

# SCHOOLS SUB-REFERENCE GROUP



## TERMS OF REFERENCE

### 1. PURPOSE

A School Sub-Reference Group (the Group) will be established for the Mentone Level Crossing Removal Project, as a key avenue for community involvement during the final design phase and throughout delivery of the project.

The Group is advisory and will assist the project team by:

- ensuring effective communication arrangements are established with interested and affected local schools
- ensuring that schools affected by the project have opportunities to participate in its development
- providing a local perspective on project issues, particularly in relation to minimising impact on local schools; and
- providing feedback on the development of the project.

### 2. OBJECTIVES

The objective of the Group is to engage the school community to assist with:

- feedback and advice during the planning process
- feedback and advice on community engagement activities and process
- feedback and awareness of the school community concerns and interests
- the continuous flow of communication between local schools and the project team
- demonstrate due process and diligence; and
- provide structure for the governance that includes a community voice.

### 3. COMPOSITION

The Group will comprise of the following representatives:

- An independent facilitator
- Members of the Level Crossing Removal Project
- Representatives of the Southern Program Alliance
- Representatives from local schools
- Council officers

Other project staff, agency representatives and consultants will not be members of the group but will provide support and give presentations to the group as required. The Group may invite presentations from special interest groups at the chairperson's discretion.

### 4. FUNCTIONS

The purpose of the Group is to provide an ongoing connection between the project team and local schools during key phases of the project to create a shared understanding of project and community perspectives.

LXRP is the decision-making body for the project and is responsible for the project. The Group is an advisory body and will have their views sought to assist as part of the decision-making process.

The members of the Group are required to:

- attend the Group meetings
- disseminate relevant project information within their school community
- provide advice on issues raised through wider community feedback
- ensure the perspectives of all local schools are considered in project development
- promote to the school community, activities being undertaken as part of the wider consultation program
- consider the future role of the involvement of the local schools as the project moves from development to construction; and
- provide input and feedback into the Mentone Level Crossing Removal Project.

## 5. OPERATIONS

Key operational details of the group include:

- An independent facilitator with experience in conducting forums will facilitate discussion and participation by all members
- The independent facilitator is the sole determinant of issues to be dealt with in accordance with the Terms of Reference. They are responsible for ensuring the proper and professional conduct of the group
- Issues and ideas that arise during the Group meetings which fall outside its Terms of Reference will, where possible, be referred to the LXR
- Regular meetings will be held with a forward meeting schedule to be determined at the initial meeting
- LXR will be responsible for administration associated with the Group, including the organisation of meetings and support activities such as the distribution of agendas, minutes and briefing papers
- The Group will operate in the lead up to and during construction. The frequency of meetings will be determined by LXR and communicated to the group
- A Code of Conduct for participation at the Group meetings is outlined in APPENDIX 1 and must be signed by all participants prior to attending the first meeting.

## 6. MEDIA

The role of the Group is to assist LXR to communicate with the school community. Therefore, members of the Group are not authorised to speak with the media on behalf of the Group in relation to the project, unless written approval is received in advance from the independent facilitator in consultation with LXR's Communications Director.

Any breaches of this will be treated seriously and the membership of those involved will be reviewed, with the possible consequence being permanent removal from the Group.

# APPENDIX 1

## LEVEL CROSSING REMOVAL PROJECT MENTONE SCHOOLS SUB-REFERENCE GROUP CODE OF CONDUCT

As a representative of the Mentone Schools Sub-Reference Group (the Group), I agree to:

- Attend regular meetings and provide apologies in advance where attendance is not possible
- Nominate a substitute if you are unable to attend, provided the substitute agrees to complete this Code of Conduct, which can be done at the meeting
- Act in an advisory capacity to the Level Crossing Removal Project (LXRP) by disseminating authorised information within the community and providing insight and advice into community perspectives on the project
- Seek at all times to obtain and represent the views of the broader community
- Represent the views of my organisation and not individual views at odds with my organisation
- Participate in meetings in a positive way when confronted with issues or concerns
- Respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate
- Notify LXRP of any potential conflict of interest that may arise in relation to the project during my participation in the Group
- Allow LXRP to promote my participation in the Group in order to facilitate community feedback provision

- Not disseminate confidential information that is discussed at meetings, such as issues of a sensitive commercial or conceptual nature
- Not make any media comment in relation to the project on behalf of the Group, unless first receiving approval by the Independent facilitator in consultation with LXRP's Communications Director.

I understand that where a member disregards the Code of Conduct, the independent facilitator may ask them to step down and/or their organisation may be requested to nominate a replacement.

**Name:**

---

**Signature:**

---

**Date:**

---

### CONTACT US

contact@levelcrossings.vic.gov.au  
1800 105 105  
levelcrossings.vic.gov.au

Level Crossing Removal Project  
GPO Box 4509, Melbourne VIC 3001



Translation service – For languages other than English, please call 9280 0780.

Please contact us if you would like this information in an accessible format.

If you need assistance because of a hearing or speech impairment, please visit relay.service.gov.au

     @levelcrossings



Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne