

North-South Corridor, Torrens to Darlington

Community Reference Group Terms of Reference

July 2023

Purpose of the T2D Community Reference Group

The purpose of the T2D Community Reference Group (CRG) is to provide a forum between DIT (T2D project team) and the local community (as represented by CRG members) during the planning and design phase of the T2D project (the project) to facilitate engagement and Information exchange regarding various aspects of the project.

As an important tool to help facilitate information sharing with the local community, the CRG will assist the Department for Infrastructure and Transport (DIT) project team to better understand local issues, concerns and opportunities.

Role of CRG

The CRG seeks to:

- create an opportunity for open, two-way communication about key topics of interest related to the project, community, residents and commuters during the planning and design phase
- provide local advice and knowledge to the project team to help inform project decisions
- create better visibility of the project within the local community
- ensure the community has up-to-date and accurate information about the project
- provide a forum for shared learning and continuous improvement.

The CRG will operate within a consultative framework with participation helping to shape and influence project planning. The project team will carefully consider all input from the group, in light of the overall project objectives, Subject Matter Expert (SME) advice, as well as statutory requirements and government policy.

The CRG is not a decision-making group.

CRG Membership

The CRG is intended to represent a broad range of community interests and views specific to the project. CRG representatives will be selected from nominations received on the basis of achieving a broad community representation. Nominees may nominate as individuals or represent on behalf of a local organisation, interest or business group.

In order to achieve a broad membership, the CRG is expected to include, as a guide, representatives from the following groups:

- nearby residents
- nearby businesses
- key interest/ community groups
- representatives with an interest/ skills relevant to the project
- culturally and linguistically diverse and disability groups

Membership will not exceed 20 representatives to ensure it is an effective forum for discussion and information sharing.

CRG membership is voluntary and in joining the group, members must commit to attending and positively participating in all CRG meetings. In the event a CRG member is unable to attend a meeting, this member may identify one proxy to act as a substitute replacement.

If a nominated representative fails to attend two consecutive CRG meetings, without sending an apology (or a proxy), a replacement representative may be sought at the discretion of DIT. Any proxy must be briefed by the member before attending the meeting. Each member should only have one proxy to ensure there is consistency in attendance.

Guest speakers may be invited to attend specific meetings at the request of CRG members.

Local, South Australian and Australian government representatives and peak bodies will not be members of the CRG and will be provided other forums for involvement. They may be invited to attend in an observation capacity when appropriate however, group members will be advised at the beginning of the meeting. DIT representatives will attend the CRG meetings.

An independent facilitator and a note taker will attend each meeting and will not form part of the CRG membership.

Membership is for a 12-month period, upon which the operation of the group will be reviewed. This review will include determining whether existing membership is extended or if new members are invited join the group to replace existing members.

It is acknowledged members may need to have discussions with the project team separately to the CRG process.

The facilitator may, at their discretion and at any time, revoke the membership of a representative if it is deemed they are:

- failing to act in a manner that fulfils the CRG's Terms of Reference, and / or
- not supporting the CRG's purpose, goals or operational requirements.

CRG Member Responsibilities

CRG members must agree to:

- operate within the scope of these Terms of Reference
- attend and contribute respectfully to CRG meetings
- notify DIT when they are not able to attend a meeting and organise a proxy to attend
- provide insight on community perspectives during planning and design of the project
- promote the interests of the respective community, organisation, group or business they represent
- maintain open communication, sharing of information with other CRG members, but also respecting the need for confidentiality when requested on sensitive project discussions
- listen with respect to all views so everyone has the opportunity to be heard
- communicate all project consultation activities to the community and key stakeholders.

T2D project team responsibilities

In addition to the above responsibilities, the project team will:

- allow all members of the CRG to present their views
- attend and present available information at CRG meetings to assist other members to form their views

- consider advice and issues raised at the CRG and provide feedback on the outcomes of issues raised
- distribute meeting agendas and record of meeting outcomes to all CRG members in a timely fashion and post these documents on the project website
- respond within agreed timeframes to requests for information by CRG members
- work to resolve disagreements through open and honest discussion either within the group or privately with the individual(s) concerned before looking to other means of resolution.
- The project team will assist the effective operation of the CRG by providing appropriate relevant information and expertise concerning aspects of the project in a timely and appropriate manner.
- The project team will assist the effective operation of the CRG by responding to questions raised or information sought by the CRG concerning relevant aspects of the project in a timely and appropriate manner.
- DIT will provide information to enable CRG to promote activities & provide access to up-to-date accurate information to help inform CRG, community commuters and residents.

Meetings

An independent facilitator will be responsible for ensuring meetings are structured effectively and group members have equal opportunity to provide input into discussions.

Format of meetings:

- Meetings will be scheduled to align with when there is a particular topic of interest, key milestone or event to be discussed.
- A minimum of four meetings will be held each calendar year. Additional meetings may be scheduled when required.
- At least two weeks notice will be provided to CRG members for future meeting times.
- Meetings will run for approximately two hours with light refreshments provided when held in person.
- Standing agenda items will include:
 - Acknowledgment of Country
 - Welcome/apologies
 - Acceptance of previous meeting minutes, update on action list, outstanding items and timing
 - Notice of any Conflict of Interest
 - Work, Health and Safety
 - Notes of discussion from previous meeting
 - Project update(s)
 - Round table discussion on key topic
 - Other business
 - Next meeting – date and time

Administration

The T2D project team is responsible for the administration of the CRG process including:

- compilation of agendas, records of meetings and distribution of these to CRG members, booking of venues and catering;

- issue of notices of upcoming meetings, agendas and records of meetings, and any supporting material requiring prior consideration which will be distributed via email to CRG members in advance of the next meeting
- preparing meeting records. This will include a summary of all actions and responsibilities arising from discussions but will not form detailed minutes. Once accepted, the DIT will share official meeting notes and presentations on the website.

Meeting actions will be circulated to members via email within 10 business days of each CRG meeting for review and agreement.

CRG members may nominate issues for discussion at future meetings. The number of 'other business' items will be limited in order to allow suitable time for discussion of each issue and agenda items may be prioritised in relation to the immediacy of issues raised and other critical issues already proposed for that meeting.

Any supplementary material presented or distributed between members such as design drawings and technical information will be treated as draft by all members until agreement or confirmation provided by the DIT.

If more than 50% of the membership are unable to attend, the meeting will be rescheduled.

DIT will continue to tailor CRG meetings in line with the latest COVID-19 advice from health authorities and conduct meetings online if required.

CRG members should contact the T2D project team by email: T2D@sa.gov.au or phone: 1300 951 145 in between CRG meetings to raise specific issues as they arise to determine whether these can be dealt with immediately, or if more appropriate, can be scheduled for group discussion at the following meeting.

Issues that arise during CRG meetings that fall outside the Terms of Reference will be referred to DIT to be managed separately.

Media enquiries

CRG members:

- are not authorised to speak with the media on behalf of the CRG, or on behalf of any other members of the CRG, without prior consent of the entire CRG
- must not provide the media with any information which has been generated at the CRG that has been specifically identified as confidential and sensitive in nature
- respect every other members' right to express an opinion within CRG meetings and expect not to have these opinions repeated in the media.