



# KAGARU TO ACACIA RIDGE AND BROMELTON COMMUNITY CONSULTATIVE COMMITTEE

## CHARTER

QLD

### PURPOSE

The purpose of the Community Consultative Committee (Committee) is for the ARTC Inland Rail Project Team (Project Team) to consult with selected representatives from the community and various interest groups for the relevant Inland Rail Project (Project).

ARTC is seeking from the Committee a community input on aspects of the studies required as part of the project approvals process, as well as provision to ARTC Inland Rail of insights into community issues, concerns and opportunities, for the Project.

The Committee will aim to facilitate:

- ▶ Broader community involvement in the Project;
- ▶ Capture of local knowledge, issues, concerns and opportunities;
- ▶ Increased understanding and awareness of the Project; and
- ▶ Coordination of a more effective response from the Project Team to emerging issues, concerns and opportunities.

The Charter sets out the scope of the Committee and expectation of behaviours.

### SCOPE

The Committee will:

- ▶ Receive briefings and updates on the Project;
- ▶ Discuss and provide comment or feedback on aspects of the Project;
- ▶ Represent community views regarding local issues, impacts and benefits; and
- ▶ Act as a conduit to provide information about the Project to the broader community.

The Committee is for consultation purposes only and is not a decision-making body.

### MEMBERSHIP

The aim of the Committee is to ensure representation of diverse viewpoints and community concerns. It is proposed the Committee will be established with approximately 10–15 members from communities along the corridor study area.

The following criteria are proposed to enable assessment of nominations for the Committees:

- ▶ Knowledge of the local area, as evidenced by number of years living in the area, family links to the area (i.e. multi-generational farms) or significant landholdings;
- ▶ Participation in the local community, as evidenced by membership of community groups, business groups, Parents and Citizens' Associations (P&Cs), local or regional non-governmental organisations (NGOs), but no NGO that is generally recognised as having a state or national focus or reach, etc; and
- ▶ Ability to gather and disseminate information regarding Inland Rail throughout the community and to bring representative views to the work of the Committee.

No person who is a sitting Member of Parliament (MP) or Councillor, or a direct family member (spouse, children, parents) of a sitting MP or Councillor may nominate as a member nor may any person who is employed by a commercial contractor to ARTC.

Membership of the Committee is on a voluntary basis, and no payment is made for participation. However, reimbursement of reasonable travel expenses will be provided, if approved by the Chair and ARTC. Members will be appointed for a period of two (2) years, with members able to be appointed for two (2) subsequent terms, after which time a member who has

served for three (3) terms will not be eligible to serve as a member. There will be a role and functional review at the end of the first 12 months. Adjustments to the Committee, including membership numbers, may be made at this time.

## 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 two consecutive meetings in the calendar year without prior notice; or
- ▶ Breaches the Committee meeting operating principles outlined on the next page.

A new member can be appointed mid-term following a public call for nominations, if a member resigns and the Committee requires an appointment to ensure fair representation from a specific community or interest group within the Project area.

## APPOINTING AN INDEPENDENT CHAIR

The Committee will be facilitated by an independent person, referred to as the Chair, with the ARTC Project Team providing secretarial services and project expertise.

ARTC will appoint a suitable person to serve as independent Chair of the Committee for a period of two (2) years. A Chair will need to be an experienced facilitator and while he or she does not need to live within each project area, they do need to have an understanding of the region.

There will be no limit on the number of terms for which a person may serve as Chair, and a person may serve as Chair of more than one Committee at the same time. If the position of Chair becomes vacant for any reason, ARTC will then appoint another person into the position of the Chair in the same manner as the initial appointment.

## SELECTION PROCESS

Membership of the Committee will be advertised, with calls for nominations from interested parties and residents within the Project area.

Community members who do not belong to a particular interest group, yet have a strong following and are nominated by their local community, will also be considered.

All nominations will be considered and appointed by an independently-led selection panel comprised of a representative from an appropriate external body, the Department of Infrastructure, Regional Development and Cities, and ARTC.

Appointed Committee Members will be notified in writing, as will those who are not selected. The membership of the Committee will be publicised through appropriate local channels and media.

## OPERATING PRINCIPLES

### COMMITTEE MEMBERS

To ensure the Committee achieves its aims, members agree to the following principles:

- ▶ Respect the rights and views of other members;
- ▶ Provide constructive input; and
- ▶ Agree to disseminate information to, and gather feedback from, the community or group they represent, without taking responsibility from ARTC.

### MEDIA LIAISON

Committee Members can speak to the media outside the Committee meetings as individuals about the Project, but not as a spokesperson on behalf of the Committee or the Project. Only the Chair is authorised to speak on behalf of the Committee, after consulting with the Committee Members, recognising that time demands may require this to be done within a limited timeframe.

The Committee as a collective may distribute press releases about the Committee. Such releases would be subject to ARTC's prior approval.

