

## CATHERINE HILL BAY COMMUNITY LIAISON COMMITTEE

## GWANDALAN COMMUNITY LIAISON COMMITTEE

**Meeting: 17 March 2014 - 2:00 pm at Catherine Hill Bay Surf Club**

### **Minutes**

- 1 Welcome.
- 2 Introductions.
- 3 Why a joint meeting of the Committees?
- 4 Status of the projects.
- 5 Operation of the Community Liaison Committees.
- 6 Implementation of the Community Consultation Plan – advice is sought from Authorities and community representatives.
- 7 Any matters Authorities and Community representatives wish to raise.
- 8 Future meetings.

Please refer any queries regarding the minutes to Ian McNicol on (02) 49785100 or to [ianm@adwjohnson.com.au](mailto:ianm@adwjohnson.com.au)



## 1 WELCOME

**Attendees were welcomed by the Chair and then Nick Jackman on behalf of Rose Group.**

### **Apologies:**

Damien Hawcroft (community representative Catherine Hill Bay)  
Mark O'Connor (community representative Gwandalan)  
NSW DoPI  
Wyong Shire Council - Emily Goodworth (alternates Scott Cox, Mark Greer)

### **Attendance: CHB**

Rose Group - Nick Jackman  
Daracon (likely contractor) - Ben Read  
Community Reps - Sue Whyte, Carmel Brown  
NPWS - Glen Gifford (alternates Bronwyn Conyers & Ashely Deveridge)  
LMCC - Greg Field  
Chair - Ian McNicol

### **Attendance: Gwandalan**

Rosegroup - Nick Jackman  
Principal Contractor - Not yet engaged  
Community Reps - Robert Manca  
NPWS - Glen Gifford (alternates Bronwyn Conyers & Ashely Deveridge)  
Chair - Ian McNicol

### **Chair Notes:**

The Catherine Hill Bay (CHB) and Gwandalan subdivision projects are being undertaken by Rose Group companies. The CHB project by Coastal Hamlets Pty Ltd and the Gwandalan project by Lakeside Living Pty Ltd. These minutes will only refer to Rose Group.

## 2 INTRODUCTIONS

Each attendee gave a brief summary of their interest and role in the Community Liaison Committees (CLC).

## 3 WHY A JOINT MEETING OF THE COMMITTEES

As this was the initial meeting for both CLCs it was hoped there would be some potential for cross fertilisation of ideas for both sets of community representatives.

## **4 STATUS OF THE PROJECTS**

### **CHB**

Nick Jackman advised the work would proceed in stages.

Preliminary erosion and sediment control works plus minor clearing south of Montefiore Street (Stages 1, 2, 4 and 5) were likely to start in late March 2014.

Stage 1 bulk earthworks will commence late April 2014.

Montefiore Street and the major intersection works on the Pacific Highway had to be completed before the release of Stage 1 lots. Similarly, Hale Street works were to be completed before Stage 1 lot release.

### **Gwandalan**

Works will be completed over 7 stages.

Stage 1 designs have been completed. Stage 2 designs are almost complete and Stage 3 designs are under way.

Nest boxes to offset loss of tree hollows are in the process of being installed.

Earthworks commencement date is late April 2014. The existing fence will be removed in stages.

## **5 OPERATION OF THE COMMUNITY LIAISON COMMITTEES**

The Chair gave a brief outline of how the committees were expected to operate with particular attention paid to the Terms of Reference as approved by DoPI as part of the Community Consultation Plan.

The Chair gave an undertaking to have draft meeting minutes available within 7 days of the CLC meetings.

## **6 IMPLEMENTATION OF THE COMMUNITY CONSULTATION PLAN – ADVICE IS SOUGHT FROM AUTHORITIES AND COMMUNITY REPRESENTATIVES**

A general discussion was held on how best to liaise with the local communities under the terms of the community consultation plans.

### **6.1 CONTACT PERSONS**

A list of project contacts will be provided on the community liaison website and updated as necessary. There was some discussion as to how community concerns as distinct from actual complaints should be addressed.

This could be addressed through provision of appropriate contacts.

## **6.2 WEBSITE**

A website has been established to provide community access to project information.

The address is [www.rosecommunity.com.au](http://www.rosecommunity.com.au)

Separate sections are provided for each of the projects.

## **6.3 COMMUNITY LIAISON COMMITTEE**

General suggestions were sought as to operation of the committees.

In future separate meetings will be held for the two projects.

## **6.4 SIGNAGE**

Ben Read gave a brief outline of the signage typically placed on construction sites such as contact phone numbers and emergency numbers.

## **6.5 MAIL**

Postal services, or email, will be used to contact stakeholders. Sue Whyte suggested that a hand delivered community newsletter was probably the best means of contacting all residents in Catherine Hill Bay and Middle Camp.

