

1 June 2011

Mr Ian Lister
Co-Convenor
CBD Bicycle User Group
GPO Box 2104
Brisbane Qld 4001

Dear Mr Lister

**Gateway Motorway North (Nudgee to the Bruce Highway) Agency Reference Group –
Invitation to view and provide feedback on the draft plan**

The Department of Transport and Main Roads has developed a draft plan to upgrade the Gateway Motorway from Nudgee to the Bruce Highway. The upgrade aims to reduce congestion and improve traffic safety and efficiency on the motorway as South East Queensland's population continues to grow.

The Australian and Queensland governments have worked together to develop a draft plan that stays within the existing road corridor where possible. The design aims to reduce impacts to property and the environment. It also provides the best value for money by making best use of the existing motorway.

To achieve this, the draft plan proposes to widen the motorway from four to six lanes from Nudgee to the Deagon Deviation. The Deagon Deviation will be widened between Depot Road and Bracken Ridge Road to provide two lanes in each direction.

To assist the project team with better planning, we would like to extend an invitation to you or your representative to attend the next Agency Reference Group for the Gateway Motorway North Planning Study.

We encourage your involvement in this planning process. Your feedback will assist us to develop a preferred design that delivers the best outcome for users of the motorway and people living and working along the corridor.

The draft plan for this section of the motorway will be available for public comment from Thursday 16 June to Thursday 28 July 2011.

Department of Transport and Main Roads
Metropolitan Region
183 Wharf Street
Spring Hill Qld 4000
PO Box 70
Spring Hill Qld 4004

Enquiries Anna Kaufman
Telephone +61 7 3135 5776
Facsimile +61 7 3137 8363
Website www.tmr.qld.gov.au
Email anna.c.kaufman@tmr.qld.gov.au

The next Agency Reference Group meeting will be held on 14 June 2011 from 2pm to 4pm at the Incholm Hotel, 73 Wickham Terrace, Brisbane Qld 4000.

At this meeting, the project team will seek feedback on the draft plan for the upgrade to this section of the motorway.

Please RSVP by Friday 10 June 2011 by contacting Anna Kaufman on 3135 5776 or emailing gatewaynorth@tmr.qld.gov.au. Notes from the meeting will be distributed to all members, including those who are unable to attend the meeting.

Please contact us if you no longer wish to be involved in the Agency Reference Group and the planning development phase of this planning study.

We look forward to your involvement. For more information about the purpose and scope of the reference group, please refer to the enclosed guidelines.

Yours sincerely



Ron Michel

Regional Director (Metropolitan Region)

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Gateway Motorway North project
Agency Reference Group – Terms of Reference

What does the ARG do?

Specifically, the role of the ARG is to:

- represent the interests and views of government agencies
- inform their members of the project's status and direction, and provide feedback from ARG meetings
- comment on issues of relevance to government agencies to ensure wide cross-sectional stakeholder input is identified during the planning phase
- review briefing documents and papers as required before ARG meetings
- comment on plans, documents and proposals provided by the project team
- suggest agenda items

The Department of Transport and Main Roads (TMR) will ensure that the group has access to the necessary plans and information and will consider the recommendations of the group and provide a response to the group.

Who can be members of the ARG?

- One of the main objectives of establishing the ARG is to represent a diversity of viewpoints and concerns of key government agencies.
- Members of the ARG will be made up of representatives of key government agencies.
- Membership of the ARG is on a voluntary basis and no payment is made for participation.
- Project team members will attend ARG meetings as appropriate.

Elected representatives from local councils, State or Federal government members or representatives will not be permitted to be a member of the ARG. Elected representatives who request to participate at a meeting will only be invited with the unanimous, prior, consent of ARG members.

TMR will continue to ensure key stakeholders such as elected representatives are regularly informed and consulted with throughout the planning project.

What are the terms of membership?

The ARG will be established and will continue to meet during the length of the planning study. Members agree to commit to attend at least 75% of meetings throughout the duration of the planning study and have their contact details available to all ARG members.

Media liaison

Individual members can speak to the media as individuals about the project, but not as a spokesperson on behalf of the ARG.

New members

If the ARG requires an appointment of a new member mid-term, TMR may seek other nominations to fill this position.

Membership resignations and vacancies

A member's position becomes vacant if they provide their resignation in writing. A position may be declared vacant if the member:

- fails to attend more than two consecutive meetings;
- breaches the ARG meeting protocol; or
- becomes an employee of the project team.

What are the operational principles?

ARG Members

Members agree to the following principles, which are important to a successfully functioning ARG:

- respect the right and views of other members
- participate in the forum; and
- agree to disseminate relevant information accurately and in good faith to other members of the agency they represent
- abide by, and commit to the Terms of Reference

If a member believes he or she may have a conflict of interest in relation to a particular issue or item of discussion, the member should immediately make this clear to the other ARG members, and may be excluded from discussion on this issue.

Project Team

The project team agrees to:

- perform the secretariat role for the ARG
- provide regular information on the progress of the planning project
- where reasonably required, arrange consultant(s) to explain technical information to the ARG.

The project team must report back to the ARG on consideration of their comments.

Breaches of Protocol

Should members of the ARG not comply with the ARG principles, continually disrupt meetings or disrespect the rights of other members to participate, the ARG member may be asked by the ARG or TMR to resign from the ARG.

Dissolution of the ARG

If it is deemed by the members or by TMR that the role of the ARG is no longer required, TMR may dissolve the ARG. Any request for dissolution must demonstrate why the ARG is no longer required.

Frequency of meetings

The frequency of the ARG meetings will be discussed during the first ARG meeting. ARG meetings will be held on a weekday (Monday to Thursday) in the local area at a convenient venue. It is anticipated that the meeting will run for up to two hours.

Meeting notes

TMR will perform the secretariat role and will be responsible for organising, facilitating and hosting the ARG meetings. Meeting 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 TMR for approval, prior to distribution to members within 14 days of the meeting.

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

Dissemination of information

ARG members are encouraged to discuss issues and disseminate information about the project with their specific interest groups where relevant.

Dispute resolution

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

Organisation and meeting notes

TMR will organise meetings, take meeting notes, disseminate notes in accordance with the protocols outlined and act as a conduit with the ARG.