

11 August 2023



# Meeting Minutes

## Northern Community Liaison Group

Date	11/08/2023	Time	10:00am - 12:00pm
Chair	Jeni Coutts	Meeting no.	4 of 2023
Location	Lower Plenty Hotel	Minute taker	Jacqueline Weedon

## Attendees

Attendees			
Name	Organisation	Name	Organisation
Jeni Coutts (JC)	Independent Chair	Wade Howell (WH)	Community Representative
Alan Hunter (AH)	Community Representative	Stephen Paul (SP)	Community Representative
Josh Ribarich (JR) Communications and Stakeholder Relations Advisor	NELP	Scott Lambert (SL) Senior Advisor, Communications and Stakeholder Relations, North	NELP
Luke Minton (LM) Senior Manager, Community Engagement	Spark	Christine Spencer (CS) Graduate, Communications and Stakeholder Relations	NELP
Abdullah Mohammed (AM) Senior Project Manager, Project Integration: NELP	Department of Transport and Planning	Kathleen Petras (KP) Transport Planning & Project Coordinator	Banyule City Council
Kim Norton (KN) Communications and Stakeholder Relations Lead	AMA	Elizabeth Patena (EP) Senior Communications and Stakeholder Relations Advisor	NELP
Michelle Giovas (MG)	Community Representative	Wendy Cisar (WC)	Community Representative
William Curlewis (WCu) TBM Project Manager	Spark		

## Apologies

Name	Organisation	Name	Organisation
Adrian Carter (AC) Advisor, Communications and Stakeholder Relations, North	NELP	Natalie Pearson (NP) Senior Manager, Community Partnerships	NELP
Andrew Mills (AM)	Community Representative	Michelle Molinaro (MM)	Community Representative
Matthew Watson (MW) Senior Project Engineer for Lower Plenty Interchange	Spark	Katy Sylvia (KS) Senior Communications and Stakeholder Relations Advisor	NELP
Giselle James (GJ)	Community Representative		

## Actions – previous

No.	Date raised	Action/Issue	Owner	Status	Date closed
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## Key discussion points/decisions

Owner	Action
Jeni Coutts (JC)	<ul style="list-style-type: none"> <li>• <b>Welcome and outstanding business</b></li> <li>• <b>Acknowledged apologies</b></li> <li>• <b>Introduced Elizabeth Patena, William Curlewis and Abdullah Mohammed</b></li> <li>• <b>Previous actions - nil to address</b></li> </ul>
Luke Minton (LM) William Curlewis (WCu)	<p><b>Spark Works Update</b></p> <p>WCu ran through a video of the site stopping at various points to discuss aspects of the construction site and works. Provided timeline of key activities for through to January 2024 at Watsonia and Yallambie sites.</p> <p><b>JC: What is the depth of the TBM box excavation?</b> WCu: Its 10 metres at the moment and we need to get to 25 metres. The tunnel will go down as far as 45 metres.</p> <p><b>MG: Is the building of the acoustic shed being done during the day only?</b> WCu: These are day works.</p> <p><b>MG: Is there a shed over the tunnel entrance for noise attenuation?</b> WCu: We have built noise walls around the site for noise attenuation.</p> <p><b>WC: To clarify the spoil goes on the conveyor belt over to the shed at Winsor Reserve?</b> WCu: Yes, and from there the trucks get loaded and the spoil is taken offsite.</p> <p><b>WC: How often will Banyule Council be street and gutter cleaning for dust and dirt?</b> WCu: That is our responsibility, and it will continue to be done daily.</p> <p><b>AH: How are impacts to the Childcare centre managed?</b> LM: There is a noise wall behind them and we monitor our impacts. We also speak with them regularly.</p> <p><b>MG: Is the Banyule Creek in a drain near the storage sheds?</b> LM: The creek has been diverted.</p> <p><b>WC: Is the carpark big enough for all the workers?</b> LM: Yes, there are two carparks.</p> <p><b>JC: What is the depth as the TBMs get to the Manningham portal?</b> WCu: It varies but as it comes out at Manningham at approximately 25 metres.</p> <p><b>WH: Will there be any vibration issues once the TBM is under Lower Plenty Road (South of Lower Plenty Road).</b> LM: We will be engaging with residents once the tunnel alignment is finalised.</p>

