

Meeting Minutes

Southern Community Liaison Group Meeting (SCLG)

Date	15/07/2022	Time	10 AM
Chair	Mike Marasco	Meeting no.	5 of 2022
Location	Veneto Club	Minute taker	Jacqui Weedon

Attendees

Attendees			
Name	Organisation	Name	Organisation
Mike Marasco (MM)	Independent Chair	Andrea Lomdahl (AL)	Boroondara City Council
Glennys Jones (GJ)	Community Representative	Frank Freschi (FF)	Community Representative
Judith Voce (JV)	Community Representative	Stephen Griffith (SG)	CPB - Project Manager
Toni Clark (TC)	NELP - Manager, Communications and Stakeholder Relations	Deanna Hadid (DH)	CPB - Senior Stakeholder & Community Engagement Advisor
Paul McMorran (PM)	Community Representative	Shondelle Matthews (SM)	Spark - Precinct Lead: Stakeholder Engagement
Mitchell Worthington (MW)	CPB - Project Engineer	Leah McGuinness (LM)	Whitehorse City Council
Chris Logan (CL)	CPB - Stakeholder & Community Engagement Manager	Kat Meulen (KM)	Spark - Senior Manager, Community Engagement & Partnerships
Elizabeth Patena (EP)	NELP - Senior Communications and Stakeholder Relations Advisor	William Loh (WL)	CPB Senior Project Engineer (South)
Matthew Hill (MHI)	NELP- Package Delivery Director: Freeways	Michael Hobbs (MH)	Senior Stakeholder Relations and Communications Advisor

Apologies			
Name	Organisation	Name	Organisation
Natalie Pearson (NP)	Senior Manager, Community Partnerships	Nic Morton (NM)	NELP - Communications & Stakeholder Relations Advisor
Tina Garg (TG)	Community Representative	Ben Dawson (BD)	Community Representative

Attendees			
Name	Organisation	Name	Organisation
John Van Delft (JVD)	Community Representative	Mark Judge (MJ)	Department of Transport
Clare Davey (CD)	Boroondara City Council	Liz Lambropoulos (LL)	Manningham City Council
Isolde Piet (IP)	CPB - Project Manager	Alexander Law (AL)	Community Representative

Key discussion points/decisions

Owner	Action
Mike Marasco (MM)	<p>Welcome and introductions</p> <p>Welcomed the group to the fifth meeting for 2022.</p> <ul style="list-style-type: none"> • Apologies • Introduced Liz, Matt and Jacqui from NELP to the group • Confirmed minutes from last SCLG meeting and the combined SCLG and SBLG meeting regarding the UDLP • Outstanding issues and actions – points 2 and 3 were closed
Chris Logan (CL)	<p>CPB Works update</p> <p>CL introduced CPB Team</p>
Mitchell Worthington (MW)	<p>WL: Yarra East Main Sewer (YEMS)</p> <p>Bulleen Rd embankment footpath should be complete within next fortnight. Avon St and Bulleen Rd realignment should be back to original traffic conditions by end of August. Stage two of freeway golf area underway and should be reinstated by end of August. Working with council on topsoiling of Boroondara Tennis Centre, curbing and reinstatement of carpark underway, area should be completed within next fortnight. Reinstatement works at Manningham Hotel and Club completed, working with stakeholder to hand back over. Carey Grammar School works are complete, area has been handed back.</p>
Stephen Griffith (SG)	<p>SG: Bulleen Park and Ride</p> <p>Power outage from 8am around Thompsons Rd on 16 July with five authority power crews onsite, all affected residents have been notified. Acknowledged ongoing out of hours works impacts on residents. Early works are complete with Stage One works well underway, piling is complete and moving in to retaining wall structure. Stage two works will start moving into a double shift from first week of August with a 3am finish to minimise impact on traffic. Stage three will commence from early September.</p>
William Loh (WL)	<p>MW: Eastern Freeway</p> <p>Works commenced today. There had been delays due to weather. On track for completion mid November 2022. Shared user path through Koonung Creek Reserve will be closed from 15 July.</p>
Deanna Hadid (DH)	<p>DH: Community Engagement</p> <p>CPB have wrapped up fortnightly meetings with Trinity Grammar, Marcellin College and Carey Grammar School with SPARK now leading these meeting going forward. CPB is staying in regular communication with community regarding ongoing works. Doorknocks are ongoing in the area. Seven out of eight properties have lost service road access along Thompsons Rd, five residents have taken up relocation, two properties are vacant. Security was provided along Sandra St and emergency services access maintained. Relocated residents have open communication with DH. Due to complaints regular noise monitoring has been undertaken. Two households have been provided noise cancelling headphones and positive feedback has been received. Fences have been replaced on Bulleen Rd embankment due to resident concerns.</p>

