

MINUTES OF MEETING – Construction Reference Group (CRG) Murdoch Drive Connection Meeting 1

Date:	18 September 2017	Time:	18:00-20:00	Location:	Lakeside Recreation Centre, Cnr Farrington Road and Bibra Drive, North Lake	
Distribution:	All CRG members and meeting visitors					
Attendees:	Nicole Foxton	NF	Elected member, City of Melville	Con Abbott	CA	Leeming resident
	Mark Ashby	MA	Principal, Kennedy Baptist College	Annette McGovern	AM	Spearwood resident
	Yaz Mubarakai	YM	Member for Jandakot	Thorsten Goedecke	TG	North Coogee resident, cycling advocate
	Phil Eva	PE	Elected member, City of Melville	Sally Osborne	SO	Cockburn Community Wildlife Corridor Inc
	Phil Glew	PG	Bateman resident	Dr Maree Matthews	MM	Principal, Blue Gum Montessori School
	Decima Johns	DJ	Bibra Lake resident	Cam Bartram	CB	Ardross resident
	Charles Sullivan	CS	Director of Engineering, City of Cockburn	Christine Cooper	CC	President, Bibra Lake Residents Group
	Kim Sadlier	KS	Success Residents Group	Matthew Young	MY	Associate Director Commercial and Project Services, Murdoch University
	John Amantidis	JA	Bibra Lake resident	Jo Branco	JBr	North Lake resident
	Kevin Wragg	KW	Bibra Lake resident	Chris White	CW	Executive member, Transport Infrastructure Council of Western Australia
Linton Pike	LP	CRG Chairperson	Jorelle Little	JL	CRG Executive Officer	
Visitors:	Padraic Murphy	PM	Design Manager, MRIA	Jarrid Burton	JBu	Construction Manager, MRIA
	David Goodram	DG	Project Manager, MRIA/Main Roads WA	Terry Pearce	TP	Project Director, MRIA/Main Roads WA
Apologies:	Kimberley Broztl	KB	Manager Engineering, City of Melville	James Nicholson	JN	Booragoon resident
	Dr Jonathan Tan	JT	Bateman resident, local General Practitioner			

NO.	ITEM / DETAILS
1	WORKSHOP PURPOSE AND PROCESS
	<p>LP (workshop facilitator) welcomed participants explaining that the workshop purpose was to:</p> <ul style="list-style-type: none"> • Raise awareness of the project; • Understand associated stakeholder and community aspirations and concerns; • Encourage stakeholder and community input to the design and construction; • Collaborate with project stakeholders to deliver the best possible solution. <p>LP explained that the role of the CRG is to:</p> <ul style="list-style-type: none"> • Discuss and provide input into the detailed design development and construction process for the project • Help identify and respond to project issues and opportunities identified by project stakeholders • Communicate project matters to and from relevant stakeholder groups. <p>The meeting agenda is provided at Attachment 1. Each participant provided a brief personal introduction.</p>
2	CRG ESTABLISHMENT
	<p>LP briefly explained the proposed Terms of Reference (provided at Attachment 2) for the CRG. CRG member comment was invited on the membership of the group. One suggested inclusion was made:</p> <ul style="list-style-type: none"> • JBr suggested that an Indigenous community representative should be included; • JBr suggested Gail Beck, Noel Nannup or a Hume family member potentially. JB agreed to identify willing participants and contact MRIA for inclusion in future meetings on request <p style="text-align: right;">ACTION: JBr</p> <p>CRG member comment was invited on the Terms of Reference. No comment was received, ToR confirmed.</p>
3	PROJECT INTRODUCTION
	<p>TP explained that:</p> <ul style="list-style-type: none"> • The current Murdoch Activity Centre Structure Plan dates back to the Labor Government of the day in 2008 with sound land use and transport planning in place over an extended time; • The Structure Plan was then reviewed and endorsed in 2014 by the Liberal Government of the day noting that if Roe 8 did not proceed then the Murdoch Connection option would be adopted; • The current Labor Government was elected in March 2017 and the plan was again endorsed with a commitment to commence construction; • In June and July 2017 Main Roads worked with MRIA to develop the concept and address remaining connectivity issues; • The option prepared in May 2017 has evolved considerably as a result of liaison with local government and a Community Open Day held to provide input to the concept; • The open day was held here and attended by around 350 people with lots of resultant feedback and considerable criticism of the closure of Bibra Drive and lost connectivity;

