

Community Liaison Groups

West Gate Tunnel Project Terms of Reference

Design and Construction Phase

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Purpose

The West Gate Tunnel Project is one of the largest road projects underway in Victoria and will, among other benefits, deliver a vital alternative to the West Gate Bridge, providing a much needed second river crossing, quicker and safer journeys, and removing over 9,000 trucks from residential streets in the inner west.

The Western Distributor Authority has been established to manage the West Gate Tunnel Project on behalf of the Victorian Government.

In December 2017, contracts were signed between the government and Transurban to design, construct, finance, operate and maintain the West Gate Tunnel Project until 2045, and with the builder, CPB Contractors John Holland Joint Venture. Construction commenced in January 2018 and the project will open in 2022.

Two new Community Liaison Groups (CLGs) will be established by the Western Distributor Authority as an avenue for community involvement during the construction/delivery phase of the West Gate Tunnel Project. This continues the planning phase conversations held between the project team and the community over the last two years.

The CLGs will contribute to the West Gate Tunnel Project design and construction phase by:

- Encouraging a broad range of community representatives from geographic areas to participate in discussions for the project;
- Providing a regular and direct avenue of communication between local communities and the project team to understand what is happening during construction;
- Providing a local perspective on the project, particularly in relation to minimising impacts on local communities;
- Allowing stakeholders to appreciate each other's views to the benefit of the project; and
- Sharing local information, and helping support community engagement activities relating to the project.

Composition

There will be two CLGs formed for the design and construction phase. These groups are proposed to be known as West CLG and North CLG.

West Community Liaison Group: covering areas in relation to the West Gate Freeway precinct (including Wyndham, Brimbank and Hobsons Bay municipal areas) and suburbs which may include Point Cook, Seabrook, Altona, Altona North, Brooklyn, South Kingsville, Spotswood.

North Community Liaison Group: covering areas in relation to the Tunnel and Port to City precincts (including Maribyrnong and Melbourne municipal areas) and suburbs which may include Yarraville, Seddon, Footscray, Kensington, North and West Melbourne, Docklands.

Each of the CLGs will comprise the following representatives:



- An independent chairperson;
- Representatives of local government;
- Community members representing the project corridor;
- Industry and relevant associations;
- The West Gate Tunnel project team, including Western Distributor Authority (State Government), Transurban (Project Company), CPB Contractors John Holland Joint Venture (builder).

Community representative positions will be publicly advertised and appointments based on a formal selection process.

Functions

Members of the Community Liaison Group are required to:

- Understand the objectives of the West Gate Tunnel Project;
- Attend a minimum of 9 out of 12 meetings and participate in discussions;
- Share project updates and information to their respective community, organisation or network, and provide feedback at meetings;
- Impartially represent the interests and views of the local community;
- Provide views and advice on relevant issues raised through wider community feedback;
- Restrict issues and debates to matters relevant to the project; and
- Ensure a broad range of community perspectives are considered respectfully and impartially.

Operation

Key operational details of the group include:

- The Independent Chair will:
 - lead the group, facilitate discussion, and encourage equitable participation by all members;
 - determine issues to be dealt with in accordance with the Terms of Reference; and
 - ensure proper and professional conduct of the group.
- All meetings will be closed forums;
- CLG meetings will be held monthly, with meetings generally occurring on the first Thursday of each month. Meetings for West CLG and North CLG will be held on alternate months.
- Meetings are generally expected to run for up to two hours;
- The Western Distributor Authority is responsible for administration, including the organisation of meetings and arranging guest speakers, issuing invitations and support activities such as the distribution of agendas, minutes and briefing papers;
- The CLG will operate until the Project is completed, with a review of group membership and Terms of Reference every 18 months;
- A Code of Conduct must be signed by all members.

Accountability

The composition of the Community Liaison Groups and minutes of meetings will be published on the West Gate Tunnel project web page and information may be included in other project publications.

Expenses

The Western Distributor Authority recognises community involvement should not be an impost on volunteers. Reimbursement of reasonable expenses related to fulfilling their role on the CLG may be offered in accordance with individual circumstances, as discussed with the Chair and Western Distributor Authority.