COMMUNITY ADVISORY GROUP: TERM OF REFERENCE

The Public Transport Authority (PTA) is establishing a Community Advisory Group (CAG) as part of the Claremont Station Project.

THE PROJECT
The project will include building a new footbridge compliant with current Disability and Discrimination Act (DDA) standards, which will provide access across the rail reserve and to the station platform. Two turnback facilities will also be installed west of Claremont Station, allowing trains to turn back towards the city.

More information on this project can be found on the METRONET website. www.metronet.wa.gov.au/projects/claremont

THE GROUP
The role of the Group is to act as a sounding board regarding the look and feel of the Station’s upgraded features and throughout the construction phase.

The Group will be encouraged to bring feedback or collect community enquiries for discussion in the meetings to identify any ongoing issues. The Group’s functions are to:

- Provide feedback
- Raise concerns
- Indicate preferences
- Review processes and outcomes where appropriate

DECISION-MAKING
Where decisions need to be made a minimum of half the Group is required to achieve a quorum. Decisions will be made through consensus of the Group where possible.

RESPONSIBILITIES OF MEMBERS
Members are required to:

- Attend meetings and participate in discussions
- Represent the interests and views of their local community, or in the case of individuals, to present their own views where appropriate
- Receive information from the PTA and the contractor/s for sharing with the wider community
- Restrict debate to relevant issues and items

CODE OF CONDUCT
Members agree to the following standards of behaviour and rules:

- Respecting and being courteous to others and their opinions
- Accepting and embracing differences
- Respect any confidentiality requirements requested by the members, guests, officers or elected members present.
- Advise the chairperson/facilitator if they are unable to attend meetings
- Be open and honest in their dealings with other members
- No political or vested interests

TERM OF THE COMMUNITY ADVISORY GROUP
The Group will be active from approximately August 2018 through the design and construction program. Meetings will be held every three months unless otherwise agreed by the Group.
MEMBERSHIP SELECTION
Members will be determined through a self-nomination process and will represent a cross section of demographics and interests.
Members will:

- Have a residence or business located close to the project site and be able to represent the interests of others in the area
- Understand and have the capacity to voice the issues, concerns and views of community/business members
- Represent a ratepayer group, progress group or community association
- Be available for meetings
- Accept the CAG role and associated tasks
- Agree to the terms of reference
- Have access to email and internet for contact and correspondence

MEETINGS
- Meetings are to be held at an agreed local venue outside business hours
- During the design phase a minimum of two meetings will be held
- Meeting frequency during the construction phase is to be determined
- The PTA will organise and chair all meetings
- The PTA will provide the administrative support such as venue bookings, catering, minute taking and distribution of information to the Group

HOW TO APPLY
To nominate yourself to participate in the Community Advisory Group visit the project website:


If you do not have access to nominate online contact:

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