



19 January 2005

Project	Pacific Highway Upgrade - Woolgoolga to Wells Crossing	From	Andrew Geddes
Subject	Community Liaison Group	Tel	4979 9999
Venue/Date/Time	Red Rock Multipurpose Centre, Red Rock	Job No	22/12058/40
Copies to	All attendees		
Attendees	Sloane Scott John Imrie Tony Wade Richard Mockridge Patrick Benefield Paul Parkinson Stephen Williamson (RTA) Andrew Geddes (GHD) Mirella Di Genua (GHD) Melanie Miels (GHD)	Apologies	

Item No.	Minutes	Action By	When
<b>1</b>	<b>Introductions</b>		
<b>2</b>	<b>Set and Agree to the Ground Rules for these Meetings</b>		
<b>2.1</b>	Ground rules were set by the CLG members and are as follows: <ul style="list-style-type: none"><li>» Be prepared;</li><li>» Talk one at a time;</li><li>» Listen to what people have to say;</li><li>» Indicate when you want to speak;</li><li>» Show respect;</li><li>» Keep focused – don't side track;</li><li>» Turn mobile phones off or down;</li><li>» Start and finish at allocated times;</li><li>» Be flexible;</li><li>» Share time equally;</li><li>» Agree to disagree;</li><li>» Respect ground rules at each meeting; and</li><li>» Have a time for open forum – 10 mins at end.</li></ul>		



<b>Item No.</b>	<b>Minutes</b>	<b>Action By</b>	<b>When</b>
<b>3</b>	<b>Discussion of the Role of the CLG as per the Charter</b>		
<b>3.1</b>	The charter was accepted and signed by the CLG.		
<b>4</b>	<b>Housekeeping Decisions</b>		
<b>4.1</b>	It was agreed that 7-9pm was a convenient time for all members.		
<b>4.2</b>	It was agreed to reassess meeting times during winter and hold meetings from 6-8pm.		
<b>4.3</b>	It was agreed that the Yarrowarra Large Conference was a convenient location for future CLG meetings. However, it was agreed the Red Rock Multipurpose Centre would be used if the Yarrowarra Large Conference is unavailable.		
<b>4.4</b>	The group recognised the meetings would increase their knowledge of the works of the project.		
<b>4.5</b>	It was highlighted to the CLG representatives that they should attend as many meetings as possible, as they represent the community. CLG members agreed that if they are unable to attend a CLG meeting, they should contact Melanie Miels (1800 154 724) or Stephen Williamson (0409 441 018).		
<b>4.6</b>	It was agreed that if a member misses a number of meetings, Mirella Di Genua will contact the member to see if there is a valid reason, and if they still want to be a CLG member.		
<b>4.7</b>	Minutes shall be provided to the CLG by either post/e-mail or fax within one (1) week of meeting.		
<b>4.8</b>	CLG members will be advised of the next CLG, including agenda, at least two (2) weeks prior to the meeting time.		
<b>4.9</b>	Adverts and community updates will be distributed to CLG members for distribution among their communities.		
<b>4.10</b>	The CLG agreed to refer any media comments to Mirella Di Genua. The CLG recognised the importance of not individually talking to the media.		



Item No.	Minutes	Action By	When
<b>5</b>	<b>Update on Activities Since the Community Information Session (CIS)</b>		
5.1	The CLG recognised that the project was at the “data gathering” stage. This will continue until early 2005.		
<b>6</b>	<b>Feedback from the Community Information Sessions (CIS)</b>		
6.1	From GHD/RTA (based on feedback forms): <ul style="list-style-type: none"> <li>» CIS meetings should keep to time, should be more widely publicised, and should not be used as a forum for personal issues. The community did feel they were given an opportunity to express their issues through the smaller group workshops, but also requested more time for questions.</li> </ul>		
6.2	From CLG participants: <ul style="list-style-type: none"> <li>» All CLG members agreed the CIS were informative and gave everyone an opportunity to comment, however, agreed that more notice and more information should be provided prior to the meetings, so people can attend meetings feeling informed, and knowing what will be discussed.</li> </ul> GHD to provide agenda/community updates at least two (2) weeks prior to CIS to CLG members and local community.	GHD	
<b>7</b>	<b>What are the Representatives Still Unsure/Unclear About?</b>		
7.1	<i>Q. Where is it going to join?</i>  At this stage, we are still in the data gathering stage. No route option has been determined yet.		
7.2	<i>Q. Where do we get the construction materials? Will this affect the study area?</i>  As this project is for the planning of new highway, we will not require the use of construction materials. As we are in the data gathering stage, we will be researching the geology, soils and ecology of this study area. If this research proves this study area not to be suitable for additional infrastructure, then an alternative study area will need to be determined.		
7.3	<i>Q. Will more consideration be given to cyclists in the planning stage? Will cyclists have a designated cycling area?</i>  Cyclists will be taken into consideration, the highway must meet with the RTA standards for land and verge widths.		



