

16 March 2023



Meeting Minutes

Northern Business Liaison Group

Date	16/03/2023	Time	5.30 PM to 7.30 PM
Chair	Jeni Coutts	Meeting no.	2 of 2023
Location	Watsonia RSL	Minute taker	Jacqueline Weedon

Attendees

Attendees			
Name	Organisation	Name	Organisation
Jeni Coutts(JC)	Independent Chair	Kate Zisos (KZ)	Spark
Hesham Mobarek (HM)	Watsonia Pharmacy / Watsonia Traders Association	Sarah Maguire (SM)	Watsonia Traders Association
Renato Marnich (RM)	NELP	Matt Guest (MG)	Watsonia RSL
Hannah English (HE)	Spark	Dieter Lim (DL)	Spark
Kim Norton (KN)	AMA	Jim Needham (JN)	NELP
Derek Ephrem (DE)	Banyule City Council	Katy Sylvia (KS)	NELP

Apologies			
Name	Organisation	Name	Organisation
Luke Minton (LM)	Spark	Yvette Stanfield (YS)	Macleod Traders Association
Colin Brooks MP (CB)	Member of Parliament	Danielle Phyland (DP)	Nillumbik Shire Council
Jeremy Richards (JR)	Watsonia Optical	Holly Havers (HH)	Spark

Actions – previous

No.	Action	Owner	Due	Status	Update
10.7	SM & JR would like to meet with NEL and Spark to discuss options to alleviate the lack of carparking	LM and RM	01.12.2022	OPEN	OPEN NEL Engineers are working on a solution to present

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	at the south end of the shopping strip.				to Banyule Council. RM to provide timeframe on progress at next meeting
10.10	NJ has requested RM to present to her newly formed committee early in 2023	RM	March 2023	CLOSED	CLOSED RM to arrange with new Centre Manager once appointed RM meeting with YS 17/03 and will book in time for presentation
1.1	LM to advise DE how many local subcontractors are engaged on the project	LM	16.03.23	CLOSED	CLOSED Overall numbers will be provided however specific breakdowns cannot due to reporting restrictions. HE: There are currently 3000 contractors, 610 permanent and 186 companies working on the project
1.2	LM to advise how many local people have been employed by the project	LM	16.03.23	OPEN	OPEN Overall numbers will be provided however specific breakdowns cannot due to reporting restrictions. HE: Unable to provide a breakdown on local employment numbers but will continue to work with internal teams on information sharing to this group.
1.3	RM to advise how many local people have been assisted to find employment through the Jobs and Skills Centre at the Hub	RM	16.03.23	OPEN	OPEN The Skills and Jobs Centre continue to work with a number of local people to assist them in finding employment opportunities within the project. Unfortunately, we are unable to provide specific numbers due to reporting restrictions.

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					RM: Will follow up on whether the restriction is on gathering the data or reporting
1.5	RM to work with Banyule Council on the possibility of getting electronic message boards installed	RM	16.03.23	OPEN	RM following up with Dani and Erica from Banyule City Council (BCC) to explore getting these re connected. RM: Will work with BCC to investigate a suitable solution
1.6	LM and HE to work with traders on simplified fact sheets	LM	16.03.23	OPEN	These are in the final stages of approval and will be ready in time for the next NBLG

