

s22

From: Events (Infrastructure)
Sent: Wednesday, 5 August 2020 1:17 PM
To: 'Sandy Sturgiss'; Events (Infrastructure)
Cc: Jo Munro; Sharon Liddicoat; s22
Subject: For Information: Sod Turning Event - Far North Collector Road

Afternoon Sandy,

Thank you and s22 will keep you posted if the DPM will be attending.

Appreciate your time and assistance.

Thanks again

s2

s22

Communication Officer
 Media Services
 Communication Branch
 Department of Infrastructure,
 Transport, Regional Development
 and Communications

t: s22

e:

s22@infrastructure.gov.au

w: www.infrastructure.gov.au

GPO Box 594, Canberra ACT 2601



Australian Government

**Department of Infrastructure, Transport,
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From: Sandy Sturgiss
Sent: Wednesday, 5 August 2020 1:15 PM
To: Events (Infrastructure)
Cc: Jo Munro ; Sharon Liddicoat
Subject: RE: For Information: Sod Turning Event - Far North Collector Road

Thanks s22,

We will start drafting the media release and I will ask Sharon to send through the completed event logistic form by Tuesday at the latest.

Kind regards,

Sandy Sturgiss
 Community Engagement Officer
 Shoalhaven City Council

s47F

Bridge Rd (PO Box 42) Nowra NSW 2541

s47F

RESPECT | INTEGRITY | ADAPTABILITY | COLLABORATION

From: Events (Infrastructure)

Sent: Wednesday, 5 August 2020 12:30 PM

To: Sandy Sturgiss

Cc: Events (Infrastructure) ; s22 'roads.media@transport.nsw.gov.au' ; 'Wade O'Leary' ; s22

Subject: For Information: Sod Turning Event - Far North Collector Road

Morning Sandy and all,

Thank you for your time on the phone Sandy.

This event is with the Deputy Prime Minister for consideration, and shows a strong interest in attending as I have just spoken with a staffer in the DPM's office.

Fyi - I spoke with Micaiah (Project manager) on Monday 3 August, likely date for start of works is Monday 17 August, pending weather conditions.

I am going to start the ball rolling with event briefing materials.

Sandy, please find attached an event logistic form appreciate you completing please, and returning to the events@infrastructure.gov.au inbox by Tuesday 11 August if possible.

Regarding a media release – if you can email through a copy of your draft media statement with two/three cleared quotes from the Mayor be great.

Once the event is confirmed my colleague s22 will be in contact.

Appreciate your time and assistance.

Thanks kindly

s22

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Event details

Day & date of event	Day Date Year
Time of event	XX:XXam – XX:XXpm
Type of event	
Location:	
Street address	
Town/state/postcode	Place, State #####
Parking and directions	Parking available at XXX See map below
Additional details	For example: All visitors must report to the site office and complete a visitors' induction and be escorted on site at all times. Anyone not wearing appropriate footwear or clothing will not be permitted access to the site. See PPE requirements below. Mobile phones are not to be used while being escorted around the site unless authorised by project manager or their delegate.

Media

Event specific media visuals	<insert details of the visuals eg. girder lift, equipment on site, attendees viewing maps/project plans/artists impressions, imagery for cameras> Please provide any footage, visualisations, project photographs, etc. Following the event, please provide images and footage to events@infrastructure.gov.au .
Relevant social media links	

Workplace health & safety requirements

State/council to provide (tick all applicable boxes):

- ☐ High Vis Vests ☐ Work boots ☐ Hard hats ☐ Nil
☐ Other:

Australian Government Representative to bring:

- ☐ Flat/enclosed shoes ☐ Long pants ☐ Sun protection ☐ Nil
☐ Other:

Contacts

Contact on the day:	
Name	Salutation, First Name, Last Name, Position
Organisation	Organisation name
Contact numbers	## ##### / ##### ### ###
Email	emailaddress@emailaddress.xyz.gov.au
Representative met by:	
Name	Salutation, First Name, Last Name, Position
Organisation	Organisation name
Contact numbers	## ##### / ##### ### ###
Location	XXX

Key people invited

Name, title and position	Organisation	Confirmed/TBA
< insert any media outlets invited>		

Event run sheet

Time	Name and title	Action
10:00 am	All	Arrive
10:05 am		Ribbon-cutting/unveiling of plaque? Photo opportunity?
10:15 am		Speeches?
10:30 am		Remarks to media?
10:35 am		Morning tea?
10:45 am		Event concludes?