Owner	Action
	<p>Questions/Responses:</p> <p>JV: Freeway works finished within next two weeks with area reinstated? WL: Aim is to withdraw within a fortnight but working with Council on topsoil quality.</p> <p>JV: Topsoil issue will be post withdrawal and reinstatement? CL: Working almost daily with Course Management and Council to reinstate to their satisfaction before withdrawing.</p> <p>JV: Works are starting around Bulleen Rd/ Manningham Rd intersection near the tree MH: This is part of the central package and site is being prepared for later in the year.</p> <p>JV: Suggests that NELP may need to do some PR to confirm the 'Caltex' tree is being kept MH: We worked hard to keep the tree so I will note that messages go in future communications. Mention of the tree was made in 14 July media release: Getting Ready For The North East Link Tunnels Premier of Victoria</p> <p>JV: May also want to confirm that Bulleen Art and Garden is staying. BAAG is staying and they continue to be in regular communication with NELP and Spark. There will be an area at the back of the property that will need to be acquired for the project.</p> <p>MM: How far along Thompsons Rd was doorknocked? DH: Residents along on Manningham and Boroondara sides of the works were doorknocked, this did not include the Thompson's Road shopping strip.</p> <p>JV: Has relocation or respite been offered to residents affected by the 16 July power outage? DH: Doorknocks have been completed as well as notification by power suppliers of outage – no concerns were raised. Power shouldn't be off the whole time. CL: Noted several the properties had already relocated</p> <p>JV: How long will double shifts go for? SG: Works will be until September although it may not be every night that 'double shifts' are required.</p> <p>GJ: Is there a detour for shared user path in place? MW: Yes, confluence going up today.</p> <p>GJ: Can VMBs be used prior to actual shared user path closures to make people aware as cyclists usually plan their journey? MW: Detour should add approximately three minutes to the trip</p> <p>GJ: From what you expected to communicate have you learnt and would you do anything different? CL: COVID changed the way we communicate as we had to rely more on notices than doorknocks. The switch to Teams has also been great for time efficiency. DH: Considering we are all remaining COVID vigilant we are collecting a lot more resident details and offering our own in case of any changes or another lockdown.</p> <p>GJ: Have these learned experiences been shared across other CLGs? MH: There has been a lot of communication between NEL and SPARK. JV: Postcard drops worked for another big project DH: We keep a record of how people prefer to be contacted and follow up to ensure they received notification and have noticed an increase in enquiries to the call centre since we changed translation services. MM: Suggested notifications could also be added into bi monthly council newsletters as every resident and business receives one. GJ: There is a long lead time to publish so may not be suitable as the information would need to be general rather than specific.</p> <p><i>MW & WL left meeting</i></p>
<p>Kat Meulen (KM)</p> <p>Shondelle Matthews (SM)</p>	<p>Tunnelling package design presentation</p> <p>Urban Design and Landscape Plan (UDLP)</p> <p>Community was very engaged and provided valuable feedback which SPARK and NELP are currently packaging up for submission to the Minister for Planning for consideration next month. SPARK will report back on Ministers recommendations. Community sessions are very valuable, great to get local input.</p> <p>Site establishment and upcoming works</p> <p>Fencing has gone up to secure work sites over the last two weeks with SPARK presence to increase from August when site compounds are being built. Dedicated access points and turning lanes to be built into Bulleen Park and Trinity Grammar to ensure traffic hold ups are not increased on Bulleen Rd.</p>

