

FEBRUARY 2020

Mordialloc Freeway

Community Reference Group

Terms of Reference



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Contents

1	PURPOSE	3
1.1	Overview.....	3
1.2	Goals	3
2	STRUCTURE	3
2.1	Representatives	3
2.1.1	VICTORIAN STATE GOVERNMENT	3
2.1.2	RESIDENTS	3
2.1.3	OTHER.....	3
2.2	Key Selection Criteria.....	3
2.2.1	COMMUNITY FOCUSED.....	3
2.2.2	FAIR AND BALANCED	4
2.2.3	ACCESSIBLE	4
3	OPERATION	4
3.1	Key Information	4
3.2	Representative Requirements.....	4
3.3	Media Enquiries	4
3.4	Membership Revocation	4

1 Purpose

1.1 Overview

Major Road Projects Victoria (MRPV) acknowledges that the project area for the Mordialloc Freeway encompasses a diverse range of individuals, groups, and environmental, economic, cultural, and social interests.

The Mordialloc Freeway Community Reference Group (CRG) has been established as a key avenue for community involvement during the construction phase of the project.

The CRG seeks to formally engage the community to enhance and strengthen relationships with key stakeholders and help facilitate information sharing to improve project outcomes.

1.2 Goals

The overarching goals of the CRG are to:

- Inform the community on progress of the Mordialloc Freeway project
- Understand the issues that matter to the community and collect feedback
- Provide the community with an opportunity to be involved during construction of the project.

2 Structure

2.1 Representatives

CRG membership is on a voluntary basis and may include representatives from the following groups:

2.1.1 Victorian State Government

- Members of Parliament
- Mordialloc Freeway Project - Team Members

2.1.2 Residents

- Dingley Village
- Waterways
- Aspendale Gardens

2.1.3 Other

- Council Representatives
- Community Representatives
- Key Interest Groups

Individuals or organisations other than those listed above may be invited to provide support or deliver presentations to the CRG as required. The CRG may invite presentations from interest groups at the Chairperson's discretion.

2.2 Key Selection Criteria

CRG Representatives are selected based on the below key selection criteria:

2.2.1 Community Focused

- Strong community networks
- Involved in the wider community
- Willing to encourage community participation
- Good knowledge and understanding of local issues relevant to the project
- Understanding of the local community and its social, environmental and economic influences.

2.2.2 Fair and Balanced

- Demonstrated ability to constructively participate in an advisory capacity
- Ability to look beyond personal interests for the benefit of the community
- A willingness to contribute positively to meetings in a fair and unbiased manner
- Ability to represent a broad range of views that reflect the diversity of the community.

2.2.3 Accessible

- Ability to commit to the CRG for the required duration
- Ability to readily share project information with local networks through a variety of channels.

3 Operation

3.1 Key Information

- Membership is for an 18-month period and will conclude at the end of construction
- Meetings will be held at the Mordialloc Freeway Info Hub once every two months with an increase in frequency as necessary during construction
- MRPV is responsible for organising the meeting schedule, agendas, and other support activities
- MRPV will appoint an independent facilitator to chair the discussion and record meeting minutes
- Meeting minutes will be distributed by MRPV two weeks after the meeting has occurred
- The independent facilitator is responsible for ensuring the Terms of Reference is met by all representatives
- Issues that arise during CRG meetings that fall outside the Terms of Reference will be referred to MRPV
- A Code of Conduct will be signed by all representatives and any proxies that attend CRG meetings.

3.2 Representative Requirements

The purpose of the CRG is to formally engage the community to enhance and strengthen relationships with key stakeholders and help facilitate information sharing to improve project outcomes.

As a member of the CRG, representatives are required to:

- Attend all scheduled CRG meetings
- Notify MRPV when they are not able to attend a meeting and organise a proxy to attend in their place
- Circulate all project information provided by MRPV with relevant community networks
- Promote all project consultation activities to the community and key stakeholders
- Advise MRPV when and how information has been shared with community networks
- Provide insight and advice into community perspectives during construction of the project
- Ensure a broad range of community perspectives are considered during project construction
- Consider the role of the community as the project progresses through construction.

3.3 Media Enquiries

CRG Representatives 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 Project Director of the Mordialloc Freeway Project.

The membership of representatives who speak to the media without written approval will be immediately reviewed.

3.4 Membership Revocation

Following consultation with MRPV, the Chairperson may – at their discretion and at any time – revoke the membership of a representative if it is deemed they are:

- Failing to act in a manner that fulfils the CRG's Terms of Reference
- Not supporting the CRG's purpose, goals or operational requirements