Please insert a map of the event location.

s22

From: Events (Infrastructure)
Sent: Monday, 17 August 2020 12:51 PM
To: 'Sandy Sturgiss'; Events (Infrastructure)
Cc: Jo Munro; Sharon Liddicoat
Subject: RE: For Information: Sod Turning Event - Far North Collector Road [SEC=OFFICIAL]

OFFICIAL

Hi Sandy,

Just a quick update: it has been confirmed that Senator Molan will be attending this event.

Thank you for your work on the Event Logistics and Media Release.

Kind regards,

s22

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m: s22

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From: Sandy Sturgiss
Sent: Wednesday, 5 August 2020 1:15 PM
To: Events (Infrastructure)
Cc: Jo Munro ; Sharon Liddicoat
Subject: RE: For Information: Sod Turning Event - Far North Collector Road

Thanks s22 ,

We will start drafting the media release and I will ask Sharon to send through the completed event logistic form by Tuesday at the latest.

Kind regards,

Sandy Sturgiss
Community Engagement Officer
Shoalhaven City Council

s47F
Bridge Rd (PO Box 42) Nowra NSW 2541
s47F

RESPECT | INTEGRITY | ADAPTABILITY | COLLABORATION

From: Events (Infrastructure) <Events@infrastructure.gov.au>
Sent: Wednesday, 5 August 2020 12:30 PM
To: Sandy Sturgiss s47F
Cc: Events (Infrastructure) <Events@infrastructure.gov.au>; s22
@infrastructure.gov.au>; s22 @infrastructure.gov.au>;
'roads.media@transport.nsw.gov.au' <roads.media@transport.nsw.gov.au>; 'Wade O'Leary'
s47F s22 @infrastructure.gov.au>; s22
@infrastructure.gov.au>; s22 @infrastructure.gov.au>
Subject: For Information: Sod Turning Event - Far North Collector Road

Morning Sandy and all,

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Fyi - I spoke with Micaiah (Project manager) on Monday 3 August, likely date for start of works is Monday 17 August, pending weather conditions.

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Appreciate your time and assistance.

Thanks kindly

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From: Events (Infrastructure)
Sent: Tuesday, 25 August 2020 11:58 AM
To: 'Sandy Sturgiss'
Cc: Events (Infrastructure)
Subject: Request for clarification re. Far North Collector Road [SEC=OFFICIAL]

OFFICIAL

Hi Sandy,

One of my colleagues has a question regarding the Far North Collector Road sod turn project. Based on information you provided us, her understanding is that the sod turn is for a roundabout:

- The roundabout at the southern connection (the intersection of Illaroo Road and West Cambewarra Road construction) is the first component of the project to commence.
- The contract was awarded to xx on xx August 2020.

Could you please confirm what the sod turn is for, and who the tender is? If you could let me know by 3pm today, that would be great.

Kind regards,

s22

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s22

From: Events (Infrastructure)
Sent: Wednesday, 26 August 2020 4:10 PM
To: Sharon Liddicoat
Cc: Events (Infrastructure)
Subject: Media release: Far North Collector Road sod turn [SEC=OFFICIAL]

OFFICIAL

Hi Sharon,

Thank you again for all your work on this project. We have been asked to provide a media release on the sod turn: could you please send us a draft media release, or at least two cleared Mayor quotes? (we can always draft other parts of the media release ourselves).

I'm afraid we'll need this by 3pm at the latest on Thursday 27 August – apologies for the tight turnaround.

Kind regards,

s22

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OFFICIAL

s22

Subject: FW: Shoalhaven City Council: Run Sheet - Sod Turning for Far North Collector Road
Attachments: CEO_Mayor Event Briefing.docx

From: Events (Infrastructure)
Sent: Friday, 28 August 2020 12:22 PM
To: 'Sharon Liddicoat'
Cc: Events (Infrastructure) ; s22
Subject: Comment: Run Sheet - Sod Turning for Far North Collector Road [SEC=OFFICIAL]

OFFICIAL

Many thanks Sharon,

As mentioned to Jo, a revised (final) JMR will be made available / released by our Deputy Prime Ministers Office.

