



Government of **Western Australia**
Department of **Corrective Services**

Boronia Pre-release Centre for Women

Community Engagement and Advisory Group (CEAG)

Terms of Reference

October 2000
Updated March 2010

Community Engagement and Advisory Group

1. Vision and Mission

The Community Engagement and Advisory Group at Boronia Pre release Centre for Women is a group of individuals who are committed to enhancing the relationship between Boronia and the community in which we live and work. There are three major aspects of our mission:

- 1.1 Community Consultation – The CEAG provide a monthly forum for discussion which includes issues related to the impact of Boronia on the surrounding community. Any individual or organisation in the surrounding area who have questions in relation to Boronia are welcome to contact CEAG members. CEAG members then have a responsibility to followup with the representative from the Department of Corrective Services, with the first point of contact being the Superintendent.
- 1.2 Community Perspectives – The CEAG is made up of a diverse range of people that include, individual residents, representatives from organisations and business as well as two staff members of Boronia. This diversity ensures that a wide range of perspectives are given an opportunity to be heard.
- 1.3 Community Relationships – The CEAG considers the building of community relationships to be an important and major aspect of its role. Ways of working include, identifying and making recommendations in relation to employment and training opportunities, providing opportunities and leadership in terms of reparation projects for residents at Boronia as well as assisting Boronia staff with onsite community activities and community volunteer activities.

2. Terms of Reference

- 2.1 Contribute to the provision of advice, information and community perspectives on matters relating to the impact of Boronia Pre release Centre for Women on the surrounding community. It is understood that the Department of Corrective Services is under no obligation to act on this advice.
- 2.2 Assist and facilitate in building positive relationships between individuals, groups, organisations and local communities and Boronia Pre release Centre for Women in order to facilitate suitable reparation projects, identify employment and other training opportunities and other community capacity building activities.
- 2.3 Ensure that the scope of representation for the Boronia Pre release Centre for Women Community Engagement and Advisory Group includes organisations, local residents and business proprietors, with attention given to Aboriginal representation and representation by women.
- 2.4 To meet every two months with provision to meet additionally as required.

- 2.5 The CEAG may decide to establish sub committees or working groups to pursue objectives.
- 2.6 The members of the CEAG are bound by a code of conduct. Please see section three for further details.
- 2.7 The Superintendent facilitates exchange between the CEAG and the Department of Corrective Services.
- 2.8 A Boronia staff member prepares, distributes and ensures the minutes are uploaded onto the Department of Corrective Services website.
- 2.9 The Chair and Deputy Chair will be elected for a term of twelve months, whereupon their appointment will be reviewed by CEAG members in confidence. This is to occur twelve months from the date the Chair is appointed.
- 2.10 CEAG members are nominated to the group for a period of two years rotated every twelve months. Members have the option to renominate at the end of their two year term for an additional two years. If the member chooses to renominate, the group will consider the members nomination in confidence. Please see 2.14 for applications regarding proxies.
- 2.11 The CEAG should not exceed 18 members.
- 2.12 Membership is to be composed of no more than one third of any category where the categories of members are:
- a) local residents
 - b) representatives of organisations
 - c) Department of Corrective Services.
- 2.13 Membership will cease when a member is absent from 3 meetings in a row, without a valid request for a leave of absence. Members who will be absent from meetings for a period of 3 months must first apply in writing to the Chair of CEAG.
- 2.14 The Chair must be notified of any guests or proxies at least one day prior to the CEAG meeting.
- Should a proxy sit on CEAG for more than 2 consecutive months, an application for membership form must be submitted to the CEAG.
- 2.15 A Quorum, for the purpose of voting on CEAG business, is defined as one more than one half of the total group membership, or as determined by the Chair.

3. Code of Conduct

3.1 Dispute mechanism

The Department of Corrective Services will nominate to resolve issues unable to be resolved in the group.

3.2 Confidentiality

If a matter being discussed by the group is regarded as confidential, it will be identified and defined as such with the relevant restrictions at the commencement of discussions. It is expected that restrictions will only occur from time to time.

3.3 Media Relations

The Chairperson is the only member of the Community Engagement and Advisory Group permitted to make comment about Boronia Pre Release Centre for Women to the media on behalf of the group. Comments made by the Chairperson to the media usually involve the Chairperson consulting with CEAG members at the next available meeting. CAG members are not permitted to speak on behalf of the group without consent of the Chairperson, however they can make comment to the media as representatives of their own organisations or as individuals.

3.4 Responsibility of the Chairperson

The Chairperson will be responsible for maintaining an open dialogue with the Department for Corrective Services through the Superintendent of Boronia Pre release Centre for Women.

The Chairperson is responsible for some administrative duties including sending a monthly agenda and task list via email or post to CEAG members. Duties may also include sending letters and making phone calls that assist the CEAG to continue as a group.