

10 August 2023



Meeting Minutes

Northern Business Liaison Group

Date	10/08/2023	Time	5:30pm - 7:30pm
Chair	Jeni Coutts	Meeting no.	5 of 2023
Location	Watsonia RSL	Minute taker	Jacqueline Weedon

Attendees

Attendees			
Name	Organisation	Name	Organisation
Jeni Coutts (JC)	Independent Chair	Kim Norton (KN)	AMA
Sarah Maguire (SM)	Watsonia Traders Association	Ross Jennings (RJ)	Small Business Mentoring Service
Katy Sylvia (KS)	NELP	Karl Erdmanis (KE)	Spark
Jeremy Richards (JR)	Watsonia Optical / Watsonia Traders Association	Hesham Mobarek (HM)	Watsonia Pharmacy/ Watsonia Traders Association
Renato Marnich (RM)	NELP	Jim Needham (JN)	NELP
Hannah English (HE)	Spark		

Apologies			
Name	Organisation	Name	Organisation
Adrian Carter (AC)	NELP	Yvette Stanfield (YS)	Macleod Traders Association
Colin Brooks MP (CB)	Member of Parliament	Maria Cogger (MC)	Banyule City Council
Luke Minton (LM)	Spark	Matt Guest (MG)	Watsonia RSL
Georgie Nathan (GN)	Nillumbik Shire Council	Josh Ribarich (JR)	NELP

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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"> • Welcome and outstanding business • Welcomed the Northern Business Liaison Group attendees • Introduced new presenter Ross Jennings from Small Business Mentoring Service • Introduced agenda items • Apologies noted • Addressed previous meeting's actions
Hannah English (HE)	<p>Trader Engagement Presentation included sample marketing flyers that Spark can assist with creating. Update on 'Spend and Win' competition for onsite staff.</p>
Karl Erdmanis (KE)	<p>Works Update KE worked through an aerial video of the site stopping at various points to discuss aspects of the construction site and works. Provided timeline of key activities through to January 2024 at Watsonia and Yallambie sites.</p> <p>HM: Is the conveyor structure over Greensborough Road covered where the trucks enter and exit the shed? KE: Yes, the trucks will drive in and out of the acoustic shed.</p> <p>JC: When will the shed be completed? KE: It will be finished in October, once the conveyor is in place we will be able to complete it.</p> <p>HE: Why does the TBM stop at Lower Plenty, why can't it continue straight through to Bulleen? KE: It needs to stop as there is a portal there, it would be more of a challenge to build around once the TBM has passed through. It is also a good opportunity for maintenance before it continues onto to Bulleen.</p> <p>HM: Will Greensborough Road be closed for only one night when the conveyor is lifted? KE: Yes</p> <p>JC: What is the span under the conveyor? KE: From it's support to support its approximately 35 Metres</p> <p>HM: What time will Greensborough Road be closed for the lift? HE: 9pm until 5am. KE: We need to set up so traffic control will be in place from 9pm and we have to be off the road by 5am.</p> <p>KN: Is this weather dependant? KE: Yes, rain or wind would cause issues.</p> <p>HM: Will the conveyor be covered when it is lifted into place? KE: Yes, it will be fully encapsulated, it is currently being built offsite.</p> <p>RM: When does the conveyor belt become operational? KE: It will be early next year. All of this temporary work such as the acoustic shed and conveyor is being done is purely to allow the TBM to do its work.</p> <p>HM: Now that the traffic lights are operational are all the trucks that are removing the dirt heading north when they leave? KE: Yes</p> <p>JR: Is the Lower Plenty site running on time the same as Watsonia? KE: Yes, it is critical they stay on time, if they start to run behind it will impact how the TBM is received at Lower Plenty.</p> <p>HM: Is the vent tunnel a permanent structure? KE: Yes, it's ventilation for the tunnel.</p>
Katy Sylvia (KS)	<p>Tunnel Boring Machine</p>

Owner	Action
	<p>Showed animation of TBM operation including concrete segments being placed, how the dirt will travel to the acoustic shed via the conveyor and trucks being loaded then exiting the facility.</p>
<p>Jim Needham (JN) Kim Norton (KN)</p>	<p>Northern Package Update Verbal update on Stakeholder engagement, UDLP timing and site investigations HM: When was the pre-exhibition with Banyule Council? KN: It was this week HM: When do you anticipate pre-exhibition with Watsonia Traders? RM: We will arrange a time within the next month. HM: I'm a bit confused by the email, was it a pre-exhibition or the plans for Nell Street north? RM: The email stated that Banyule Council were having a look at the plans from Plenty Road to Grimshaw Street, the design for the Watsonia area still being planned. JN: We have a two-stage approach with meetings and pre exhibitions with Banyule Council. We have had one regarding the Nell Street towards Plenty Road intersection with the M80, the second part will be from Grimshaw Street through Watsonia. We are working north to south and once we've held both of these sessions with Banyule Council, we will be in a position to meet with Watsonia Traders Association. HM: That's why I was confused, I had assumed it would be worked on from south to north. 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>Renato Marnich (RM) Ross Jennings (RJ)</p>	<p>Trader Engagement Update Presentation on Small Business Mentoring Services offer including how it works and services offered HM: SBMS chooses the Mentor? RJ: Yes, I will select the mentors I think are relevant to the area the trader is in SM: When will you be heading out to engage with traders? RJ: We will start next week SM: Can you please advise when you will be in the area, a summary of what you have just presented and the QR code for me to email to Watsonia Traders. RM Presented a trader video that was developed through the Trader photography offer</p>
<p>Jeni Coutts (JC)</p>	<p>Other business RM informed the group that the Watsonia Hub will be closed from COB 11 August until 23 August to refresh the visitor area.</p>
<p>Jeni Coutts (JC)</p>	<p>Open Forum JR: Would like to see more businesses from the local area involved in these meetings. Also keen to see the design for the North Package. RM: We understand and have been out to local traders to spread the word SM: Is also keen to see more businesses from a wider area involved in NBLG meetings so it's not so Watsonia focused</p> <p>Next Business Liaison Group North Meeting: 21 September 2023 Thanked the group and presenters for attending and closed the meeting at 6:45pm</p>

Actions – New

No.	Action	Owner	Due	Status	Update
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Actions – Short Term

No.	Action	Owner	Due	Status	Update
5.1	RJ to provide SM with soft copy of a summary of what was presented and the QR code	RJ	21.09.23	Open	

Actions – Long Term

No	Owner	Topic	Status
1.5	WTA	RM to work with Banyule Council on the possibility of getting electronic message boards installed	BCC met with WTA 06.07.23. The Committee will investigate some options and provide options ASAP

Future Presentations

Scheduled Date	Date Raised	Topic	Owner	Update
Q4	16.03.23	Presentation on parking solution for southern end of Watsonia shopping strip	RM	NELP Traffic Team is working on this and there will be a presentation to this group when information is available.

Additional information