NO. ITEM / DETAILS

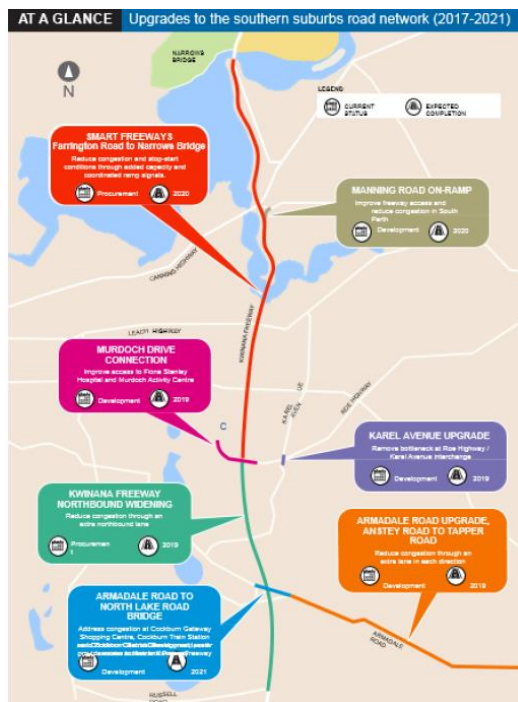
- Further traffic modelling was done and Bibra Drive was subsequently reconnected to Farrington Road in August 2017;
- The Labor Government is committed to construct the Murdoch Connection with significant federal government funding available to the project;
- The project governance model was explained;
- This CRG is now formed to inform the detailed design;
- Construction will commence later in 2017;
- Feedback to government will go via TP as project director or can be provided through your Local Member of Parliament potentially. This group is formed to address known and emerging issues as they arise;
- TP noted that the design has been done as a stand-alone stage as a concept that cannot easily be modified to be Roe 8. We are working as instructed by government. Other development opportunities may also be progressed to further limit opportunities for future establishment of Roe 8.

DG added that:

- This is one of a number of southern metropolitan congestion busting initiatives:
 - Overview
 - \$2.3billion package of road and rail infrastructure
 - Jointly funded by State and Federal governments
 - Seven projects in Perth's southern suburbs
 - Objectives
 - Reduce congestion
 - Improve access
 - Enable development

NO. ITEM / DETAILS

- Safer, more efficient and reliable journeys as shown below



- Murdoch Drive Connection
 - Extends Murdoch Drive to the south
 - Improves access to Fiona Stanley Hospital and Murdoch Activity Centre
- Refining the Concept – May 2017
 - Proposed intersection of Murdoch Drive and Farrington Road
 - Concept modified so Murdoch Drive passes over Farrington Road
- Refining the Concept – August 2017
 - Significant concerns raised at community information session on 19 August regarding cul-de-sac
- Refining the Concept – September 2017
 - The Minister for Transport approved a revised concept
 - Reconnection of Bibra Drive to Farrington Road
 - Inclusion of a roundabout in place of the previously proposed tee arrangement

