



**WestConnex Community  
Liaison Forum -  
Terms of Reference**

## **1. Background**

At its meeting on 5 July 2016, as part of a suite of measures relating to WestConnex, Inner West Council resolved to establish a regular monthly forum chaired by the Administrator with representatives of Inner West WestConnex resident action groups and key community members to discuss concerns with the project and opportunities for their resolution.

## **2. Purpose and objectives**

The purpose of the WestConnex Community Liaison Forum is to:

- Provide Forum members with a regular forum to raise issues of concern with WestConnex with the Administrator and senior staff to enable Council to respond to those concerns and/or seek responses from State Government.
- Enable Inner West Council to share with Forum members and obtain member views on key initiatives being undertaken by Council to oppose WestConnex
- Enable Forum members to raise traffic, environmental and other WestConnex construction concerns with Inner West Council to enable Council to pursue those issues with State Government
- Enable Forum members to disseminate information to their constituent members regarding WestConnex.

## **3. Members**

Members will comprise representatives from key WestConnex community groups across the Inner West Council Local Government Area as well as key community members.

Senior Inner West Council staff will attend and participate including the Interim General Manager, Director Planning and Environment and other relevant staff as appropriate.

Meetings are by invitation only and are not open to the public, with the regular monthly Council meetings being the forum for open public debate.

## **4. Frequency of meetings**

The Group will meet monthly and meetings will be held on the fourth Thursday of each month. Meetings will alternate with meetings to commence at 10.00am and conclude by 12.00 noon or to commence at 6pm and conclude by 8pm.

## **5. Agenda**

Inner West Council will distribute an Agenda and any relevant papers for each meeting to members three (3) working days before each meeting.

## 6. Meeting notes

Draft meeting notes will be prepared and reported to the Administrator for adoption. The meeting notes are to include a summary of actionable items agreed to during the respective meeting. A copy of the final Meeting notes will be posted on the Inner West Council website, once approved by the Administrator.

## 7. Meeting Principles

Meetings of the WestConnex Community Liaison Forum will be guided by the principles of good governance including:

- **Participatory** – all members can take part.
- **Consensus oriented** - members work towards agreement.
- **Respect** – members treat each other fairly and with respect.
- **Accountable** – members are responsible for their actions, opinions and contributions.
- **Transparent** – members are honest, open and can show evidence of the way they work, including keeping notes and records.
- **Responsive** – members respond to changes positively.
- **Effective and efficient** – members work well, producing results in a timely manner.
- **Equitable and inclusive** – everyone is treated equally and feels included.
- **Law abiding** - members obey the law.

## 8. Chairperson

The Administrator will be the Chairperson of the WestConnex Community Liaison Forum.

## 9. Confidentiality

Members are to maintain confidentiality of any information provided which has been identified confidential in nature.

## 10. Media protocol

Members of the WestConnex Community Liaison Forum are not permitted to speak on behalf of Council to the media as the Administrator is the designated media spokesperson for the Council.

## 11. Audio recording of meetings

Proceedings of all meetings will be audio recorded for accuracy.