

Meeting Record

Project:	Coffs Harbour Highway Planning Strategy	Reference:
Location:	Coffs Harbour Community Village, Room 1, Earl Street, Coffs Harbour	Date: 29 January 2002

Present: Apology: Copy: Name:

SOUTHERN CFG

	✓		David Doyle
✓			Wayne O'Brien
✓			Trish Welsh
✓			Murray Williams
✓			Bruce Partridge
✓			Gillian French
✓			Ron Woodlands
✓			Gail Latham
	✓		Marlene Jacobs
✓			Andrew Huggett
✓			Peter Lubans
✓			Hugh Saddleton
✓			Paul Norton
✓			Ron Smith
✓			John Marczan
✓			David Pike
	✓		Tom Hamilton-Foster
✓			Peter Jackson

PROJECT TEAM

✓			Wes Stevenson	RTA
	✓		Bob Higgins	RTA
✓			Jill Christy	RTA
✓			René Burkart	RTA

✓			Tim Paterson	Connell Wagner
✓			Rosemary Russell	Connell Wagner
	✓		Bruce Penman	Connell Wagner
✓			Andrew Smith	Pramax Communications
✓			Bill Wood	Coffs Harbour City Council
	✓		Rick Bennell	Coffs Harbour City Council
✓			Malcolm Imrie	PlanningNSW
✓			John Finlay	PlanningNSW
✓			Jo Gardiner	PlanningNSW
Recorded By: Pramax Communications				Total Pages: 4
Subject: Community Focus Group Meeting No 1 (Southern CFG)				

Details:

Action By/Date:

1. INTRODUCTION

- Bill Woods (Coffs Harbour Pacific Highway Steering Planning Committee) welcomed the group. He then handed the meeting over to Andrew Smith from Pramax.
- Andrew informed the group that the purpose of the session was basically to meet and greet the members of the CFG and to establish the process for future meetings. It was to inform the CFG of where the project was up to, where it was heading and what issues had been raised to date. At this meeting they would also run through the draft charter and protocols to be followed by the CFG members.
- Andrew briefly spoke about how the group was formed, the importance to have representation from as many geographical locations as possible and different community interest groups and businesses such as agriculture, tourism, transport, community groups etc. Experience in dealing with this type of process was also considered.
- Tim Paterson from Connell Wagner introduced himself and spoke about the project team. There are two CFG groups in the northern area from Sapphire to Woolgoolga which have already had two meetings. Connell Wagner has been appointed by the RTA as a consulting group with a large number of specialists ranging from civil engineers and hydrologists to environmental planners. Also in the project team is Pramax Communications, which is a local consulting group. They will be the liaison between the project team and the CFG.
- The role of the CFG is to recognise community and stakeholder concerns, to bring issues on community thoughts and reactions and take back information to them.
- The CFG is an advisory group not a decision making one.

2. MEMBER INTRODUCTIONS AND ISSUES/CONCERNS

- Each member of the project team and the CFG introduced themselves, who they were representing and their major concerns. Refer to attendance list above

3. CHARTER AND PROTOCOL ISSUES

Draft Charter

- Andrew (Pramax) worked through the draft charter with the CFG to confirm and clarify its content and to discuss any issues arising.
- The CFG adopted the Charter as it was presented following the discussion.

Protocol for meetings

- Switch off mobile phones
- Direct all comments to the floor
- If you can't attend a meeting please call 1800 63 63 63
- We need to agree to disagree, respect each others views, opinions and right to speak. It is important that everyone is able to bring their comments to the forum.
- There will be times when the group will need to examine confidential information that needs to be discussed within the CFG forum before it can be released to the wider community. The CFG was requested to observe the need for confidentiality on some occasions. These occasions are to be clearly flagged either prior to or as a consequence of CFG discussion during the meeting.
- It was pointed out that requests for confidentiality are up to each member to respect and that no-one was being "gagged".
- Taping of the meeting was decided against because it might inhibit members saying what they think.
- A contact list for internal use would be made up. Pramax to draw up contact list
- Discussion on how to inform the public who the members are if they wish to contact someone with concerns. Andrew pointed out that there was a 1800 number which is local and the people could be passed on appropriately. This would also enable the CFG to keep their privacy. No decision made re: public contact with CFG
- **Media Releases** - The RTA has a protocol for media releases which needs to be followed as it is important how the group is represented, individuals may not give information as a CFG representative. The CFG need to give their approval as a whole before information is released. Media releases should include clause from Charter that refers to "meetings will generally be restricted to members only"
- It was also acknowledged that more informal information distribution would occur through the various networks that CFG members represented and that this was a highly desirable feature of the CFG's operation. Members were encouraged to seek assistance from Pramax if they were unsure about any issues related to information releases.
- It was agreed to keep the commencement time for meetings to 5.30pm. It was anticipated that the meetings would be monthly although the next one is in a fortnight.
- It is important for CFG members to consistently attend meetings to keep up with the information and decision making that occurs. It was acknowledged that a formal substitute could be nominated for approval using the existing nomination form. It was agreed that substitutes would only be used when absolutely necessary eg. anticipated absence for a period of time. CFG members were encouraged to consider this likelihood as early as possible and to formally request a substitute nomination form by ringing the 1800 number.
- Wayne O'Brien tendered a formal request for a substitute for an anticipated absence. This was accepted for processing by Andrew Smith.

- Contact the 1800 number if you want anything to be on the agenda.
- A request for how the original options for corridors were generated.
- Minutes to be emailed where possible. If there is bulky information then it needs to be posted.
- Best nights for meetings were evenly spread out over Tuesday, Wednesday and Thursday. Dates to be given to members as early as possible.
- It was agreed by the group that there should be no uninvited observers. If for some unforeseen reason there is an uninvited visitor it will be enforced that they may only observe not participate.

Connell Wagner to bring this to the next meeting

CFG members who would like minutes to be emailed to give Pramax their e-mail address

4. PROJECT PROGRAM

Tim Paterson (Connell Wagner) ran through forthcoming activities

- Since December the project team has spent a lot of time on technical investigations. This information has been passed to the Steering Committee who have agreed to present this information to the CFG at the February 12th meeting.

If possible any reports that are going to be tabled at the meetings by the project team will be sent to CFG members early for them to read before the meeting.

Tim stated that the reports will be written in a fashion that will be understandable to a layperson.

- The RTA used a highway design package designed by the CSIRO, to provide objective options with good engineering sense for the corridors. Each corridor has numerous routes and alignments that could be used. The government will of course be mindful of cost.
- Coffs Harbour Council has a transport model which was used to look at land use, population change, travel demand, where people are coming from and going to, what the road is being used for at the moment and what is the demand going to be in 10 or 20 years' time. The model has been used to predict future traffic volumes on each of the different corridor options. Outcomes and findings from the traffic model will be available for the next meetings.
- Some estimated costs for different routes will also be available. Also for consideration is the economic merit of the project, is it justified by the benefits to the community as a whole.
- Key strategic planning issues currently being worked on are future statutory planning and bio-diversity issues.
- The question was asked by a CFG member whether consideration had been given to widening and improving the highway we had rather than redirecting it.
- The issue was raised about community concern over property values and planning impacts in potentially affected corridors. This reinforced the rising pressure for a decision regarding where the highway was going to be, to be made ASAP. The question of "when" such decisions were going to occur was asked.

To be an agenda item for next meeting

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It was agreed to consider this question at the next meeting in light of draft study information to be tabled for CFG discussion

Next Meeting: 12 February 2002 at Coffs Harbour Community Village, Room 1, Earl Street, Coffs Harbour