



Great Western Highway Upgrade

Blackheath Co-Design Committee

Terms of Reference

The Program

The NSW Government is investing \$2.5 billion towards upgrading the Great Western Highway between Katoomba and Lithgow to a four lane carriageway. Once completed, the upgrade Program will reduce congestion and provide safer, more efficient and more reliable journeys for those travelling in, around and through the mountains.

The Great Western Highway Upgrade Program will progressively deliver dual carriageway (four lanes) between Katoomba and Lithgow.

Transport for NSW is establishing the Blackheath Co-Design Committee (the Committee or BCC). Its members are intended to work collaboratively to refine potential route options in Blackheath for further community and stakeholder consultation in mid-2020.

Simultaneously, Transport for NSW will carry out key technical studies to inform potential route options through Blackheath.

Purpose of the BCC

The purpose of the BCC is to facilitate representatives of the community working collaboratively with Transport for NSW to refine potential route options, through Blackheath, for the Great Western Highway Upgrade Program.

The BCC provides a forum for discussion between Transport for NSW, Blue Mountains City Council (the Council), key local stakeholder representatives such as police and emergency services, and community representatives.

The BCC is not a decision-making or regulatory body. It performs an advisory and consultative role only. The final decision will be made by the State Government, with recommendations from this Committee contributing to the decision-making process.

The BCC is formed solely for the purpose of refining potential strategic route options through Blackheath, as part of the Great Western Highway Upgrade Program. The BCC will be disbanded following reporting on community and stakeholder consultation on these options. This consultation is expected to take place in mid-2020.

Alternative program options and individual project options such as rail upgrades, or the use of alternative road corridors (for example Bells Line of Road), are outside the scope of this Committee.

Objectives of the co-design process

The objectives of the Committee are to:

- Provide a formal process for consideration by the State Government of the views of the Blackheath community and Blue Mountains City Council (Council) during the strategic options development phase of the Blackheath section of the Great Western Highway Upgrade Program.
- In consultation with the community, stakeholder representatives and Council, arrive at a shortlist of two to three clear options for upgrading the Great Western Highway at Blackheath, for consultation with the broader Blackheath community.
- Complete the process about mid-2020 with broader consultation to follow.

Membership of the Committee

Agency	Position	Name	Tenure
Transport for NSW	Western Region Director	Alistair Lunn	Chair Permanent
Transport for NSW	Program Director	Kirstin Fischer	Permanent
Transport for NSW	Program Director	Iain MacLeod	Permanent
Transport for NSW	Communications Manager	Kate Walsh	Permanent
Blue Mountains City Council	Director	Gary Parsons	Permanent TBC
Blue Mountains City Council	Manager Infrastructure	Peter Chudek	Permanent TBC
Blue Mountains City Council	Program Leader Transport & Infrastructure Planning	Glenn Sherlock	Permanent TBC
Emergency Services			Permanent TBC
Rural Fire Service			Permanent TBC
NSW Police Senior Officer			Permanent TBC
NSW Police Traffic Committee			Permanent TBC
Blackheath Community Stakeholder Representative	Blue Mountains Cycling Safety Forum		Permanent TBC
Blackheath Community Stakeholder Representative	Blackheath Neighbourhood Centre		Permanent TBC
Blackheath Community	Blue Mountains Historical		Permanent

Stakeholder Representative	Society		TBC
Blackheath Community Stakeholder Representative	Blue Mountains Accommodation and Tourism Association		Permanent TBC
Blackheath Community Stakeholder Representative	Blackheath Chamber of Commerce		Permanent TBC
Blackheath Community Stakeholder Representative	Blackheath Highway Action Group		Permanent TBC
Blackheath Community Stakeholder Representative	Blackheath Streetscape Group		Permanent TBC
Blackheath Community Stakeholder Representative	Save Centennial Glen		Permanent TBC
Blackheath Community Stakeholder Representative	Save Station Street		Permanent TBC
Blackheath Community Representative 1			Permanent TBC
Blackheath Community Representative 2			Permanent TBC
Blackheath Community Representative 3			Substitute for 1
Blackheath Community Representative 4			Substitute for 2

At times, subject matter experts will be invited to attend and/or present at meetings of the Committee. They will not be committee members.

Community representatives, and representatives of stakeholder groups representing Blackheath, must be residents of Blackheath.

Appointed representatives will be required to satisfy the same selection criteria as self-nominated community representatives.

Substitute community representatives

Transport for NSW will appoint two substitute community representatives to step in if either of the two appointed representatives are unable to attend meetings.

To ensure substitutes can effectively contribute to discussions and work of the Committee they will be invited to the first meeting when the role of the Committee and representatives are provided.

The substitute community representatives will be appointed through the same process as the sitting representatives.

Conduct of Committee members

All members, including alternative representatives, must sign a code of conduct before participating in any committee meeting for the Program, and must comply with this code whilst a member of the Committee.