Regards,

s22

Manager Events

Media Services | Communication Branch

Department of Infrastructure, Transport, Regional Development and Communications

t: s22

w: www.infrastructure.gov.au

GPO Box 594, Canberra ACT 2601

OFFICIAL

From: Sharon Liddicoat
Sent: Friday, 28 August 2020 12:07 PM
To: Events (Infrastructure)
Subject: Run Sheet - Sod Turning for Far North Collector Road

Dear s22

Please see the updated run sheet for the Far North Collector Road Sod Turning.

Kind regards

Sharon Liddicoat

Events Officer

Shoalhaven City Council

s47F

Bridge Rd (PO Box 42) Nowra NSW 2541

s47F

www.shoalhaven.nsw.gov.au

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Event Name	Sod Turning – Far North Collector Road
Location Date and Time	12 pm Saturday, 29 August 2020 333 Illaroo Road, North Nowra (directly behind this property)

Overview of Event

Purpose of event	Sod Turning for commencement of project
Key attendees	<ul style="list-style-type: none"> Fiona Phillips MP, Member for Gilmore The Hon. Gareth Ward MP, Member for Kiama Councillors (Digiglio, Gash, Kitchener, Watson & White)
Funding sources for the event	Council budget
Details of the event	<p>Overview</p> <ul style="list-style-type: none"> Arrival Welcome Speeches Sod Turning <p>Visual Elements</p> <ul style="list-style-type: none"> Detailed plans of proposed roundabout and road
Event Costs	
Community involvement in the event and what they will be doing	N/A
Features or important components of the event	<ul style="list-style-type: none">
Communication activities (to be undertaken or occurring as part of event)	<ul style="list-style-type: none"> Media Alert – Invite media to attend event Media Release following event Images from event
Speaking points	<ul style="list-style-type: none"> Grant Funding Accepted – 28 June 2018 (\$13,800,000 by the Australian Government) Far North Collector Road Network Construction Period – July 2020 – June 2022 <p>Project Objectives</p> <ul style="list-style-type: none"> Assist to reduce traffic volumes on Illaroo Road (currently the only access into/out of North Nowra and alleviate traffic congestion near the Shoalhaven River Bridge crossing) Allow new growth from the Moss Vale Road (south) Urban Release Area to access North Nowra directly (mitigating the impacts of the Moss Vale Road Urban Release Area's on the State Road Network)

	<ul style="list-style-type: none"> Alleviate local access problems during construction of the Moss Vale Road (south) Urban Release Area. <p>Expected Benefits</p> <ul style="list-style-type: none"> Improved local road capacity Benefit emergency response times with improved traffic conditions and second access to North Nowra Provide social benefits via improved traffic conditions and second access to North Nowra Reduce crashes along Illaroo Road by reducing traffic volumes Reduce traffic noise and improve amenity along Illaroo Road by reducing traffic volumes Increase employment opportunities – it is estimated that the design/construction of the Network is likely to generate an estimated 50 jobs
--	--

Run Sheet

Sod Turning Event Far North Collector Road

**333 Illaroo Road, North Nowra (directly behind)
Saturday, 29 August 2020, 12pm**

Micaiah Tipton, Shoalhaven City Council,	Invite Her Worship the Mayor, Cllr Amanda Findley, to officially welcome guests
Mayor, Amanda Findley	<p>Acknowledge Country & Officially welcome guests</p> <p>Welcome Fiona Phillips MP, Federal Member for Gilmore Member for Kiama, the Hon. Gareth Ward MP Cllr Nina Digiglio Cllr Jo Gash Cllr Mark Kitchener Cllr Greg Watson Cllr Patricia White Lee Fahey, Menai Civil – Contractor Ann Sudmalis</p> <p>Apologies Senator Jim Molan AO DSC, representing the Deputy Prime Minister Member for South Coast, the Hon. Shelley Hancock MP Joanne Parrott, TfNSW</p> <p>Say a few words about project</p>
Micaiah Tipton, Shoalhaven City Council,	Invite Mayor, Amanda Findley up to perform the Sod Turning
	Photo opportunity - Event ends

s22

From: Events (Infrastructure)
Sent: Friday, 28 August 2020 10:19 AM
To: 'Sharon Liddicoat'; Jo Munro
Cc: Sandy Sturgiss; Jemma Wood; Events (Infrastructure)
Subject: RE: Draft media release - Far North Collector Road sod turn [SEC=OFFICIAL]

OFFICIAL

Thank you for this, Sharon! Much appreciated.