Key discussion points/decisions

Owner	Action
Jeni Coutts (JC)	<p>Welcome and outstanding business</p> <ul style="list-style-type: none"> • Welcomed the Northern Business Liaison Group attendees • Introduced agenda items. • Apologies noted • Addressed previous meeting's actions as above.
Dieter Lim (DL)	<p>UDLP Update</p> <p>Presentation on UDLP process, community feedback, key changes made, WTA submission feedback and where to find more information and next steps.</p> <p>Spark will be having discussions with Banyule City Council on what type of amenities they would like to see in Borlase Reserve.</p> <p>HE: What is a SUP? DL: Shared Use Path which is wider path that has extra space on the outside and a line down the middle to allow simultaneous use by cyclists and pedestrians.</p> <p>MG: Is there a one pager or fact sheet available on the UDLP? I would like a digital UDLP factsheet, construction updates etc to put on the Watsonia RSL website KS: There will be one available soon.</p>
Hannah English (HE)	<p>Spark Trader Engagement Update</p> <p>Presentation covered business support including tailored branding for the Watsonia area, data from the Worker Buyer Behaviour Survey and workforce promotions.</p> <p>Will work with RM on ways to advertise Watsonia Shops on site.</p> <p>Watsonia Shops logo considered to be included on selected barriers.</p> <p>SM: The feedback from the survey seems mainly food based, were any other services mentioned? HE: Food was the main focus of this survey, we can look at completing more surveys on various topics in the future.</p> <p>SM: Food is an obvious choice but it would be good to see if they would be interested in using other services as well. HE: Some informal feedback is that Happy Valley Childcare currently has a waiting list as workers are using their services. We are purchasing medical needs from Pharmacy for Less and are working on using Doctors and Allied Health services in the local area where possible.</p> <p>HM: JR is keen to see some vouchers (Watsy Bucks) of higher value being distributed to workers as he doesn't see any additional customers as a result of the ten-dollar ones.</p>

Owner	Action
<p>Kate Zisos (KZ)</p>	<p>MG: How are you marketing the businesses on the bus and around the compounds? Are they listed and what they offer? HE: I can work on a script to play on the bus, or pamphlets, announcements at the prestart meetings, posters around the compounds and electronic message boards around the site. There is also a list of traders and map on the Spark intranet.</p> <p>MG: Did you work with SM on these? HE: I will be. We're waiting on the Watsonia Traders Association to confirm a suitable meeting time to discuss these initiatives further.</p> <p>HM: I drove through Heidelberg and saw a electronic message board that read 'Bulleen Art and Garden here to stay' which stood out.</p> <p>DE: Do you have any plans to target smartphones? HE: We did look into creating an app but it didn't get off the ground, I can revisit this with the team.</p> <p>MG: What will the message boards in compounds say? HE: There is a white board where there can be a summary of offers, DL brochure holders on the wall, posters in the bathrooms and kitchens and electronic message boards.</p> <p>MG: What will the electronic message boards say? HE: A map of the area and potentially the promotion of Watsonia businesses.</p> <p>MG: How can we get involved? HE: We will meet with WTA to discuss ideas and follow up with the traders who want to be involved - we can assist with preparing some of the marketing content if requested.</p> <p>MG: We are not a member of WTA – how do we get our message to the workers that we are open until 1am and the wine bar until 11pm for example? HE: We work closely with both WTA and non-WTA members. Our intranet page displays businesses opening hours. We're working on further promotions to the broader construction workforce.</p> <p>SM: Could traders submit marketing materials with specials for example directly to Spark for approval – this way traders can take charge of their own advertising HE: We would like to host a lunch and learn or breakfast for local businesses and we can ask during this how they would like to promote themselves to workers.</p> <p>DE: Are businesses involved in workforce planning so they can prepare and roster staff accordingly? It would be a shame if businesses were unable meet demand HE: As part of our trader impact assessments we asked if businesses would be willing to change their hours to meet project demands. This is a choice for businesses.</p> <p>Tunnel Update</p> <p>Provided timeline of key activities 2023 -2026, works update on Greensborough Road realignment, TBM launch box construction, vent tunnel construction, Winsor Reserve compound and Yallambie construction</p> <p>HM: JR would like to know which way will the spoil trucks will travel? KZ: We are still going through the tender process for a contractor to remove the spoil, we can't confirm the trucks direction of travel until the contract has been awarded and we know where their facilities are located.</p> <p>HM: The Greensborough Rd realignment is good but traffic flow will need to be investigated so as not to hold traffic up as it already gets congested toward Grimshaw St. KZ: We are talking to DoT regarding how the increased truck volumes will affect traffic on Greensborough Rd and we will also work with them on syncing the traffic lights up to help with traffic flow.</p> <p>HM: We would like to avoid traffic using Watsonia Rd when Greensborough Rd is congested. KZ: A signalised intersection is currently being built at Winsor Reserve to help with trucks moving in and out of the site.</p> <p>JC: Will traffic turn out left or right? KZ: We aren't sure yet as this will depend on where the spoil will be taken to.</p> <p>MG: Will the Winsor reserve traffic lights coordinate with the ones at Yallambie Rd? KZ: Yes, our traffic team will work with DoT to coordinate this from Lower Plenty Road to the M80.</p> <p>MG: Do you have caterer onsite at the compounds? KZ: No, but this an opportunity we could explore.</p> <p>DE: Queensland mine sites bring traders into their compounds for services such as barbers, can services enter Spark sites? KZ: We can take that onboard and explore.</p> <p>MG: Will tunnelling and spoil removal be 24/7? KZ: Yes</p> <p>DE: What is the noise mitigation at Winsor Reserve once it's 24/7 KZ: Six metre hoarding, the shed is acoustically cladded once built, the conveyor belt operation and the trucks going in and out of the compound are expected to create the most noise. The actual tunnel boring machine will move out of the area quite quickly.</p>

