

SOUTH ROAD UPGRADE / ANZAC HIGHWAY UNDERPASS PROJECT

Community Liaison Group Terms of Reference

Introduction

The Department for Transport, Energy and Infrastructure (DTEI) recently awarded a contract to the AdelaideConnect consortia to construct the underpass at the South Road and Anzac Highway intersection.

A Community Liaison Group (CLG) is being formed to discuss construction work impacts and facilitate information flow to the community.

Purpose of the CLG

- to create a forum for discussion and exchange of information on topics of local community interest, relating to the construction phases of the project;
- to assist the project team to identify local issues and develop appropriate mitigation strategies to minimise construction impacts on the community; and
- to act as a two-way communication link between the project team and the community during construction works.

Role of the CLG

The CLG will operate within a consultative framework. The project team will carefully consider all input from the group in light of the overall project objectives and requirements.

In keeping with the general scope outlined above, the key functions of the CLG are:

- to provide a representative view of the different local community interests from the four quadrants around the intersection i.e. north-west, north-east, south-west and south-east areas within the project catchment area;
- to identify and communicate local community concerns about the project; and
- to consider the range of community views, interests and issues related to the construction phases of the project and make recommendations to the project team on how these issues may be addressed

Key Activities of the CLG

- meet regularly with representatives from the project team to provide feedback on the project from the local community's perspective;
- identify, communicate, represent and consider the broad range of needs and interests of the local community affected by the project;
- advise the project team on current and emerging issues relating to the project from a community perspective; and
- to provide advice to the project team on how best to disseminate information via existing community networks.

Membership:

- Nine (9) community representatives – i.e. two from each of the four quadrants around the intersection and one representative with a focus on access issues across the project catchment area. (A proxy may be nominated by each member to attend in their absence)
- Two (2) DTEI representatives i.e. Project Director and Senior Community Relations Consultant (or nominees)
- Two (2) AdelaideConnect consortia representatives i.e. Project Manager and Community and Stakeholder Relations Manager (or nominees)

Meeting Times / Length of Meetings:

Meetings will occur on the 3rd Thursday of each month to be held at 6.30pm at the Construction Site Office at the corner of Basnett Street and South Road, Kurralt Park.

Meeting schedule for the next 6 months:

- Thursday October 18th 2007
- Thursday November 15th 2007
- Thursday December 20th 2007
- Thursday January 17th 2008
- Thursday February 21st 2008
- Thursday March 20th 2008

Duration meetings may vary according to the number of issues to be discussed, but as a general rule, will not go longer than 1.5 hours.

The CLG will continue to operate throughout the 2 year construction period (approximately) from August 2007 – August 2009.

Key Responsibilities

The project team representatives from DTEI and AdelaideConnect will:

- work within the framework of the CLG terms of reference;
- facilitate and coordinate meetings and produce and distribute agendas, summary of meeting outcomes and other supporting material requiring consideration by CLG members at least one week before meetings;
- consider advice and issues raised by the CLG;
- coordinate the CLG email address and ensure that all community enquiries to the CLG are disseminated to CLG members in a timely manner for them to consider;
- report on the project progress and seek feedback from the CLG on issues of local community interest;
- provide feedback on the outcomes of issues and advice provided by the CLG;
- provide opportunities for all members of the CLG to present their views;
- ensure that CLG members are provided with adequate information and technical support to assist them to contribute to CLG discussions relating to the construction phases of the project;
- commit to attending and participating in all CLG meetings and providing advance notice of non-attendance at meetings where possible;
- respect that no member of the CLG, other than the Project Director or a nominated spokesperson, can speak to the media on behalf of the CLG;
- refer all media enquiries to the DTEI Project Director or Senior Community Relations Consultant;
- agree to have phone or email contact details publicly available to support their activities and involvement in the CLG

Community representatives will:

- respect other members rights to express a differing opinion to their own;
- allow others to put their concerns and issues to the group;
- consider all issues raised and provide recommendations to the project team on how to address issues, in a way that is in the best overall interests of the local community;
- act as a conduit between the community and the project team and consider all community enquiries and concerns raised through personal contact and CLG email address and provide advice to the project team on how these could be best addressed;
- commit to attending and participating in CLG meetings and providing advance notice of non-attendance at meetings where possible;
- respect that no member of the CLG, other than the Project Director or a nominated spokesperson, can speak to the media on behalf of the CLG;
- refer all media enquiries to the DTEI Project Director or Senior Community Relations Consultant;
- agree to have CLG members details i.e. names, area / quadrant of the intersection represented by each member and mechanisms for contact i.e. CLG email address and project enquiry line, publicised in project communication materials.