

Ringwood Transit City

Community Reference Group

Terms of Reference

1 Objectives

- 1.1 The objectives of the Ringwood Transit City Community Reference Group (RTCCRG) are:
- to provide an inclusive place for the communities of Maroondah to have direct input into the process of creating a collaborative vision for Ringwood and the Ringwood Transit City Project.
 - to provide information and education about all aspects of the Ringwood Transit City program.
 - to provide a place for creative ideas and solutions to be generated.
 - to provide a forum to respond to concerns and issues raised by the community.
 - to assist the Ringwood Transit City Advisory Committee in understanding local community issues and concerns.
 - to inform the diverse communities about the program's progress and gain feedback through the memberships' networks and organisations.
- 1.2 Issues and ideas that arise during RTCCRG meetings which fall outside this scope will, where possible, be referred to Council or other appropriate body. Attendance and participation at each RTCCRG meeting will be limited to current members.

2 Selection Process and Timeframe

2.1 The selection panel seeks a CRG of 12 members who are broadly representative of Maroondah's communities. All nominations will be considered. Applications for membership of RTCCRG will be assessed by a panel consisting of:

- 1 representative of Maroondah City Council
- 1 representative of the Department of Sustainability and Environment
- 1 member of the Ringwood Transit City Advisory Committee
- 1 independent advisor

2.2 The selection assessment criteria for membership of the RTCCRG will include demonstration that the applicant:

- has links with local communities relevant to the RTCCRG
- covers one or more of a broad range of interests, e.g. as a resident, public transport user, cyclist, local business person, conservationist, road user, etc.

2.3 Selection will occur soon after the closing date for nominations. The decision by the selection panel will be final. All applicants will be notified by post as to the status of their application.

2.4 All nominations will be confidential and applicants' personal details will not be discussed with any person unrelated to the selection process.

Stages of the nomination process	Indicative key dates
Advertisements calling for nominations	1 March 2005 Maroondah Journal & Maroondah Leader
Closing date for nominations	5pm 23 March 2005
Notification letters to be sent to applicants	First week April 2005
Inaugural meeting	April/May 2005

3 Membership Term and Attendance

3.1 The status of the RTCCRG and membership of the RTCCRG will be reviewed annually. If a member resigns his/her position, a replacement can be invited at the discretion of the Chair. All resignations must be made in writing to the Chair.

3.2 If a member is absent for three consecutive meetings they may be required to relinquish their position on the RTCCRG at the discretion of the Chair.

3.3 Membership is vested with the individual appointed to the RTCCRG and a substitute will not be accepted.

4 Role and Responsibilities of Members

4.1 RTCCRG members will:

- attend meetings and participate in accordance with the Terms of Reference
- provide input into matters related to local issues, concerns, ideas and solutions

4.2 All members will be responsible for upholding the following values:

- respecting the ideas and beliefs of all members
- providing an atmosphere where all members feel comfortable to participate
- being transparent, honest and trustworthy
- contributing in a positive way to finding solutions to issues and concerns

5 Role and Responsibilities of the Chair

5.1 An independent Chair will be appointed and will be responsible for ensuring that:

- the meeting is facilitated to enable independence and fairness
- meetings are consistent with the terms of reference
- the meetings start and end at the appointed times
- the agenda is relevant and manageable within the time constraints of the meeting
- agreed actions are followed up and resolved
- an appropriate atmosphere and standard of behaviour is maintained to allow all members to feel comfortable attending.

5.2 The Chair has the discretion to terminate the membership of an individual who fails to adhere to the Terms of Reference.

6 RTCCRG Meeting Schedule

6.1 Regular meetings will initially be held at six weekly intervals – to be reviewed after six months. Members will be required to RSVP to notice of meetings.

7 Meeting Protocol

7.1 The meetings are intended to be collaborative and inclusive with standard meeting protocol applied.

7.2 Meeting proceedings will be recorded as minutes, and will include any recommendations. All attendees, the name of their organisation where applicable, and apologies, will be included. Minutes will be forwarded to members of the RTCCRG and the Ringwood Transit City Advisory Committee and will be made public, apart from in-confidence matters should these arise.

8 Agenda items

8.1 Members may offer items for the agenda up to ten days prior to the meeting date. All items for discussion will be scheduled as appropriate by the Chair.

9 Media

9.1 Members may not speak to the media as members of the RTCCRG, or on behalf of the RTCCRG or any other member of the RTCCRG. Members must not discuss the individual views of other members with persons outside of the RTCCRG or divulge any confidential information to persons outside the RTCCRG.

9.2 Media enquiries about the RTCCRG's activities should be referred to the Chair. Media enquiries about the Program should be referred to the Ringwood Transit City Advisory Committee.

10 Conflicts of Interest

10.1 If a member has at any time a conflict of interest in relation to a particular issue, or a pecuniary interest in the Program, they must immediately inform the Chair and the members of the RTCCRG about this conflict of interest. The membership will determine if the individual member will participate in discussion of a particular matter or whether the person's membership should be suspended or terminated.