



Tabled Document 6

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<Insert name> Community Reference Group

Terms of reference

Purpose

The <insert name> Community Reference Group (CRG) will be established by the Department of Immigration and citizenship as a forum for the exchange of information between the department and representatives of the <insert name> community in relation to detention and irregular maritime arrival (IMA) operations at <insert location>.

Role

The CRG will provide a forum for the department to inform participants and in-turn the broader <insert name> community, the CRG will also provide a forum for participants to make enquiries and suggestions and provide feedback and suggestions in regard to IMA and detention operations on Christmas Island.

Matters to be discussed may include:

- broad operational matters such as the number of clients detained at the facility, the characteristics of the client group and the dynamics of each facility
- infrastructure issues
- provision of health, educational and other services to the client group
- the impact on the community including opportunities to maximize any benefits to the community and areas for positive engagement with the client group.

Participation

The CRG will be chaired by the <insert position>. Other departmental staff may attend.

The CRG will comprise residents representing a cross section of local community interests. CRG participants may suggest widening representation to the chair.

A representative from the department's detention service provide, Serco, will also attend.

Agenda and record of meetings

The department will prepare and distribute an agenda and any accompanying material in advance of meetings and will maintain a record of key points of discussions, undertakings and follow up actions arising from the meeting.

Frequency of meetings

The CRG may meet monthly. Extraordinary meetings may be held if needed.