NO.	ITEM / DETAILS
	<p>Q. What does the current concept do for Hope Road access?</p> <p>A. Direct access from Murdoch Connection is not provided but access is possible via Bibra Drive</p>
	<p>Q. Bibra Drive connection was previously opposed due to the resultant associated rat runs that would result. It would be good if further traffic calming of Farrington Road could be considered as part of this project or by local government to run concurrently as well.</p> <p>The concept plan works without the Bibra Drive link and the project is about regional access to Fiona Stanley Hospital and I strongly oppose the inclusion of the Bibra Drive link as previously adopted.</p> <p>The City of Cockburn objected to the spur as well and proposed directing traffic to Farrington Road.</p> <p>What traffic modelling has been done so far Could traffic modelling be provided prior to the next meeting?</p> <p>A. The concept referred to was opposed by Local Government and resulted in the bridge over Farrington Road to separate traffic flows. The inclusion of the flyover meant we needed to include the Bibra Drive Link to avoid creating local congestion with avoidable convoluted traffic movements in the area.</p> <p>The traffic modelling is a visual model that is huge in scale and needs to be presented and explained. Padraic to confirm that traffic modelling is available for the October CRG meeting.</p> <p style="text-align: right;">ACTION: PM</p>
	<p>Q. The City of Cockburn understands government's requirement for the link to the south. Our CEO has been involved with MR and others and we are pleased to see the flyover but we are concerned at the Bibra Drive and Hope Road link and would like to see the model runs. Our traffic modelling and traffic counts on connecting roads has been done and we would like to propose some options that do not include an intersection as currently proposed. Farrington Road is a busy road now and we are concerned that commercial vehicles may see this as a good rat run. We would like to get the options on the table for consideration and further discussion. Is that possible?</p> <p>A. Support for the Murdoch Drive link is good. Construction work proposed to commence soon will focus on service relocations and power undergrounding along Hope Road. After that we will move to the Kwinana Freeway / Roe Highway interchange and won't get to the area around Bibra Drive until 2018. As a result we have time on our side to discuss this link further.</p>
	<p>Q. It seems like a rush job and must be done properly. The spur is a ready rat run.</p> <p>A. Our brief is to take this scheme forward and work with LGA and this group to address local road impacts.</p>
	<p>Q. There are two LGA'S involved and their opinions are different. It is important that we understand which LGA comments are attributed to. Please identify the origin when presenting LGA views.</p> <p>A. Melville</p> <ul style="list-style-type: none"> • Have concerns at induced traffic for their community and in particular South St and Leach Highway <p>Cockburn</p> <ul style="list-style-type: none"> • Have concerns at induced traffic for their community and in particular Farrington Road and Bibra Drive
	<p>Q. Bibra Lake Resident Association is interested in traffic calming around Settlers Park. Will modelling be discussed with LGA's?</p> <p>A. The Mayor of Cockburn and Council was briefed previously and this option was taken to the community previously. We will continue to inform and brief LGA's as the project progresses.</p>
4	CONCEPT DESIGN OVERVIEW
	<p>PM explained:</p> <ul style="list-style-type: none"> • The interchange geometry, resultant lane capacity and configuration;

NO.	ITEM / DETAILS
	<ul style="list-style-type: none"> • Four new or modified bridges result; • Multiple additional roundabouts result; • The existing PSP is retained and realigned further west; • A footbridge over the freeway is included near Allendale Entrance; • Bibra Drive remains connected to Farrington Road; • Noise walls are proposed with: <ul style="list-style-type: none"> ○ Heights to be confirmed following further noise modelling; ○ The type of noise wall will be discussed subsequently with limestone or post and panel concrete walls likely; • Northbound traffic on Kwinana Freeway heading to Murdoch Connection will have two lanes initially reducing to a single lane by the time it gets to Murdoch Drive and merging with Roe Highway traffic also in a single lane; • The existing playground will be relocated and additional park space to be created and the existing playground will be relocated; • Bridge abutment aesthetic/public art treatments are proposed and the existing squiggly pole design theme will be retained.
	<p>Q. Can we push the ramp in the south western quadrant further away from houses?</p> <p>A. Possibly, it is probably around 15m away now and we may be able to move it a further metre or so. We will look at that in final design.</p> <p style="text-align: right;">ACTION: PM</p>
	<p>Q. Would the use of an earth bund in the south western quadrant be more effective than a noise wall? If walls are used could a concave wall be used to reflect noise more effectively?</p> <p>A. A noise wall is better suited to a constrained space such as this. The density of the material used is the key determinant in the noise barrier. We complete noise modelling to ensure we comply with the relevant standard for noise levels forecast to 2031. Simplistically the process is to:</p> <ul style="list-style-type: none"> • Calibrate the noise model to reflect current noise levels; • Forecast traffic noise to a 15 year horizon • Design walls to achieve target noise levels • Erect walls • Measure actual noise levels after completion to ensure targets are met
	<p>Q. What sort of road surface will be used? Is it quiet or noisy?</p> <p>A. Different road surface do have different noise characteristics. We have chosen to use the quietest driving surface which is an open graded asphalt. This has been used on all significant recent projects.</p>
	<p>Q. What provision is made for wildlife connectivity?</p> <p>A. Environmental approvals are in place dealing with this and a number of fauna underpasses are proposed through the interchange in various locations. This will be a future meeting discussion topic to provide more information.</p> <p style="text-align: right;">ACTION: JL</p>
	<p>Q. Is a percentage of the budget assigned to environmental measures?</p> <p>A. No, the project must comply with all conditions of approval regardless of cost.</p>

