Construction Reference Group Terms of Reference

Objective
Main Roads is establishing a Construction Reference Group for local residents and business owners as part of the Mitchell Freeway Extension Project – Hester Avenue to Romeo Road.

Role
The role of the CRG is to represent the community and act as a sounding board during the construction phase 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.

Local matters raised by members, outside the boundary/scope of the project, will be referred to the relevant authority (e.g. local council, the Public Transport Authority).

Membership
The CRG will have an independent facilitator appointed by Main Roads. Relevant Main Roads project team members will attend as required. Other members may represent local landowners, community-based stakeholder groups, business operators or representative groups and/or special interest groups.

Nominations for the CRG will be advertised and members will be selected based on suitability, geographical and/or group representation. Membership will be determined by Main Roads.

Participation in the CRG is voluntary and Main Roads will make no payment for services or travel.

Operation
- Meetings will be conducted by a facilitator who will lead, facilitate discussion and maintain the professional conduct of the group.
- Meetings are expected to be up to two hours, will be held after hours, and at a local venue.
- The agenda is formulated by Main Roads and will be sent to participants in advance.
- Meeting records will be in the form of notes/actions, rather than a verbatim transcript, and posted on Main Roads’ website.
- Meetings are closed forums. Members may transmit information that has been publicly released by Main Roads, but are asked not to comment publicly on behalf of the group.
**Term and meeting frequency**

It is anticipated the group will meet in late March 2020. Frequency of meetings will reflect the project program and are likely to be held quarterly.

**Accountability**

The CRG is a mechanism for the community to inform the project planning and development phase.

Details of activities, and people involved, will be publicly available.

The full name of members on the CRG, and meeting summaries, will be published on Main Roads’ website.

The Mitchell Freeway Extension Project Construction Reference Group is **not** a decision-making body.

**Code of conduct**

All members of the group agree to a Code of Conduct of the following standard of behaviours:

- Respecting and being courteous to others and their opinions
- Letting people have their say
- Accepting and embracing differences
- Resolving issues/differences before leaving meetings or advising the facilitator of issues/concerns
- Maintaining confidentiality as required and;
- Declaring all political or vested interests

**Termination**

The Facilitator may remove members from a meeting if they contravene the Code of Conduct.

If the breach is considered severe and/or there is frequent inappropriate conduct, members may be removed from the group entirely.