

# Meeting minutes



**Date:** Friday 20 May 2022 **Time:** 9:30am- 11:00am  
**Location:** Microsoft Teams Meeting  
**Program:** Suburban Rail Loop (SRL)  
**Title:** SRL Box Hill Precinct Reference Group (PRG)  
**Security Classification:** For Official Use Only

## Attendees

- Paul Hamer MP, Member for Box Hill, Co-Chair
- Louisa McPhee, Co-Chair
- Andrew Kelly, Senior Project Manager, Suburban Rail Loop Authority (SRLA)
- Sham Sara, Deputy Director Engagement, SRLA
- Jesse Overton-Skinner, Manager Communications and Engagement, SRLA
- Sophie Adams, Initial and Early Works Engagement Manager, SRLA
- David Morrison, Combined Residents of Whitehorse Action Group
- Leah McGuinness, Project Manager, Whitehorse City Council
- Michelle Mayur, Whitehorse Ratepayers and Residents Association
- Chris Trueman, Community Representative, WATAG
- Helen Harris, Box Hill Historical Society
- William Ma, Whitehorse Asian Business Association
- Bihong Wang, Whitehorse Asian Business Association
- Andy McCulloch, Community Representative
- James Tonkin Director Strategic Communications, SRLA
- Melanie Clark Manager Landowner & Business Support, SRLA
- Sam Matthews, Box Hill Institute
- Darren Stock, Vicinity Centres
- Peter Funder, Vicinity Centres
- Nicole Ekert, Strategic Communications, Laing O'Rourke
- Luke Lu, Box Hill Trader
- Will Roberts, Deputy Director, Strategic Communications, SRLA

## Key discussion points

Sub-heading	Description
<b>Welcome and housekeeping</b>	<p>Paul Hamer (PH) welcomed the group and lead welcome to country and introductions.</p> <ul style="list-style-type: none"><li>• Louisa McPhee (LM) discussed housekeeping and<ul style="list-style-type: none"><li>◦ LM confirmed Box Hill PRG minute approval and reviewed actions from previous meeting.</li></ul></li></ul>
<b>Community Projects Fund</b>	<p>SRLA provided an update on the SRL Community Projects Fund (CPF).</p> <ul style="list-style-type: none"><li>• Round 1: Community Support Grant applications open until 26 May 2022.</li><li>• Review of CPF funding areas, themes and objectives.</li><li>• Encouraged PRG members to distribute information with their networks and thanked the group for ongoing support.<ul style="list-style-type: none"><li>◦ Helen Harris (HH) asked when the announcement of grant allocation would occur.<ul style="list-style-type: none"><li>▪ SRLA answered that the timeline hasn't been confirmed but would be later this year.</li></ul></li></ul></li></ul>



