

COMMUNITY REFERENCE GROUP



TERMS OF REFERENCE

1. PURPOSE

A Community Reference Group (CRG) will be established for the Cheltenham Level Crossing Removal Project, as a key avenue for community involvement during the planning and construction phases of the project.

The CRG will assist the project team by:

- ensuring effective communication arrangements are established with interested and affected residents, interest groups and council;
- ensuring that individuals and groups affected by the project have opportunities to participate in its development;
- providing a local perspective on project issues, particularly in relation to minimising impact on local communities; and
- providing feedback on the development and implementation of the project.

2. OBJECTIVES

The objective of the CRG is to engage the community/stakeholders to assist with:

- feedback and advice during the planning process;
- feedback and advice on community engagement activities and process;
- feedback and awareness of community concerns and interests;
- the continuous flow of communication between the community and the project team;
- demonstrate due process and diligence; and
- provide structure for the governance that includes a community voice.

3. COMPOSITION

The CRG will comprise of the following representatives:

- An Independent facilitator
- Parliamentary Secretary for Infrastructure, Shaun Leane MLC
- Members of the Level Crossing Removal Authority
- Local community representatives
- Representatives from local stakeholder groups
- Council officers.

Other project staff, agency representatives and consultants will not be members of the group, but will provide support and give presentations to the CRG as required. The CRG may invite presentations from special interest groups at the chairperson's discretion.

A separate Trader Reference Group will act in an advisory capacity to LXRA and represent business interests.

4. FUNCTIONS

The purpose of the CRG is to provide an ongoing connection between the project team and community members during key phases of the project to create a shared understanding of project and community perspectives.

LXRA is the decision-making authority for the project and is responsible for the project. The CRG is an advisory body and will have their views sought to assist as part of the decision-making process.

The members of the CRG are required to:

- attend CRG meetings;
- disseminate relevant project information within the community;
- provide advice on issues raised through wider community feedback;
- ensure a broad range of community perspectives are considered in project development;
- promote to the community and key stakeholders, activities being undertaken as part of the wider consultation program;
- consider the future role of community involvement as the project moves from development to construction; and
- provide input and feedback into the Cheltenham Level Crossing Removal Project.

5. OPERATION

Key operational details of the group include:

- An independent facilitator with experience in conducting forums will facilitate discussion and participation by all members.
- The Local Member of Parliament will welcome the meetings and support the independent facilitator in aiding discussion and participation by all members.
- The independent facilitator and MPs are the sole determinants of issues to be dealt with in accordance with the Terms of Reference. They are responsible for ensuring the proper and professional conduct of the group.
- Issues and ideas that arise during CRG meetings which fall outside its Terms of Reference will, where possible, be referred to the LXRA.
- Regular meetings will be held with a forward meeting schedule to be determined at the initial meeting.
- LXRA will be responsible for administration associated with the CRG, including the organisation of meetings and support activities such as the distribution of agendas, minutes and briefing papers.

- The CRG will operate until construction begins. The frequency of meetings will be determined by LXRA and communicated to the group.
- A Code of Conduct for participation at the CRG meetings is outlined in APPENDIX 1 and must be signed by all participants prior to attending the first meeting.

6. MEDIA

The role of the CRG is to assist LXRA to communicate with the community. Therefore, members of the CRG are not authorised to speak with the media on behalf of the CRG in relation to the project, unless written approval is received in advance from the independent facilitator or MPs in consultation with LXRA's Communications Director.

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

APPENDIX 1

LEVEL CROSSING REMOVAL PROJECT COMMUNITY REFERENCE GROUP CODE OF CONDUCT

As a representative of the Community Reference Group (CRG), I agree to:

- Attend regular CRG meetings and provide apologies in advance where attendance is not possible.
- 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 my organisation or group.
- Participate in the CRG 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.
- Notify the Authority of any potential conflict of interest that may arise in relation to the project during my participation in the CRG.
- Allow LXRA to promote my participation in the CRG in order to facilitate community feedback provision.

- Not disseminate confidential information that is discussed at the CRG meetings as advised by the independent facilitator or MPs, such as issues of a sensitive commercial or conceptual nature.
- Not make any media comment in relation to the project on behalf of CRG, unless first receiving approval by the Independent facilitator or MPs in consultation with LXRA's Communications Director.

I understand that where a member disregards the Code of Conduct, as agreed by the CRG members, the independent facilitator or MPs may ask them to step down and/or their organisation may be requested to nominate a replacement.

Name:

Signature:

Date:

CONTACT US

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Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne