

Terms of Reference – **DRAFT**

North-East Truck Curfew Trial Community Reference Group

1. Purpose

The purpose of the North-East Truck Curfew Community Reference Group (CRG) is to provide continual community feedback regarding the 12 month trial of the truck curfew between August 2015 and September 2016.

2. Term

This Terms of Reference is effective and continuous until the end of the 12 month trial period. Commencing in October 2015, the group will dissolve at the conclusion of the final meeting of the group in August 2016.

3. Roles and Responsibilities

The CRG will have the opportunity to:

- provide views, ideas and information relevant to the curfew trial during the 12 month period
- provide feedback on the progress of trial objectives and outcomes

The membership of the CRG commits to:

- attending all scheduled CRG meetings, or if necessary nominate a proxy to participate in their place (community representatives are ineligible to nominate a proxy)
- share all communications and information relevant to the trial with all CRG members, including VicRoads staff
- (to the extent possible) accurately represent the range of views within their community and be available for members of the community to contact them with feedback, for them to be able to bring to the CRG

The membership of the CRG is accountable for:

- fostering collaboration
- removing obstacles to the CRG's successful delivery of its objectives
- maintaining at all times the focus of the CRG on the agreed scope, outcomes and benefits
- monitoring and managing the factors outside the CRG's control that are critical to its success

Members of the CRG can reasonably expect:

- that each member will be provided with complete, accurate and meaningful information about the trial in a timely manner
- open and honest discussions
- respectful treatment and a collaborative approach from all CRG members
- the opportunity to share their input

VicRoads will:

- share timely and accurate information about the trial, including before and after data, evaluation process, trial progress and community feedback
- engage members of the CRG to better understand the benefit and impacts of the Truck Curfew Trial

4. Code of Behaviour

- Members have a duty to act honestly and in good faith, exercise reasonable skill, care and diligence in carrying out their duties, avoid conflict of interest and/or improper use of information
- Members will respect diverse views of each other and make space for all to contribute
- Members will assist in raising awareness about community issues associated with truck curfews
- Personal interest will be required to be tabled at each meeting in regards to any issue listed on the agenda
- Members will best represent the interests of their local community rather than expressing personal opinions
- Members will be encouraged to share information that has been provided. However, they will not take any provided information out of context or use it in a manner that serves political purposes
- Members may publicly identify themselves as a member of the CRG but are not authorised to speak on behalf of the group.

5. Meetings

CRG meetings will be held during the months outlined in the table below. During the first CRG meeting, time for the remaining meeting will be agreed upon.

- All meetings will be facilitated by an independent facilitator.
- Meeting agendas and minutes will be provided by an independent facilitator.
- A list of the CRG meeting locations will be distributed in advance of the first meeting. Tentatively, the following meeting dates have been assigned:

Date	Objectives
31, May 2016	<ul style="list-style-type: none">• Share the collected 'before and after data'• Seek observations to discuss possible improvements• VicRoads to explain evaluation process
May/2016 Date / Time – TBA	<ul style="list-style-type: none">• Origin-Destination survey results• Discuss future requirements of the trial• VicRoads to share outcomes of initial review
Late 2016	<ul style="list-style-type: none">• VicRoads to share recommendations of review and outline further actions if necessary

6. Amendment, Modification or Variation

These terms of reference may be amended, varied or modified in writing after consultation and agreement by the CRG at its first meeting.

Other headings you might consider:

- Objectives for the group
- Scope of influence – e.g. The CRG is not a decision-making body and does not have authority over VicRoads' decisions. It will provide advice and recommendations to VicRoads, which reserves its right to make decisions about the trial and other operational matters. CRG deliberations and the range of opinions expressed in meetings will be considered by VicRoads and VicRoads will provide feedback on how the CRG's input influenced the decisions it made.
- Membership – who is on the group, and in what capacity (e.g. Councillors are there as observers only)
- Facilitation – the meeting will be chaired by an independent facilitator, whose role will be to ensure a safe meeting environment in which all members have opportunity to positively contribute to discussions