

## Community Advisory Group

### Terms of Reference

#### 1. The Community Advisory Group:

- Is a community-based group, representing the interests and wellbeing of local stakeholders from the local communities in proximity to Belmont Wetlands State Park (BWSP)
- Provide input into the BWSP Plan of Management Review
- Will be in place for a period of 6months upon formation

#### 2. The Community Advisory Group aims to:

- Provide a forum to raise and discuss potential issues and areas of concern, including the BWSP Strategic review feedback
- Create a collaborative link between BWSP Management and communities; share information; communicate openly, ensuring all views are heard and that respect is given to all participating members

#### 3. Objectives of the Community Advisory Group

- To represent the interests of resident and stakeholder organisations in the surrounding communities of the BWSP
- To provide a method of two-way communication between BWSP Management and the broader community
- To provide a positive approach to informed decision-making processes
- To convey all information learned by the Community Advisory Group back to the community
- To assist in the resolution of community concerns where possible
- To advise group members of planned project steps and provide updates as tracking progress
- To ensure quick response to current and emerging issues and areas of concern that the community has
- To assist BWSP Management in developing an effective approach to achieving mutual outcomes

#### 4. Powers of the Advisory Group:

- The authority of the Community Advisory Group is advisory in nature only
- No remuneration is available for participation in the Advisory Group

#### 5. Membership and Meeting Administration

- The Community Advisory Group will seek to form a representative group consisting of 6-8 members, including ideally but not limited to:

- 4 x local special interest/community group representatives (eg. Water, Environment, Safety, Recreation, Landcare etc.)
- 1 x Awabakal Local Aboriginal Land Council representative
- 1 x Bahtabah Local Aboriginal Land Council representative
- 1 x Local Government representatives
- 1 x local business representative (e.g. tourism, local business, shop owner, Chamber of Commerce etc.)
- An administrative secretary, BWSP Management, will arrange meetings, record and prepare meeting notes for distribution
- Advisory Group meetings will be held monthly for 1.5hrs and are closed forums
- Agenda items only will form the structure of meeting discussions
- Appointment to the Community Advisory Group is for a six-month period
- Advisory Group member EOI's will be advertised in the local press and by expressions of interest

#### **6. Amendment, Modification or Variation**

- This Terms of Reference may be amended, varied, or modified in writing after consultation with Advisory Group members

#### **7. Review and Assessment of the Community Advisory Group**

- External Evaluation of the effectiveness of the group will be undertaken at the end of the 6month period