

# Hughesdale Local Area Traffic Management Study (LATM)

## Focus Group Charter

### Purpose / Goals

The Focus Group provides an opportunity for detailed community input into the development of the Hughesdale Local Area Traffic Management Study (LATM).

The key goal of the Focus Group is to provide a community perspective on key traffic issues and act as a sounding board for the development of potential LATM solutions.

### Structure

The Focus Group will consist of the following members:

- Ward Councillors
- Council Officers
- Traffic Engineering Consultants
- Community Participants (typically 5-10 people)

Council will appoint community participants on the Focus Group based on nominations received at the public meeting. Selection of community volunteers will consider representation across the study area. Community participants can be anyone with an interest in local traffic issues including (but not limited to) residents, business owners, school representatives and members of local community groups.

### Focus Group Operation

Three meetings (approximately 2 hour duration) will be held throughout the study at the time and place chosen by Council, with the following indicative timeframes:

- Meeting #1 (Identify Traffic Issues) – September 2021
- Meeting #2 (Develop LATM Plan) – November/December 2021
- Meeting #3 (Consider Community Response to LATM Plan) – March 2022

Focus Group volunteers will be informed of meetings through email, a minimum of two weeks prior to the date.

Communication amongst the Focus Group will principally occur via email, with volunteer consenting to their email address being shared with other Focus Group members for the specific purpose of the LATM study.

Council will keep a record of meeting attendees and the matters discussed at the Focus Group meetings. Comments from individual focus group members will generally not be attributed and summary minutes will be prepared following each meeting. The meeting minutes will be distributed via email to the Focus Group participants following the meetings.

### Roles and Responsibilities

#### Community Volunteers

- Provide specific local expertise, including identifying traffic issues and providing feedback on possible LATM solutions.
- Consider issues and perspectives across all transport modes (walking, cycling, public transport and driving).
- Act in a professional manner. Work as a team with other Focus Group participants, respecting other opinions even when they are different from yours.
- Act a conduit to the local community to relay information and discussions from the Focus Group.

#### Councillors / Council Officers

- Represent Council and chair the Focus Group meetings.
- Provide historical context for traffic issues in the local area.
- Provide technical guidance regarding traffic management.
- Hold overall responsibility for the LATM study and Focus Group.

#### Traffic Engineering Consultant

- Clearly identify and manage the LATM study process.
- Present assessments / analysis on key LATM issues.
- Facilitate discussion and input from the Focus Group.
- Provide traffic engineering insight into the LATM process.

### Decision Making

The Focus Group provides community perspective to the LATM process, with no specific decision making / voting function. All final decisions in relation to the LATM Study and LATM plan reside with Council only.