NO.	ITEM / DETAILS
	<p>Q. Will the Roe 8 approvals have to be renegotiated?</p> <p>A. Yes, however for the most part they still apply and will be used where appropriate.</p>
	<p>Q. What can this CRG influence – what are the negotiables?</p> <p>A. The project scope is fixed but items for discussion include:</p> <ul style="list-style-type: none"> • Design components where options exist • Noise walls solutions • Public art • Landscaping • Local area connectivity for paths • Local road network connections potentially but the solution must be safe and efficient.
	<p>Q. Flyovers have a long reach noise wise. Murdoch University would be interested in how noise will be managed on the bridges.</p> <p>A. Murdoch Drive / Farrington Road interchange will be noise modelled and we will then respond accordingly. State Planning Policy 5.4 requires mitigation to sensitive receivers only with no noise wall proposed at Murdoch Uni. Residential land uses will be mitigated where needed to achieve target noise levels.</p>
	<p>Q. Murdoch University has a strong farming and veterinary research capability. We are concerned at the effects of the flyover on these operations and on St Ives retirement village with 24 hour site usage. Is there potential to re-negotiate the flyover?</p> <p>A. An at-grade (one level) solution was originally considered. Discussions with LG stakeholders (City of Cockburn, City of Melville, state government) led us to the current flyover solution which has road safety and efficiency benefits.</p> <p>The outcome doesn't make everyone happy but reflects the current situation to produce safe and efficient transport solution.</p>
	<p>Q. When would flyover details be available in the short term?</p> <p>A. At the next meeting we will bring some elevations and relative heights for discussion. We will meet with key stakeholders including the Spanish Club, Murdoch University, Montessori and others for one on one meetings.</p> <p style="text-align: right;">ACTION: JL</p>
5	CONSTRUCTION OVERVIEW
	<p>JBu explained that:</p> <ul style="list-style-type: none"> • Site establishment work will commence soon – construction water, services, work access, site office, etc; • Main interchange earthworks follow; • All construction to follow staging methodology with staging based upon <ul style="list-style-type: none"> ○ Maintaining traffic flows ○ Maintaining PSP connectivity ○ Minimising temporary pavement to improve value for money ○ Minimising traffic switches to reduce impact on road users ○ Providing sufficient access for safe and efficient construction • The design geometry for the main interchange is fairly final with many constraints;

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	<ul style="list-style-type: none"> • The southbound freeway lanes remain unchanged; • The construction process is essentially to: • Modify the existing northbound freeway lanes and ramps to create space for bridge construction work to be completed; • The new bridges will then be built and we will take traffic to the new structures; • Fill for construction will be sourced on site where possible; • This work will take considerable time and effort and will be our initial focus as the critical path work to be completed; • When the new bridges are completed traffic will move back to the original northbound freeway lanes; • Switch back to ultimate ramp configuration for westbound to northbound. • Service relocations are also required to: <ul style="list-style-type: none"> ○ Replace north south power lines along Baker Crt to be undergrounded on eastern side of Baker Crt; ○ The existing above ground power on the northern side of Hope Road will also be removed and replaced as an underground service.
	<p>Q. Will noise walls be built first? A. Noise walls will be built concurrently as early works where we can get in to complete the works.</p>
	<p>Q. Will the few remaining trees that survived earlier work remain or go? A. Some will be impacted around Hope Road but there is no material change in the eastbound direction.</p>
	<p>Q. Will the Staging Plan be made available to us? A. Yes, when finalised and available.</p> <p style="text-align: right;">ACTION: JBu</p>
	<p>Q. Will the PSP remain open? A. Yes, but will need to be rebuilt in its new location before closing the existing PSP. We will refine the PSP a little as the detailed design is completed. The form and location of path tie ins, fencing and other details will follow.</p>
	<p>Q. How do we maintain PSP access during construction? A. The new northbound PSP will run along the new ramp which is located further to the west. We will build it in its permanent alignment early and it will pass through an underpass early before continuing northwards.</p>
	<p>Q. PSP to link with Hope Road changes A. This is our first attempt at pathway connections and further discussion with this group would be welcome. Add as future discussion topic.</p> <p style="text-align: right;">ACTION: JL</p>
	<p>Q. What working hours will apply? A. Day shift will not commence before 7am with pre-start at 6:30 and we will work until 5:15pm. Nightshift will be required to complete works in high traffic areas under traffic management and will start around 8pm and go until 3 or 4am. This would typically apply where freeway lane closures are required. Croakers will be used for plant and equipment rather than reversing beepers.</p>