## **6.6 COMPLAINTS PROCESS**

The Chair emphasised the importance of the complaints process for both residents and project management. Ben Read gave an outline of how complaints will be managed and the importance of an open and transparent process for all.

## **6.7 NEWS MEDIA**

A list of persons authorized to make media statements will be made available on the project website.

## **6.8 FACT SHEETS**

Fact sheets will be prepared to provide project information to the public. Fact sheets will be available via the project website.

A number of topics for fact sheets were discussed.

## **6.9 DIRECT CONTACT**

From time to time stakeholders may be contacted directly by project personnel.

## **6.10 COMMUNITY MEETINGS**

### **CHB**

It was suggested by the Catherine Hill Bay Community representatives that general community meetings should be done as presentations to CHB Progress Association Meetings. The association meetings are held approximately two monthly at the Bowling Club at 7:30 pm on a Friday night. Nick Jackman tentatively would consider this and advise.

### **Gwandalan**

Robert Manca advised of a number of potential locations for Gwandalan Community meetings but will advise on preferred dates and timing following discussion with other Gwandalan residents and progress on replacing the local precinct committee.

## **7 ANY MATTERS AUTHORITIES AND COMMUNITY REPRESENTATIVES WISH TO RAISE**

### **CHB**

#### Traffic

Sue Whyte expressed a concern that access to the project site would be via Clarke Street. It was advised that all project traffic would be required to use Montefiore Street as the site access.

At some stage Montefiore Street will need to be closed to the public to allow upgrading works.

#### Sewerage Treatment Plant

The approval process for the plant was raised by Greg Field and discussed by the committee. In a phone discussion prior to the meeting Damien Hawcroft (apology) raised

the issue of staging of STP capacity and awareness of this by current and prospective residents.

### Water Supply

Nick Jackman advised that the water supply would be from Wyong via the existing supply infrastructure from Kanangra Reservoir, through the former Wallarah Colliery. Some main replacement and works would be required. A Conservation Risk Assessment had been completed as the supply route goes through proposed National Park. The mains would be owned by the supplier Solo Water under the statutory requirements for private water supply infrastructure.

### Night Lighting

The potential impacts of night lighting of the project works were discussed. Night lighting is essential for site security particularly in preventing damage to plant and works and theft of fuel. Ben Read gave examples of recent site security problems in adjoining areas.

### Community Sign Board

Sue Whyte asked if Rose Group could provide a community signboard as part of the project as it could be a highly effective way of communicating project information. Following discussion the preferred location was identified as the Surf Club. Rose Group to consider.

### Coal Fires

The October 2013 bushfires have left a number of coal fires in the area. Glenn Gifford outlined a number of problems experienced by NPWS and Ben Read noted number of practical difficulties in managing such fires. Nick Jackman advised that responsibility for coal fires on the site were a mine closure issue. Further site assessment in regard to coal fire hazard was being undertaken.

Sue Whyte advised of smoke from a fire on the southeast side of the headland. It appears this smoke originates on land managed by NPWS.

### Rubbish Bins

There is an issue of littering near the current public access to the headland and little beach. It was asked if bins could be placed there. Nick Jackman expressed the view that the littering was a Council problem, Greg Field advised of the process to have bins installed in the area once the development was established.

### Asbestos Dumping

Glenn Gifford advised that the asbestos from the former bathhouse on the Moonee colliery site has been found dumped off a track in local bushland. Substantial investigations have been undertaken, into what is one of the worst known examples of asbestos dumping, without success to date but are continuing.

### Beach Access & Signage

At some time during the project works the existing beach and headland access will change. Parts of the access are currently on private property. Access will still be provided and will link to the existing tracks on NPWS land.

Glen Gifford advised that Coroner's reports on recent drowning's in the area had highlighted the need for detailed safety signage on access tracks.

### Information Requests

Glen Gifford advised that NPWS were receiving questions about the CHB project and that some questions indicated serious misconceptions about what was proposed.

The project consultation processes should assist in ensuring the public are better informed.

## **Gwandalan**

### Consultation with Gwandalan Public School

Robert Manca asked if there had been consultation with Gwandalan Public School over the upcoming works. Nick Jackman advised that there has been no recent consultation and agreed to contact the school.

### Traffic Management Plan

Robert Manca asked if a traffic management plan had been prepared due to the potential traffic conflicts with the school. There followed discussion of traffic management issues. The project contractor usually assumes all responsibility for project traffic management and prepares the relevant documents. As yet there had been no appointment of a contractor.

## **8 FUTURE CLC MEETINGS**

CHB - Mondays in the late morning were preferred. No date for the next meeting was set but it will be approximately one month depending on the Easter and Anzac Day holiday period.

Gwandalan - Robert Manca to advise once discussion was held with other Gwandalan residents. Mondays were acceptable, a later time to allow Mark O'Connor to attend being a consideration.

Ian McNicol - Chair