Sub-heading	Description
	<ul style="list-style-type: none"> <li>○ David Morrison (DM) asked if future CPF rounds can be discussed. <ul style="list-style-type: none"> <li>▪ SRLA answered that the fund rounds will be available in future, but and the PRG will be advised as soon as details are confirmed.</li> </ul> </li> <li>○ DM asked about timing of future CPF rounds. <ul style="list-style-type: none"> <li>▪ SRLA answered that the timing hasn't been set yet; CPF rounds will be sequenced across the full life cycle of the project.</li> </ul> </li> <li>○ HH asked if a community group can put multiple applications in. <ul style="list-style-type: none"> <li>▪ SRLA answered that organisations can submit multiple project applications.</li> </ul> </li> <li>○ <b>ACTION: SRLA to send CPF FAQs to Box Hill PRG.</b></li> </ul>
<b>Environment Effects Statement (EES) update</b>	<p>SRLA provided an update on the SRL East EES:</p> <ul style="list-style-type: none"> <li>• Overview of the Independent Advisory Committee (IAC) online public hearings completed on 5 May 2022. <ul style="list-style-type: none"> <li>○ Overview of EES process next steps and timeline for Q2 and Q3 2022.</li> <li>○ Discussion of SRL Station at Box Hill EES specifics.</li> </ul> </li> <li>• Discussed Independent Advisory Committee (IAC) online public hearing highlights and Environmental Management Plan (EMP).</li> <li>• Discussion regarding EES submission process and acknowledged the time and commitment required to make a submission and thanks the PRG members who contributed to the process.</li> </ul> <p>SRLA provided an overview of how the project will support landowner and tenants in relation to the EES.</p> <ul style="list-style-type: none"> <li>• Discussion around the Business and Residential Support Guidelines associated with the EES, including Relocation Support and CALD engagement. <ul style="list-style-type: none"> <li>○ William Ma (WM) requested SRLA-lead information sessions for Business and Residential Support and suggested SRLA presence at upcoming community events in Box Hill.</li> <li>○ Bihong Wang (BW) requested more comprehensive information be made available in various languages for businesses in Box Hill.</li> <li>○ <b>ACTION: SRLA to follow up on project involvement in upcoming events in Box Hill.</b></li> <li>○ Chris Trueman (CT) noted that maintained North-South access for active transport users and businesses before construction and disruptions begin should be a priority.</li> <li>○ Peter Funder (PF) added that Vicinity Centres development does not restrict any active transport routes.</li> <li>○ HH added that local initiatives that utilise closed roads as pop-up parks would be a positive outcome for the community.</li> </ul> </li> <li>• PRG collective discussion about the importance of local activations in the area during construction, with some initial ideas canvassed by the group.</li> </ul>
<b>Initial Works</b>	<p>SRLA and Laing O'Rourke (LOR) provided an Initial Works (IW) update, including:</p> <ul style="list-style-type: none"> <li>• Site investigations at Box Hill including locations at: <ul style="list-style-type: none"> <li>○ Whitehorse Road, Station Street, Irving Avenue, Bruce Avenue and Bank Street.</li> </ul> </li> <li>• Potential impacts at Box Hill including: <ul style="list-style-type: none"> <li>○ Overnight lane closures, daytime lane closures, footpath closures, temporary on-street parking reductions and detours.</li> </ul> </li> </ul>



Sub-heading	Description
	<ul style="list-style-type: none"> <li>○ Access will be maintained for businesses and residents in the area and disruption mitigations implemented.</li> <li>• Review of disruption support, issues resolution process and trader support during site investigations.</li> <li>• <b>ACTION: SRLA to send Box Hill Works Notifications to Box Hill PRG and publishing on the SRLA website.</b></li> <li>• <b>ACTION: SRLA to coordinate with Box Hill PRG to ensure site investigations do not impede upcoming community events or access to parking.</b></li> <li>• BW asked if Works Notifications will be CALD accessible.               <ul style="list-style-type: none"> <li>○ SRLA and LOR answered the Works Notifications will be made CALD accessible with materials forthcoming, with translations in Simplified Chinese preferred</li> </ul> </li> <li>• HH asked if photographs of works can be offered to the Box Hill Historical Society to be archived.               <ul style="list-style-type: none"> <li>○ SRLA answered that photographs will be taken during Main Works and can be provided as the project progresses. Additionally, SRLA is interested in the Box Hill Historical Society archived photos to be used in the project.</li> </ul> </li> <li>• BW asked how businesses will know if they are being impacted by site investigation works and if periphery traders outside of the scope of Initial Works will be assisted.               <ul style="list-style-type: none"> <li>○ LOR answered that further planning is underway and the project will reach out to businesses directly to advise of any anticipated disruptions.</li> </ul> </li> </ul>
<b>Other business</b>	<ul style="list-style-type: none"> <li>• PH thanked the group and closed the meeting.</li> </ul>

## Actions



#	Action	Owner	Due	Status	Update
BH	SRLA to send CPF FAQs to Box Hill PRG.	SRLA			Complete – email sent 23/5/22
BH	SRLA to follow up on project involvement in upcoming events in Box Hill.	SRLA			SRLA team held a stall at the Dragon Boat Festival on 4 June
BH	SRLA to send Box Hill Works Notifications to Box Hill PRG and publishing on the SRLA website – translating to simplified English/trader engagement in doorknocks.	SRLA/LOR			Complete. SRLA has sent works notification; LOR provided translated works notification to traders
BH	SRLA to coordinate with Box Hill PRG to ensure site investigations do minimise any impacts on upcoming community events or access to parking.	SRLA/LOR			Ongoing