Morley Station Concept Precinct Master Plan Community Reference Group - Terms of Reference

The Morley Station Precinct Concept Master Plan Community Reference Group (CRG) is for residents and business owners within the area nominated for the master plan process.

THE PROJECT
The future Morley Station will form part of the Morley-Ellenbrook Line, a 21km rail line connecting Ellenbrook’s town centre to the city via Bayswater. To take advantage of the opportunities the new station brings, a Morley Station Precinct Concept Master Plan is being developed, which sets the design vision and high-level roadmap for the long-term land uses, planning and infrastructure delivery around the station to enhance the area and connections to Morley Galleria.

ROLE OF THE COMMUNITY REFERENCE GROUP
The purpose of this CRG is to provide feedback during the development phase of the Master Plan on matters including but not limited to:

- workshop ideas and concepts as part of the master plan development
- advise on attributes of the local area to inform the master development; and
- issues identification and mitigation for proposed designs.

RESPONSIBILITY OF MEMBERS
It is anticipated that group members will need to:

- Attend and participate in all meetings
- Represent the interests and views of the community (if representing a community group), 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
Group members are bound by the following Code of Conduct:

- **Respect**: At all times physical or verbal threats or abusive language will not be tolerated and can result in immediate removal from the meeting and reference group.
- **Have constructive discussions**: Listen and don't talk over others. Raise issues and offer solutions in equal measure. Be willing to challenge and be challenged about views/issues without making personal attacks.
- **Be effective**: Be concise in presenting views. Help each other stick to the agenda and timeframes. Avoid bringing up the same topic if the matter has already been discussed
- **Be honest & open**: You don’t need to be an expert to have a view. It’s okay to get something wrong or to correct someone in a respectful way.
• **Support the group:** Ensure everyone has a chance to talk. Seek to understand others, before presenting your view. Support the final decision of the group once the decision is made.

• **Confidentiality:** Group members are free to discuss the outcomes and minutes of meetings with other people, however the specific views and opinions of other reference group members are considered ‘in-confidence’ and not to be shared outside the reference group meetings. Project plans and project information that is shared with the reference group and not yet in the public domain is to be considered confidential and not for circulation outside the group.

Regarding **media and publicly releasing information**, the reference group is not authorised to provide comment to the media on behalf of the reference group. The Project Team is the designated liaison with the media for matters relating to the reference group.

**TERM OF THE GROUP**

The reference group will be used to inform vision, principles, design options and preferred design outcome for the Master Plan. The group will conclude once a preferred design option is determined by the reference group.

Further opportunities for members to comment on the draft Concept Master Plan will be provided for through the public comment period.

**MEMBERSHIP**

This group will have a maximum of ten community members and achieve a balance of the following criteria:

- Reside in or have a business in the plan area
- Representation of different user groups
- Age range
- Ability to commit to and attend the whole process
- Have access to email and internet for contact and correspondence

Members shall be sought through a public expression of interest. Selection will be based on ensuring a balance of the above criteria is achieved.

As an advisory group, liability is limited to negligent, criminal or fraudulent behaviour of individuals.

All members must declare any conflicts of interest at the earliest awareness and the group will decide how to proceed. A conflict of interest is deemed to involve any decision that would have a direct benefit to the individual or organisation they work for.

**MEETINGS**

Meetings shall be conducted in such a way that promotes effective discussion and decision-making and in accordance with generally accepted meeting practice.

- **Coordination:** Coordination will be provided by METRONET, who will also take on the role of meeting Chair.
- **Meeting schedule:** To be determined in consultation with the Reference Group members.
• **Agenda:** The Project Team in consultation with Reference Group members will formulate Meeting agendas.

• **Minutes:** The Project Team will be responsible for the keeping of minutes, which will be circulated by email for approval. Minutes, comments and presentations will be made publicly available through the project website once approved by the Group.

• **Correspondence:** All correspondence will be emailed to members, requiring action before the next meeting.

• **Visitors/guests:** The Reference Group meetings are closed meetings. As such, no visitors are allowed unless invited to provide specific information.

• **Meeting location:** Meetings will be held outside business hours at an agreed venue in Morley.

**GOVERNANCE**

• **Delegation of powers:** The Reference Group acts in advisory in nature and is not a decision-making body.

• **Attendance:** Members’ are expected to be present at all meetings. If they cannot attend, they must advise the Chairperson.

• **Privacy:** Membership (but not contact details) of this group will be publicly available. Members are free to share their own contact details but not those of other members of the group.

• **Conflict resolution:** Any disagreement within this group and/or between this group and the Project Team will be resolved through direct discussion. All perspectives of items/recommendations unable to be resolved by the group will be presented to decision makers.

• **Terms of Reference:** These Terms of Reference can be amended in consultation with the Reference Group and/or Project Team. Any changes to the terms of reference need to be made public within one week of the changes being approved.

• **Remuneration:** No sitting fees will be paid to Reference Group members.