



Claisebrook Cove Community Reference Group (CCCRG)

Terms of Reference

1.0 PURPOSE

The Claisebrook Cove Community Reference Group (CCCRG) will provide valuable feedback and community insight to the City of Perth during the detailed design phase of the Claisebrook Cove Public Realm Rectification Project. The CCCRG will act as an advisory body, helping to shape planning and design decisions by offering input on key issues including:

- Safety
- Access, walkways, and cycling
- Environment and amenity
- Play space design
- Local business impact management
- Public art
- Other emerging issues identified throughout the engagement process

The CCCRG is an advisory group and will not be a decision-making body. Final decisions will remain with the City of Perth.

2.0 MEMBERSHIP

The Claisebrook Community Reference Group (CCCRG) will consist of up to **14 community representatives**, selected to ensure a broad and inclusive range of perspectives. The following stakeholder cohorts will be represented:

- 4 x Local Residents of Claisebrook
- 4 x Local Business Representatives of Claisebrook
- 2 x Parents with Children
- 2 x Other Interested Parties (e.g. local workers, visitors, environment groups)
- 2 x Students who reside in Claisebrook (Students from local schools, TAFE, or universities)

If the number of applications exceeds the available positions within any cohort, members will be selected by random ballot.

Participation is voluntary; however, members are expected to attend all meetings and actively contribute to discussions.

Should a member no longer wish to participate, a formal resignation in writing will be requested.

Members may nominate a **proxy** to attend a meeting in their absence. The proxy must meet the eligibility criteria of the cohort the member represents (e.g. a business representative must nominate another local business representative).

3.0 MEETING SCHEDULE

The CCCRG will meet on **four occasions**, each for a duration of two hours, from 5:15pm to 7:15pm. Food and refreshments will be provided.

- Tuesday 18 November 2025
- Tuesday 20 January 2026
- Tuesday 17 March 2026
- Tuesday 19 May 2026

Meeting locations will be confirmed in advance and held within the City of Perth.

4.0 ROLES AND RESPONSIBILITIES

4.1 CCCRG Members Will:

- Represent the views of their community or stakeholder group.

- Attend all meetings and participate in discussions.
- Review materials provided in advance of meetings.
- Respect differing views and contribute constructively.
- Maintain confidentiality where required.
- Declare any conflicts of interest.

4.2 City of Perth Will:

- Provide relevant project updates and information.
- Appoint a CCCRG Facilitator.
- Work with the CCCRG facilitator to:
 - Prepare and distribute agendas and meeting materials.
 - Record and share meeting notes summarising key feedback and actions.
- Consider CCCRG feedback in the development of the detailed design.

5.0 CCCRG MEETINGS

5.1 Meeting Facilitation

- The CCCRG meetings will be facilitated by the appointed consultant -Andrew Watt from AWA Consulting Pty Ltd
- AWA Consulting agrees to:
 - Facilitate CCCRG meetings in a fair and unbiased manner
 - Ensure all members have an opportunity to make comments, ask questions and raise issues
 - Manage the meeting so that all agenda items are discussed within a reasonable timeframe and that meetings start and finish at the agreed time; and
 - Only extend the finish time of a meeting or schedule another meeting if it is evident that further discussion on a specific item is warranted.

5.2 Meeting Agendas

City of Perth in association with AWA Consulting, will prepare an agenda and any necessary meeting materials for distribution to CCCRG members in advance of each meeting.

5.3 Meeting Notes and Outcomes

AWA Consulting will arrange for notes to be taken at each meeting. The notes will summarise the discussion that occurred, agreements made and actions to be undertaken. Meeting notes

will not be a verbatim record of discussions. Meeting notes will be distributed to CCCRG members. Any changes required will be noted.

The CCCRG members are free to discuss the outcomes of the meetings with other people, however the specific views and opinions of other reference group members are confidential and not to be shared outside the reference group.

5.4 Participation Protocols

All members agree to:

- Act respectfully and collaboratively.
- Listen actively and allow space for all voices.
- Avoid political or commercial promotion.
- Refrain from speaking to media on behalf of the CCCRG unless authorised.

6.0 MEDIA AND PRIVACY

- CCCRG members are not authorised spokespeople for the project.
- Media enquiries are to be directed to the City of Perth.
- CCCRG members agree to not post details of any meeting discussions on social media or any other platforms without agreement from City of Perth.
- Personal contact details will be kept confidential and used only for CCCRG communications.

7.0 USE OF FEEDBACK

Feedback from the CCCRG will be documented and used to inform the detailed design of the Claisebrook Cove Public Realm Rectification Plan.

Meeting notes will be made to be publicly available.

A summary of how feedback has been considered will be shared with the group.

9.0 GROUP COMMENCEMENT AND CESSATION

The nomination period for the CCCRG will be open for fourteen (14) days.

Should members no longer wish to be involved in the CCCRG, a formal resignation in writing will be requested.

The Group will cease to meet at the end of the Claisebrook Cove Public Realm Reactivation Planning Process and/or at the discretion of the City of Perth.

10.0. AMENDMENT, MODIFICATION OR VARIATION

These Terms of Reference are effective and will be ongoing until terminated by the City of Perth.

These Terms of Reference may be amended, varied or modified in writing by the City of Perth after consultation and agreement with the CCCRG Members.