**Checklist – CAC010M
Community Liaison Plan (GCoC 15.6)**

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| **Contractor** |  | **Date** |  | **Review No.** |  |
| **Contract No.** |  | **Project No.** |  | **Project Name** |  |

| Reference | Requirements | Addressed | Comments/Observations |
| --- | --- | --- | --- |
| 15.6, Item 19A and Item 35A in Annexure A | 1. If specified in Item 19A, has the Plan been submitted within the timeframe stated in Item 35A?
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| 8.5 | 1. Has the number of copies of the plan as stated in Item 13C been received?
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| 15.6.2 | 1. Does the Plan follow the specified format in accordance with Clause 15.6.2?
* overview
* objectives
* target audiences
* potential issues and opportunities
* strategy
* tactics
* evaluation
* timeframes.
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| 15.6.2 | 1. Does the Plan include procedures and timetables for the following? (Clause 15.6.2(c)):
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| 15.6.2(i) | * Does the Plan establish a communication network with any local businesses, schools, hospitals, community groups and residents that will be affected by the work under the Contract? (Clause 15.6.2(i))
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| * Does the Plan establish a communication network with any Local Governments that will be affected by the work under the Contract?
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| 15.6.2(ii) | * Does the Plan include a procedure using public advertisements containing adequate information during construction to ensure the community is kept informed of changes to the normal traffic movements and any possible disruptions?
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| 15.6.2(iii) | * Does the Plan include a system of recording complaints and responding to them within 48 hours?
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| 15.6.2(iv) | * Does the Plan include preparation of regular fact sheets for the information of visitors and the public?
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| 15.6.2(v) | * Does the Plan include a system for the management of emergency situations and ensure staff members have appropriate training?
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| 15.6.2(vi) | 1. Does the Plan provide details on the minimum reporting requirements to the Administrator? (Clause 15.6.2(vi)):
* immediate reporting of emergency issues
* immediate reporting of any public inquiries forwarded by fax / email
* weekly reporting of key activities achieved for previous week
* weekly reporting of key activities planned for coming week
* weekly reporting of summary of responses to complaints and inquiries
* weekly reporting of summary of outstanding responses
* monthly reporting of anticipated issues for coming month
* monthly reporting of proposed actions in response to issues
* quarterly reporting of key actions and achievements.
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| Annexure A Clause 29 | 1. Has a Community Liaison Officer been appointed?
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| 15.6.3(b) | 1. Does the Plan include weekly meetings between the Contractor’s Community Liaison Officer, the Administrator and a representative of the Principal?
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| 15.6.4 | 1. Does the Plan identify the Contractor's responsibility for the following public notification requirements?
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| 15.6.4(a) | * agreement is to be obtained from the Administrator as to the extent and nature of any publicity prior to its publication
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| 15.6.4(b) | * no direct liaison between the contractor with members of the press will be permitted
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| Reviewed by: |  |  |  |
| Name |  | Signature |  | Date |  |