

MARCH 2025

Yan Yean Road Upgrade - Stage 2

Community Reference Group

Terms of Reference

**VICTORIA'S
BIG BUILD**



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1 Purpose

1.1 Overview

Major Road Projects Victoria (MRPV) acknowledges that the project area for the Yan Yean Road Upgrade - Stage 2 encompasses a diverse range of individuals, groups, and environmental, economic, cultural, and social interests.

The Yan Yean Road Upgrade - Stage 2 Community Reference Group (CRG) has been established as a key avenue for community involvement during the planning and construction phases 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:

- help inform the community on the progress of the Yan Yean Road Upgrade - Stage 2 project
- understand the issues that matter to the broader community
- provide the community with an opportunity to be involved during planning and construction of the project.

2 Role and function of the CRG

The role of the CRG is to:

- provide local advice and knowledge to help the Project Team deliver the project in a manner that acknowledges and considers the needs of the community
- enable opportunities for two-way conversations between the community and MRPV
- create better awareness of the project in the local community
- make sure the community has up-to-date and accurate information about the project.

3 Structure

3.1 Representatives

CRG membership may include representatives from the following groups:

3.1.1 Victorian State Government

- Yan Yean Road Upgrade - Stage 2 Project - Team Members

3.1.2 Residents

- Yarrambat
- Doreen

3.1.3 Businesses

- Within a 2km radius of Yan Yean Road in Yarrambat or Doreen

3.1.4 Other

- Representatives from Whittlesea and Nillumbik councils
- Users of local recreation reserves, parks and facilities within the project area
- Representatives of community groups with a specific interest in the areas surrounding Yan Yean Road in Yarrambat or Doreen

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.

Participation in the Community Reference Group is voluntary. Members will not be remunerated for their time, or any expenses incurred to attend meetings.

4 Key Selection Criteria

Members will be chosen at the discretion of Major Road Projects Victoria based on the following key selection criteria.

4.1.1 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

4.1.2 Fair and Balanced

- Demonstrated ability to participate constructively 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
- Actively contribute to discussion in a fair and respectful manner
- Share discussion time and listen respectfully to allow all members the chance to contribute

4.1.3 Accessible

- Ability to commit to the CRG for the required duration
- Ability to readily share project information with local networks

Members will be expected to comply with the CRG's Code of Conduct.

5 Operation

5.1 Key Information

The following dot points outline the key operational points on how the CRG will run:

- Membership is for twelve months and will be reviewed at the end of the term
- Membership will be limited to 12 participants each term to facilitate productive discussion and ensure all members can fully contribute
- Meetings will alternate between being held in-person and online on the first Monday of every month
- 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 are 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.

5.2 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 advise an appropriate 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
- Report back to MRPV when information has been shared with community networks
- Provide insight and advice into community perspectives on the various stages of the project
- Ensure a broad range of community perspectives are considered in the lead up to and during construction
- Consider the future role of community involvement as the project moves from planning to construction.

5.3 Media Enquiries

CRG Representatives are not authorised to speak with the media on behalf of the CRG about the Project unless written approval is received in advance from the Program Director of the Yan Yean Road Upgrade - Stage 2 Project.

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

5.4 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 fulfills the CRG's Terms of Reference or Code of Conduct
- Not supporting the CRG's purpose, goals, or operational requirements