

Air Quality Community Consultative Committee Application Pack

Thank you for your interest in being part of an Air Quality Community Consultative Committee (AQCCC) for the NorthConnex Project.

A total of six air quality monitoring stations; two near each ventilation outlet, one along Pennant Hills Road and one ambient air quality reference station are to be installed at least 12 months prior to opening.

During the two year operational monitoring period, NorthConnex will use the data gathered during the operational monitoring period to ensure the actual air quality results are in line with the modelling and meet the Project's conditions of approval, required by the Department of Planning and Environment.

As required in the Project's conditions of approval, the AQCCC is being set up by Roads and Maritime Services (RMS) and the tunnel operator, NorthConnex Company Pty Ltd (Project Co.). Transurban and the M7 Westlink Shareholders have created a company (Project Co.) to manage the design, construction, operation and maintenance of NorthConnex.

The committee will provide a forum for open dialogue between the Project and representatives of the local community, stakeholder groups and local councils on air quality and monitoring.

In accordance with the Project's conditions of approval, the purpose of this group is to provide input into the location of air quality monitoring stations, review the results from the monitoring stations and advise on the dissemination of information to the community.

The AQCCC will be established by early 2017 and will operate for a period of up to two years from the opening of NorthConnex in 2019.

Applicants must be able to commit approximately one weekday night for each meeting. Meetings are likely to be held once every three months. Your role as a committee member is voluntary.

The committee will comprise of representatives from RMS, Project Co., local councils, the local community and will be chaired by an independent chair (IC).

Scope of the committee

The AQCCC is not a decision-making body and will perform an advisory role in line with the requirements of the Project's conditions of approval. The scope includes:

- reviewing and providing advice on the location of the air quality monitoring stations, operation environmental management plans and other operation stage documents, compliance tracking reporting and audit reports
- providing advice on the dissemination of monitoring results and other information on air quality issues
- agreeing the locations of the six ambient air quality stations
- consulting with Project Co. and RMS on the need to continue the ambient monitoring stations after two years from opening of NorthConnex



- consulting on the approval to establish and operate the ambient monitoring stations
- consulting on the appointment of a suitable independent auditor to undertake six-monthly audits of the ambient monitoring results
- establishing a protocol for the evaluation of potential measurements that exceed ambient air quality goal criteria.

Nomination for membership and selection

Community representatives will be selected from the local community and other stakeholder groups, including in some cases, recognised environmental organisations.

AQCCC community representatives will:

- attend meetings and participate in accordance with the Code of Conduct Agreement
- share their views during the meeting
- provide information to the meeting on community views on air quality issues
- work with other Committee members to reach timely decisions on those matters AQCCC is responsible for overseeing
- consider and respond to material provided by the Project team in the agreed time frames to allow the Committee to meet appropriate time frames
- read and provide comment on reports and matters on agendas.

Application process

Members of the community interested in applying should return the completed application form, supporting letter and signed Code of Conduct agreement by 14 April 2017 via one of the methods below.

Email: enquiries@northconnex.com.au

Mail: NorthConnex Project Company, PO Box 343, Pennant Hills NSW 1715

Checklist

- Completed application form
- Signed Code of Conduct form
- Supporting statement (no longer than two A4 pages).



Supporting statement

Applicants will need to demonstrate the following in their supporting statement.

Essential criteria:

- values that are consistent with those of the AQCCC
- ability to represent the local community and other stakeholders more broadly
- agreement to abide by the Code of Conduct
- ability to positively contribute to the work of the AQCCC – demonstrate an ability to understand the technical issues to be discussed (assisted by relevant experience and qualifications if any); experience in working as part of a Committee to achieve outcomes and other attributes cited in the application that might add value to deliberations of the committee
- ability to tolerate and respect differing viewpoints and interests that may be different to personal or local community position.

Desirable:

- proximity to NorthConnex - live or work locally i.e. within three kilometres of the new ventilation outlets
- community links – demonstrated involvement or membership in a local community group and/or interest group that relates to or has a vested interest in air quality matters.

Selection process

1. Applications will be assessed by a panel comprised of representatives from RMS, Project Co, probity consultant and independent chairperson of the AQCCC.
2. The probity consultant will provide independent advice on whether the selection criteria have been properly applied by the panel in the selection of members.
3. The selection committee will report final recommendations to the Department of Planning and Environment.
4. Following consultation with the Department of Planning and Environment, successful applicants will be informed. A list of reserve members will be prepared, in case of anyone declining and/or resignation. In the event an applicant declines their position or later resigns, their place on the AQCCC will be offered to an applicant on the reserve list of unsuccessful applicants at the independent chairperson's discretion.
5. Unsuccessful applicants will be informed.



Meeting Protocol and Guidelines for AQCCC

AQCCC members are not to use confidential information, gained by virtue of membership, for the purposes of private benefit for himself/herself or any other person. Members will be advised when information is confidential.