NO.	ITEM / DETAILS
6	COMMUNITY AND STAKEHOLDER ENGAGEMENT
	<p>JL explained that:</p> <ul style="list-style-type: none"> • The CRG has now been established and the next meeting is proposed for the end of October. More frequent meetings can result initially if beneficial; • Individual stakeholder meetings are available upon request; • We had a strong community turn-out at the Open Day. Shopping Centre displays were suggested by the community; • Where night works is required we will send out Night Work Notifications to potentially affected communities; • Regular project updates are planned • Your comment and feedback are welcome and can be submitted via enquiries@mrialliance.com.au • Property Condition Surveys will be offered to homes within 100m of works; • A questionnaire will go out regarding the Hope Road playground seeking views and comments on its possible relocation; and • This process will be responsive over the project life. Please send through your comments. <p>Key upcoming activities include:</p> <ul style="list-style-type: none"> • Individual consultation meetings – September – November 2017 • Residents re noise walls / noise mitigation treatments • Property pre-condition surveys – October/November 2017 • Project newsletter – September/October 2017 • Notice to residents (service relocations / early works) – Mid October • Second CRG – 31 October 2017 (proposed) • Public displays – October/November 2017 • Hope road playground consultation – November 2017
	<p>Q. Prior to the election we had condition surveys done but no close out. Will new surveys be conducted? A. We have a list of properties that were previously surveyed and if within the works area you will receive notification. Those not previously surveyed will be offered a condition survey.</p>
7	ADDITIONAL COMMENTS
	MA. Future traffic volumes along Farrington Road are of interest to me
	PE. I am concerned at the western spur and the effect of this link on Bibra Lake traffic generally. Farrington Road and North Lake Road traffic are of interest as well.
	KS. I am concerned at the western spur and the prescriptive approach to limiting future change other than through politicians.
	CC. I agree with Philip and Kim.

NO.	ITEM / DETAILS
	<p>I will pass on this information to the Bibra Lake Residents Association and provide subsequent feedback to MRIA with the western spur likely to be the major issue for our members.</p> <p>Residents were appreciative of the opportunity to view the concepts but will be shocked at the spur.</p> <p>Impacts for residents needs to be understood and a decision is needed fairly quickly.</p>
	<p>JA. I am interested in noise treatments and impacts of ramps and roads. Please move the ramp as far away from residents as possible.</p>
	<p>KW. I am interested in noise wall information – location, height and form of construction.</p> <p>The aesthetics of the wall are also of interest. How can it be made pleasant?</p> <p>Light penetration through tall walls is also important.</p>
	<p>MM. There is dry grass around the school that is dangerous and it would be good to get it cut.</p>
	<p>AM. Traffic modelling is of interest to me.</p>
	<p>CB. Traffic modelling is of interest to me.</p>
	<p>CW. I have nothing specifically to add and will report to our people.</p>
	<p>YM. I am here as an observer. Traffic modelling is important for movements in both the east-west and north-south directions.</p>
	<p>CS. City of Cockburn has prepared some proposed design modifications worth considering and we would like to present them for east west movements.</p>
	<p>JBr. I oppose anything other than regional connectivity to the precinct. We are aware of the impacts for the City of Melville. This project mostly affects Cockburn residents but we will be sympathetic to impacts for City of Melville residents.</p>
	<p>DJ. I am interested in the western spur and noise walls at Hope Road and local area road changes.</p> <p>The timing of changes and the playground are also of interest.</p>
	<p>TG. I appreciate the consideration shown for cyclists and pedestrians.</p> <p>I am concerned about traffic management and future traffic forecasts and alternatives.</p> <p>The western spur is a major concern for me.</p>
	<p>SO. More information on wildlife connectivity and western spur impacts which now seems redundant and unwanted would be of interest.</p> <p>I am looking forward to the traffic modelling information.</p>
	<p>NF. I am concerned at the impacts for Melville residents resulting from the flyover and I am looking forward to good design outcomes for all stakeholders.</p>
	<p>PG. Matters for Melville are of interest including traffic volumes on Murdoch Drive north of South St.</p> <p>The City of Melville's response to access to Murdoch Drive northbound from Bateman with the three available options all challenging under peak traffic.</p>
	<p>MY. I raised some key concerns for Murdoch University in earlier question and answer sessions.</p> <p>The impacts for the flyover of Murdoch Drive at South St is a concern along with the potential for the flyover floodgates to open with others to follow at Murdoch Drive and South Street possibly.</p>
	<p>CA. I share Mark Ashby's concern at Kennedy Baptist College impacts. Strategically, the impacts of additional traffic to a busy and constrained area is of concern.</p>

