

Westport Taskforce Reference Group

Terms of Reference

Background

The Westport: Port and Environs Strategy will deliver an integrated strategy to meet freight and trade logistics for Perth and surrounding regions for 50 to 100 years. It will guide the planning, development and growth of the Port of Fremantle at the Inner and Outer Harbours, the required rail and road networks, intermodal terminals and the opportunities for the Port of Bunbury to handle trade expansion.

A Westport Taskforce has been established consisting of a Steering Committee, Reference Group, Project Control Groups and Work Streams. These will be supported by a Westport Project Office and independent peer reviewers.

The Westport Taskforce Reference Group (WRG) will consist of local government, industry, environment and academic representatives. The WRG will provide a forum for information sharing and detailed consideration of a broad range of views and issues related to the development of Westport. The WRG will consider and discuss issues involved in the development of technical papers, consultation documents and reports and be an integral part of the Westport process.

Purpose

The purpose of the WRG is to:

- provide a high level forum to build a shared understanding of complex issues among government, industry, environmental, academic and community members encompassing different perspectives;
- work collaboratively with the wider Westport Taskforce to enable a coordinated approach to the development of the Westport strategy;
- establish a mechanism whereby members can provide relevant information back to their organisations or communities, fostering a wider understanding of the Westport initiative;
- monitor emerging issues, trends, technologies and concerns; and
- improve the rigour of the Westport strategy by bringing a broad range of views and issues to the attention of decisions makers.

Role of the Reference Group

The role of the WRG will be to:

- receive ongoing status briefings from the Westport Taskforce Project Office concerning the progress of Westport;
- discuss and provide comment on complex issues relating to Westport that have implications for local government, industry, the environment and the community;
- contribute information to assist State agencies in the preparation of key documents relating to Westport; and
- actively engage with Work Streams as required.

Responsibilities of the Reference Group

It is expected that WRG members will:

- understand the vision, objectives, and desired outcomes of Westport;
- take a genuine interest in Westport's outcomes and overall success and communicate positively about Westport;
- actively participate in meetings through attendance, discussion, and review of documents;
- support open discussion and debate, and encourage fellow WRG members to voice their insights;
- report back as necessary to their nominating organisation and members to encourage a wide dissemination and sharing of knowledge about progress and issues; and
- share relevant experience and learnings from other projects that may assist in the development of Westport.

Meetings

In December 2017, all members of the WRG will be invited to convene at a Westport Taskforce Reference Group Forum.

Future forums are proposed at four-monthly intervals, or to align with key Westport milestones.

Given the complexities of the project, WRG sub-groups will be created to work with the Westport Taskforce Work Streams to assist in the development of, and provide feedback to, a series of draft technical papers. Communication may be a mix of face-to-face and electronic meetings held at a frequency determined by project needs.

The Westport Project Office will provide secretariat support for the WRG Forums and Work Stream activities.

Confidentiality

Members of the WRG will be encouraged to share information and discuss issues with their organisations and communities.

However, on occasion, confidential information may need to be shared with the WRG or WRG sub-groups for the purpose of discussion. On these occasions members will be advised beforehand and required to treat those discussions as strictly confidential and not disclose information to third parties without express written permission.

Membership

The WRG membership will comprise invited representatives from local government, industry, environmental, academic and community organisations.

Additional representatives may be co-opted as required.