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	<p>Confirmed Bulleen Rd will always remain open during construction although there will be night works.</p> <p>Service and utility relocations will take place on Bulleen Rd late in 2022, SPARK is working closely with councils, schools, and Veneto Club to manage. Update to be provided as construction phases are finalised.</p> <p><i>SG left meeting</i></p> <p>Approach to tree removal</p> <p>Arborists and ecologists will be checking individual trees looking for wildlife living within the trees/vegetation if found they will be relocated. Working with local councils and community groups to reuse timber instead of sending it to be milled. Seed collection is also being undertaken of the Studley Park gums, where possible we will use a staggered approach to replanting so there are trees at different stages once work is complete.</p> <p>PM: Who is responsible after the two year period to maintain trees and vegetation? SM: They are handed back to council.</p> <p>PM: Who is responsible to ensure that the tree cover is greater than it is now after the project? SM: Part of our contractual obligation. KM: An independent reviewer will determine if SPARK have met there KPI's at the end of the project. NELP will add this as an agenda item for a future CLG meeting.</p> <p>Community Engagement</p> <p>Preparing for upcoming notifications and holding stakeholder meetings regarding upcoming works.</p> <p>Hannah has been meeting traders and undertaking Trader Impact Assessments to understand their needs during the life of the project. A local business directory is being developed in conjunction with NEL which will be helpful for the local community and SPARK workforce. There will be up to 8,000 workers for the life of the project. This will help them support local businesses.</p> <p>SPARK will invite BLG and CLG members on a bus tour through the whole projects which will have SME as guides. Invites to follow via Natalie.</p> <p>Questions/Responses:</p> <p>GJ: Coming out from the tennis club there is a shared user path and I've observed people not looking for cyclists – there needs to be more signage and education for people leaving that area KM: Traffic barriers, hoarding and additional fencing will be going up along Bulleen Rd and we will look at sightlines and visibility.</p> <p>JV: Will there be VMSBs prior to Bulleen Rd works to advise motorists? KM: Yes, they will be in Balwyn, Manningham Rd as far as the shops at Boroondara and such as 'Big Build' radio and TV ads prior to the works.</p> <p>FF: Will speed be reduced on the diverted road? KM: Yes</p> <p>JV: Can trucks still use the road? KM: Yes</p> <p>GJ: Are people able to sign up for notifications? KM: Yes MH: Commented that Google Maps are updated and disruptions are shown as a red line.</p> <p>FF: How will 'rat runs' be monitored? KM: We work with DoT, VicRoads and local councils to gain knowledge on these, try and minimise by keeping the road open and doing bigger works at night. SH: We have also approached both councils to do traffic counts on major and local roads.</p> <p>GJ: When temporary shared paths are laid can gravel paths be used instead of geo tex as they cause less damage to tree roots KM: This will be looked into and determined on a case-by-case basis as per road safety audit results. KM: All areas will be reinstated like for like at the end of works.</p> <p>JV: Who will be carrying out tree removal? KM: Contractors engaged by SPARK.</p> <p>JV: Will all information regarding what needs to happen to individual trees be passed on? KM: Yes, they will receive very detailed plans for each package.</p> <p>GJ: Trees will be tagged? KM: Yes, a coloured dot will be sprayed onto each tree. SM: They are also registered in a geographical system.</p>

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	<p>GJ: Will wildlife be relocated back? SM: It's not unusual for wildlife to find its own way back after works are completed. KM: We will also be working on bringing animals to the new wetlands once works are complete.</p> <p>FF: What is the criteria applied for re-establishment of trees? KM: NELP will replace two trees for every one removed.</p> <p>FF: Will trees be replanted where they were or potentially in another area? KM: We are looking at the broader community, more than thirty thousand trees will be replanted by NEL with over two thousand trees in Greensborough, Montmorency and Balwyn already planted.</p> <p>GJ: Who will look after the trees during the establishment? KM: SPARK will maintain and upkeep what they delivered for two years after project completion.</p> <p>JV: Who will monitor SPARK to ensure they are looking after the trees? KM: We need to meet our targets to NEL and an independent reviewer.</p> <p>JV: Council will be kept informed? Yes, they will have input over the assets they gain during the project.</p> <p>MM: Noted it was discussed at the SBLG Meeting that some traders are able to pre order meals so that they are not overwhelmed at lunch time</p> <p>MM: Thanked SPARK for accepting late submissions to the UDLP although no formal extension was granted.</p> <p>MM: Is there an opportunity for a more detailed presentation on the UDLP submissions? KM: yes, we are currently putting together a consultation summary report which is currently being packaged up for NEL then sent to the Minister for Planning. This will be released with their recommendations later in the year.</p> <p>GJ: Are submissions included? KM: Yes</p> <p>GJ: I have concerns about the placarded trucks detour, how can I query this? KM: Asked GJ to send her query through as community engagement will continue even though the UDLP exhibition is finished.</p>
Toni Clark (TC)	<p>North East Community Fund</p> <p>Introduced North East Community Fund with \$10 million to be awarded over the life of the North East Link Project</p> <p>First \$1.5 million of funding will be primarily awarded across the local government areas of Boroondara, Manningham and Banyule as they are initially impacted by works</p> <p>Explained key points of grant categories and where to get more information</p> <p><u>Questions/Responses:</u></p> <p>The group agreed more grant writing workshops need to be available to the community TC: We can open more sessions if there is demand. NB: more sessions have been added.</p> <p>There is some concern around the small window to engage with community and then submit applications for grants and partnerships by August 21 TC: We hope to announce and acquit grants in September.</p> <p>LM: Noted council wasn't briefed on the NECF until the day before the launch and in future needs much more notice</p> <p>JV: Where would a sporting group apply for uniforms? TC: Suggested going through the grants process.</p> <p>JV: The Freeway Golf Course clubrooms upgrade wasn't included in works – can we apply with council for a partnership? TC: Would need to look at the guidelines to see if it meets the criteria. TC will follow up and advise JV</p> <p>GJ: With a grant application what is the timeline for delivery? TC: For smaller projects twelve months, larger projects there would have to be an individual agreement.</p> <p>JV: If this year's money is not used can it be rolled over to next year? This would need to be an individual discussion with the applicant.</p> <p>MM: Council and NELP have their own processes, will need to be aware that working with council will add time</p>