Owner	Action
	<p>JC: Noted that a two to three month works look ahead would be helpful for traders HM arrived at 6:07pm</p>
Jim Needham (JN)	<p><u>Northern Package Update</u> Presented high level timeline of Ring Road completion Rail works in conjunction with LXP: Buses will replace trains between Heidelberg and Hurstbridge stations at times from Thursday 16 March to 4am Sunday 30 April. HM: What is the minimum time the UDLP will be exhibited? JN: <i>The minimum is 21 business days but will be able to confirm closer to exhibition.</i> HM: Will there be an opportunity for a two-way communication prior to the exhibition opening? I don't think 21 days is long enough and will there be an opportunity to meet have a discussion and talk about the concept and get some education as to why things need to be done a certain way? JN: <i>Yes, we are committed to continue talks up to contract award and during the UDLP process.</i> MG: Will there be a draft of the UDLP that we can see prior to the exhibition being made public or will there be a discussion Hesham? HM: <i>I know there is a process to follow but I would appreciate some education and/or discussion prior to the exhibition.</i></p> <p><u>Rail Disruption Update</u> HM: Will that disruption be for about six weeks? JN: <i>Yes, we have taken the opportunity to do our works at the same time as the rail duplication works to minimise disruptions ahead of our major works.</i> MG: Greensborough RSL is in that area, it's a major disruption particularly that people will be unable to park around the area on ANZAC Day.</p>
Renato Marnich (RM)	<p><u>NELP Trader Engagement Update</u> Presented business photography update, NBLG membership drive to coincide with Northern Package award. New video shown which will to promote Watsonia Traders shown on NELP social media channels.</p>
Jeni Coutts (JC)	<p>Other Business Nil Open Forum DE: Announced this will be his last NBLG meeting as he is relocating, a new representative will be appointed prior to the next meeting. Encouraged everyone to complete the online survey that will be in the Banyule Banner that will be distributed next week. JC: Thanked DE for his contribution and wished him well. SM: Watsonia Family Fun day is on 18 March – come along and support the local traders. MG: Communication on traffic disruptions has been great, hopefully this will continue. The traffic issues are going to increase with Watsonia Town Square being built and we will be highly impacted – the traders will need to plan for this and its vital we are kept up to date and the earlier the better. Would like to see electronic message boards installed on Watsonia Road to replace the current backlit display boards. Suggest they could cycle through works updates, maps etc. Could show disruptions etc on screens at the RSL. Next Business Liaison Group Meeting: North Date 27 April 2023 JC thanked the group and presenters for attending and closed the meeting at 7:08pm</p>

Actions - new

No.	Action	Owner	Due	Status	Update
1.7	KS to send MG the link to the digital UDLP information once this is available	KS	ASAP	OPEN	
1.8	JN to provide link to PTV site re: bus replacements during rail disruptions	JN		OPEN	