



## Preamble

The NSW Roads and Traffic Authority (RTA) is forming a Community Liaison Group (CLG) for the proposed Woolgoolga to Wells Crossing Upgrade project. The CLG will operate throughout the planning stages of the project over a period of approximately two years. Members of the project team will attend all CLG meetings.

## Aims

- To create a forum for discussion and exchange of information on topics related to the development phase of the project.
- To assist the project team to identify local issues related to the project that will input into the development phase of the project.
- To act as a two-way communication link between the project team and the community and stakeholders.

## Terms of Reference

The CLG will:

- meet regularly to provide community input on the project;
- consider and comment on a range of information that will be presented to the CLG during the development phase of the project;
- advise the project team on current and emerging issues relating to the project from the community's perspective;
- identify, communicate, represent and consider the broad range of needs and interests of the local community and other stakeholders potentially affected by the project; and
- assist the project team to keep the local community and key interest groups informed about the project by disseminating information via existing community networks.

## Role of Community Liaison Group

The role of the CLG is consultative and the project team will carefully consider all input from the group in the light of overall strategic objectives for the project, as well as statutory and other government policy requirements.

In line with the general scope outlined above, the main functions of the CLG are:

- to represent the broad range of local community and stakeholder interests;
- to identify and communicate community and stakeholder concerns about the project;
- to disseminate information on the project to the local community; and
- to consider the range of community views, interests and issues related to the detailed design and construction of the project.

### Membership of Community Liaison Group

In order for the CLG to operate effectively, membership of the group is likely to be made up of about 15 community representatives.

Nominees may be supported by a local organisation or interest group, or they may nominate as individuals. Nominees who are supported by a group are still considered individual nominees to the CLG. Therefore, groups that support a particular nomination may not automatically revoke or change their representative once this person is accepted as a CLG member, as each nominee is selected according to specific criteria.

The CLG will include technical staff from the project team. Meetings will be restricted to CLG members only but the project team may arrange for guest speakers from time to time to provide specialist advice or information.

Note: Broader community interests will also be taken into account as part of the detailed design and construction phases of the project.

### Responsibilities of Community Liaison Group participants

The project team agree:

- to work within the framework of the charter for the CLG;
- to allow all members of the CLG to present their views;
- to report on planning progress and seek feedback from the CLG;
- to consider advice and issues raised by the CLG;
- to provide feedback on the outcomes of issues and advice provided by the CLG;
- to respond within agreed timeframes to requests for information; and
- to ensure that CLG members are provided with adequate information and technical support to assist them to contribute to CLG discussions relating to the development phase of the project.

Members of the CLG agree:

- to work within the framework of the charter for the CLG;
- to recognise the wide range of issues that must be considered in their deliberations (e.g. road safety, social, environmental, Government policy, value for money);
- to consider and respect the views of other CLG members and those they represent;
- to provide timely comments and recommendations to the project team that accurately represent current community opinion;
- to attend meetings and actively participate in discussions;
- to canvass and report a broad range of community views and issues;
- to provide feedback from CLG meetings to the local community, interested groups and businesses; and
- to add value to the development phase by working cooperatively to achieve the best possible project and community outcomes.

## Meetings of the Community Liaison Group

The CLG meetings will be facilitated by GHD Pty Ltd and will be as informal as possible to encourage open discussion/information exchange.

Members must commit to attending, and participating in, all CLG meetings. If a member does not attend a meeting without prior notice, they may be asked if they intend to continue their involvement. If a member decides not to continue his/her involvement, or is not in a position to do so, they will not be automatically replaced unless their withdrawal would impact on the ability of the group to represent all of the key project issues, groups, community sectors and/or geographic localities. In the latter case, any new member will be fully briefed by a member of the project team.

Notices of meeting will be sent to CLG members at least one week before the meeting. This will include an agenda and any support material that members should consider in preparation for the meeting.

The project team will be responsible for compiling agendas for CLG meetings, however at the preceding CLG meeting, CLG members may nominate issues for discussion. The number of issues placed on the agenda may need to be limited to a number that allows suitable time for presentation of information and discussion of each issue, and may need to be prioritised based on the immediacy of the issues raised and other critical issues already proposed for that meeting.

Urgent or specific issues (for example, affecting an individual resident only) that arise in between CLG meetings should be raised with the project team so that they may be dealt with immediately.

A record of CLG meetings and any actions and responsibilities arising from discussions will be distributed to CLG members within two weeks of each CLG meeting. CLG members will be invited at each meeting to comment on the record of the previous meeting to ensure its accuracy.

The CLG will meet at key stages in the development phase of the project. The frequency of meetings will vary, but will generally be at intervals of several months. The first meeting will take place on 15 December 2004, and subsequent meetings will be planned during 2005 and 2006.

*Please note that some of your contact details may be made publicly available, for example, on the Project website.*

We, as members of the Community Liaison Group for the Pacific Highway Upgrade - Woolgoolga to Wells Crossing - support and approve the Community Liaison Group Charter.

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1. Sloane Scott

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Date

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2. John Imrie

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Date

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3. Tony Wade

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Date

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4. Richard Mockridge

\_\_\_\_\_  
Date

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5. Patrick Benefield

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Date