Owner	Action
	<p>LM: Can councils apply on their own? TC: Only in partnership with community groups. NB: the Community Group must be the applicant. Council's can act as auspice for another organisation.</p> <p>LM: What is the process to auspice? TC: A smaller group can join forces with a larger one and they can auspice on their behalf. LM: Who can auspice? TC: You would need to refer to the guidelines, but the business needs to be incorporated</p> <p>LM: Can councils auspice? TC: Its being considered and a decision will be made in the next few days LM: Feels it's important that if infrastructure is on council land that they can auspice.</p>
Mike Marasco (MM)	<p>Other business</p> <p>As we are moving from the planning to construction phase it's time to refresh the CLGs. There will be a recruitment process for new members. Current members are welcome to reapply if they would like to continue. At this stage the current group will participate in the next one or two meetings (TBC). More details at next SCLG.</p> <p><u>Questions/Responses:</u></p> <p>JV: Will the expectation be different from the planning to the construction phase for the skills of the SCLG? MM: Yes, potentially, there will be a new Terms of Reference which is currently under review.</p>
Matthew Hill (MHI)	<p>Introduced himself and advised the tender for South package closed today – two tenders have been received which will be evaluated over the next few months.</p> <p><u>Questions/Responses:</u></p> <p>GJ: Will there be another UDLP this year? MHI: At least another twelve months before the next UDLP</p> <p>GJ: Can we have longer than 21 days for submissions? MHI: We are looking at a longer engagement process prior to UDLP.</p>
Mike Marasco (MM)	<p>Next meeting Friday 26 August</p> <p>Thanked SCLG members and presenters and closed the meeting at 11:58 am.</p>

Actions and issues register

No.	Date raised	Action/Issue	Owner	Status	Date closed
1	8 November 2021	JV asks about ball net fencing at Freeway Golf Course (FGC) and that NELP should be responsible for funding this on top of existing works at the site.	NP	OPEN – CD Boroondara CC and NELP are currently in discussions and will update the group of the outcome.	
2	24 May 2022	KM to follow up if the project will use public viewing air quality indicators within the project areas e.g., Toxic Teddy	SPARK	CLOSED – Filtration will be part of vent structure	15.07.22

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3	24 May 2022	FW will take BD's details and follow up on his safety noise standards questions.	NELP	CLOSED – Frances has spoken to Ben and confirmed noise standards. Will respond to Ben re: technical issues	15.07.22
4	15 July 2022	The group has requested more information on tree and vegetation maintenance after 2030.	NELP	OPEN – More information to be presented at a future meeting	
5	15 July 2022	More dates have been requested for grant writing workshops. These are to be shared with the community ASAP.	TC	CLOSED – more workshop sessions have been scheduled.	22.07.22
6	15 July 2022	SPARK have requested NELP to get expressions of interest from CLG/BLG members for a bus tour along the project corridor	NELP	OPEN - All CLG/BLG members to be contacted for expression of interest in participating.	
7	15 July 2022	GJ requested details of Koonung Creek Reserve Shared User Path closure	CPB	CLOSED - DH provided details to GJ of shared user path closure	15.07.22
8	15 July 2022	KM to contact GJ regarding placarded truck query	KM	KM to work with GJ to clarify truck path	
9	15 July	TC to check whether Freeway Golf Course clubrooms upgrade would comply with Community Fund Criteria as a partnership project with council and advise JV.	TC	TC to follow up and advise JV	