Owner	Action
	<p>Typically in urban areas vibration is very minimal, the TBM moves at approximately 15 metres a day so will pass houses fairly quickly. Most people won't notice as it passes under, some residents will be offered property condition surveys as part of the engagement. Prior to the end of the year we'll talk with residents.</p> <p><b>SP: Is the project on schedule?</b> WCu: Yes, everything is running on schedule.</p> <p><b>MG: Is all of the spoil from the TBM going to the acoustic shed in Watsonia?</b> WCu: Yes, the conveyor will be extended as the TBM progresses.</p> <p><b>WC: How many years will the conveyor run for?</b> WCu: It will run for the duration of the tunnelling, approximately two years.</p> <p><b>WC: Is there information on the website about the conveyor?</b> LM: Yes, there is a high-level fact sheet on the website and we have an animation going out as well to help people visualise it. JR: There is a flyover video on Facebook that will help you visualise how the spoil will get over to Winsor Reserve.</p> <p><b>WC: Have all the affected residents in the area been contacted about the conveyor?</b> LM: We have been contacting residents to inform them of works. The notifications go to approximately 1300 - 1400 residents every month and there will be a separate letter for the conveyor lift.</p> <p><b>WH: Is the water treatment plant for the TBM?</b> WCu: Yes, water will be recycled wherever possible and reused. The water will travel enclosed inside the conveyor.</p> <p><b>MG: Do you need to have large water tanks for fire suppression?</b> WCu: There are fire hydrants currently on site.</p> <p><b>MG: Do you need to have air extraction?</b> WCu: There will be fans that push the air through for ventilation to ensure its safe for our workforce and the shed is fully noise attenuated.</p> <p><b>WC: Will the conveyor belt be a source of noise?</b> WCu: The box placed around the conveyor will attenuate the noise and noise modelling has been done on this.</p> <p><b>WC: Why has the hoarding where the conveyor enters the shed been raised an extra two metres?</b> LM: The height of the hoarding is determined by our modelling, we understand some residents have concerns about the height now that it's in place. We are working with our consultants to do further assessments on overshadowing.</p> <p><b>WC: Concerned that a visitor to the hub recently didn't receive a helpful response, which then required follow up with Council.</b> LM; understands that someone has attempted to contact WC to close out this request.</p>

#### Lower Plenty Road Site

- MG: Are the works at Lower Plenty Road day works?** LM: We are also working into the night at Lower Plenty and Watsonia. Night hours are 10pm-6am, typically at Lower Plenty we work until 12am with our latest being 3am.
- WH: Can we have a snapshot of what the overnight works are?** LM: A concrete pour can't be stopped once it starts as quality is affected, which can lead to safety issues, another reason we work later is there are a number of ground conditions which prevent us from starting and stopping shifts.
- WC: Do you have indicative renders of Winsor Reserve once works are completed?** LM: Not yet as this will be reinstated 'like for like' at the end of the project. We'll talk to residents, users and Banyule Council about what that might look like and renders may be developed for consultation.
- MG: Need to make sure renders show signage and lighting to educate the community**
- WH: Can you also show actual height of trees and plants at the end of the project instead of them at mature levels.** Request noted.

#### Environmental Management

##### Overview of noise and vibration management

- WC: It is predicted to be a very hot summer, will there be plenty of water stations for workers?** LM: Safety of our workers is a priority. There are plans to have regular breaks during hot weather and a heat policy that if it becomes unsafe to continue working we will stop and come back when it's safe to start again.
- WC: When will the artwork be installed on hoarding?** LM: We are currently finalising plans and we'll come back with more information. We will be consulting residents and introducing the artist in the next couple of weeks.