AQCCC members will respect other member opinions and will accept the responsibilities of the group purpose.

Members will behave in accordance with the Code of Conduct enclosed in this document.

Media Protocol

To ensure that meetings are effective, that information is shared, and open dialogue encouraged, information presented at the AQCCC meetings must not be discussed with the media without the express permission of the independent chairperson. Members acknowledge this protocol by signing the Code of Conduct agreement. Members will not speak to the media on behalf of the project and not discuss specific comments or opinions expressed by other AQCCC members, including the RMS, local council and Project Co. team.

Technical presentations

Where information of a more technical nature needs to be presented to the AQCCC, relevant experts may be invited to present at a meeting.

This may also include representatives from government agencies, Project Co. and RMS specialist consultants.

Information dissemination

Members can provide copies of their own information for distribution at the meeting. To ensure effective management of meetings and time for all members, if a member wishes to provide information at the AQCCC meeting they must obtain the permission from the independent chairperson prior to any distribution. The Chair will have the final decision, based on the other agenda items and the timing of the requested information being distributed.

AQCCC members are welcome to develop and distribute their own information materials to the public but under no circumstances should project logos and branding be used on these materials.

Documents made available at meetings may be subject to confidentiality, copyright and or intellectual property restrictions. The independent chairperson is responsible for making this clear, and the constraints around reproduction and sharing.



Meeting frequency

The AQCCC is required to meet at least four times a year. The frequency and dates of meetings are to be determined by the AQCCC. Greater frequency may be warranted during periods of increased decision making and will be determined in agreement with AQCCC members.

All meetings are currently planned to be held at the NorthConnex project office at 55 Coonara Avenue, West Pennant Hills. Times of meetings and any changes will be determined by the AQCCC to enable maximum attendance.

Attendance

All members of the AQCCC are required to regularly attend the meetings (75% of meetings or more each year). If a member is unable to attend a meeting, they are required to advise the nominated AQCCC Coordinator.

Alternates cannot attend meetings in place of an AQCCC member.

Attendance by observers

Meetings of AQCCC will not be open to any observers, except with the prior agreement of the independent chairperson.

Membership of the AQCCC

As set out in the conditions of approval for the project, AQCCC membership will include three selected community representatives, one representative from relevant local councils, and two representatives from RMS and Project Co. (tunnel operator).

Resignation or termination from AQCCC

Any resignations must be submitted in writing to the independent chairperson. For the replacement of local community representatives, short listed candidates that were initially unsuccessful would be reconsidered provided they are still eligible.

The independent chairperson will monitor the AQCCC performance against its intended purpose and protocols for member behaviour and representation.

Members may be asked to resign under the following circumstances:

- failure to attend 75% AQCCC meetings per year (following review by the independent chairperson)
- failure to disclose a conflict of interest and/or developing a conflict of interest
- perform ongoing and substantial breaches of the AQCCC Code of Conduct in the opinion of the independent chairperson, RMS and Project Co.
- become an employee of the project team or a significant provider/supply of goods and services to NorthConnex and/or its associated partners.



A new recruitment process will be undertaken to select new members in the event no reserve list members are available. New members will be required to attend an induction process prior to attending the first meeting.

Meeting notes

The minutes of meeting are not a verbatim record of discussion. AQCCC members will not be identified by name in the minutes due to privacy considerations. Broad categories will be used, that is Council, local community, RMS or Project Co. representative. Under each agenda item, the minute taker will record a summary of each issue raised and agreed actions. Agreement of the minutes will be by consensus of the meeting participants. Non-consensus will be noted in the minutes. All minutes will be circulated to members and made publicly available on the project website within 14 days of the meeting.

Any changes to the meeting minutes will be discussed at the following meeting and recorded as amendments by the independent chairperson as appropriate.

Documents made available at meetings may be subject to confidentiality, copyright and or intellectual property restrictions. The independent chairperson is responsible for making this clear, and the constraints around reproduction and sharing.

Agenda

An agenda will be issued to members one week prior to each meeting. New items can be submitted to the independent chairperson for consideration up to one week prior to the next meeting. The agendas will ensure appropriate time for activities such as presentations and issues requiring discussion.

Conflict resolution

The independent chairperson is responsible for addressing issues and facilitating the resolution of conflicts that arise. In the event the independent chairperson cannot resolve the issue it will be referred to the Roads and Maritime's Principal Manager NorthConnex who will be responsible for mediating and facilitating resolution of disputes with community members. Any unresolved matters are to be referred to the Secretary of the Department of Planning and Environment.



Questions and Answers

What is an AQCCC?

As part of the conditions of approval for NorthConnex, an Air Quality Community Consultative Committee (AQCCC) will be established.

The AQCCC will play a key role in ensuring the community and key stakeholders are kept informed, consulted with, and involved in resolving key issues that may arise during the Committee's tenure in regards to air quality and its monitoring.

