

Level Crossing Community Interest Groups

Draft Terms of Reference - July 2023



LEVEL CROSSING – COMMUNITY INTEREST GROUPS

DRAFT TERMS OF REFERENCE

- 1. CHAMPION ROAD AND MADDOX ROAD, NEWPORT**
- 2. HUDSON ROAD, SPOTSWOOD**

Background

Hobsons Bay City Council has agreed to establish two Level Crossing Removal Community Interest Groups:

1. Level Crossing Removal Community Interest Group – Champion Road and Maddox Road, Newport
2. Level Crossing Removal Community Interest Group – Hudson Road, Spotswood

The term of these Groups will be considered following the Level Crossing Removal Project's confirmation of their consultation process and associated timelines and Council's review of the project status for each site.

Objectives

The purpose of these Community Interest Groups is to:

- Review Council's Level Crossing Removal Principles (endorsed in March 2016) and how these apply to each level crossing removal project.
- Establish a detailed understanding of the precinct context, issues and opportunities for each crossing.
- Establish a detailed understanding of the Level Crossing Removal program objectives and deliverables for each crossing.
- Formulate input for Council consideration specific to the level crossing removal sites.
- Inform Council's final position on each crossing and become community contacts and advocates for the best community outcomes for each crossing.

Membership

- The Community Interest Groups will be advisory to Council only and not a decision making forum.
- Members will be a diverse representation of the respective local communities.
- Group membership numbers will capped to between 10 and 15
- A Councillor will perform the role of Chair.
- Council Officers will administer the engagement process.
- A member or members from each group may transition into any Level Crossing Removal Project Stakeholder Liaison Group (or equivalent project consultative group) established by LXP MTIA.
- All Councillors will be invited to attend all group meetings and will be provided with the respective meeting information.

Meetings

- It is anticipated that the meetings will be chaired by a Councillor.
- Meeting times and frequency will be determined and confirmed with the group.
- Council will administer the meeting venue requirements.

Conduct

Members of the Council's Level Crossing Removal Community Interest Groups are expected to:

- Work respectfully and collaboratively with other members of the Community Interest Group.
- Attend all meetings, send a delegate or notify the Chair if they are unable to attend.
- Undertake reading as required prior to meetings.
- Complete agreed actions within the agreed timelines.

Conflict of Interest

Members of the Community Interest Group are required to notify the Chair immediately if they have a conflict of interest in relation to the project or to the deliberations of the group.

A conflict of interest occurs when you could take advantage of a professional or official position or connection for your own benefit or the benefit of a family member or friends or an organisation or company connected to you or your family or friends. The conflict of interest may be a real conflict or a perceived conflict.

Confidential or Sensitive Information

The members of this group may be in receipt of confidential or sensitive information that should not be disclosed without the prior agreement of Hobsons Bay City Council.

Such information may include but is not limited to:

- Information that would be of direct financial disadvantage to Council if made public
- Information that is still only partly formulated or may, if released give a misleading view to the community of what Council is planning and
- Any other information that would disadvantage Council if made public.

Members of the group are required to sign a confidentiality agreement.

Where a member of the group thinks that information may be confidential or sensitive they should bring this to the attention of the Council and the group at the earliest possible convenience. If a group member is unsure of whether information is sensitive or confidential, that member should seek clarification with the group Chair.