

## WestConnex Community Reference Groups

### 2019 Terms of Reference

#### 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 Services 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.
- b) In 2019, two WestConnex Community Reference Groups (WCRGs) will be convened for discussion and feedback. This reflects the different stages of delivery for the three stages of the project. It also reflects feedback from the 2018 WCRG members who wanted more dedicated time on each of the project stages.

**WCRG (1) – M4 – M5 Link Tunnel** (*including community representatives and officers from the City of Sydney and Inner West Councils, the Department of Planning and Environment and senior Roads and Maritime representation*)

This group covers (in general) the areas of Leichhardt, Haberfield, St Peters, Glebe and Camperdown (focussing on New M4, New M5 and M4-M5 Link Tunnels).

**WCRG (2) – Rozelle Interchange** (*including community representatives as well as officers from the Inner West Council, the Department of Planning and Environment and senior Roads and Maritime representation*)

This group covers (in general) the areas of Lilyfield, Rozelle and Balmain representatives (focussing on M4-M5 Link Rozelle Interchange).

- c) The purposes of the WCRGs include:
  - i. To explore opportunities for the impact on the communities affected by WestConnex to be ameliorated and the amenity of the community improved including, but not limited to the design and construction methods adopted for the project.
  - ii. To enhance information sharing between the Roads and Maritime WestConnex team, community and council members.
  - iii. To provide additional channels for the exchange of information between the Roads and Maritime WestConnex team and the community, council members and the Department of Planning and Environment.
  - iv. To allow the Roads and Maritime WestConnex team to seek feedback and provide proactive responses to matters of interest or concern from the community.
  - v. To allow community and council representatives to seek information and provide feedback about 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
  - how design and construction decisions might impact on the amenity of the community.
- d) The WCRGs are not decision-making bodies; they perform an advisory and consultative role only.

## **2. 2018 WCRG review and 2019 improvements**

- a) Nine WCRG meetings were held in 2018, with an additional Extraordinary WCRG scheduled to discuss the Modification to the M4-M5 Link EIS.
- b) In October 2018, a formal review of the WCRGs was carried out by the IC and found that most aspects of the 2018 WCRG meeting format and processes were deemed satisfactory to excellent. No major changes to the meeting format or processes will be implemented in 2019.
- c) Due to the progress of the three WestConnex project stages, a new WCRG format will be implemented in 2019. The proposed structure was discussed at the final 2018 WCRG meetings and was endorsed by the majority of attendees.
- d) The most consistent negative feedback provided regarded the timeliness of meeting note distribution following meetings. This is acknowledged and 2019 WCRG meetings notes will be distributed no later than 3 weeks following a meeting.
- e) Two WCRGs will be formed in 2019 and each group will meet four times throughout the year.

## **3. Timing and duration**

- a) This document establishes the Terms of Reference for eight WCRG meetings to be coordinated in 2019.
- b) The purpose and effectiveness of the group will be evaluated by Roads and Maritime Services and the Independent Chair (IC) after no longer than 12 months following the first meeting, to determine whether to close or extend the groups in 2020.
- c) Each group will meet four times in 2019, totalling eight meetings of two hours per meeting across the two WCRGs.

## **4. Chairperson**

- a) An Independent Chair (IC) has been appointed to facilitate the two WCRGs.
- b) The IC is appointed and funded by Roads and Maritime Services.
- 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:
- i. Ability to convene and facilitate stakeholder committees in an independent manner
  - ii. Experience in community relations, facilitation, mediation and/or public advocacy.
  - iii. The IC will report at least annually to the Executive Director Motorways, Roads and Maritime Services, on the operation of the committee.

## 5. Membership of the WCRGs

The community reference groups will comprise of:

- a) The Independent Chair (IC).
- b) Community representatives (from the relevant geographic project area – where matters of relevance to their local area are being discussed). The number of community representatives is at the discretion of the IC. The total number of community representatives will be decided based on the need for broad representation balanced with the effective working of the groups.
- c) Nominations of persons wishing to participate as members in the WCRGs should be emailed to the IC at [wcrg@rms.nsw.gov.au](mailto:wcrg@rms.nsw.gov.au).
- d) Community representatives may bring one Observer to WCRG meetings provided that:
  - o The agreement of the IC is obtained in advance
  - o The WCRG member provides a copy of these Terms of Reference to the Observer and the observer agrees to abide by the Terms of Reference.
  - o The Observer's role is not to participate in discussion (without the agreement of the IC), rather to observe and learn for the possibility that the Observer may replace a Community Member or, at some time in the future, become a member.
- e) Up to two Council officers from local Councils in the project corridors (where matters of relevance to their Local Government Area are being discussed).
- f) Representatives from the Roads and Maritime WestConnex team.
- g) Sydney Motorway Corporation and project contractors will be invited to attend as required
- h) The Department of Planning and Environment and the Environment Protection Authority will be invited to send representatives.

