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## Draft Meeting Minutes:

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**Project:** Community Consultation Project for the Proserpine-Shute Harbour Road

**Subject:** Minutes – Project Advisory Committee (PAC) Meeting No.2  
1:00pm – 3:00pm, 22<sup>nd</sup> August 2007, Whitsunday Shire Council Board Room

**Meeting opened by Mark Fenton at 1:10pm**

### **Agenda Item 1: Welcome and Introductions**

#### **Attendees:**

1. Marc Turner – Tourism Whitsundays (TW)
2. Faye Chapman – Residents Traffic Action (RTA)
3. Mary O’Flynn – Residents Traffic Action (RTA)
4. Cr Steve Muller – Whitsunday Shire Council (WSC)
5. Phil Holloway – Whitsunday Shire Council (WSC)
6. Ken Williamson - Department of Main Roads (DMR)
7. Pat Aprile – Department of Main Roads (DMR)
8. Jillian D’Urso – Department of Main Roads (DMR)
9. Dr Mark Fenton – Environment and Behaviour Consultants (EBC)
10. Arwen Rickert – Environment and Behaviour Consultants (EBC)
11. Mark Saunders (via teleconference) – Dept Local Government, Planning, Sport and Recreation
12. John Lawson (via teleconference) – Maunsell
13. Peter Jensen – Department of Transport
14. Jim Jarvis - Community member
15. Jan Clifford – Community member
16. Robin Salmon – Community member

#### **Apologies:**

1. Cr Mario Demartini (WSC)
2. Cr Jennifer Whitney – Whitsunday Shire Council (WSC)
3. Cr Tolma Camm – Whitsunday Shire Council (WSC)
4. Danielle Seymour – Whitsunday Shire Council (WSC)
5. Rebecca Andrews – Whitsunday Development Corporation (WDC)
6. Peter Jennings – Whitsunday Way Advisory Committee (WWAC)

## **Agenda Item 2: Actions from Previous Meeting**

### **2.1 Minutes from PAC 1**

The minutes from PAC meeting number 1 held on 8<sup>th</sup> August 2007 at the Proserpine Entertainment Centre were confirmed.

### **2.2 Amendments to Draft Consultation Strategy**

Amendments made to the Draft Consultation Strategy as minuted from PAC 1 were accepted as tabled. Other suggested changes to be provided to Arwen for inclusion in the next version of the document.

### **2.3 Terms of Reference**

The Terms of Reference for the PAC were accepted as tabled.

## **Agenda Item 3: Communications materials**

### **3.1 Draft text for newspaper advertorial**

The advertorial is to appear in both newspapers (Whitsunday Times and The Guardian).

Comments and suggestions for changes to the text will need to be submitted to Arwen by noon Friday to enable the design and placement of the advertorial in time for next week's editions of these publications.

Suggestions made during the meeting were:

- The need to ensure the advertorial appears in a prominent space in the publications and if possible includes a photograph to make it stand out more (Mark Saunders can provide photo if Main Roads template will enable its inclusion),
- That it is personalised more by including the names of the Main Roads and EBC personnel involved,
- That the overall length of text be reduced if possible
- That the text include an explanation of how the consultation process fits into a broader planning process.

### **3.2 Draft text for letterbox flyer**

The letterbox flyer will be delivered to the whole Whitsunday Shire.

Comments/suggested changes need to be provided to Arwen by noon Friday.

Suggestions tabled during the meeting were that:

- the flyer have a more catchy title such as "Have Your Say...."
- The flyer and advert include a reference to the road as the Whitsunday Way.

### **3.3 Email address, 1300 number, PO Box number, Fax number**

Accepted as tabled.

Suggestions were that:

- The message on 1300 number needs to clearly indicate that people should leave their contact details on the recording and that it is not for recording input to the process.
- Ensure that people submitting information via email or the internet are given an electronic receipt confirming that their message has been received.

### **3.4 Web page (deferred to end of meeting)**

Suggestions included:

- Again make the title more catchy.

- In the 'Have Your Say' section include the dot points above as examples only. As the consultation process progresses we may wish to ask more detailed questions.
- Include at the top of the page that the website has been developed under the auspices of the PAC.
- Include a receipt for people who have provided comments so that they know it has been received and how it will be actioned.
- Include a 'What other people have said' section which summarises the input received each fortnight.
- May wish to consider asking for basic demographic information of people who are submitting comments – make it optional.
- We may also want to have a section included in the website later in the consultation process which has reports and information, including demographics of region that helps people to better understand the constraints and future development pressures on the road.
- Include the link to the WGMI website that is going onto the Dept. Local Government, Planning, Sport and Recreation.

#### **Agenda Item 4: Implementation of Consultation Process**

##### **4.1 Timelines and commencement of consultation**

Mark Fenton explained that the advertorial will appear next week informing the public of the commencement of the consultation process.

On-ground consultations with residents, key stakeholders and businesses will commence the week after. Broadly the process will be:

- Issues identification in September-October
- Negotiation of an agreed approach in November
- Displays and feedback in December.

The PAC needs to consider how the workshops in November should be structured and run, what kind of information should be presented, who should attend and possible venues.

##### **4.2 Priority areas for business and resident consultation**

The Committee agreed that the Beach Road to Tropic Road section is the priority for consultation and would be conducted first before consultation is carried out in the other sections of the route.

##### **4.3 Stakeholder consultation process**

As below.

##### **4.4 Content of consultation interviews**

Mark asked the Committee to consider and provide advice on the content of consultation interviews with residents, businesses and key stakeholders. The key questions are:

1. What are the questions we should ask people?
2. What kind of information should we provide to them to guide/assist their input?

Discussion included:

- Assisting people to think not only about the present but considering the future i.e 30 to 50 years time what the traffic and development pressures will be like. For example you may ask – if you came back to the area in x years time, how would you like the place to look?

#### **Agenda Item 5: Other items**

##### **5.1 WGMI update**

Mark Saunders and John Lawson gave a quick update to the WGMI process.

- The WGMI process is looking at the long term infrastructure requirements of the region at a strategic level over the long term (30 to 50 years) based on forward planning.
- The target for delivery of the project is mid October 2007.
- It will give a broad indication of what to expect in terms of future development and what the response to development will be.
- Progress reports will be provided to the PAC as they are signed off.
- A WGMI section on the Dept. Local Government, Planning, Sport and Recreation website will go live in a few days which will include the Phase 1 report which was recently completed.
- There is a community consultation component to this project. A workshop is anticipated to occur on 7<sup>th</sup> September with State and local government and other key stakeholders, to be followed by consultation with the broader community.
- The consultation team will liaise with EBC to ensure consistency of messages and approaches.

### **5.2 DMR Media Response process**

Jillian D'Urso explained that when DMR receives media inquiries the time frame for response does not always allow for circulation to the entire PAC for feedback prior to the response being made. Rather EBC will be informed of the response and will circulate to the PAC to keep everyone informed.

### **5.3 Membership of PAC**

Although membership on the PAC is open to any interested members of the community or interest groups, it is important that people understand the difference between the role of the PAC and the consultation process. Individuals and stakeholders who wish to advise the consultation process are invited to attend the PAC, whereas individuals and stakeholders who wish to have input to the consultation process in terms of providing input and comment on issues and options should attend consultation events.

**Meeting closed: 3:55pm**

**Next meeting: To be advised.**