NO.	ITEM / DETAILS
8	NEXT MEETING
	<p>Agenda Topics for the next meeting (if information available) to include:</p> <ul style="list-style-type: none">• Traffic modelling, local road connectivity• Construction staging, noise walls• Environmental Approvals• CRG membership / balance of views.• Flyover design details• Hope road realignment - playground relocation, PSP connectivity <p>Requests for additional agenda items can be sent to AS up to one week prior to the meeting.</p> <p>The next meeting is proposed for the week 6-10 November 2017. Details and agenda to follow next week</p>

ATTACHMENTS:

1. Agenda meeting 1
2. CRG Terms of Reference (confirmed)

AGENDA – Construction Reference Group (CRG) Murdoch Drive Connection

Date:	Monday 18 September 2017	Time:	From 17:30 Light food & refreshments 18:00-20:00 Meeting	Location:	Lakeside Recreation Centre Cnr Farrington Road and Bibra Drive, North Lake
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Invited:	Linton Pike (LP), Estill and Associates – Chair Jorelle Little (JL), MRIA – Executive officer	Guests Metropolitan Road Improvement Alliance (MRIA) / Main Roads Terry Pearce (TP), Project Director, Main Roads David Goodram (DG) Project Manager, MRIA/Main Roads Padraic Murphy (PM), Design Manager, MRIA Jarrid Burton (JB), Construction Manager, MRIA
	Nicole Foxton (NF), City of Melville - Councillor, University Ward Mark Ashby (MA), Kennedy Baptist College – Principal Yaz Mubarakai (YM), WA Labor Member for Jandakot Jonathan Tan (JT), RACGP, North Lake Resident Phil Glew (PG), Bateman Resident Decima Johns (DJ), Bibra Lake Resident Jo Branco (JB), North Lake Resident Charles Sullivan (CS), City of Cockburn – Director, Engineering and Works Kim Sadlier (KS), Success Residents Association Con Abbot (CA), Leeming resident Annette McGovern (AM), Spearwood resident Chris White (CW), Transport Infrastructure Council of WA – Executive member James Nicholson (JN), Booragoon resident Thorsten Goedicke (TG), North Coogee resident Sally Osborne (SO), Cockburn Community Wildlife Corridor Inc – Committee member Dr Maree Matthews (MM), Blue Gum Montessori School – Principal Cameron Bartram (CB), Ardross resident Christine Cooper (CC), Bibra Lake Residents Association – President Matthew Young (MY), Murdoch University – Associate Director, Commercial and Project Services Kimberley Brosztl (KB), City of Melville - Manager Engineering	

NO.	ITEM / DETAILS	PRESENTER
1	WELCOME AND INTRODUCTIONS	LINTON PIKE
2.	CRG ESTABLISHMENT	LINTON PIKE
2.1	CRG Terms of Reference (refer to paper attached)	
2.2	CRG Membership	
3	PROJECT INTRODUCTION	DAVID GOODRAM
3.1	Project overview, scope and context	
3.2	Project partners	
4.	CONCEPT DESIGN	PADRAIC MURPHY
4.1	Overview of Concept Design	
5.	CONSTRUCTION OVERVIEW	JARRID BURTON
5.1	Construction Stages	

5.2	Construction Milestones / Key Activities	
6	COMMUNITY & STAKEHOLDER ENGAGEMENT (CSE)	JORELLE LITTLE
6.1	Overview of CSE Strategy	
6.2	Upcoming activities	
7	NEXT MEETING	LINTON PIKE
7.1	Topics of interest for agenda	
7.2	Date for next meeting (proposed): Tuesday 31 October	

Terms of Reference

Murdoch Drive Connection Construction Reference Group

A Construction Reference Group (CRG) has been formed to involve stakeholders in the detailed design development and construction process for the Murdoch Drive Connection project.