Item No.	Minutes	Action By	When
7.4	<p><i>Q. Will width for the highway verge be taken into consideration?</i></p> <p>The width of the verge will be taken into consideration, the highway must meet with RTA standards for lane and verge widths.</p>		
7.5	<p><i>Q. Does this project have funding?</i></p> <p>The Planning phase of the Woolgoolga to Wells Crossing Upgrade is funded by the NSW State Government, as part of the \$2.2 billion 10-year Pacific Highway Upgrade Program in New South Wales (comprising \$1.6 billion from the NSW State Government and \$600 million from the Federal Government).</p>		
7.6	<p><i>Q. Will construction go ahead when the planning is complete?</i></p> <p>Government funding for the construction of the Highway has not yet been announced.</p>		
7.7	<p><i>Q. Land purchasing – will it happen?</i></p> <p>There is government legislation under the “Just Terms Act” for negotiating and agreeing compensation for acquiring private properties affected by road projects.</p>		
<b>8</b>	<b>What Activities would Assist you to Better Understand the Project?</b>		
8.1	CLG representatives requested copies of the Sapphire to Woolgoolga route option.	Project Team	
8.2	CLG representatives requested information about other areas/ sections of the Highway and asked if they could be included in other projects mailing lists.	Project Team	
8.3	CLG representatives advised Project Team that the Advocate newspaper was no longer delivering and suggested we also include free local papers in our media distribution. Media suggested included The Woolgoolga Advertiser and The Independent.	Project Team	
8.4	It was requested that during the next meeting we discuss in more detail, the data going into the initial stage and the GIS system.	Project Team	
8.5	It was agreed that a bus tour of the study area would be helpful. Preferably a Saturday morning.	Project Team	
8.6	It was requested that the project team bring the CLG representatives up to speed on the new technologies for noise – what is the RTA doing?	Project Team	



Item No.	Minutes	Action By	When
8.7	<p>CLG representatives requested having a key speaker, ie a noise specialist, talk about key issues that will play a role in developing the route options.</p> <p>Project team to show CLG members the Geographical Information System (GIS) at next meeting.</p>	Project Team	
8.8	Project team to provide CLG members with a detailed 'project' program, organisational chart, and definition of terms at next CLG meeting.		
<b>9</b>	<b>Overview of the Planned Activities of the Community Liaison Group for this Project</b>		
9.1	<p>Mirella Di Genua explained the community involvement activities throughout the project would include:</p> <ul style="list-style-type: none"> <li>» Community information sessions;</li> <li>» Public displays/exhibitions;</li> <li>» Community updates;</li> <li>» Letters;</li> <li>» Community liaison groups;</li> <li>» Project website;</li> <li>» Affected property owner/occupant interviews;</li> <li>» Business operator interviews;</li> <li>» Free call community telephone hotline;</li> <li>» Summary EIA brochure;</li> <li>» Stakeholder notification of EIA exhibition;</li> <li>» Route options display;</li> <li>» Preferred route option display; and</li> <li>» Concept design display.</li> </ul>		
<b>10</b>	<b>Developing your own Individual Communication Plans to Communicate to your Local Community</b>		
10.1	CLG members were provided with their own communication strategy to complete, highlighting specific groups they will communicate with and how they will communicate to them.		



<b>Item No.</b>	<b>Minutes</b>	<b>Action By</b>	<b>When</b>
<b>11</b>	<b>Nominate Issues for Discussion at the Next CLG Meeting</b>		
<b>11.1</b>	» Show the GIS and how it is used to assist in determining route options.	Project Team	
<b>11.2</b>	» Key speaker to discuss the new noise technologies being used today.	Project Team	
<b>12</b>	<b>Summary and Close of Meeting</b>		
<b>12.1</b>	Next Meeting to be held February/March 2005.		

**Andrew Geddes**  
GHD Project Manager