



**Government of South Australia**

Department for Transport,  
Energy and Infrastructure

## **Port River Expressway Road and Rail Bridges Community Liaison Group Information**

### **Introduction**

The Department for Transport, Energy and Infrastructure (DTEI) recently awarded a contract to Abigroup Contractors Pty Ltd for the design, construction and maintenance of the Port River Expressway Road and Rail Bridges. DTEI, through its Transport Services Division (formerly Transport SA) is now forming a Community Liaison Group (CLG) to discuss project works and facilitate information flow to the community. The CLG will operate throughout the design and construction stages of the project, over a period of approximately two years. Members of the DTEI project team and Abigroup will attend all CLG meetings.

### **Aims**

- to create a forum for discussion and exchange of information on topics related to the detailed design and construction phases of the project;
- to assist the project team to identify local issues related to the project that will input into detailed design and construction phases of the project; and
- to act as a two-way communication link between the project team and the community and stakeholders during construction works.

### **Terms of Reference**

Members of the CLG will need to agree in principle to the following terms of reference for the group:

- meet regularly to provide feedback on the project from the community's perspective;
- identify, communicate, represent and consider the broad range of needs and interests of the local community and other stakeholders affected by the project;
- advise the project team on current and emerging issues relating to the project from the community's perspective; and



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- assist the project team to keep the local community and key interest groups informed about the project by disseminating information via existing community networks.

### **Role of Community Liaison Group**

DTEI intends that 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 of the contract with Abigroup. In keeping with the general scope outlined above, the main functions of the CLG are:

- to represent the broad range of local community and stakeholder interests;
- to identify and communicate community and stakeholder concerns about the project;
- to disseminate information on the project to the local community; and
- to consider the range of community views, interests and issues related to the detailed design and construction of the project.

### **Membership of Community Liaison Group**

The CLG must represent the broadest possible range of local community and business interests and views. The project team will select representatives on the basis of achieving broad local community representation.

In terms of representation, nominees may nominate as individuals or represent a local organisation or interest group. However, nominees who are supported by a group are still considered individual nominees to the CLG. Subsequently, individuals that have been nominated to represent a particular group may not revoke or transfer their nomination once they have been accepted as a CLG member due to the fact that selection is based on the fulfillment of specific criteria.



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### **Responsibilities of Community Liaison Group Participants**

The project team agree:

- to work within the framework of the charter for the CLG;
- to allow all members of the CLG to present their views;
- to report on project progress and seek feedback from the CLG.;
- to consider advice and issues raised by the CLG;
- to provide feedback on the outcomes of issues and advice provided by the CLG;
- to respond within agreed timeframes to requests for information; and
- to ensure that CLG members are provided with adequate information and technical support to assist them to contribute to CLG discussions relating to the development phase of the project.

Members of the CLG agree to the following protocol:

- ensure each participant is able to put their concerns and issues to the group;
- discuss and share opinions; and
- minutes to be distributed to all participants, with final minutes to be publicly available and distributed by CLG members.

In relation to liaison with the media, CLG members need to:

- respect every other member's right to express an opinion within the CLG meetings, and expectation not to have those opinions repeated out of context in the media;
- understand that the media have a high level of interest in the project, and that they play an important role in providing information to the broader community;
- respect the project team's preference for a uniform approach to media statements from the CLG;
- respect that no member of the CLG can speak to the media on behalf of the CLG, or on behalf of any other member of the CLG, without the prior consent of the entire CLG; and
- respect the project team's need to know when the media are pursuing a story about the project, or seeking CLG member comment in relation to the project.



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### **Meetings of the Community Liaison Group**

The CLG meetings will be facilitated by Ms Fij Miller, Director of Community Consultation, and will be as informal as possible to encourage open, two-way communication.

In joining the CLG, members commit to attending and participating in all CLG meetings. If a member fails to attend several CLG meetings without prior notification of their absence they may be questioned as to whether they intend to continue their involvement in the CLG. Furthermore, if a member decides to cease his/her involvement with the group they will not be automatically replaced by another representative from their respective community interest/involvement group. However, they may be replaced if their withdrawal impacts on the ability of the group to represent all community sectors and key project issues. If a CLG member is replaced, the new member will be fully briefed by a member of the DTEI project team.

Notices of impending meetings, meeting agendas and any supporting material requiring prior consideration will be sent to CLG members at least one week before meetings.

The compilation of agendas for CLG meetings will be the responsibility of the project team. However, CLG members may nominate future issues for discussion at meetings. The number of agenda items may need to be limited in order to allow suitable time for presentation of information, and discussion of each issue and agenda items may also be prioritised in relation to the immediacy of the issues raised and other critical issues already proposed for that meeting. Specific issues that arise in between CLG meetings should be raised with the project team so that they may be dealt with immediately.

Minutes of CLG meetings and documentation of any actions and responsibilities arising from discussions will be distributed to CLG members within two weeks of each CLG meeting. At each meeting, CLG members will be invited to comment on the record of the previous meeting to ensure its accuracy.

The CLG will meet on a monthly basis, or if required, on an 'as needs' basis.

*Please note that contact details for CLG members may be made publicly available, for example, on the Project website.*