## 6. Appointing community representatives

- a) Roads and Maritime Services will oversee the selection of community representatives for the committee in liaison with the IC
- b) Members of the 2018 Community Reference Group were automatically approved for membership in 2019, if they wish to continue their involvement
- c) Community representatives and Observers 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 these Terms of Reference, the committee's standards of behaviour and maintain an outcome focused approach.
- d) No elected representatives of Local, State or Federal politics are permitted to apply.

- e) 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.
- f) Please note, successful applicants will be asked to share their email addresses with other Community members and authorise having these contact details listed on the WestConnex website. Names of Community members attending meetings are listed in published Meeting Notes. Members may opt to *not* have their email addresses published online.
- g) In the event a community representative steps down from the WCRG, or the IC considers that a larger community representation is needed, Roads and Maritime Services may seek a new panel member via reserve list or new expressions of interest process. Community representatives that choose to resign from WCRG are requested to advise and advise to the IC.
- h) All community representatives will need to demonstrate their ability to meet these criteria in their application.
- i) Members of the WCRG should attend each meeting. No substitutes can be referred to the meeting unless they submit a nomination form, meet selection criteria and are approved by the IC. An application for a substitute should be submitted to the IC at least two weeks prior to meeting attendance.
- j) Committee members should not make improper use of their committee membership to gain an advantage for themselves or another person.
- k) Members may be asked by the IC to resign from the WCRG under the following circumstances:
  - i. Failure to attend meetings on a regular basis.
  - ii. Failure to disclose a conflict of interest and/or developing a conflict of interest during the project construction.
  - iii. Perform ongoing and substantial breaches of the WCRG Terms of Reference in the opinion of the IC WestConnex and RMS.
  - iv. Become an employee of the project team or a significant provider of goods or services to WestConnex.

## **7. Agenda and reporting**

- a) The IC will prepare a detailed agenda at least 5 working days ahead of each meeting following a standard format. Supporting papers or materials may be distributed ahead of meetings.
- b) Members of the WCRG may request items to be added to the agenda by contacting the IC no less than seven business days before the scheduled meeting. The IC will review all requests and determine the final agenda one week before the meeting.
- c) Notes will be taken of the questions, answers and outcomes of meetings. In the event of any controversy the IC will approve the Notes for publication. A list of Actions Arising from each meeting and an Issues Register will be maintained by the IC.
- d) WCRG members are able to take their own notes.
- e) Meetings will not be recorded (except at the request of the IC and with the approval of the WCRG). Meeting notes will be published on the WestConnex website.
- f) Unless the IC is requested to do so by the speaker the Notes will not attribute questions or comments to any named individual.

## 8. Standards of behaviour

In meetings of the WCRG, attendees will:

- a) be respectful to fellow members and not engage in unconstructive, threatening, intimidating or disorderly behaviour
- b) refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment
- c) follow good meeting practices
- d) accept direction and advice from IC
- e) make points succinctly
- f) enable all members to be equally heard, not speak over each other and listen to all other member points of view
- g) take all relevant information into consideration
- h) treat members and project staff with respect and courtesy
- i) not attribute comments or opinions expressed by other WCRG members including RMS and contractors to an individual
- j) agree that should confidential information be shared within the WCRG, this information remains confidential. WCRG will be advised, in advance, when information is confidential. Should confidential information shared at a WCRG be distributed externally, any responsible WCRG members will be removed from the WCRG
- k) agree that it is not a requirement that consensus be reached on issues discussed as the committee is not a decision-making body,.
- l) The IC will, if necessary, determine if any member is not conducting themselves in accordance with the standards of behaviour or in the spirit of these Terms of Reference.

Each WCRG:

- i. In consultation with the IC 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. Members are requested to provide agenda items in advance, wherever that is possible.
- iv. The IC will 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.

## 9. Media and Public Comment

WCRG members are not restricted from discussing issues with or providing their own opinions to the media. When doing so members should not:

- a) Attribute comments, questions or answers to questions to an individual. (NOTE. It is suggested that members attribute comments to "A Community Representative", "a Representative of RMS", etc).

- b) As a courtesy the IC requests that the IC be informed of engagement with the media in relation to WCRG business.
- c) Members are welcome to distribute copies of the Notes that are posted to the WestConnex website to community organisations, groups or individual and to refer community questions or concerns to the IC for inclusion in the Agenda of the next meeting.
- d) Use logos or the intellectual property of RMS or any other stakeholder in any media, without consent.
- e) Speak on behalf of or purport to speak on behalf of the WCRG or the Project, noting representatives are permitted to disclose their Community Group is a member of the WCRG.

## **10. Site Visits**

If site visits are conducted, members agree to take direction from project staff at all times and agree to refrain from taking images and distributing images publicly through press or social media.

Last updated: May 2019