Owner	Action
	<p><b>WC: When works are unavoidably noisy, at what DB level are residents offered respite?</b> LM: If the level is 25db or above background noise we offer residents relocation, below that we offer respite options.</p> <p><b>WC: Concerns re music at Winsor Reserve. Spark handled complaint but does not want to have to report again.</b></p> <p><b>WH: Light from Bentonite plant is spilling into residents' houses - is there going to be any mitigation?</b> LM: There has been 6 metre hoarding installed but that may not be sufficient for everyone. We have made changes wherever possible and are meeting with affected residents to see what mitigations can be put in place.</p> <p><b>WH: The bentonite plant is noisy and this is staying on further into the night, other than the blanket there is no visible noise protection, we were told that this would have a structure built over it, will this occur?</b> LM: This will be investigated.</p> <p><b>WH: Concern that Kay Court is very dark as lighting that was removed has not been replaced and trucks are going past properties after 10pm. Residents are waiting extended times for responses; some have advised they haven't received responses to emails and texts. The modelling is referred to regularly, but this doesn't always reflect what residents are experiencing in their homes. Concerns are being raised as summer approaches that dust is a major concern</b> LM: A lot of the worksites are now established with sealed areas such as haul roads, water carts onsite have also been increased and misters installed, which will continually run using recycled water at Lower Plenty Road and Watsonia sites. Over the shutdown period at the end of the year we will spray hydroseed or polymers to keep dust in place.</p> <p><b>WH: There may appear to be a drop in complaints but this could be due to people stopping providing feedback as they are receiving the same response multiple times.</b> LM: Where possible we have been able to make changes to how we work based on resident feedback. Whilst there are at times layers to responses being given we should be keeping people informed of the status of their feedback.</p> <p><b>WC: Is bespoke mitigation applied evenly across all impacted residents.</b> LM: We can discuss with residents to determine their individual circumstances and explore potential options which may be available. This is a targeted approach depending on how the residents are being impacted.</p>
<p>Scott Lambert (SL) Kim Norton (KN)</p>	<p><b>Northern Package Update</b> (Verbal Update)</p> <p>KN: Acknowledged the confusion caused by surveyors working in the area without providing local notification. This has been taken onboard as a lesson learnt.</p> <p><b>WC: When are the works commencing for Watsonia Town centre?</b> KP: The works are due to start at the end of August,</p> <p><b>WC: How does this project interact with NELP and MTM?</b> KP: Meetings are held between Banyule Council, NELP and MTM so we can all understand how our works may interact.</p> <p><b>WC: Can we have information on all works in the area and how they interact?</b> EP: We try to have as much information as possible available at the Hub so we can provide it when asked.</p> <p><b>MG: Will the UDLP for the North be available before December?</b> SL: We'll have more information regarding the UDLP when the contact is awarded.</p>
<p>Jeni Coutts (JC)</p>	<p><b>Other business</b></p> <p><b>TBM Animation shown</b></p> <p><b>KP: Will this video be available on the NELP website?</b> EP: Once resident conversations have taken place we hope to have it on the website and playing at the Hub.</p> <p><b>Hub Improvements</b></p> <p>EP advised that the Watsonia Hub will be temporarily closed for renovations, and there will be some pop-up information sessions where the community can come and get information about the project.</p> <p><b>SP: Has Bulleen Park and Ride opened? Is it going well?</b> SL: Yes, this has now been handed over to PTV.</p> <p><b>WC: When can we collect the trees from the Backyard Tree Planting Program?</b> EP: You will be notified when they are ready to collect, the first collection will be held on 20 August at Kingsbury Market.</p> <p><b>MG: Is it tubestock?</b> EP: The trees are between 50 - 120cm .</p>

Owner	Action
Jeni Couatts (JC)	<p><b>Open Forum</b></p> <p><b>WC: Torbay Street is going to have restricted parking, Spark has advised some residents they can apply for a \$25 gift voucher each year for the life of the project to cover the cost of the permit. How will you be advising residents? Will there be a doorknock or letter given to residents to advise them?</b> LM: No, we talk to residents on a case by case basis.</p> <p><b>WC: What is Council and Sparks responsibility regarding this?</b> KP: Council is responsible for roads and parking enforcement where restrictions are in place. EP: We'll look into this as we don't have that information.</p> <p><b>MG: Can you confirm the tunnel vents will be fitted with pollution control from the tunnel opening?</b> LM: The vent tunnel will be operational from day one, we will have members of team present on the vent tunnel at the next meeting.</p> <p><b>MG: Request for complaint numbers and trends to be presented at each meeting as part of the presentation.</b></p> <p>JC: Next CLG: North meeting 22 September JC: Thanked CLG: North members and presenters and closed the meeting at 11:36am</p>

## Actions – Short Term

No.	Action	Owner	Due	Status	Update
N4-1	LM to advise when next environmental report will be available	LM	22 September	Open	
N4-2	LM to advise if Bentonite plant at Lower Plenty Road will be built in	LM	22 September	Open	
N4-3	LM to advise if lighting at the end of Kay Court will be reinstated	LM	22 September	Open	
N4-4	LM to meet with WH on Lower Plenty Road resident issues	LM	22 September	Open	
N4-5	LM to follow up that Engagement Team is providing regular updates to residents on the status of their feedback	LM	22 September	Open	
N4-6	LM to advise what bespoke mitigations have been put in place for residents	LM	22 September	Open	
N4-7	EP to advise how the Spark voucher will be communicated to affected residents who require a parking permit	EP	22 September	Open	

## Actions – Long Term

No	Owner	Topic	Status
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# Future Presentations

Scheduled Date	Date Raised	Topic	Owner	Update
Q4	1 December	JC has requested actual v's modelling for noise and vibration to be presented in 2023	LM	LM to arrange JR (Spark Environment Manager) to present when results available
Q3	31 March	Vent outlet operation presentation including how will the vent outlets disperse the emissions and how far will they go?	LM	LM to arrange presentation
2025	31 March	Presentation on LXRP's communication plan for the Macleod level crossing removal	JN	LXRP to present at a future meeting
Q3	12 May	VPS Overview	LR	Presentation to be given in future meeting
Q3	12 May	Bentonite plant in action	LM	Video to be shown
Q4	12 May	Lower Plenty Road site construction methodology	LM	CLOSED Engineer to present at a future meeting Presented at meeting 11 August
Q4	12 May	What are the considerations for residents close to night works? How is this modelled?	LM	CLOSED LM to arrange JR (Spark Environment Manager) to present. Presented at meeting 11 August

## Additional information