROOKTON Community Enterprise Advisory Group is to consist of representation from the Local Government and various other community stakeholders, as listed below.

- Shire President (Chair)*
- 3 x Elected Members (one Deputy Chair)*
- 2 x Staff (1 ex officio)*
- 6 x Community Reps*

The Elected Members and Chair are nominated by the Shire President for endorsement by Council. The community representatives are selected by the Chair, Deputy Chair and CEO following a public nomination process.

The Chair may co-opt other members at his/her discretion as deemed appropriate.

The appointment of all positions is for period of (typically) 2 years aligned to the ordinary Local Government election cycle.

#### Meetings

The Community Enterprise Advisory Group meetings shall be conducted in an open and transparent manner, and consist of:

- The convening of 'open' meetings with the venue, day and time determined by the Chair to achieve the highest possible attendance.
- The meeting arrangements to be the responsibility of the *ex-officio*.

- The recording of notes to be presented to Council at its next available Corporate Briefing Forum (CBF).
- The conduct of the meeting to be performed generally in accordance with Shire meeting procedures detailed in *Council Policy 1.17 – Standing Orders and Meeting Protocol for Local Government*.
- Elected Members being eligible for payment of a sitting fee, as set by Council and amended from time to time.

## Terms of Reference

The Community Enterprise Advisory Group:

- Is to first and foremost act in the best interest of the BROOKTON community.
- Does not constitute a Committee of Council pursuant to section 5.8 of the *Local Government Act 1995*.
- Shall act in an advisory capacity so as to facilitate communication and exchange information between members in relation to assessment and facilitation of community projects and initiatives, and thereby assist in the delivery of project outcomes.
- Is not authorised to make decisions in relation to projects or initiatives that may commit the Shire Council and/or other community groups or organisations financially or otherwise.
- Is to offer guidance and advice and ensure direction and progress of works holistically aligns to the BROOKTON 20 and the 'Live, Work and Visit' objectives as detailed in the Next Generation BROOKTON Strategic Community Plan.
- Is to consider projects or initiatives assessed and qualified by the Next Generation BROOKTON Innovations Advisory Group, unless otherwise determined by Council.
- Is to give consideration to and provide input, assistance and form recommendations towards specific project initiatives for consideration by Council.
- Is to offer direction on the formation of specific Project Management Working Groups (usually applies to Major Projects).
- Is to declare all financial and/or proximity interests within the scope of this Terms of Reference.
- Is to maintain a standard of professionalism and confidentiality applicable to any material or documentation of a sensitive nature either marked or declared confidential by the Chair of this Advisory Group, or any specifically formed project coordination working group as recommended by this Group and endorsed by Council.
- May through the Chair co-opt other Shire staff, elected members, government agency employees or other stakeholders. Such action is to involve consultation with the Chief Executive Officer.