



18 January 2005

Project	Pacific Highway Upgrade - Oxley Highway to Kempsey	From	Andrew Geddes
Subject	Minutes of Community Liaison Group Meeting	Tel	4979 9999
Venue/Date/Time	Telegraph Point School of Arts, Telegraph Point, 16 December 2004 at 7.00pm.	Job No	22/12057/40
Copies to	All Attendees		
Attendees	Stephen Bruce John Cassegrain Susan Pike Malcolm Borger Greg Brayley Raymond Ward Tony Thorne Jim Grieve Rose Cunningham Ron Clapton Bradley Hooper 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>» Keep it short and sweet;</li> <li>» Everyone's views are equal;</li> <li>» Need to maintain a clear focus;</li> <li>» One person to speak at a time;</li> <li>» Turn mobile phones off/down in volume;</li> <li>» Community issues NOT individual issues;</li> <li>» Courtesy;</li> <li>» Listen;</li> <li>» Keep to time;</li> <li>» Be honest;</li> <li>» No waffle; and</li> <li>» No side discussions.</li> </ul>		



Item No.	Minutes	Action By	When
<b>3</b>	<b>Discussion of the Role of the CLG as per the Charter</b>		
3.1	The Charter was accepted and signed by the CLG.		
<b>4</b>	<b>Housekeeping Decisions</b>		
4.1	» It was agreed that 7-9 pm was a convenient time for all members.		
4.2	» It was agreed that the Telegraph Point School of Arts was a convenient location for future CLG meetings.		
4.3	» The group recognised the meetings would increase their knowledge of the works of the project.		
4.4	» 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).		
4.5	» 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.		
4.6	» Minutes shall be provided to the CLG by either post/email or fax within one week of meeting.		
4.7	» CLG members will be advised of next CLG, including agenda, at least two weeks prior to meeting time.		
4.8	» Adverts and community updates will be distributed to CLG members for distribution among their communities.		
4.9	» The CLG agreed to refer any media comments to Mirella Di Genua.		
4.10	» The CLG recognised the importance of not individually talking to the media.		
<b>5</b>	<b>Update on Activities Since the Community Information Session</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); » CIS meetings should keep to time, should be more widely publicised, and should not be used as a forum for personal issues.		



Item No.	Minutes	Action By	When
6.2	<p>From CLG Participants;</p> <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; and</li> <li>» Project Team to provide agenda/community updates at least 2 weeks prior to CIS to CLG members and local community.</li> </ul>	Project Team	
<b>7</b>	<b>What are the Reps Still Unsure/Unclear About?</b>		
7.1	<p><i>Q. Will test bores be used on private property?</i></p> <ul style="list-style-type: none"> <li>» Test bores may be used on some properties where it is required to take rock/soil samples. All residents will be notified if access to their property is required. No Project team member will enter private property without the resident/landowners notification and permission.</li> </ul>		
7.2	<p><i>Q. What are the names of the representatives we are talking to at Council?</i></p> <ul style="list-style-type: none"> <li>» Hastings Council – Mr Cliff Toms, Technical Services Manager; and</li> <li>» Kempsey Council – Tom Vermeulen, Manager, Engineering Strategy.</li> </ul> <p>Cliff and Tom are our first point of contact at the Council. These representatives will assist us throughout the program, and direct us to the other council representatives as required.</p>		
7.3	<p><i>Q. Are we aware of Parramatta grasses when entering private property?</i></p> <ul style="list-style-type: none"> <li>» Yes, we are aware of the Parramatta grasses. We will not enter any private property without the consent of the resident/land owner. The Parramatta grass will be an issue we will raise prior to entering each property.</li> </ul>		
7.4	<p><i>Q. How did GHD Pty Ltd get chosen for this job?</i></p> <ul style="list-style-type: none"> <li>» GHD Pty Ltd put in a tender for this job and won based on its experience in roads and infrastructure development. More information on GHD Pty Ltd can be found on <a href="http://www.ghd.com.au">www.ghd.com.au</a></li> </ul>		
7.5	<p><i>Q. Do all GHD members have experience working in similar Projects?</i></p> <ul style="list-style-type: none"> <li>» All key GHD project team members have experience working in roads and infrastructure projects similar to the Oxley Highway to Kempsey Upgrade. GHD has developed a strong working relationship with RTA, having worked on other major projects with them.</li> </ul>		



Item No.	Minutes	Action By	When
7.6	<p><i>Q. Will all projects be completed within the two-year timeline?</i></p> <ul style="list-style-type: none"> <li>» It is the aim of the RTA to have the planning stages of all projects completed within the two-year timeframe. These investigations are for the planning stage only. Government funding for the construction of the Highway upgrade has not yet been announced.</li> </ul>		
7.7	<p><i>Q. How will people find out about what is going to happen at the next CIS?</i></p> <ul style="list-style-type: none"> <li>» A Community Update will be distributed to the community, stakeholders and business owners at least two weeks prior to the next Community Information Sessions;</li> <li>» Advertisements will also be used in local media. The CLG will also be an avenue for the distribution, targeting the communities they represent; and</li> <li>» An agenda will also be provided, highlighting key topics for discussion.</li> </ul>		
7.8	<p><i>Q. What does "Upgrade" mean?</i></p> <ul style="list-style-type: none"> <li>» The term 'Upgrade' on this program refers to the planning of an improved road system.</li> </ul>		
7.9	<p><i>Q. Will we have a new bridge? Apparently the bridge was designed to have additional lanes – will this take place?</i></p> <ul style="list-style-type: none"> <li>» At this stage we are still in the 'data gathering' stage and no route option has been determined; and</li> <li>» Project team to provide answers on GHD/RTA website and advise CLG members when website is live.</li> </ul>	Project Team	
<b>8</b>	<b>What Activities Would Assist You to Better Understand the Project?</b>		
8.1	A detailed program on where we are up to and 'where to from here.'		
8.2	Identify and explain the constraints on why or why not specific options were chosen.		
8.3	A bus tour of the study area (possibly to happen mid-March 2005).		
8.4	Provide CLG members with an organisational chart explaining how GHD and RTA are working together.		
8.5	Show the Geographic Information System (GIS) at the next CLG meeting.	Project Team	
8.6	Clarification/introduction into civil engineering – definition of terms/terminology used.	Project Team	



<b>Item No.</b>	<b>Minutes</b>	<b>Action By</b>	<b>When</b>
<b>9</b>	<b>Overview of the Planned Activities of the Community Liaison Plan for this Project</b>		
<b>9.1</b>	<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>		
<b>10.1</b>	<p>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.</p>		
<b>11</b>	<b>Nominate Issues for Discussion at the Next CLG Meeting.</b>		
<b>11.1</b>	<p>Show the GIS and how it is used to assist in determining route options.</p>	<p>Project Team</p>	
<b>12</b>	<b>Summary and Close of Meeting</b>		
<b>12.1</b>	<p>Next meeting to be held February/March 2005.</p>		

**Andrew Geddes**  
GHD Project Manager