

**Notes from a meeting between Inner West Council (IWC)
& Sydney Motorway Corporation (SMC)**

regarding the WestConnex Community Reference Group (CRG)

**10am-11am Thursday 5 January 2017
at Council's Leichhardt Service Centre**

In attendance

Richard Pearson (RP)	Administrator, IWC
Phil Sarin	Director Planning & Environment, IWC
Kendall Banfield	Manager WestConnex Unit, IWC
Nicole Ryan (NR)	Principal Manager Stakeholder & Engagement, SMC

Notes

NR explained that the purpose of the meeting was to provide an update to Council on progress toward setting up the new WestConnex CRG.

NR outlined the following in relation to the CRG recruitment process:

- advertisements seeking expressions of interest for representation of community groups on the CRG were placed in the Inner West Courier, on the WestConnex website, in a mailout of a project newsletter and on the WestConnex Facebook page;
- there have been two calls for expressions of interest – a call earlier in 2016 resulted in an insufficient number expressions, so the process was convened a second time;
- the second call opened on 15 November 2016 and closed on 9 December 2016;
- from the second call, SMC received 10 applications for membership and emailed applicants about the next steps of establishing the CRG – RP agreed this was appropriate; and
- whilst most community representatives are from the IWC area, even representation from all councils is not necessary and WestConnex impacts and community interest is greatest in the IWC area – RP agreed this was appropriate.

NR explained that according to the CRG's draft Terms of Reference (ToRs), Councils affected by WestConnex will each have two representatives on the CRG. RP indicated that Inner West Council would likely be represented by the Administrator and Deputy General Manager Community & Engagement or Group Manager Strategic Planning, with the Manager WestConnex Unit as an alternate.

NR stated that an Independent Chairperson has been appointed, and the Chairperson will oversee the selection of the community representatives in line with the published draft ToRs for the CRG. Note that after this meeting, NR advised that an alternative Chairperson is being sought and their appointment is imminent. The Chairperson will arrange a time for the first meeting. RP stated that it would be best to hold the first meeting in mid-late February 2017, after the 2 February 2017 meeting of Council's WestConnex Community Liaison Forum.

NR explained that the WestConnex CRG ToRs are now in final draft form and these will be discussed at the first CRG meeting. According to the ToRs, there will be a minimum of six meetings per year and only approved members of the CRG can attend meetings. The CRG will be subject to review after the first 12 months (end of 2017).

RP and NR agreed that the most appropriate venue for meetings would be a Council meeting room for around 30 people, and rooms at either the Leichhardt, Petersham or Ashfield service centres could be used. SMC will inform Council staff of the time/date of the first meeting when known and Council staff will book a venue. The duration of meetings would be 2.5 hours.