

# Meeting Minutes

## North Community Liason Group

Date	29/05/2020	Time	9:00am - 10:30am
Chair	Mike Marasco	Meeting no.	1
Location	Online (Zoom)	Minute taker	Nic Morton

## Attendees

Attendees		Apologies	
Name	Organisation	Name	Organisation
Mike Marasco (MM)	Independent Chair	Remo Marinucci (RM)	Community Representative
Sarah Maguire (SM)	Watsonia Traders Association		
Michelle Molinaro (MMo)	Community Representative		
Stephen Paul (SP)	Community Representative		
Rachel Kamath (RK)	Banyule Council		
Michelle Giovas (MG)	Friends of Banyule		
John Pompei (JP)	Community Representative		
Katie George (KG)	Community Representative		
Allan Hunter (AH)	Community Representative		
Adriano Murone (AM)	Community Representative		
Simon Chao (SC)	VicRoads		
Mick Marcevski (MMa)	VicRoads		
Richard Carroll (RC)	CPB		
Donna Groves (DG)	CPB		
Duncan Elliott (DE)	NELP		
Grant Smethurst (GS)	NELP		
John Lopez (JL)	NELP		
Louisa Rendina (LR)	NELP		

Attendees		Apologies	
Name	Organisation	Name	Organisation
Vanessa Williams (VW)	NELP		
Emily D'Souza (ED)	NELP		
Nat Pearson (NP)	NELP		
Nic Morton (NM)	NELP		

## Key discussion points/decisions

Owner	Action
Natalie Pearson	<p><b>Introduction:</b></p> <ul style="list-style-type: none"> <li>NP welcomes new CLG members and introduces herself and her position</li> <li>MM provides short introduction and introduces Duncan to the group</li> </ul>
Duncan Elliot	<p><b>General Project Update:</b></p> <ul style="list-style-type: none"> <li>DE introduces himself and his position at NELP. He outlines his involvement in the community and his understanding of the challenges with transport as a local resident.</li> <li>DE provides status update by mentioning that bids had been received and the evaluation process is to come next before awarding the main works component at the end of the year, which involves design of the main corridor and tunnel. Explains that early works have begun</li> <li>DE explains how NELP fits in to overall Government investment and the outcomes of the project</li> <li>DE explains the importance of the CLG in communications to community networks and encourages participants to get the most out of the process.</li> </ul>
Mike Marasco	<p><b>Welcome:</b></p> <ul style="list-style-type: none"> <li>MM introduces himself proceeds to call out each participant for a quick introduction</li> <li>SM – Represents Watsonia Traders</li> <li>MMo – Vice President of Greensborough College School Council</li> <li>SP – Long term Bundoora area resident, amongst other various community involvements</li> <li>AH – MM explains he is an ongoing member</li> <li>JP – Community representative</li> <li>MG – President of Friends of Banyule, amongst other various community positions</li> <li>KG – Local resident representing her community</li> <li>MM explains the advisory role of the CLG and that it has no decision making powers, rather seeking to influence by objectively representing community views via 2 way communication. He refers to difficulties with personal views being presented on previous CLG's and stresses the importance of cooperation and teamwork.</li> <li>MM explains his background as chairperson of previous CLG's, his long-standing position as CEO of local government and his current work consulting in the area of Stakeholder Relations</li> </ul>
Richard Carroll and Donna Groves	<p><b>CPB Works Update:</b></p> <ul style="list-style-type: none"> <li>RC introduces himself as CPB project manager for the primary zone of NELP Early Works</li> <li>DG explains the role of CPB, the managing contractor of Early Works.</li> <li>RC provides a high level overview of the scope of Early Works and addresses works and timings at Borlase Reserve, the Gas main utility relocation at Greensborough road, Simpson</li> </ul>

