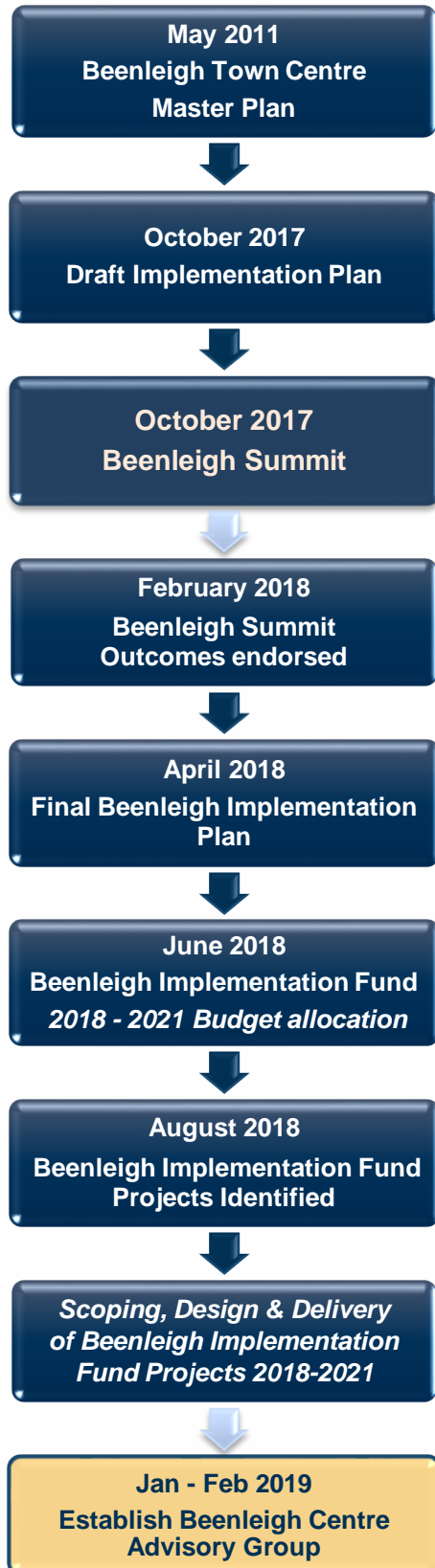


Beenleigh Centre Advisory Group

Terms of Reference



Background

Beenleigh is designated as a Principal Activity Centre under the South East Queensland Regional Plan. To cater for emerging development interests and to ensure Beenleigh is properly planned to fulfil its intended role, Council prepared and endorsed the Beenleigh Town Centre Master Plan in 2011 to guide development in the centre until 2031.

On 25 June 2018, Council allocated a total budget of \$5 million to the Beenleigh Implementation Fund over the next three financial years, enabling the planning, detailed design, and delivery of priority projects identified from the Beenleigh Summit.

Purpose of Advisory Group

The purpose of Beenleigh Centre Advisory Group (BCAG) is to accurately represent local residents, businesses, land owners, retailers and other key stakeholders and provide input and guidance to Council on the detailed design and delivery of the Beenleigh Implementation Fund Projects.

The main functions of the Group are to:

1. Provide input, ideas and advice regarding issues that have a significant impact on the Beenleigh Centre.
2. Receive relevant reports, documents, plans or proposals that relate to the Beenleigh Priority Projects or any other noted issue for discussion
3. Consider, discuss and provide input into material presented to the group for consideration by the Place Management Team.

The BCAG will be chaired by the Beenleigh Place Manager from the Economic Development and Strategy Branch who report to the City Centre Special Committee and Planning and Economic Development Committee. The BCAG has no delegated authority.

Principles and Protocols

BCAG members must work in a collaborative manner in raising concerns, agreeing on tasks and actioning tasks. Members must recognise the shared accountability and shared responsibility for success.

All BCAG members will ensure there is appropriate and suitable representation at BCAG meetings unless alternative arrangements such as apologies and reports have been submitted prior to the meetings.

Beenleigh Centre Advisory Group

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Conflict of Interest

BCAG members must declare any conflict of interest, whether Material or Personal, and vacate the meeting room when discussions or deliberations are held on that issue.

Confidentiality

All information provided to you as a member of this group is to be treated in strict confidence. Council will need to consider all proposals and sensitive matters that require measured advice before it being put forward to key decision makers. Publicly releasing any such information can have the effect of working against desired outcomes for the project.

Media

No members of the BCAG are to speak to the media, including postings on social media, regarding matters given to you in your capacity as a BCAG member. All information to be issued to the media will only be channelled through the Chairperson as part of Council's usual media channels.

Member Roles

1. Members of the BCAG are expected to actively participate and advocate, and provide guidance and advice on Beenleigh Priority Projects in accordance with the approved Terms of Reference
2. Attend scheduled meetings of the BCAG or provide a suitable proxy.
3. Represent their organisations and keep them abreast of the progress of BCAG.
4. Contribute in formulating of strategies, policies, statements of intent, action plans and project plans and where required design activities.
5. Evaluate implementation of the priority projects and programs identified from the Beenleigh Implementation Plan.
6. Provide advice on various proposals that may have an impact on public realm spaces within the centre.
7. Work as part of a team and respect the views of other group members.

Membership, Chairperson and Voting

Expressions of Interest will be issued and any person that would like to become a member of the BCAG can submit an application to Council. Applications will be reviewed to ensure an appropriate representation of the wider community up to a maximum of 12 members. Membership of the BCAG will be appointed as follows:

Chairperson: *Beenleigh Place Manager (or delegate/s)*
Members: *Division 12 Councillor*
Other Representatives

Meetings

Input by the BCAG can be obtained at scheduled meetings or through email correspondence as required by the Chairperson. During meetings the BCAG will engage in discussion and provide input with an acknowledgement of the membership and role the advisory group plays in Council's decision making framework.

Frequency

Meetings will be held at an appropriate time and date. The frequency of meetings will be determined by the Chairperson in consultation with BCAG.

Agenda Distribution Time

An agenda will be distributed to group members prior to any meeting (where practicable a week ahead of the meeting). BCAG members should share and circulate any other relevant information prior to the meeting, thereby allowing fellow members time to consider the information.

Recording of Minutes

Minutes of meetings will be recorded and distributed where considered appropriate by the Chairperson. Input obtained from the BCAG will be reported to Economic Development and Strategy Manager and where required will be taken into consideration in the design and delivery of priority projects and programs.

For more information

Phone **07 3412 4582**

Visit logan.qld.gov.au/bcag

Email beenleigh@logan.qld.gov.au
