



17 August 2005

Project	Pacific Highway Upgrade - Oxley Highway to Kempsey	From	Melanie Miels
Subject	CLG Meeting No.3	Tel	4979 9999
Venue/Date/Time	Telegraph Point School of Arts, Telegraph Point, 21 July 2005, 7 pm to 9 pm	Job No	22/12057/40
Copies to	All CLG members and attendees		
Attendees	Steven Bruce John Cassegrain Susan Pike Malcolm Borger Greg Brayley Raymond Ward Tony Thorne Jim Grieve (left meeting during Welcome and Introductions) Rose Cunningham Ron Clapton Bradley Hooper John Jeayes Michelle Hollis Stephen Williamson (RTA) Leonie Elligett (RTA) Brett Hoffman (RTA) Andrew Geddes (GHD) Melanie Miels (GHD)	Apologies	

Item No.	Minutes	Action By	When
1	Welcome and introductions		
1.1	Melanie welcomed everyone and introduced Leonie Elligett (RTA communications) and Brett Hoffman (Project officer). CLG members were reminded of the ground rules. <ul style="list-style-type: none"> » Keep it short and sweet; » Everyone's views are equal; » Need to maintain a clear focus; » One person to speak at a time; » Turn mobile phones off/down in volume; » Community issues not individual issues; » Courtesy; » Listen; » Keep to time; » Be honest; » No waffle; and » No side discussions. 		



Item No.	Minutes	Action By	When
2 Update of activities since last CLG meeting			
2.1	<p>It was reported that the project is still in the planning stage, as the investigations have taken longer than expected. The project team has had to look at some aspects in more detail and has also looked at more options than initially anticipated. Activities over the past six months include:</p> <ul style="list-style-type: none">» Analysis and investigation work,» Ground survey;» Geological survey; and» Looking at the environmental characteristics of the study area. <p>Investigations have also taken place within the floodplain area in particular to ensure characteristics of the whole area are captured.</p> <p>It is anticipated the route options will go on display around mid August / September.</p>		
3 Route option display			
3.1	<p>The CLG was advised that:</p> <ul style="list-style-type: none">» The route options display will run for 4 weeks;» There will be static displays (manned and unmanned) throughout the display period;» Information will also be placed at various locations along the study area; and» Information including the display panels and the Route Options Development Report (RODR) will be available at the manned display sites.		
3.2	<p>The manned displays will be held over two weekends during the display period and are likely to be on a Thursday evening, Friday and a Saturday to ensure that community members have the opportunity to come and meet with the project team and ask any questions.</p>		
3.3	<p>A copy of the (RODR) will be sent to each of the CLG representatives (CD and hard copy), and will be available at the manned displays.</p>		
3.4	<p>The route options will appear on an aerial photograph image. Each option will represent a 250m wide corridor. It should be noted that it is purely a corridor and if one of the options is selected as the preferred route, the project team will look more closely at constraints within the 250 metre corridor in refining the preferred route.</p>		



Item No.	Minutes	Action By	When
3.5	<p>Following the Minister's announcement of the route options, the display will be advertised in the following newspapers:</p> <ul style="list-style-type: none">» The Macleay Argus; and» The Port Macquarie News.		
3.6	<p>It was noted that the advertisement will look different to previous advertisements i.e. there will not be a map, they will be smaller and they will appear in the classifieds section This is to follow the new standard Government approach to advertising.</p> <p>CLG members were advised that copies of the advertisement would be placed at the various community locations within the study area as done previously.</p>		
3.7	<p>CLG members were advised that their role during the display period was to ensure community members were aware of the display (both static and manned) and to seek community comments on the route options.</p> <p>CLG members were encouraged to advise stakeholders that the display information will also be available on the website.</p>		
3.8	<p>CLG members were advised that the community will have access to the following information when the options go on display:</p> <ul style="list-style-type: none">» Community update No. 2 with a covering letter – provides overview of the options and details on display locations;» Feedback form – enables people to comment on the options;» Displays – provides more details on the options; and» Electronic survey – will be available on the webpage. <p>In addition, residents who are potentially affected by one of the options will receive a letter offering them an opportunity to meet with the project team.</p>		
3.9	<p>Melanie will phone all CLG members on the day of the announcement, to advise the start of the display period.</p>		
4	Value Management Workshop		
	<p>CLG members were advised that a value management workshop (VMW) would be held shortly after the route options display period. It will be held mid week over two days (Tues/Wed or Wed/Thurs). The purpose of the workshop is to review the work undertaken to date and the route options.</p>		