Kind regards,

s22

OFFICIAL

From: Sharon Liddicoat
Sent: Thursday, 27 August 2020 1:57 PM
To: Events (Infrastructure) ; Jo Munro
Cc: Sandy Sturgiss ; Jemma Wood
Subject: RE: Draft media release - Far North Collector Road sod turn [SEC=OFFICIAL]

Hi s22

Please see the attached event brief for Far North Collector Road Sod Turning.

Regards

Sharon Liddicoat
Events Officer
 Shoalhaven City Council

s47F
 Bridge Rd (PO Box 42) Nowra NSW 2541
 s47F
www.shoalhaven.nsw.gov.au

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From: Events (Infrastructure) <Events@infrastructure.gov.au>
Sent: Thursday, 27 August 2020 1:54 PM
To: Jo Munro s47F <s47F@shoalhaven.nsw.gov.au>; Events (Infrastructure) <Events@infrastructure.gov.au>
Cc: Sharon Liddicoat s47F <s47F@shoalhaven.nsw.gov.au>; Sandy Sturgiss <s47F@shoalhaven.nsw.gov.au>; Jemma Wood s47F <s47F@shoalhaven.nsw.gov.au>
Subject: RE: Draft media release - Far North Collector Road sod turn [SEC=OFFICIAL]

OFFICIAL

Thank you for this, Jo! Much appreciated.

Kind regards,

s22

OFFICIAL

From: Jo Munro <s47F>
Sent: Wednesday, 26 August 2020 5:07 PM
To: Events (Infrastructure) <Events@infrastructure.gov.au>
Cc: Sharon Liddicoat s47F; Sandy Sturgiss s47F; Jemma Wood s47F
Subject: Draft media release - Far North Collector Road sod turn

Dear s22,

Please find attached the draft media release for the Far North Collector Road sod turn event. Our Mayor has approved the quotes. Please let us know of any changes/amendments required.

Kind regards, Jo

Jo Munro
Community Engagement Support Officer
Shoalhaven City Council

s47F
Bridge Rd (PO Box 42) Nowra NSW 2541
shoalhaven.nsw.gov.au

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s22

Subject: FW: Shoalhaven City Council: Revised Run Sheet - Far North Collector Road sod turn

From: s22

Sent: Friday, 28 August 2020 11:49 AM

To: s47F

Cc: Events (Infrastructure)

Subject: Revised Run Sheet - Far North Collector Road sod turn [SEC=OFFICIAL]

OFFICIAL

Hi Jo,

Nice speaking with you just now.

As discussed, with the withdrawal of Sen Molan from tomorrow's sod turn event, and the absence of an AG Representative, it would be appropriate for Mayor Findley only to perform the sod turn and speak with media.

The correct protocol for AG funded events is for an AG Representative to officiate and speak about the government's funded projects, and not a member of the opposition. In this instance Mayor Findley would be the appropriate representative to perform the sod turn and speak with any media.

Can you please confirm this arrangement, and revise the run sheet to reflect this, and send it through to events@infrastructure.gov.au for final clearance.

The JMR has also been amended to reflect this solely AG funded project. The Deputy Prime Ministers Office are clearing the JMR and will release with the approved quotes from Mayor Findley.

Thanks and regards,

s22

Manager Events

Media Services | Communication Branch

Department of Infrastructure, Transport, Regional Development and Communications

t: s22

w: www.infrastructure.gov.au

GPO Box 594, Canberra ACT 2601

From: Jo Munro <s47F>

Sent: Wednesday, 26 August 2020 5:07 PM

To: Events (Infrastructure) <Events@infrastructure.gov.au>

Cc: Sharon Liddicoat s47F; Sandy Sturgiss

s47F; Jemma Wood s47F

Subject: Draft media release - Far North Collector Road sod turn

Dear s22,

Please find attached the draft media release for the Far North Collector Road sod turn event.

Our Mayor has approved the quotes.

Please let us know of any changes/amendments required.

Kind regards, Jo

Jo Munro

Community Engagement Support Officer

Shoalhaven City Council

s47F

Bridge Rd (PO Box 42) Nowra NSW 2541

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