The Committee will provide input prior to and during the operation of NorthConnex and advise on the locations of the community based monitoring stations.

Who is setting up these groups?

As required in the Project's conditions of approval, the AQCCC is being set up by RMS and Project Co.

Transurban and the M7 Westlink Shareholders have created a company (Project Co.) to manage the design, construction, operation and maintenance.

Why is the committee being established?

Air quality during operation of NorthConnex was a key issue raised by the community during the project's public exhibition of the Environmental Impact Statement. The Minister's conditions of approval for the project require that a committee be established.

How often will the groups meet?

The AQCCC will meet at least four times a year for a period of four years (two years prior to the opening of NorthConnex and two years once it is operational in 2019).

Where will the meetings be held?

Meetings will be held at the NorthConnex project office at 55 Coonara Avenue, West Pennant Hills.

How long will the meetings take?

Each meeting is expected to take a maximum of two hours.

Who will be the chair of the group?

The group will be chaired by an independent chairperson appointed by RMS and Project Co. and approved by the Department of Planning and Environment. The independent chairperson abides by a code of conduct agreement that ensures they act appropriately.



How do I apply?

Members of the community interested in applying need to return the completed application form, supporting letter and signed Code of Conduct Agreement by 14 April 2017 via one of the methods below.

Email: enquiries@northconnex.com.au

Mail: PO Box 343, Pennant Hills NSW 1715



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 Transurban

Nomination form – local community representatives

Nomination details

I would like to be a local representative on the Air Quality Community Consultative Committee (AQCCC).

I accept that selection and appointment to the committee will be subject to my:

- having knowledge and awareness of the project and related issues of concern to the local community;
- being able to represent and communicate the interests of the affected local community; and
- being willing to adhere to the committee’s terms of reference.

I have attached a supporting statement (no more than two A4 pages) demonstrating how I meet the criteria for membership. Preference will be given to residents or landowners within three kilometres of the ventilation outlets.

Signed declaration

If appointed to the committee, I:

- confirm that I am aware of my responsibilities as a local community representative on the AQCCC;
- accept that the position is voluntary with no entitlement to remuneration; and
- agree to sign and comply with the committee’s code of conduct agreement.

Name

Contact details

Address

Stakeholder group (if relevant)

Signature and date

This signed nomination form and supporting letter must be sent directly to NorthConnex Company Pty Ltd. The contact details can be found above.



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Nomination form – representatives of stakeholder groups

Nomination details

I would like to be a local representative on the Air Quality Community Consultative Committee (AQCCC).

I accept that selection and appointment to the committee will be subject to my:

- being a member of a stakeholder group with an interest in the project, including an industry, community, environmental or Aboriginal group;
- having knowledge and awareness of the project and related issues of concern;
- being able to represent and communicate the interests of the group or local community;
- being willing to adhere to the committee’s terms of reference.

I have attached a supporting statement (no more than two A4 pages) demonstrating how I meet the criteria for membership.

Signed declaration

If appointed to the committee, I:

- confirm that I am aware of my responsibilities as a local community representative on the AQCCC;
- accept that the position is voluntary with no entitlement to remuneration; and
- agree to sign and comply with the committee’s code of conduct agreement.

Name

Contact details

Address

Stakeholder group

Signature and date

This signed nomination form and supporting letter must be sent directly to NorthConnex Company Pty Ltd. The contact details can be found above.



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Code of Conduct Agreement – members

As a condition of engagement, all members of the Air Quality Community Consultative Committee (AQCCC) must adhere to the following code of conduct.

Accepted behaviour

As a member of the AQCCC, I understand I am expected to:

- attend committee meetings, at dates and times set by the committee’s independent chairperson;
- abide by the directions of the independent chairperson;
- advise the independent chairperson in advance if I am unable to attend meetings;
- treat members and project staff with respect and courtesy;
- enable all members to be equally heard, not speak over each other and listen to all other members points of view;
- put forward views but also remain committed to open and shared dialogue;
- make points succinctly;
- take all relevant information into consideration;
- act with honesty and in good faith;
- act reasonably;
- refrain from any form of conduct that may cause a reasonable person unwarranted offence or embarrassment;
- not speak publicly on behalf of the committee;
- not represent the views of other members of the committee outside meetings;
- actively work with members of the committee to try and resolve any disputes that may arise during the committee’s activities;
- ensure confidential matters handled by the committee are kept confidential, and refrain from discussing these matters with other parties outside meetings; and
- immediately advise the independent chairperson during meetings of any potential or actual conflict of interest relating to matters under discussion.

I understand that if I miss three consecutive meetings or do not attend 75% of meetings held each year, I may be replaced on the Committee.

Signed declaration

As a member of the committee, I agree to abide by this code of conduct.

Name

Contact details

Address

Stakeholder group (if relevant)

Signature and date

This signed nomination form and supporting letter must be sent directly to NorthConnex Company Pty Ltd. The contact details can be found above.



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