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4.1	<p>The workshop is one of two processes that will lead to the selection of the preferred route. During the workshop, participants will develop and apply assessment criteria to assess the route options with a view to identifying the workshops preferred route. Further assessment of the options will take place by the project team outside of the VMW. A decision will be made once both processes are finalised.</p>												
4.2	<p>Q. Who is invited to attend the VMW?</p> <p>A. All agencies will be invited to attend the VMW. Representatives from RTA and GHD, as well as four CLG representatives will be invited.</p>												
4.3	<p>Q. Can representatives of the CLG still contribute to the VMW even though they are not attending?</p> <p>A. Yes. We are planning to hold the next CLG meeting during the route options display. This will provide an opportunity for CLG members to discuss their issues prior to the VMW. The CLG representatives who attend the VMW will represent the CLG and also the community.</p>												
4.4	<p>The RTA will pay for all meals during the two-day workshop, including dinner on day one. The RTA will also pay for overnight accommodation on day one. Travel costs are to be met by attendees.</p>												
4.5	<p>The VMW attendees will be provided with a background paper and the RODR prior to the workshop A summary of the community submissions received during the display will be provided before or at the workshop.</p> <p>»</p>												
4.6	<p>CLG members were asked to nominate four representatives to attend the VMW. They were also asked to nominate two back-ups should one of the four be unable to attend.</p> <p>RTA explained that ideally there should be a variety of interests represented, such as different geographical areas, community groups etc.</p>												
4.7	<p>Following discussion among the CLG representatives, they agreed that the following four representatives (and 4 back-ups) would attend the VMW:</p> <table><thead><tr><th><u>Attending</u></th><th><u>Back-up</u></th></tr></thead><tbody><tr><td>1. Tony Thorne</td><td>Steven Bruce</td></tr><tr><td>2. Brad Hooper</td><td>Greg Brayley</td></tr><tr><td>3. Rose Cunningham</td><td>Susan Pike</td></tr><tr><td>4. Michelle Hollis</td><td>John Jeayes</td></tr></tbody></table>	<u>Attending</u>	<u>Back-up</u>	1. Tony Thorne	Steven Bruce	2. Brad Hooper	Greg Brayley	3. Rose Cunningham	Susan Pike	4. Michelle Hollis	John Jeayes		
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4.8	<p>Q. Will service roads / access be shown in the displays?</p> <p>A. No. Service roads and access issues will be considered in more detail when the project team looks at the preferred option.</p>		
4.9	<p>It was requested that a timeline be produced to show what detail will be shown at various displays during various stages of the project i.e. route options, preferred route etc.</p>		
4.10	<p>Q. Will properties impacted by the routes be identified?</p> <p>A. The routes will appear showing a 250 metre corridor. While a number of properties will be located within these corridors, it is not until the preferred route is decided before we can confirm whether a property will be impacted.</p>		
4.11	<p>It was mentioned to the project team that Kundabung residents will be disappointed if access is not discussed at the displays, as this is the kind of detailed information they are expecting.</p>		
4.12	<p>CLG members were advised that stakeholders who have concerns about potential impacts on their property would have the opportunity to organise a meeting with the project team during the display period.</p>		
5	Housekeeping		
5.1	<p>It was agreed for all CLG members to go on a bus tour of the study area and the options once the route options are announced. The preference was for this to occur on a weekday from lunchtime, and then to conclude with the CLG meeting in the late afternoon.</p>		
5.2	<p>Items for discussion at next CLG meeting:</p> <ul style="list-style-type: none">» Is it a priority for the RTA to upgrade the highways and then come back later to fix up the local roads?» Include project team leaders to explain in more detail why specific routes have been selected.		
6	Summary and close		
	<p>Melanie thanked everyone for coming and their contribution. The next CLG meeting will be held during the route options display.</p>		

Andrew Geddes
GHD Project Manager