Purpose

The CRG will:

- discuss and provide input into the detailed design development and construction process for the project
- help identify and respond to project issues and opportunities identified by project stakeholders
- communicate project matters to and from relevant stakeholder groups.

The remit of the CRG will be bounded by the project site boundary. The CRG performs an advisory and consultative role to the Metropolitan Road Improvement Alliance (MRIA).

Membership

Participants in the CRG may include:

- Members of Parliament
- Relevant Government department representatives
- Local Government Authority representatives / elected members
- Business operators or representative groups
- Landowners and residents
- Community based stakeholder groups
- Environmental groups
- Aboriginal custodians
- Special interest groups

A public advertising process in August 2017 invited expressions of interest from project stakeholders and the community for membership of the CRG. Members will be appointed for a six month term, with the option to extend to the completion of the project.

The membership of the CRG may evolve over time to include other organisations / entities as required in order to fulfil the role. Members may be added through consensus of the CRG with endorsement recorded in the meeting minutes.



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The CRG will be facilitated by an experienced chairperson. The chairperson will be endorsed by the CRG at the first meeting and will not have voting rights.

MRIA will provide administrative support to the CRG in the form of an Executive Officer and will resource the group with catering and stationery materials if required.

Responsibilities

The CRG will have the following responsibilities:

1. Identify and discuss local impacts from the project and ways in which the impacts might be mitigated or managed
2. Advise MRIA on ways to engage the local communities to build strong community relationships and feedback to the project team
3. Act as a vehicle through which the local communities can voice their concerns and suggest ways to improve the project
4. Monitor community feedback and identify issues for action and/or discussion
5. Regularly report to MRIA to help it assess overall progress on the project's community engagement process.

Meeting procedures

- The agenda for each meeting will be formulated by the Executive Officer in consultation with the CRG. Agenda items should be raised at the previous meeting or sent to the Executive Officer at least six working days prior to the meeting for inclusion in the Agenda. Agendas will be sent out to participants five working days prior to the meeting.
- At each meeting, the date/time for the next meeting will be confirmed. CRG members are asked to confirm their attendance to the Executive Officer one week prior to the meeting. Proxies will be accepted for all members, please notify the Executive Officer prior to the meeting.
- Minutes will be in the form of notes/action rather than a verbatim transcript, which may be posted on the Main Roads website, subject to endorsement from the CRG. Minutes will be circulated to participants within 10 working days of the meeting.
- Members may transmit information that has been publicly released by Main Roads and/or MRIA, but are not authorised to comment publicly on behalf of the CRG without prior consent.
- Visitors are welcome to attend CRG meetings. Visitors are allowed to attend the CRG meetings as 'observers' and should not contribute to the discussion, until invited by the independent chairperson. The Executive Officer should be advised of any visitors one week prior to the meeting, to inform the CRG at the time the meeting agenda is circulated.
- Guests are people invited to the CRG to provide advice or to give relevant presentations. Guests should be encouraged to contribute to the CRG discussion when appropriate.

Term and meeting frequency

It is anticipated the CRG will meet every two months until June 2019 or when project construction is complete, but meeting frequency will be endorsed by the group at the first meeting.

Pending a decision from the CRG, the group may choose to meet monthly in the early stages of the project to support more frequent information sharing or less frequently (but no less than quarterly) in the latter stages of construction.



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Accountability

The CRG is an independent group that reports its views to the MRIA project team. Deliberations of the CRG will be reported to the community through its members, through project newsletters and through the Main Roads website. CRG members representing stakeholder groups that hold structured meetings are asked to fulfil a liaison, reporting and communication role with the groups they represent.

Decision making

Wherever possible, decision making will be by the consensus view of the CRG. A minimum of half the CRG is required to achieve a quorum. The CRG will then present a resolution to MRIA for consideration.

MRIA is committed to considering the resolutions presented by the CRG, but is not bound to follow or implement them.

MRIA's commitment to the group

MRIA will undertake to:

1. Liaise with the CRG for advice on engaging with the community
2. Work with the CRG to ensure that community issues and concerns are understood and considered
3. Work with the CRG to ensure the needs and concerns of the community are reflected in the solutions and strategies developed to manage construction impacts
4. Provide feedback to the CRG, and to the broader community, on how the community's input has been used and incorporated into project outcomes.

These Terms of Reference were accepted without changes at the first CRG meeting on 18 September 2017. This is considered a live document and open to review at any stage by the group.



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