

Meeting Record

Project:	Sapphire to Woolgoolga Upgrade Project	Reference:	1093/1093.40.GE
Location:	Woolgoolga Community Hall, Boundary Street, Woolgoolga	Date:	21 November 2001

Present: Apology: Copy: Name: Representation/Organisation: Contact Address:

NORTHERN CFG (Woolgoolga Area)			
✓			Graham Ashton
✓			John Beales
✓			Mark Beard
✓			Gregory Benson
✓			Jasmer Bhatti
✓			Roslyn Dunbar-Wells
✓			Ron Gray
✓			Karrena Joass
✓			Kevin Knott
✓			Steven Moody
✓			Phillip Pearce
			Des Saunders
✓			Bruce Scanlon
			Paramjit Sidhu
✓			John Tozer
✓			Robert Watson
SOUTHERN CFG (Sapphire to Moonee)			
✓			Keith Adams
✓			Rick Baker
✓			Helen Ball
✓			Charles Barnes
✓			Vincent Brooker
✓			Steve Clemesha
			Ray Faggotter

			Jill Heris
✓			Andrew Huggett
✓			Peter Lubans
			Tammy Mills-Thom
✓			Shinichi Otani
			Phil Price
✓			Ron Smith
✓			Colin South
PROJECT TEAM			
✓			Ken Oldfield 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 Department of Urban Affairs and Planning
	✓		John Finlay Department of Urban Affairs and Planning
Recorded By: Rosemary Russell			Total Pages: 5
Subject: Community Focus Group Meeting No 1 (combined meeting of 2 CFGs)			

Details:

Action By/Date:

1. INTRODUCTION

- Ken Oldfield, RTA Project Manager, welcomed the group and outlined importance of membership and role of members. Members are selected because they represent the community and stakeholders and their role is to identify community and stakeholder concerns on a project, to bring issues on community thoughts and reactions and take back information to them. Note

- The role of the CFG is an advisory not a decision-making one Note

- RTA has various responsibilities including adhering to ecologically sustainable principles. The RTA is also restricted in its activities by a number of statutory requirements. Some decisions are made in the broader interests of the State rather than local interests or what the community want. Note

- The project is unusual in that it concerns a Planning Strategy that encompasses 2

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projects – the Sapphire to Woolgoolga Upgrade project in the northern section of the Strategy area and the Coffs Harbour Bypass project in the southern section. A three-way partnership has been formed to deliver the projects. In addition to the RTA, the Department of Urban Affairs and Planning (DUAP) wants to see the 2 projects developed in an integrated way and Coffs Harbour City Council (CHCC) has been the driver for consideration of a Coffs Harbour bypass for many years.

- Primary concern of the CFGs is the Sapphire to Woolgoolga component. Construction of this project could be as early as 2006 and the Government has allocated \$278M which is one of the biggest of the Pacific Highway projects and certainly the biggest in Coffs Harbour local government area. Note
- Two CFGs have been formed in the Sapphire to Woolgoolga project – Sapphire to Moonee at the south where an upgrade is proposed and Moonee to north of Woolgoolga in the north where both an upgrade and bypass of Woolgoolga will be considered. Two groups meeting together for the introductory sessions and likely to be divided at later meetings. Note
- Project team members at meeting introduced Note

2. MEMBER INTRODUCTIONS AND ISSUES / CONCERNS

- Each member introduced themselves and the nature of their representation and concerns. Refer to attendance list above

3. CHARTER AND PROTOCOL ISSUES

Protocols – outlined by Andrew Smith (Pramax):

- need to respect each other's views, different opinions Note
- have to agree to disagree (fundamental principle)
- respect each person's right to speak
- switch off mobile phones
- direct all comments to person on floor
- phone 1800 63 63 63 if you can't attend a meeting
- aim of meetings is to develop options for consensus – these are advisory, not ultimate decisions
- process of achieving that aim is to address, debate issues (informed rational debate – avoid emotive issues in absence of more information), gauge majority feeling and record dissenting views
- there will be many different views, all legitimate, therefore consensus decision making process is favoured rather than voting system
- *Taping of meeting* – discussion of whether proceedings could be tape recorded Agreed this might constrain members from saying what they think
- *Confidentiality* – preferable to have open discussions. If people want views to stay in room, meeting might agree to revise draft/preliminary material. Need to agree to respect that there may be good reasons why some information should be kept confidential. Part of job is to make sure information is correct next time. Note
- *Release of information* – CFG needs to respect RTA protocols for media releases and individuals not able to give information as CFG representative – need agreement as a group before any information can go to media. May be media releases when warranted but need to respect RTA guidelines for release
- Discussion on means of releasing information: -
- some groups (eg. Chamber of Commerce) with regular newsletters may want to include - Newsletters/leaflets OK – courtesy to run draft past

Details:

- information from CFG meetings
- minutes could be distributed through web site
- CFG still needs right to put out material as the advisory group and not be controlled by RTA to maintain credibility
- CFG must also be able to report back to individual groups – could review at end of each meeting if anything needs to be circulated
- *Disclosure of membership* – discussion on what contact details people wanted publicly disclosed, eg. is everyone agreeable to public list giving name and organisation/area

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- CFG
- Also RTA would appreciate being consulted on form
- Agreed on 2 levels of dissemination:
 - official RTA
 - unofficial information back to groups
- Agreement from all members

Draft Charter

- Charter reviewed and changes made according to members suggestions and group agreement
- *Terms of Reference, point 1 (p.1)* – question whether CFG has any role beyond EIS. Answer is not yet – EIS is milestone for community involvement and post-EIS consultation usually restricted to consideration of submissions and stakeholders concerns
- *Membership of CFGs (p.2) – Substitution of CFG members* – if individual members cannot attend certain meetings due to prior commitment, how do you ensure that group he/she represents still has voice if important issues discussed.
 - continuity is important
 - need to abide by protocols and CFG charter
 - input more important than output
 - substitutes would not have been selected by panel (basis of selection is spread of representatives and ability to network)
 - substitution should be used judiciously, only in extenuating circumstances and not as a regular occurrence
- *Uninvited attendees* – discussion led to agreement that no outside members of the community can attend meetings, even as observers
- Other minor amendments made as agreed by CFG

See revised Charter attached

Point amended

Sentence added at end of paragraph 2, p.2, under “Membership of Community Focus Groups”:

A member of the CFG may submit to the CFG an alternative nominee as a substitute member if the need arises.

Last sentence of paragraph 3, p.2, under “Membership of Community Focus Groups” deleted.

Charter accepted as first draft to be distributed with Minutes

4. PROJECT PROGRAM

- Tim Paterson (Connell Wagner) provided brief overview of program – project development process to be covered in more detail at next meeting.
- CFG Meeting No 2:
 - Issues
 - Objectives
 - Constraints
- CFG Meeting No 3 (late January, early February):
 - Opportunities and corridor options
- CFG Meeting No 4:

Note

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- Assessment and evaluation (merits of options)

5. FUTURE CFG MEETINGS

- Information and discussion requested by group for next meeting:
 - overview of both projects explaining how Sapphire to Woolgoolga ties in with Coffs Harbour Bypass
 - for Sapphire to Woolgoolga, explanation of why study area in south (Sapphire to Moonee) is narrow and why it is wider in north (Woolgoolga)
 - aerial photo with cadastral data, road names, constraints
 - details of project development process
 - highway design terminology (photos, drawings of upgrade examples)
 - traffic modelling information – why Coffs Harbour 15-20yr project

RTA/CW to prepare for next meeting

Next Meeting: Tuesday 11 December 2001 at 5:45pm