

Terms of reference

Queensland Rail Customer Reference Group (CRG)

1. Purpose and scope

The aim of Queensland Rail's Customer Reference Group (CRG) program is to provide a forum for community consultation and information gathering for all relevant sections of Queensland Rail.

CRG membership will be based on principles of cross-sectional representation to ensure the full spectrum of community concerns and interests are included, balanced from a social, economic and environmental perspective.

CRG's will aim to include regular and irregular users of Queensland Rail's services within the SEQ and Regional networks.

2. Role of the CRG

The CRG will function as a reference body for Queensland Rail and its customers. Specifically its role is to:

- Identify and communicate customer concerns and ideas to Queensland Rail relating to all issues;
- Participate and provide feedback with project specific CRGs (as required); and
- Act as a conduit to our customers by communicating information about current and future services and outcomes arising from the CRG.

3. Responsibilities of members

As a member of a Queensland Rail CRG, you will be required to:

- attend meetings and present a personal view
- comment on plans and proposals (if any) tabled by the Queensland Rail team suggest agenda items
- allow all CRG participants to present their views
- respect others' opinions and not discuss representations made by other members of the CRG without their prior knowledge and consent
- provide accurate and timely information to other customers enquiring about services and any CRG-related matter, project status and direction within the guidelines of disclosure
- refer any media enquiries to the Queensland Rail media team
- respect confidentiality as advised
- enable your contact details to be shared and circulated among CRG representatives; and
- abide by, and commit to, these Terms of Reference of the CRG.

4. Responsibility of Queensland Rail

Queensland Rail will be responsible for setting up CRG meetings and undertaking all administrative responsibilities to ensure its smooth operation.

5. Membership

Membership to the CRG is on a voluntary basis and members are free to opt-out on their own choosing.

Criteria for membership will include the following:

- Representation of customers across the board
- Demonstrated intention and ability to proactively represent customer interests and enhance effective operations and positive outcomes for Queensland Rail
- Willingness to work cooperatively and constructively with the Queensland Rail team
- Ability to volunteer time to represent customer interests.

6. Decision making process during CRG meetings

The aim of the CRG is to represent a cross-section of viewpoints and customer concerns in achieving a balanced approach to issues associated with the Queensland Rail network. It is not a requirement that consensus be reached among members on the issues discussed. If a member believes they may have a conflict of interest in relation to a particular issue or item of discussion at any time, the member should make this position clear to the facilitator of the meeting. The CRG will then make a determination on an appropriate code of conduct during that particular item of discussion.

7. Frequency of meetings

The timing and location of CRG meetings will be determined and advised by Queensland Rail. The duration of each meeting will normally be one to two hours. This process is subject to review.

8. Administrative support

- A representative for the Queensland Rail team, will take a record of the issues, actions and responsibilities arising from CRG meetings. The CRG will endorse this record at the following meeting to ensure accuracy.
- Meeting minutes will be distributed to members of the CRG.

9. Agreement to abide by, and commit to the Terms of Reference

Nominee's name:

Signature:

Date: ____ / ____ / ____

Contact us

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