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	<p>Barracks power substation requirements, Watsonia Carpark overhead line works and the Yarra East Main Sewer relocation.</p> <ul style="list-style-type: none"> <li>• DG explains Approvals and Performance Requirements of CPB including the Environment Management Framework (EMF), Environmental Performance Requirements (EPR) and the Work Environment Management Plan (WEMP).</li> <li>• DG explains role of Independent Environmental Auditor (IEA) under EMF3 and that it will be used on each major works component on NELP, she also states that everything will be published through EMF3.</li> <li>• DG outlines the documents required for works to begin</li> <li>• DG explains the extent and history of NELP's community engagement history since 2016, then subsequently explains CPB's engagement since 2019 and the methods that have been used including letterbox drops, doorknocks, 1 on 1 meetings with Borlase Reserve residents and community sessions, with a database to collect engagement information.</li> <li>• DG explains the EPR requirements of CPB including the need for dates, times and locations and acknowledges how this does not always match up with community expectations.</li> <li>• RC answers questions around overhead lines, stating the works that will be occurring on Greensborough road. He also provides information on some of the environmental controls currently in place.</li> <li>• RC outlines work activities over the next 3 months in both the North and South areas.</li> <li>• DG answers question on Ibbotson street works, stating that dates are not finalised, and that further consultation will be provided</li> <li>• MM asks question on works programming, DG explains that high level programs will continue to be issued, day by day programs cannot be given</li> <li>• KG asks question on Borlase Reserve phasing and if any changes had been made to plans. RC answers that plans had not changed.</li> <li>• MG suggests that future zoom meetings need to have a working chat function and that acronyms may make following conversation difficult for some members.</li> <li>• MG asks about improving the availability and detail of reports to the CLG.</li> <li>• MG asks about a 'no go zone' shown on a map in the presentation, RC explains that services cannot go in this area and that it's not a typical 'no go zone'.</li> <li>• DG addresses an earlier question from MG stating that the availability of documents falls under the EPR requirements and that CPB are simply the contractors delivering the works and are not involved with those types of decisions. DG also acknowledges concerns around the use of acronyms in presentations.</li> <li>• MG asks about COVID testing for contractors. DG and RC answer that all safety requirements are being adhered to.</li> </ul>
Grant Smethurst	<p><b>Sports Upgrades:</b></p> <ul style="list-style-type: none"> <li>• GS introduces himself and outlines the overall Sport and Recreation program, including the reasons for the investment and the facts and figures involved.</li> <li>• GS gives Northern area overview, explains which clubs are relocating and the timeline associated with overall Sport and Recreation works.</li> <li>• GS provides high level overview of works at Binnak Park, explains features of the works and artist impressions.</li> <li>• GS explains Greensborough College masterplan overview, including joint use agreement between clubs and the school. GS states that upgrades to the school itself are occurring but this is not through the works done by NELP.</li> </ul>

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	<ul style="list-style-type: none"> <li>• GS answers questions on who uses facilities when, after hours use will be determined by Banyule council. GS answers that playground will not be impacted by construction.</li> <li>• GS explains Greensborough Secondary College artist impressions.</li> <li>• GS provides overview on Ford Park masterplan. Explains that NELP is funding the Ford Park masterplan done in 2016 by Banyule council, with some added improvements by NELP.</li> <li>• GS goes over Ford Park artist impressions.</li> <li>• GS outlines the community engagement plan for the coming months, so far this has been online on the NELP website, with information updated when available. A schedule of activity will be included on the site in the coming months.</li> <li>• SP asks a question about use of the Winsor Reserve toilet facilities by the public, GS answers that this is up to the council and the schools.</li> <li>• KG asks about what community engagement activities have been undertaken for residents abutting construction areas through Sport and Recreation works.</li> <li>• GS explains that letterbox drops were done for residents to attend engagement sessions and find out more information.</li> <li>• GS explains that engagement will be done on residents affected by sites to be used by NELP during construction, however this cannot be done until specific plans are finalised so that better information can be passed on to residents.</li> <li>• KG asks how many residents were contacted via letterbox drop. GS will follow up.</li> <li>• AM asks that many new people will be using parks they would not usually use at night and they should be given plenty of notice for upcoming works. GS answers that they are working on giving plenty of notice to residents who use these sites and that it is part of the engagement plan.</li> <li>• MG asks about the reinstatement of ovals being used for construction. GS answers that they are committed to reinstating these facilities, explains that they need to see what the impacts will be before reinstatements can be finalised on.</li> </ul>
Mike Marasco	<p><b>Other Business:</b></p> <ul style="list-style-type: none"> <li>• MM addresses future meetings and states that Friday mornings may be preferable.</li> <li>• KG asks about appropriate mechanism for better community engagement. She addresses a need for a mailout to residents who may not be fully appreciative of upcoming works. MM states that he and NP to meet with KG separately to address the matter, anything of significance to be brought up at next meeting.</li> <li>• MM explains that Friday meetings will go ahead, including what matters will be brought up at future agendas.</li> <li>• MM will be distributing copies of the presentation with the minutes in the coming fortnight.</li> <li>• NP states that the next meeting will be in July and will advise whether the meeting will be in person or online.</li> <li>• MM thanked all participants and closed the meeting</li> </ul>

## Actions – new

No.	Action	Owner	Due	Status	Update
1	GS to follow up with KG on letterbox drop figures to residents who will be impacted by works to sports ground relocations	Grant Smethurst	5/06/2020		
2	NP to send round email poll post meeting where decision will be made on best meeting time	Nat Pearson	5/06/2020	Underway	Poll to be circulated with minutes
3	MM and NP to meet with KG to address the mechanism for better community engagement, anything of significance to be brought up at next meeting	Nat Pearson	5/06/2020	Underway	Follow up meeting organised