### ARTC INLAND RAIL PROJECT TEAM

The Project Team agrees to:

- ▶ Provide regular information on the project, including progress updates;
- ▶ Participate in discussions regarding community issues, concerns and opportunities;
- ▶ Where required and possible, organise and participate in site tours with the Committee to broaden awareness and understanding of technical issues (i.e. flooding, stock movements, etc.); and
- ▶ Provide access to technical expertise to explain information and receive feedback.

### CHAIR AND SECRETARIAT

The Chair will:

- ▶ Organise the agenda in tandem with the ARTC Secretariat and the Committee; and
- ▶ Review draft minutes for approval.

The ARTC Secretariat will:

- ▶ Record and draft the minutes from each Committee meeting and provide to the Chair for review;
- ▶ Disseminate draft and approved minutes;
- ▶ Enquire as to the status of assigned actions, as per meeting minutes;
- ▶ Prepare and collate documents required for each Committee meeting;
- ▶ Support the Chair as required;

- ▶ Upload finalised minutes onto the website for viewing by interested parties. Note that published minutes may have confidential information removed; and
- ▶ Correspond with members out of session as required and manage Chair liaison with members.

The role of ARTC Secretariat will be serviced by either the ARTC Toowoomba or Brisbane Offices.

## CONDUCT AND DISCLOSURES

Members must act with honesty, integrity and professionalism.

All nominees (and if appointed, members) must declare any real or perceived conflict of interest and no person (other than a Chair) may simultaneously serve as a member on more than one Committee (although they may nominate simultaneously for membership of more than one Committee or nominate for a Committee while serving as a member of another Committee).

Members must declare all 'real' or 'perceived' conflicts of interest which could be impacted or influenced by the Inland Rail project, including but not limited to:

- ▶ Business dealings;
- ▶ Community interests;
- ▶ Operational interests;
- ▶ Commercial interests; and/or
- ▶ Landholder interests.

Disclosure about conflicts of interest must be recorded in the minutes of the meeting.

## BREACHES OF PROTOCOL

A breach of protocol includes failing to disclose a conflict of interest, consistent disruption of a meeting or disrespect towards other members.

## DISSOLUTION OF THE COMMITTEE

If it is deemed by Committee Members that the Committee is no longer required, the Chair must seek approval from ARTC to dissolve the Committee. Any request for dissolution must demonstrate why the Committee is no longer required.

ARTC holds the right to dissolve the Committee at any time, and will notify members in writing.

## OPERATIONAL PROTOCOLS

Members will be invited to nominate topics or issues for discussion, as will the Project Team, through the Chair. Raised issues will need to be provided to the Secretariat for inclusion on the meeting agenda, and will be allocated a time limit to allow appropriate discussion within the meeting timeframe.

The Committee will meet at an appropriate place and time, as notified to Committee Members by the Chair. It is expected that the Committee will meet quarterly (every 12 weeks) on dates and places set out in advance, but may set meetings on a more frequent basis.

Extraordinary meetings may be called by the Chair if deemed necessary, based on significant issues to be tabled and discussed, and will be done so with at least five (5) days written notice to all members.

The Chair will preside as Chairperson at every Committee meeting, unless due to unavailability, whereby the Chair may delegate their role in advance to another member.

The Chair may invite Elected Representatives or Government Officials to the Committee meetings as observers. The Chair may invite other people on an ad-hoc basis to address the Committee on particular agenda items. ARTC and the Chair may identify and invite individuals who have significant understanding of the local area or specialist knowledge to attend Committee meetings from time to time, as relevant, and actively contribute to those meetings.

Meeting minutes will be taken by the ARTC Secretariat. The minutes will include attendance, apologies, declarations of interest, and a record of topics discussed and assigned actions. Minutes will be reviewed and approved for circulation to members by ARTC and the Chair.

The Secretariat will circulate minutes via email to all members. All members must confirm accuracy of the minutes. Meeting minutes that require significant changes should be responded to in writing and forwarded to the Chair, to be tabled for discussion at the next Committee meeting. Amendments of the minutes should be agreed to by members.

Approved meeting minutes are part of the formal report of each meeting, from the Committee to ARTC and other interested parties. Once approved, the minutes are made available on the ARTC website. Any confidential information will be redacted from the minutes published on the ARTC website.

Meeting agendas will be approved by ARTC and the Chair prior to circulation. In general, Committee meetings will be open to the public.

## INFORMATION DISSEMINATION

Members are encouraged to discuss issues and disseminate information about the project with the broader community they represent, including their specific interest groups where relevant.

The Committee will review the Charter every 12 months.

## DISPUTE RESOLUTION

It is not a requirement for the Committee to reach a consensus on issues tabled and discussed. Differing views will be noted and taken into consideration.

For significant issues that result in disruptive or disrespectful behaviour, or where discussions are not making headway, the Chair will call for the meeting to be concluded, and will endeavour to set a process and timeframe for the issue to be resolved outside the Committee meeting format.



## WANT TO KNOW MORE?

ARTC is committed to working with state and local governments, communities and landowners as a vital part of our planning and consultation work, and we value your input.

 1800 732 761

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# ARTC

The Australian Government is delivering Inland Rail through the Australian Rail Track Corporation (ARTC), in partnership with the private sector.

CURRENT AS AT DECEMBER 2018