

Terms of Reference (TOR) ENAP Community Interest Group (CIG)

Purpose

The ENAP Community Interest Group (CIG) is a Volunteer group of Council whose role is to gather together as a 'think tank' to explore topics relevant to initiatives, events and activities identified for the ENAP Play Space Activation project. In particular the 'think tank' environment will:

- Explore community led initiatives that will result in an active, vibrant and an integrated people's playground and brainstorm ways to make these happen. Support 'Place Shaper'¹ projects being led by community
- Explore ideas for sponsorship and fundraising
- Provide input into key milestone events where possible (note the group is not responsible for planning or delivering events)
- Support the promotion of the progress of the ENAP rebuild and the play space enhancements amongst networks and the wider community & provide a platform for dissemination of information where applicable
- Share thoughts on other relevant topics when identified

ENAP CIG is not:

- A formal advisory / reference group of Council & therefore does not require voting protocols or other decision making mechanisms
- Is not chaired by a Councillor
- Does not have delegated responsibility for decision making or permission to operate / deliver activities / run events on ENAP / Council land
- Have any other role outside of the scope of the Terms of Reference

Membership and meeting conventions

- Each meeting a Community Interest Group member will self – nominate to convene the group
- Meetings will run on a fortnightly basis between October and mid-December and monthly thereafter for 1 hour and will commence and finish on time

¹ 'Place Shapers' are Council volunteers who are working with Council to implement a community led project in a public space. Place Shapers are provided with coaching support from Council Officers and project scope has been formally agreed to by Council. Sometimes 'place shapers' work with other volunteers referred to as a 'squad'. Squad members offer their skills / talent short term to help deliver a 'place shaper' project.

- Council staff will take a record of the meeting and distribute to members prior to the next meeting with a minimum 3 days lead. Note as this group is not a formal group these are not formal minutes. The record of the meeting will include a summary of key discussion and any actions. An agenda will be prepared and distributed by Council officers prior to each meeting.
- Membership numbers will be capped at between 7 to 10 members
- This group is based on a representative membership model. Only one representative per affiliated group will be represented on the group. We will seek diverse representation selected to reflect a range of interests, expertise and experience from across the Shire
- All members must advise of their affiliations and work to build local connections and partnerships
- All members must be prepared to register as a Volunteer of Council, complete induction and abide by the volunteer code of conduct.

Term of appointment

- Community representatives will be appointed for a 6 month period from October 2018 to March 2019 or until otherwise resolved by Council.

Co-opted members

- The Community Interest Group, at their discretion, may invite suitably skilled persons to join the Group for a specified purpose and for a specified period of time.

Public Statements

- Members of the Community Interest Group cannot make public statements on behalf of Council in accordance with the Volunteer code of conduct.

Contact details of group

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Place Activation Coordinator

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Approval date

September 2018

Next review date

March 2019