

## WestConnex Community Reference Groups

### Terms of Reference –April 2018

#### 1. Purpose

- a) The purpose of the WestConnex Community Reference Groups (WCRGs) are to provide a forum for discussion and feedback between the Roads and Maritime WestConnex team (which may also include representatives from Sydney Motorway Corporation and contractors involved in the development and construction of WestConnex projects) and representatives of the community, stakeholder groups and local councils on matters relating to WestConnex.

In 2018, three WestConnex Community Reference Groups (WCRGs) will be convened for discussion and feedback about the project's impact in specific geographic areas. This reflects the different stages of delivery for the three stages of the project. It also reflects feedback from the 2017 WCRG members who wanted more dedicated time on each of the project stages.

**WCRG Western** (*maximum five community members as well as representatives from the Inner West, Canada Bay and Strathfield Councils, the Department of Planning and Environment and Roads and Maritime including the New M4 Director and/or M4-M5 Link Director and Community and Stakeholder Engagement*)

This group would cover (in general) the suburbs of Parramatta, Homebush, Strathfield, Concord, Ashfield and Haberfield.

**WCRG Southern** (*maximum five community members as well as representatives from the City of Sydney and Inner West Councils, the Department of Planning and Environment and Roads and Maritime including the New M5 Director and/or M4-M5 Link Director and Community and Stakeholder Engagement*)

This group would cover (in general) the suburbs of Kingsgrove, Bexley North, Bardwell Park, Arncliffe, Tempe, Mascot, St Peters, Alexandria and Newtown.

**WCRG Central** (*maximum five community members as well as representatives from the City of Sydney and Inner West Councils, the Department of Planning and Environment and Roads and Maritime including the M4-M5 Link Director and Community and Stakeholder Engagement*)

This group would cover (in general) the suburbs of Leichhardt, Lilyfield, Rozelle, Balmain, Glebe, Annandale and Camperdown.

- b) The purpose of the WCRGs are to:
- i. enhance information sharing between the Roads and Maritime WestConnex team, community and council members
  - ii. provide additional channels for the Roads and Maritime WestConnex team to provide information to the community, council members and the Department of Planning and Environment
  - iii. allow the Roads and Maritime WestConnex team to seek feedback and provide proactive responses to matters of interest or concern
  - iv. allow community and council members to seek information and provide feedback project matters including:
    - the development of new project information or changes to existing projects

- issues of interest or concern to the community
- response to community complaints
- community initiatives and programs.

- c) The WCRGs are not decision-making bodies; they perform an advisory and consultative role
- d) Nominations should be emailed to *WCRG@rms.nsw.gov.au* Nominations close on Thursday 17 April. Successful nominees will be advised by Tuesday 24 April. Unsuccessful nominees will be advised by 30 April 2018.

## 2. 2017 CRG results and 2018 improvements

- a) A single, project wide Community Consultative Committee was established in late 2016, holding its first meeting in February 2017. This committee met six times in 2017
- b) At the final Committee meeting held on 7 November 2017, the committee agreed to not continue the Committee in its current form in 2018. This document establishes the terms of reference for the new WCRGs during the development and delivery of WestConnex in 2018.

## 3. Timing and duration

- a) This document establishes the terms of reference for six WCRG meetings to be coordinated in 2018
- b) The purpose and effectiveness of the group will be evaluated after no longer than 12 months following the first meeting, to determine whether to close or extend the groups in 2019

Each group will meet twice in 2018, totalling six meetings of two hours per meeting across the three WCRGs.

- c) Scheduled meeting dates are

WCRG Southern	WCRG Central	WCRG Western WCRG Southern
Tuesday 1 May, 6-8pm	Tuesday 29 May, 6-8pm	Tuesday 19 June, 6-8pm
Tuesday 7 August, 6-8pm*	Tuesday 25 September, 6-8pm*	Tuesday 20 November, 6-8pm*

\*subject to change

## 4. Chairperson

- a) An Independent Chair (IC) has been appointed to facilitate the three WCRGs
- b) The IC is appointed and funded by Roads and Maritime
- c) Preference has been given to a candidate who can facilitate the concerns of a variety of interest groups equally with the objectives of the project
- d) Selection criteria included;
  - Ability to convene and facilitate stakeholder committees in an independent manner
  - Experience in community relations, facilitation, mediation and/or public advocacy
- e) The IC will report at least annually to the Executive Director Motorways, Roads and Maritime Services, on the operation of the committee

- f) The Executive Director Motorways, Roads and Maritime Services may review the appointment of the IC based on the effectiveness of the WCRGs.

## **5. Membership of the WCRGs**

- a) The community reference groups will comprise of;
- i. An IC
  - ii. Up to five community representatives (from the relevant geographic project area – where matters of relevance to their local area are being discussed)
  - iii. Up to two council representatives from local council in the project corridors (where matters of relevance to their Local Government Area are being discussed)
  - iv. Representatives from the Roads and Maritime WestConnex team
  - v. Sydney Motorway Corporation and project contractors will be invited to attend on specific topics as required
  - vi. The Department of Planning and Environment will be invited to send a representative.

## **6. Appointing community representatives**

- a) The IC will oversee the selection of community representatives for the committee in liaison with Roads and Maritime Services
- b) Members of the 2017 Community Reference Group are automatically approved for membership in 2018, if they wish to continue their involvement
- c) The community representatives must be:
- i. current residents or landowners within the WestConnex project corridor and/or members of community groups or cultural representatives for a geographic area impacted by WestConnex
  - ii. able to represent and communicate the broad positions, interests and issues of the project corridor community they represent
  - iii. able to report back to the project corridor community they represent
  - iv. able to demonstrate involvement in local community groups or activities such as progress associations, business, school, sporting, environmental or heritage groups
  - v. be willing to adhere to the committee's standards of behaviour and maintain an outcome focused approach
  - vi. available to attend the first meeting of their chosen WCRG, which are;
    1. WCRG Southern - Tuesday 1 May, 6-8pm
    2. WCRG Central - Tuesday 25 May, 6-8pm
    3. WCRG Western - Tuesday 19 June, 6-8pm
- d) Community representatives may apply to sit on more than one WCRG. Their application will be assessed based on their geographic location and relevance to each specific WCRG
- e) Please note, the names of successful applicants will be shared with all applicants and listed (along with their email address) on the WestConnex website
- f) In the event a community representative steps down from the WCRG, Roads and Maritime Services will seek a new panel member via the expressions of interest process
- g) All community representatives will need to demonstrate their ability to meet these criteria in their application

- h) Members of the WCRG are required to attend each meeting. No substitutes can be referred to the meeting unless they submit a nomination form and meet selection criteria at least two weeks prior to meeting attendance. In addition, committee members should not make improper use of their committee membership to gain an advantage for themselves or another person.

## **7. Agenda and reporting**

- a) The IC will prepare a detailed agenda ahead of each meeting following a standard format. Supporting papers or materials may be distributed ahead of meetings. Members of the WCRG may request items to be added to the agenda by contacting RMS or the IC no less than five working days before the scheduled meeting. The IC will review all requests and determine the final agenda
- b) Formal minutes will be taken live at meetings, and agreed upon before the meeting closes
- c) WCRG members are able to take their own notes
- d) Meetings will not be recorded but meeting minutes will be published on the WestConnex website.

## **8. Standards of behaviour**

- a) In meetings of the WCRG, attendees will:
- i. be respectful to fellow members and not engage in unconstructive, threatening, intimidating or disorderly behaviour
  - ii. refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment
  - iii. follow good meeting practices
  - iv. agree that should confidential information be shared within the WCRG, this information remains confidential. Should confidential information shared at a WCRG be distributed externally, any responsible WCRG members will be removed from the WCRG
  - v. agree that, as the committee is not a decision-making body, it is not a requirement that consensus be reached on issues discussed.
- b) At each WCRG:
- i. The WCRG may agree to adopt any set of standard meeting practices if it wishes to do so
  - ii. The IC shall determine the agenda items in accordance with the Terms of Reference
  - iii. Any member may propose a matter for inclusion on the agenda, either before or during a meeting, providing the matter is within the purpose of the committee
  - iv. The IC should ensure that issues of concern raised by community representatives on behalf of the community are properly considered. Late items may be deferred to a following meeting or agreed to be actioned or responded to in between meetings.