

# Tram Grade Separation Projects Marion Road and Cross Road Level Crossing Removals



## Community Placemaking Reference Group Terms of Reference

**December 2023**

### **Purpose of the Marion and Cross Road Community Placemaking Reference Group (CPRG)**

The purpose of the Marion Road and Cross Road (MAC) CPRG is to provide a forum between the Department for Infrastructure and Transport (DIT) and the local community (as represented by CPRG members) to provide input into the urban design elements for MAC.

As an important tool to help facilitate information sharing with the local community, the CPRG will assist the project team to better understand local issues, concerns and opportunities to inform the urban design.

### **Role of CPRG**

The CPRG seeks to:

- create an opportunity for open, two-way communication about the project's urban design elements during design phase
- provide local advice and knowledge to the project team to help inform project decisions around the urban design
- create better visibility of the project within the local community
- ensure the community has up-to-date and accurate information about the projects urban design
- provide a forum for shared learning and continuous improvement.

The CPRG will operate within a consultative framework with insights helping to shape and influence urban design elements. The project team will carefully consider all input from the group as part of the overall project objectives, Subject Matter Expert (SME) advice, as well as statutory requirements and government policy.

The CPRG is not a decision-making group.

## **CPRG membership**

The CPRG is intended to represent a broad range of community interests and views specific to design principles and early identification of placemaking opportunities for MAC. CPRG representatives have been selected from nominations received on the basis of achieving a broad community representation. The CPRG consists of both individuals and representatives of local organisation/interest groups.

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

CPRG membership is voluntary and in joining the group, members must commit to attending scheduled meetings, participate positively and in accordance to agreed values and behaviours in all CPRG meetings (to be established and agreed to at the first meeting). In the event a CPRG member is unable to attend a meeting, this member may identify one proxy to act as a temporary substitute, if deemed appropriate by 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.

If a nominated representative fails to attend two consecutive CPRG meetings, without sending an apology (or a proxy), a replacement representative may be sought at the discretion of DIT.

Guest speakers, including Subject Matter Experts may be invited to attend specific meetings at the request of CPRG members.

Local, South Australian and Australian government representatives and peak bodies will not be members of the CPRG. Other forums will be convened for their participation, if required. They may be invited to attend in an observational capacity when appropriate however, group members will be advised at the beginning of the meeting. DIT representatives will attend the CPRG meetings.

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

The CPRG will focus on design elements to feed into the detailed design process and build on insights already shared by the community. This group is intended to refine the design elements based on community feedback by April 2024 to be considered in the design phase.

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 CPRG's Terms of Reference,
- not supporting the CPRG's purpose, goals or operational requirements, and / or
- behaves in a manner that is not consistent with the agreed values and behaviours of the group.

## **CPRG member responsibilities**

CPRG members must agree to:

- operate within the scope of these Terms of Reference
- attend and contribute respectfully to CPRG 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 CPRG 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.

### MAC project team responsibilities

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

- allow all members of the CPRG to present their views
- attend and present available information at CPRG meetings to assist other members to form their views
- consider advice and issues raised at the CPRG and provide feedback on the outcomes of issues raised
- distribute meeting agendas and record of meeting outcomes to all CPRG members in a timely fashion and post these documents on the project website
- respond within agreed timeframes to requests for information by CPRG 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
- assist the effective operation of the CPRG by providing appropriate relevant information and expertise concerning aspects of the project in a timely and appropriate manner
- assist the effective operation of the CPRG by responding to questions raised or information sought by the CPRG concerning relevant aspects of the project in a timely and appropriate manner
- provide information to enable CPRG to promote activities & provide access to up-to-date accurate information to help inform CPRG, 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:

- A minimum of three meetings will be held. Additional meetings may be scheduled if required.
- At least two weeks notice will be provided to CPRG 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
  - Project update(s)
  - Round table discussion on key topic
  - Agreed actions
  - Other business
  - Next meeting – date and time

## Administration

The MAC project team is responsible for the administration of the CPRG process including:

- compilation of agendas, records of meetings and distribution of these to CPRG 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 CPRG 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 project team 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 CPRG meeting for review and agreement.

CPRG 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 DIT.

If more than 50% of the membership are unable to attend, proxies will not be required and the meeting will be rescheduled.

CPRG members may contact the MAC project team by email: [DIT.TGSP@sa.gov.au](mailto:DIT.TGSP@sa.gov.au) or phone: 1300 794 880 in between CPRG 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 CPRG meetings that fall outside the Terms of Reference will be referred to DIT to be managed separately.

## Media enquiries

CPRG members:

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