

LEGACY WAY

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An initiative of



13 December 2010

Mr Paul French
CBD BUG
GPO Box 2104
Brisbane QLD 4000

Dear Mr French,

Legacy Way – Call for Community Liaison Group Nominations

Transcity, appointed by Brisbane City Council to design, build and operate Legacy Way (formerly known as Northern Link), is calling for nominations to join two Community Liaison Groups (CLG).

The CLGs will provide a forum for community representatives to enquire about aspects of the project and provide feedback about the construction of Legacy Way.

In recognition of CBD BUG as a key stakeholder on the project, we would like to invite a member of your organisation to nominate for one of the CLGs.

CLGs will be established at both the western and eastern ends of the project:

- The western CLG will represent communities within the suburbs of Mt Coot-tha, Bardon, Toowong and Auchenflower.
- The eastern CLG will represent communities within the suburbs of Spring Hill, Brisbane, Herston, Kelvin Grove, Red Hill, Paddington and Milton.

Through the CLGs, Transcity aims to facilitate:

- community involvement in the project
- community feedback and suggestions to enable the delivery of optimal project outcomes
- increased understanding about the project
- effective response from the project team to community issues.

T: 1800 778 772 | E: info@transcityjv.com.au
www.transcityjv.com.au

Level 9, 515 St Paul's Terrace, Fortitude Valley Qld 4006
PO Box 538, Fortitude Valley Qld 4006

The attached CLG charter defines the role of the CLG and outlines how they will be run. To apply, please complete the application form and forward to the Legacy Way Community and Stakeholder Manager at the address below by Monday 10 January 2011.

Transcity Community and Stakeholder Manager
PO Box 538
Fortitude Valley QLD 4006

Applications will be reviewed by Legacy Way's independent community liaison representative (ICLR). Applicants may be contacted to obtain further information to assist in reviewing their application. Successful applicants will be notified by phone and in writing by 24 January 2011.

It is anticipated that the first CLG meetings will be held during the week beginning 7 February 2011.

If you require any further information, please contact the Transcity Community and Stakeholder Team on 1800 778 772.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Fernando Fajardo', is written over a faint horizontal line.

Fernando Fajardo
Transcity Project Director

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CLG charter and protocol

Transcity will establish two Community Liaison Groups (CLG) to represent a range of viewpoints and community issues in relation to the construction and operations of Legacy Way. CLGs will be established at both the western and eastern ends of the project:

- The western CLG will represent the suburbs of Mount Coot-tha, Bardon, Toowong, Auchenflower and Milton.
- The eastern CLG will represent the suburbs of Spring Hill, Brisbane, Herston, Kelvin Grove, Red Hill and Paddington.

Through the CLGs, Transcity aims to facilitate:

- community involvement in the project
- community feedback and suggestions to enable the delivery of optimal project outcomes
- increased understanding about the project
- a more effective response from the project team to community issues and concerns.

1. PURPOSE

The purpose of the CLGs is to provide community input on a range of matters. The CLGs will provide an advisory role to Transcity on community issues, concerns and values. The CLGs are not decision-making bodies and it is not a requirement that consensus always be reached among members on issues discussed.

Specifically, the CLGs will:

- receive briefings on the project's progress from the Transcity project leadership team
- provide comment on aspects of the project
- monitor and represent community views regarding local issues, impacts and benefits
- provide information about the project to other community members
- receive and discuss information on other aspects of the project.

2. MEMBERSHIP

The CLGs will aim to represent a range of community viewpoints. In addition to representatives from Transcity and Brisbane City Council, each CLG will include up to 12 community representatives, comprising:

- residents from a range of ages and backgrounds within the identified geographic area
- representatives from community groups, schools and businesses within the identified geographic area.

Chair

Appendix 1: The project's independent community liaison representative (ICLR) will chair the CLG meetings.

The Chair will:

- convene meetings
- prepare the agenda with input from CLG members (the number of items will be limited to allow for appropriate levels of discussion within the meeting timeframe)
- review meeting notes prepared by Transcity, prior to dissemination to members.

Community representatives

Community representatives agree to:

- respect the right and views of other members
- participate in meetings
- discuss issues and disseminate information about the project with the wider community including their specific interest groups where relevant.

Transcity

It is the responsibility of Transcity to organise, facilitate and host the CLG meetings, in conjunction with the Chair.

