

# Beerburrum to Nambour Rail Upgrade (B2N)

## Community Reference Groups

Terms of Reference



Australian Government

**BUILDING OUR FUTURE**



Queensland Government

# 1. What is a community reference group?

The role of the community reference group (CRG) is to enable community input into the Beerburrum to Nambour Rail Upgrade (B2N) project and provide an opportunity for community issues to be addressed by the project team. The CRG is not a decision-making body and it is not a requirement that consensus always be reached between members on issues discussed.

The CRG aims to facilitate:

- involvement in the project by the community
- community feedback and suggestions to assist with decision-making
- increased community understanding about the project, its opportunities and constraints
- a more effective response from the project team to evolving issues and concerns.

## 1.1 What a CRG does

Specifically, the CRG will:

- provide comment on the planning and design of the project
- receive briefings on the progress of construction
- provide comment on some aspects of the delivery of the project
- represent community views regarding local issues, impacts and benefits
- provide information about the project to other community members
- receive and discuss information on other aspects of the project.

The Department of Transport and Main Roads (TMR) will ensure the group has access to the necessary plans and information. TMR will also consider the recommendations of all individuals in the group and provide a response to issues and ideas raised in the CRG meetings.

## 1.2 CRG membership

One of the main aims of establishing the CRG is to represent a diversity of viewpoints and community concerns.

Membership of the CRG is on a voluntary basis, and no payment is made for participation.

The CRG meetings will be convened by a Chairperson from the TMR project group and facilitated by a third party with professional facilitation and/or negotiation skills who is appointed by TMR.

In addition to members of the local community, each CRG will also include officers from TMR. Staff from other agencies (Sunshine Coast Council, Queensland Rail, TransLink) may be invited to participate from time to time.

Elected representatives from local councils, state or federal government members or representatives will not be permitted to be a member of a CRG. TMR will continue to ensure elected representatives are regularly informed and consulted with throughout the project.

## 1.3 Selection process

A panel, consisting of senior representatives from TMR, the project's community engagement team and the independent facilitator, will consider all applications.

The panel will seek:

- members from a range of ages and backgrounds within the project area (grouped into southern and northern groups)
- a balance of interests including residents, community/interest groups, businesses and local facilities.

Two groups will be formed at the following sublocations:

- **B2N South** (representing Beerburrum, Glass House Mountains, Beerwah and Landsborough)
- **B2N North** (representing Mooloolah, Eudlo, Palmwoods, Woombye and Nambour)

Each group will provide input into the project in its entirety, not just the sublocation around which the group is formed. A maximum of 10 members will be selected to participate in each group. Those who are not selected will be advised they are unsuccessful and be provided with the contact details of the successful representative for their interest area.

TMR reserves its right to limit CRG membership numbers based on achieving a balanced approach to community viewpoints and opinions. With regard to COVID-19, limited numbers will enable social distancing requirements to be observed at meeting venues for the health and safety of all participants.

## 1.4 Membership terms

The CRG will be established and may continue to meet for the duration of the project, expected to be until 2024. Members agree to commit to attend at least 75 per cent of meetings over the project life.

## 1.5 Media liaison

Individual members can speak to the media or share their thoughts on their personal social media channels about the project from an individual perspective, but not as a spokesperson on behalf of TMR or the CRG. They must also not make statements relating to the views or involvement of others or pertaining to any confidential or privacy related information.

## 1.6 New members

If the CRG requires an appointment of a new member mid-term, TMR may seek other nominations to fill the position.

## 1.7 Membership resignations and vacancies

A member's position becomes vacant if they provide their resignation in writing. A position may be declared vacant if the member:

- fails to attend more than three consecutive meetings
- breaches the CRG meeting protocol
- becomes an employee of the project team or council, state or federal elected representative.

## **1.8 Operating principles**

### **1.8.1 CRG Members**

Members agree to the following principles, which are important to a successfully functioning CRG:

- respect the right to involvement and views of other members
- participate openly and honestly in the forum
- agree to disseminate relevant information accurately and in good faith to the group they represent
- agree to abide by media, social media and confidentiality protocols.

If a member believes he or she may have a conflict of interest in relation to a particular issue or item of discussion, the member should immediately make this clear to the other CRG members and may be excluded from discussion on this issue.

### **1.8.2 Project team**

The project team agrees to:

- provide regular information on the progress of the project
- where deemed reasonable by the Chairperson, arrange consultant(s) to explain technical information to the CRG and, where required, invite representatives from relevant government agencies or other individuals to attend CRG meetings as guests
- follow up requests for additional information and review of specific issues as requested by the CRG.

All requests and proposals from the CRG are to be considered by the project team, while maintaining the right to decline if requests and proposals that are not feasible. The project team must report back to the CRG on consideration of their any requests.

### **1.8.3 The Chairperson**

The TMR project team will chair the CRG. The Chairperson will:

- organise the agenda
- approve meeting notes prior to dissemination to members and organise updates to the website via TMR's B2N Project Community Engagement Officer.

### **1.8.4 Breaches of protocol**

Should members of the CRG not comply with the CRG principles, continually disrupt meetings or disrespect the rights of other members to participate, the CRG member may be asked to resign from the CRG.

### **1.8.5 Dissolution of the CRG**

If it is deemed by the members or by TMR that the role of the CRG is no longer required, TMR may dissolve the CRG. Any request for dissolution must demonstrate why the CRG is no longer required.

## 1.9 Operating protocols

Members will be invited to nominate issues for discussion, as will the project team, through the Chairperson prior to each meeting.

The number of items will be limited to allow for appropriate levels of discussion within the meeting timeframe. Agenda items not covered will be carried over to subsequent meetings.

### 1.9.1 Frequency of meetings

The frequency of the CRG meetings will be discussed during the first CRG meeting and confirmed at the second meeting.

CRG meetings will be held on a weeknight (Tuesday to Thursday) either at venues in the sublocations or online. It is anticipated that the meetings will run for up to two hours.

### 1.9.2 Meeting notes

It is the responsibility of TMR to organise, facilitate and host the CRG meetings. Meeting notes will be kept of meeting attendees, key issues raised, and actions recommended or agreed. Comments from individuals will not be attributed to them and a verbatim record of the meeting will not be prepared.

The meeting notes will be forwarded to the Chairperson for approval, prior to distribution to members within 14 days of the meeting.

Any requested changes to the meeting record should be placed in writing and forwarded to the Chairperson to be tabled for discussion at the next meeting, and adoption if agreed to by CRG members. A summary of the key issues and outcomes of the meeting will be placed on the TMR website.

#### 1.9.2.1 Dissemination of information

CRG members are encouraged to discuss issues and disseminate information about the project with the wider community including their specific interest groups where relevant.

#### 1.9.2.2 Dispute resolution

It is not a requirement that consensus be reached among CRG members on the issues discussed. Differing views will be noted and taken into consideration. In the event of any dispute between the CRG and TMR, the facilitator will seek to resolve the issue in consultation with TMR.

### 1.9.3 Confidentiality

From time to time the CRG will review information not yet in the public arena, not adopted or approved by TMR or pertaining to particular privately-owned properties. In these instances, the Chairperson will advise of the requirement to maintain the confidentiality of this information. CRG members will be required to uphold this confidentiality by not taking written notes of the discussion and not discussing the topic outside of the CRG forum.

<b>I agree to the Terms of Reference for the B2N Community Reference Group</b>	
<b>NAME:</b>	
<b>SIGNATURE:</b>	