

Community Reference Group

MIKE TURTUR BIKEWAY OVERPASS PROJECT

Community Reference Group (CRG) overview

The purpose of the Mike Turtur Bikeway Overpass Community Reference Group (CRG) is to create a forum for discussion and exchange of information about the project to assist the project team to understand local issues or concerns and identify possible solutions or mitigations.

The CRG will provide members an opportunity to be more informed about progress relating to the project and disseminate project information to their relevant networks.

The CRG membership will be selected to represent the broad interests and views of a wide cross-section of the community including local residents, cyclists, other future users of the proposed overpass, environmental associations, local businesses, cultural and community groups and other local interest groups.

Project overview

The Australian and South Australian governments have committed \$25 million for the design and construction of the Mike Turtur Bikeway Overpass Project.

The Public Transport Projects Alliance (PTP Alliance) will undertake the planning and design for this project on behalf of the Department for Infrastructure and Transport.

The Mike Turtur Bikeway Overpass Project involves the construction of a Shared Use Path over the rail corridor at Goodwood to improve connectivity and safety for all users including pedestrians and cyclists.

Project Background

The Mike Turtur Bikeway extends from Glenelg to the Adelaide CBD along the Glenelg Tramline and is Adelaide's busiest cycling route with an average daily traffic volume of approximately 1,200 cyclists. At the Goodwood Railway Station, users of the bikeway have to travel out of direction to cross the rail lines via the level crossing at Victoria Street, or by dismounting and walking through the narrow subway at Goodwood Railway Station.

Project Location

The Mike Turtur Bikeway Overpass is located approximately 2 kilometres from the Adelaide CBD. The overpass crosses the ARTC, Belair and Seaford rail lines at Goodwood Railway Station.

Two bicycle routes pass through the location. The Mike Turtur Bikeway is an east-west route crossing the rail line, running parallel to the tram corridor. The Marino Rocks Greenway runs north-south adjacent to the Seaford rail line. The two bicycle routes intersect on the western side of the rail lines within Forestville Reserve.

Terms of Reference

Role of the CRG

The CRG will operate within a consultative framework. The PTP Alliance will consider all input from the group in light of the overall project objectives and requirements. Responsibility for final project decisions lie with the Department for Infrastructure and Transport (the Department) for the new overpass and Goodwood Railway Station works. The final Landscape plans, including relocation of the basketball and netball courts, as well as new planting beds and replacement tree planting, will require the final approval of the City of Unley.

The CRG is not a decision-making group.

 1300 705 992

 mtbo@ptpa.com.au

 ptpa.com.au/miketurturoverpass

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.

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

Membership to the CRG 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 the PTP Alliance. 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.

South Australian and Australian government representatives and peak bodies will not be members of the CRG and will be provided other forums for involvement. PTP Alliance and Department representatives will attend the CRG meetings.

Membership will not exceed 12 representatives to ensure it is an effective forum for discussion and information sharing.

A meeting quorum will be 6 members to represent half the membership of the CRG. If a quorum cannot be present, the meeting will be cancelled.

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

- local residents (within approximately 1 kilometre of Goodwood Railway Station);
- local businesses;
- local community / environmental groups;
- local government representatives;
- future users of the proposed overpass including but not limited to cyclists, pram users, wheelchair users; and
- representatives of cultural and community groups.

Following consultation with the PTP Alliance, 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 Mike Turtur Bikeway Overpass Project Terms of Reference; or
- not supporting the CRG's purpose, aims or role requirements.

Membership Responsibilities

CRG members must agree to:

- operate within the scope of these Terms of Reference;
- contribute, listen and cooperate, and support the integrity of the engagement process;

- value all opinions, accepting that individuals will, at times, differ in their views;
- work to build a positive and proactive working relationship with project team members and other CRG members based on mutual respect and trust;
- provide a broad representation of the community they are representing to assist in shaping the project;
- in discussing and distributing information to other individuals or groups in the community, members will do so responsibly, providing objective and accurate information in keeping with the spirit of the engagement process;
- maintain open communication, sharing of information with other CRG members, but also respecting the need for confidentiality when requested on sensitive project discussions;
- strive to resolve disagreements promptly, through open and honest discussion either within the group or privately with the individual(s) concerned;
- agree to work to the values of Collaboration, Honesty, Excellence, Enjoyment and Respect; and
- provide contact details publicly available on the project website (e.g. email address).

PTP Alliance Responsibilities

In addition to the above responsibilities, the PTP Alliance 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; and
- 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.

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

Media Protocols

CRG members must:

- respect that no member of the CRG can speak to the media on behalf of the CRG or on behalf of any other members of the CRG, without prior consent of the entire CRG;
- 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 out of context in the media; and
- not post information shared at the CRG on social media without prior consent of the PTP Alliance.

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Meetings

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

Meetings will be kept as informal as possible to encourage open, two-way communication.

The first meeting is expected to occur on Wednesday, 18 May 2022 at 6pm. The suggested day and time of future meetings is to be determined and agreed by members of the CRG.

Format of meetings (to be agreed with members of the CRG):

- meetings will be held monthly initially, or if required, on an 'as needed' basis;
- meetings are proposed to take no longer than 2 hours;
- meetings will be held locally in person, or online via Teams subject to COVID-19 requirements and preference of members, or a combination of in person and online;
- meeting venue will be advised upon formation of the CRG;
- standing agenda items will include:
 - introductions/ apologies;
 - summary record of actions and outcomes from the previous meeting;
 - project update (including anticipated project milestones over the coming 1-3 months);
 - round table discussion;
 - other business; and
 - next meeting – date/time.

Administration

The PTP Alliance 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 impending 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; and
- preparing meeting records. This will include a summary of all actions and responsibilities arising from discussions but will not form detailed minutes.

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.

CRG members should contact the PTP Alliance by email: mtbo@ptpa.com.au or phone: **1300 705 992** 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.

Nomination and key dates

To nominate as a member of the CRG complete the Expression of Interest form available on the project website and email to the PTP Alliance at mtbo@ptpa.com.au.

Timeframes:

- Nominations close Friday, 29 April 2022, at 5pm;
- CRG selected and applicants notified Friday, 6 May 2022; and
- First CRG meeting expected to be Wednesday, 18 May 2022 at 6pm; venue to be determined.

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