Transcity agrees to:

- provide regular information on the progress of the project
- ensure that the group has access to the necessary plans and information to understand the project
- report back to the CLG on consideration of their comments
- where possible, provide access for site inspections by the CLG
- where reasonably required by the Chair, arrange consultant(s) to explain technical information to the CLG
- where reasonably required by the Chair, invite representatives from relevant government departments or other individuals to attend CLG meetings.

Membership resignations and vacancies

A member's position will become vacant if they:

- provide their resignation to the Chair
- fail to attend three consecutive meetings, without apology to the Chair
- breach the meeting protocol.

New members

Membership of the CLGs will remain open for other community members to nominate for a position should one become vacant. Membership applications will be reviewed by the Chair.

Should a position become vacant mid-term and there are no suitable nominees, Transcity may seek other nominations to fill this position.

Media

CLG members may speak to the media or publicly comment about the project as an individual, but not as a representative of the CLG or the project.

Payment

Membership of the CLG is on a voluntary basis, and no payment will be made for participation.

3. MEETINGS

Frequency of meetings

The CLGs will meet approximately every 10 weeks in the first six months and then every 12 weeks for the duration of the project, if agreed by the CLG members. Additional meetings will be subject to agreement between Transcity and each CLG.

Record keeping

Notes will be kept of meeting attendees, key issues raised and actions recommended or agreed. Comments from individuals will not be attributed to them and a verbatim record of the meeting will not be prepared.

The meeting notes will be forwarded to the Chair for approval, prior to distribution to members within 14 days of the meeting.

Meeting notes will be made available for public inspection on the project website and at the project display centre within seven days of their endorsement by the Chair.

Any changes to the meeting notes should be placed in writing and forwarded to the Chair to be tabled for discussion at the next meeting, and adoption if agreed to by the CLG members.

Breaches of protocol

Should a CLG member continually disrupt or disrespect the right of other members to participate, that member will be asked to resign from the CLG.

Dispute resolution

It is not a requirement that consensus be reached among members on the issues discussed. Differing views will be noted and taken into consideration.

Decommissioning of the CLGs

The CLGs will be decommissioned 12 months after the project opens to traffic (final CLG meeting late 2015, based on current timing).

Understanding of the CLG charter and protocols

It is important that you understand the CLG charter. After reading the charter, please complete the checklist below and return with your nomination form.

I have read the CLG Charter

I understand that the CLG is not a decision-making body.

I understand that the CLG represents various groups within the community.

I understand that the CLG will meet regularly over the next five years and that there may be up to 5 meetings a year, of up to two hours each.

I understand that I may be required to read provided material prior to meetings so that I can effectively participate in CLG discussions.

I understand that the CLG may at times be privy to confidential information and that confidential information should not be disclosed.

I understand that I may speak to the media or publicly comment about the project as an individual, but not as a representative of CLG or the project.

Name

Sign

Date

Name of witness

Sign

Date

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CLG application form

1. PERSONAL DETAILS

Title

First name

Surname

Residential address

Mailing address

Phone (home)

Phone (work)

Phone (mobile)

Email address

2. NATURE OF REPRESENTATION

Are you applying to join the Legacy Way CLG as a representative of a local interest group, business or as an individual resident? (please tick)

- Local interest group representative
- Business interest
- Individual resident

Which suburb, interest group or business are you representing?

Which CLG do you wish to apply for? (please tick)

- Western (Mt Coot-tha, Bardon, Toowong, Auchenflower, Milton)
- Eastern (Spring Hill, Brisbane, Herston, Kelvin Grove, Red Hill, Paddington)

3. SUPPORT FOR REPRESENTATION

If you are applying as a representative of an interest group, written documentation is required from that group stating that you are the selected nominee for the Legacy Way CLG.

If you are applying as a representative of a local area or neighbourhood, brief letters of support from some residents would assist your application.

Please attach this documentation to your nomination form.

4. COMMITMENT

The Legacy Way CLGs are expected to operate for 12 months after the project opens to traffic. Based on current timing, this would see CLGs continuing until late 2015. Meetings will be held on an evening that suits the most community representatives and Transcity representatives.

Please indicate which of the following evenings you are available for meetings:

- Monday
- Tuesday
- Wednesday
- Thursday

5. COMMUNITY INTERACTION

If selected as a community representative on one of the Legacy Way CLGs, how would you gather information from your local area and/or community interest group?

If selected as a community representative on one of the Legacy Way CLGs, how would you feed information back to your local area and/or community interest group?

Please return this application form with all relevant attachments to:

Transcity Community and Stakeholder Manager
PO Box 538
Fortitude Valley QLD 4006

info@transcityjv.com.au