Denny Avenue Community Reference Group - Terms of Reference

The PTA is establishing a Community Reference Group for residents or business owners living in Kelmscott and surrounding suburbs as part of the METRONET Denny Avenue Level Crossing Removal project.

THE PROJECT
Removing the Denny Avenue level crossing will increase the safety of people walking, cycling and driving in Kelmscott and surrounding suburbs, as well as reducing road congestion and revitalising the local community. The Denny Avenue level crossing removal is a priority project as part of the METRONET level crossing removal program.

More information on this project can be found on the METRONET website: www.metronet.wa.gov.au/projects/denny-ave

ROLE OF THE COMMUNITY REFERENCE GROUP
The role of the Group is to represent the community and act as a sounding board during the planning, construction and delivery phases of the project.

Group members will be encouraged to seek feedback and queries from the community to share in the meetings. Where possible, questions will be answered in the meetings and feedback will be recorded to help identify potential issues.

Functions of the group include:
- Providing feedback on topics raised
- Raising concerns
- Indicating preferences
- Sharing information with other community members
- Reviewing processes and outcomes where appropriate

RESPONSIBILITY OF MEMBERS
It is the responsibility of members to:
- Attend all meetings and participate in discussions
- Represent the interests and views of the community, or in the case of individuals, to present their own views where appropriate
- Receive information from the project team and share with the wider community
- Restrict debate to relevant issues and items

CODE OF CONDUCT
Members agree to the following standards of behaviour and rules:
- Respect other members’ views and opinions
- Respect any and all confidentiality requirements
- Advise the Chairperson if unable to attend meetings
- Be open and honest in all business relating to the Community Reference Group
- Discuss only relevant issues, no political and vested interests
TERM OF THE GROUP
The Group will be active from approximately August 2019, through the planning, construction and delivery phases of the project until project completion. At minimum, meetings will be held four times a year, unless otherwise agreed by the Group.

MEMBERSHIP SELECTION
The Community Reference Group will consist of a maximum of eight community members, including a minimum of two businesses and four community residents.

Residents and business owners will be determined after self-nominating, and will represent a cross section of demographics and interests. Members will have a residence or business located within the defined project area and be able to represent the interests of others in the area. Should two or more community members no longer be able to be part of the Group the application process can reopen for new members.

To be eligible, members must:
- Reside or have a business located close to the project area
- Represent their recognised community group/organisation (if appropriate)
- Be available to attend meetings, and undertake assigned tasks
- Have the capacity to understand and share project information and issues
- Have access to email and internet for contact and correspondence
- Agree to the Terms of Reference
- Agree to have their first and last name published on the METRONET website

MEETINGS
- Meetings will be held outside business hours at an agreed venue within, or close to Kelmscott.
- The PTA will take on the role of Chair, with no voting rights. The PTA will organise all meetings and provide the administrative support such as venue bookings, catering, minute taking and distribution of information to the Group.
- All correspondence will be emailed to members, requiring action before the next meeting.
- Minutes, comments and presentations will be uploaded onto relevant websites once approved by the CRG members.
- Where possible, decisions will be made by Group consensus. Half plus one of the Group is required for a quorum.
- If required, a facilitator may be invited to attend meetings.

HOW TO APPLY
To nominate yourself to participate in the Community Reference Group visit the project website at https://www.mysaytransport.wa.gov.au/metronet.

If you are unable to submit a nomination online contact:

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