

**INGLESIDE PRECINCT PLAN  
PROJECT CONTROL GROUP MEETING  
MEETING NOTES**

**Location:** Department of Planning & Infrastructure - 10 Valentine Ave, Parramatta

**Date:** 10:00am – 11:45am, Thursday 14 November 2013

**Attendees:**

Department of Planning & Infrastructure:	Paul Robilliard, Lee Mulvey, Michael Wiles
UrbanGrowth NSW:	Stuart McCowan, Nicholas Chandler
Pittwater Council:	Steve Evans, Liza Cordoba

**Apologies:** Andrew Piggott

**Distribution:** As above

<b>ITEM</b>	<b>BUSINESS</b>	<b>ACTION</b>
<b>1.</b>	<b>Minutes of previous meeting</b>	
	<ul style="list-style-type: none"> <li>Minutes of the 12 September 2013 PCG meeting were endorsed.</li> </ul>	Noted
<b>2.</b>	<b>Declarations of Interest</b>	
	<ul style="list-style-type: none"> <li>Noted potential interest from developers/land owners in meeting with PWG/PCG members. Meetings to be undertaken in accordance with Probity Plan, with possible attendance by Probity Advisor.</li> </ul>	Noted
<b>3.</b>	<b>Program update</b>	
	<ul style="list-style-type: none"> <li>A revised draft Program and key milestone dates was presented. The final version of the program ready for endorsement at the next PCG meeting, a condensed version will be uploaded to the website.</li> </ul>	LM/NC
	<ul style="list-style-type: none"> <li>EBD workshops originally planned for December, but consultants will not have completed sufficient evidence by then, so defer to February/March 2014.</li> </ul>	
	<ul style="list-style-type: none"> <li>Prepare a Discussion Paper in December 2013. This should outline scope of each specialist study being undertaken and key issues and initial outcomes of what we know from previous work and Council data.</li> </ul>	LM
	<ul style="list-style-type: none"> <li>At EBD workshop will need to outline “non-negotiable” issues such as upgrade to Mona Vale Road and need for upgrade to Powderworks Road.</li> </ul>	
	<ul style="list-style-type: none"> <li>PWG to meet with the Master Planning contractor and plan workshops.</li> </ul>	LM
<b>4.</b>	<b>Procurement of Project Team</b>	
	<ul style="list-style-type: none"> <li>Eight specialist consultants have been appointed and commenced work.</li> </ul>	Noted
	<ul style="list-style-type: none"> <li>Quotations have been received from the three remaining areas,</li> </ul>	

ITEM	BUSINESS	ACTION
	namely Land Capability, Salinity, Contamination and Odour; Employment, Retail and Economic Viability Assessment; and Infrastructure Delivery Plan.	LM
	<ul style="list-style-type: none"> <li>• PWG plan to focus on getting contractors to meet schedule milestones.</li> </ul>	LM
	<ul style="list-style-type: none"> <li>• PWG to use initial findings from each specialist area to prepare a Discussion Paper by mid-December. Expect to put on the website after next CRG meeting.</li> </ul>	LM
	<ul style="list-style-type: none"> <li>• DP&amp;I will brief the Minister soon on progress with the Precinct Plan and involvement with the community.</li> </ul>	LM
	<ul style="list-style-type: none"> <li>• DP&amp;I and UrbanGrowth NSW to share information on any briefs going to the Minister for consistency.</li> </ul>	
5.	<b>Probity Plan</b>	
	<ul style="list-style-type: none"> <li>• Probity Advisor appointed and produced a draft Probity Plan.</li> </ul>	Noted
	<ul style="list-style-type: none"> <li>• Each agency to send comment to DP&amp;I to finalise. Probity Advisor has met with the CRG.</li> </ul>	LM
	<ul style="list-style-type: none"> <li>• LM and PR to meet with NSW Office of Strategic Lands (OSL) to clarify probity arrangements.</li> </ul>	LM
	<ul style="list-style-type: none"> <li>• Probity Auditor to attend the next PCG meeting.</li> </ul>	
6.	<b>Community Reference Group and consultation update</b>	
	<ul style="list-style-type: none"> <li>• Community engagement is an important part of the Precinct Planning Process. Feedback from the Community Reference Group will be a standing item on PCG agendas.</li> </ul>	LM
	<ul style="list-style-type: none"> <li>• Minutes of CRG meeting tabled by Council.</li> </ul>	SE
	<ul style="list-style-type: none"> <li>• Evaluating the effectiveness of community engagement. Consider surveying of representatives after each CRG meeting. Also review other methods used by Council in working with similar groups.</li> </ul>	LC
	<ul style="list-style-type: none"> <li>• PCG Agendas and Minutes can be issued to CRG and put on the website. Similarly, “scope of works” for specialist reports can also be issued.</li> </ul>	LM
	<ul style="list-style-type: none"> <li>• Matters that are regarded as areas of “intellectual property” or “commercial-in –confidence” need to be excluded from general release.</li> </ul>	Noted
	<ul style="list-style-type: none"> <li>• Meeting schedules are planned to be held monthly for PCG and CRG, however, there needs to be flexibility so matters for discussion can happen when the relevant information is available or has been completed.</li> </ul>	Noted
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7.	<b>Other Matters</b>	
	<ul style="list-style-type: none"> <li>• Master Planning needs to effectively integrate sustainability issues in broader development options. It is important to clarify what is important to achieve and what “offsets” may provide solutions.</li> </ul>	Noted

#### Next Meeting

The next meeting will be held on 10 December 2013.