

# TRADER REFERENCE GROUP



## TERMS OF REFERENCE

### 1. PURPOSE

This Trader Reference Group (TRG) is established as a key avenue for business community involvement during the Park Road and Charman Road, Cheltenham Level Crossing Removal Project.

The TRG will assist the project team by:

- Acting as a conduit between the project team and the local traders, trade associations and business groups.
- Ensuring that individuals and groups affected by the project have opportunities to participate in its development.
- Providing local perspectives on the project, particularly in relation to minimising impacts on the community.
- Providing input into the planning and implementation of the project, including identifying opportunities for effectively communicating with the community.

### 2. OBJECTIVES

The TRG will:

- Receive accurate information about the project, its development and milestones.
- Consult the communities and stakeholders they represent to inform the CRG process, subject to confidentiality agreements.
- Provide feedback on community engagement opportunities and activities.
- Raise concerns and discussion points on behalf of the communities they represent.
- Act in the interest of the community and the project, regardless of their personal views on elements thereof.
- Demonstrate due diligence and process.

### 3. MEMBERSHIP

The TRG will comprise:

- An independent facilitator
- Members of the Level Crossing Removal Authority
- Contractor representative/s, once appointed
- Council officers.

- Local trader representative
  - Retailers
  - Food business/restaurants
  - Service providers
  - Other interested business people

Other project staff, business groups, agency representatives and consultants may provide support or deliver presentations to inform the TRG, however they will not be members of the group. The TRG may invite presentations from special interest groups at the chairperson's discretion.

The TRG will report through the Community Reference Group.

### 4. FUNCTIONS

Members are required to:

- attend TRG meetings;
- disseminate relevant information accurately within the community;
- provide advice and feedback on issues raised by the wider community.
- ensure a broad range of community views are represented and considered in project design and delivery.
- provide a community perspective to the development and implementation of the project.
- promote communication and engagement opportunities to the local community, businesses, and interest and industry groups they represent.

## 5. OPERATIONS

- The role of the chair is to run the meetings and facilitate discussion and participation by all members. The chair will be the local Member of Parliament.
- The role of deputy chair is to support the chair in facilitating discussion and participation by all members. The deputy chair will be an independent facilitator.
- The chair and deputy chair are the sole determinants issues to be dealt with in accordance with the Terms of Reference.
- The chair and deputy chair are responsible for ensuring the proper and professional conduct of the group.
- The collective membership of the TRG will, so far as is possible, capture a diversity of communities, stakeholders and interest groups affected by the project. Diversity of opinion is expected and encouraged.
- Members will respect the views of others at all times and contribute to discussion in a respectful manner, and support the chair and deputy chair in the constructive conduct of meetings.
- A member may indicate their interest is limited to a specific stage of the project. The chair reserves the right to replace a member with another community member at the conclusion of the relevant phase.
- Issues and ideas that arise during TRG meetings that fall outside the Terms of Reference will be, where possible, referred to LXRA for consideration.
- Regular meetings will be held with a forward schedule to be determined at the initial meeting. This will be subject to ongoing review to determine the appropriate frequency of meetings.
- LXRA is responsible for administration and secretariat functions for the TRG, including meeting logistics and support activities such as distribution of agendas and briefing papers and minuting.

- The TRG will operate until project completion.
- Participants agree to sign the following documents prior to attending the first meeting of the TRG:
  - Code of Conduct.
  - Confidentiality Deed.
  - Statement of Conflicts of Interest

## 6. CONFIDENTIALITY AND THE MEDIA

Members are not authorised to speak on behalf of the TRG, unless written approval is received in advance from the chair or deputy chair in consultation with LXRA's Communications Director.

There may be occasions where it is appropriate for TRG members to speak with the media on issues concerning the project. However, where this is the case approval should be received in accordance with the above, prior to engaging with the media.

Any breaches of this will be treated seriously and the membership of those involved will be reviewed, with the possible consequence of permanent removal from TRG membership.

## 7. BREACH OF TERMS OF REFERENCE

Where a member breaches the Terms of Reference, the matter will be subject to discussion by the group and the member/s involved. At the chair's discretion, member/s may be asked to leave the TRG and replace them with another community member, as appropriate.

# APPENDIX 1

## LEVEL CROSSING REMOVAL PROJECT TRADER REFERENCE GROUP CODE OF CONDUCT

As a representative of the Trader Reference Group (TRG), I agree to:

- Attend regular meetings and provide apologies in advance where attendance is not possible. Where multiple consecutive meetings are missed, the chair may elect to replace the member.
- Act in an advisory capacity to the Level Crossing Removal Authority (LXRA) by disseminating authorised information within the community and providing insight and advice into community perspectives on the project.
- Seek at all times to obtain and represent the views of the broader community.
- Represent the views of my organisation, interest group or community and not individual views at odds with those of the group I represent.
- Participate in the TRG in a positive way when confronted with issues or concerns.
- Respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate.
- Ensure a broad range of community perspectives are represented in discussions during project development and delivery.
- Notify LXRA of any potential conflict of interest that may arise in relation to the project during my participation in the TRG.

- Allow LXRA to promote my participation in the TRG in order to facilitate community involvement and feedback.
- Not disseminate confidential information that is discussed at the TRG meetings as advised by the chair or deputy chair, such as issues of a sensitive commercial or conceptual nature.
- Not engage with the media in relation to the project on behalf of TRG, unless first receiving approval by the chair or deputy chair in consultation with LXRA's Communications Director.

I understand that where a member disregards the Code of Conduct, as agreed by the TRG members, the chair or deputy chair may revoke their membership, and/or the community or organisation they represent may be requested to nominate a replacement.

**Name:**

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**Signature:**

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**Date:**

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### CONTACT US

[contact@levelcrossings.vic.gov.au](mailto:contact@levelcrossings.vic.gov.au)

1800 105 105

[levelcrossings.vic.gov.au](http://levelcrossings.vic.gov.au)

Level Crossing Removal Authority  
GPO Box 4509, Melbourne VIC 3001



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