The Chair must bring any breach of the code to the attention of the persons concerned. This may take the form of a verbal warning during a meeting, which is formally recorded in the meeting minutes, or a written warning following the meeting.

After one warning the Chair may seek a replacement of this member on the Committee. Similarly, the Chair may seek to replace of any member who fails to attend two consecutive committee meetings.

Recording of meetings by telephone, film or any electronic device is strictly prohibited.

Pecuniary and other interests

All members must sign a declaration of pecuniary and non-pecuniary interest before joining the BCC and keep this declaration up to date while they are a member.

These declarations should include any pecuniary or other interest (including any payment, gift or benefit) intended or likely to influence – or that could reasonably be perceived by an impartial observer as intended or likely to influence – the members to:

- Act in a particular way
- Fail to act in a particular circumstance
- Otherwise deviate from the proper exercise of their duty as a member.

Examples of pecuniary or other interests include holding shares in an entity carrying out the project, holding a private contract with the proponent, holding voluntary acquisition or mitigation rights under the proponent's consent, or receiving sitting fees or payments of personal expenses from the proponent; and if the member represents a stakeholder group which has received funding or a grant from the proponent.

There is no requirement in respect of personal interests other than the declaration. However, the Chair may determine that a personal interest is sufficient for a member to be required to withdraw from discussion on a particular issue.

Committee remuneration

Community representatives are not eligible to receive sitting fees or reimbursement of any out of pocket expenses associated with attending meetings.

Frequency, timing and location

Three meetings are to be held at Redleaf Resort, 6:30-9:00pm (exact timings and dates to be confirmed). There is provision for an additional meeting if required by the Committee to view and discuss all information. It is likely the meetings will be held approximately once a month for a duration of two hours.

If there are important and urgent matters requiring consideration, any member of the Committee may ask the Chair to convene an extraordinary meeting of the Committee. The Chair must decide whether the extraordinary meeting is warranted, or whether the matters can be addressed in other ways.

Members will be given four weeks' notice of regular committee meetings and two weeks' notice of an extraordinary meeting.

Facilitator

A professional community facilitator, with experience in community co-design and engagement, will be engaged by Transport for NSW to support the Committee.

The facilitator will engage the whole committee in discussion and workshops to create shared understanding, agree and deliver outcomes, and identify options to resolve disputes.

The facilitator will record and agree decisions and actions by the Committee which will be agreed by the Committee at the end of each meeting.

Secretariat

Transport for NSW have appointed KJA to facilitate and provide Minute services for this Committee. The secretariat, in coordination with the Chair, is responsible for requesting agenda item material, preparing and distributing agendas and associated papers, taking and distributing minutes and maintaining and monitoring a log of actions arising.

Meeting proceedings

This Committee will follow good meeting practice and adopt standard procedures.

The Chair will:

- Convene and run meetings in a fair and independent manner
- Support constructive dialogue.
- Resolve disagreements or differences of opinion in a fair, transparent and supportive manner, in coordination with the Facilitator.

The Facilitator will

- Formulate the agenda for all meetings in consultation with committee members
- Facilitate discussion to ensure all members have an opportunity to speak and share their views.
- Resolve disagreements or differences of opinion in a fair, transparent and supportive manner, in coordination with the Chair.

Meeting agendas

Any member may propose a matter for inclusion on the agenda, either before or during a meeting, providing the matter is within the purpose of the Committee. This may include inviting subject matter experts to present to the Committee.

A final agenda and associated papers are provided to all committee members one week prior to each meeting.

Meeting minutes

The minutes must:

- provide an accurate summary of the matters that were discussed at the meeting, including any concerns expressed and inquiries made
- record all views of members on a matter
- clearly identify the actions to be taken before the next meeting, who is responsible for these actions and a timeline for completion.

Within one week of a meeting, the Secretariat must distribute the draft minutes to all committee members. Committee members have one week to provide their feedback. Within two weeks of receiving this feedback, the Secretariat must finalise the minutes in consultation with the members, and ensure the proponent publishes them on its website in a web accessible format.

If there are any disagreements between members on the minutes, the Chair will have the final say on the matter.

Dispute resolution

Although the Committee is not a decision-making or regulatory body, and consensus is not required on matters, it should discuss and try to resolve any disagreements between members.

Glossary of Terms

Program – the Great Western Highway Upgrade Program between Katoomba and Lithgow.

Co-Design - Co design (Co-operative design) is an approach to design that attempts to actively involve relevant stakeholders and end users in the design process to help ensure that as far as is practical, the result meets their needs and is usable.

Community – A group of people living in a specific geographical area or with mutual interests that could be affected by the Program.

Environment – includes all aspects of the surrounding of humans, whether affecting any human as an individual or in their social groupings.

Proponent – Transport for NSW.

Stakeholder group – a group or organisation – including community, Aboriginal, environmental or industry – that represents several people with an interest in the Program.