

# **WestConnex Community Consultative Committee**

## **Terms of Reference – 21 March 2017**

### **Purpose**

The purpose of the Community Consultative Committee (the committee) is to provide a forum for discussion and feedback between the WestConnex project team (which includes representatives from Sydney Motorway Corporation, Roads and Maritime Services 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 projects, including:

- M4 Widening
- M4 East
- New M5 and King Georges Road Interchange Upgrade
- M4-M5 Link

The purpose of the committee is to:

- Enhance information sharing between the WestConnex project team, community and council members
- Provide an additional channel for the WestConnex project team to provide information to the community and council members, seek feedback and proactive response to matters of interest or concern
- Allow community and council members to seek information and provide feedback for proactive response on the development and implementation of projects, for example considering:
  - o the development of new project information or changes to existing projects
  - o issues of interest or concern to the community
  - o response to community complaints
  - o community initiatives and programs.

The committee is not a decision-making body; it performs an advisory and consultative role.

### **Timing and duration**

The committee is scheduled to be established by late 2016 and will run for a period of 12 months. The purpose and effectiveness of the committee will be evaluated at the end of the 12-month period before any decision is made to close or extend the committee.

The purpose and effectiveness of the committee will be evaluated at least once every 12 months, prior to deciding whether to close or extend the committee.

The committee will meet at least six times a year but not more than monthly.

### **Chairperson**

- An independent chair will be appointed to manage the IWCCC.
- Expressions of interest will be sought for a chair that is independent and not associated with any advocacy groups associated with the project
- The Independent chair will be appointed by SMC.
- Preference will be given to a candidate who can manage and represent the concerns of a variety of interest groups equally with the objectives of the project
- Selection criteria will include:

- ability to convene and manage stakeholder committees in an independent manner
  - experience in community relations, facilitation, mediation or public advocacy
- The chairperson will report annually to the SMC CEO on the operation of the committee.
- Expressions of interest will be sought via:
  - Publications in local papers
  - Recommendation from local council
  - Recommendation from Department of Planning
- The SMC CEO may review the appointment of the chairperson based on the effectiveness of the Committee.

## **Membership of the committee**

The committee will comprise of:

- An independent chairperson
- Up to eight community representatives (up to 2 from each project area – where matters of relevance to their local area are being discussed)
- Up to two council representatives from each local council in the project corridors (where matters of relevance to their Local Government Area are being discussed)
- Representatives from the WestConnex project team, including Roads and Maritime Services and project contractors (where matters of relevance to specific WestConnex projects are being discussed)

## **Appointing community representatives**

The independent chairperson will oversee the selection of community representatives for the committee in liaison with the Department of Planning and the SMC CEO.

Sydney Motorway Corporation and Roads and Maritime Services will seek expressions of interest for community representatives for the committee by:

- Emailing community and stakeholders registered to receive WestConnex updates
- Alerts on WestConnex social media accounts (Twitter, Facebook and LinkedIn)
- Information on the WestConnex website
- Advertising in local newspapers in the project corridors
- Media release

The community representatives must be:

- Current residents or landowners within the WestConnex project corridor
- Able to represent and communicate the broad positions, interests and issues of the project corridor community they represent
- Able to report back to the project corridor community they represent
- Demonstrate involvement in local community groups or activities such as progress, business, school, sporting, environmental or heritage groups
- Be willing to adhere to the committee's standards of behaviour and maintain an outcome focused approach.

In the event a community representative steps down from the CRG, they can either elect to invite a colleague from their network to take their place or Sydney Motorway Corporation and Roads and maritime Services will seek expressions of interest.

All community representatives will need to demonstrate their ability to meet these criteria in their application.

Members of the committee are required to attend each meeting. No substitutes can be referred to the meeting unless they submit a nomination form and meet selection criteria 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.

## **Reporting**

- Minutes are to be taken of all meetings of the committee.
- The Minutes shall record issues raised and actions to be undertaken, who is responsible for taking those actions and by when.
- The chair can appoint an organisation to take meeting minutes. Including, preparing agendas and supporting papers and preparing meeting notes and information.
- Draft minutes are to be distributed to all members for review and comment prior to being finalised.
- The minutes must be endorsed by the committee at its following meeting.
- Agendas and minutes of meetings will be made publicly available on an appropriate website.

## **Standards of behaviour**

In meetings of the committee

- Be respectful to fellow members and not engage in unconstructive, threatening, intimidating or disorderly behaviour
- Refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment.
- Meetings of the committee should follow good meeting practices.
- The committee may agree to adopt any particular set of standard meeting practices if it wishes to do so.
- As the committee is not a decision-making body, it is not a requirement that consensus be reached on issues discussed.
- The chairperson shall determine the agenda items in accordance with the Terms of Reference and Charter.
- 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.
- The chairperson 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.
- Meetings can only be recorded with the agreement of the chairperson and the committee.
- The TOR should indicate that agendas and minutes of meetings will be made publicly available on an appropriate website.