



Northern Business Liaison Group Terms of Reference 2021

Project Overview

North East Link (NEL) is the biggest road transport project in Victoria's history - finally fixing the missing link in Melbourne's freeway network. Up to 135,000 vehicles will use NEL every day, reducing congestion in the north-east while maintaining local roads for local trips.

NEL includes Victoria's longest road tunnel as well as interchanges at the M80 Ring Road, Grimshaw Street, Lower Plenty Road, Manningham Road, Bulleen Road and significant upgrades to the Eastern Freeway. It will feature Melbourne's first dedicated busway with express lanes along the Eastern Freeway from Doncaster.

North East Link Project (NELP) is responsible for all aspects of the project including planning and development of a project reference design, site investigations, stakeholder engagement, planning approvals and procurement, through to construction delivery and project commissioning.

Purpose

The Northern Business Liaison Group (NBLG) provides a forum for consultation and information-sharing between NELP, its key contractors and the local business community during construction of NEL. The establishment

of the NBLG is in accordance with the project's Environmental Performance Requirements (EPRs) approved by the Minister for Planning in 2019.

Objective of the Northern Business Liaison Group (NBLG)

The core objectives of the NBLG are to:

- provide a forum to discuss, manage, and if possible, mitigate and minimise any local impacts to businesses
- provide a channel for two-way communication to support the sharing of information between NELP, its contractors, the local business community, industry groups and associations
- provide a local and broader perspective and knowledge on the project
- contribute information on local conditions and priorities and where possible assist in resolving business community concerns that may arise
- encourage a broad range of business representatives to participate in the delivery of NEL
- to identify opportunities and raise awareness to the local business community of ways to get

involved with NEL through supplier partnerships, job opportunities and procurement contracts.

The NBLG will assist and support construction of the NEL in accordance with EPRs by:

- providing a forum for consultation and coordination between NELP, its contractors, the business community, industry groups, business associations and relevant public agencies during the design and construction phases of the project
- supporting NELP by advising the local business community of project progress, planned construction activities and mitigation measures planned, or in place
- informing NELP and its key contractors of specific concerns or questions from the local community, industry groups and business associations including providing timely information, suggestions or proposals for consideration by NELP and its contractors
- discussing other matters pertaining to NELP requiring local business input and advice.

The NBLG is an advisory group and as such does not hold delegated functions or powers. Project decisions are the responsibility of NELP and its key contractors.



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Membership

The NBLG will have an independent chairperson, as selected by NELP. Relevant NELP team members will attend depending on meeting agendas.

Other members will represent:

- a. local businesses
- b. industry groups and business associations
- c. relevant councils

NELP will advertise across its social media platforms and website for nominations for membership of the NBLG. Applicants must submit their applications in writing as per the directions outlined on the website. Nominations will be assessed and recommendations made to the NELP Executive for endorsement.

Candidates will be assessed and selected with consideration of the following key elements:

- a. representation across the northern project area – specifically Watsonia/Greensborough areas
- b. representation from a variety of businesses of different sizes
- c. representation from a broad and diverse range of industry sectors
- d. local business proprietor, property owner and/or employee based across the northern project area
- e. business acumen, experience and relevant network connections
- f. ability to work collaboratively with business and government to create strong local connections
- g. a strong interest in the ongoing development of a prosperous and unique economy in the northern project area
- h. an ability to complement the skills and attributes of other members of the Group.

Representatives from the following areas are encouraged to apply:

Watsonia Traders Association
(President or elected committee member)

Greensborough Chamber of Commerce (Town Centre Manager, President or elected committee member)

Macleod/Yallambie
(Greensborough Road) businesses

Macleod Village Traders Association

Rosanna Traders Association

Lower Plenty Shopping Centre and Viewbank shops

Hospitality, retail, manufacturing, transport, health/aged care, not-for-profit, local industry and business groups and relevant councils

A maximum of two members can represent any one business or industry group.

Member responsibilities

Members of the NBLG are required to:

- a. attend NBLG meetings and actively participate in discussions
- b. represent the interests and views of their local respective industry or business sector
- c. share project information within their community, organisation or networks, and convey feedback at NBLG meetings
- d. provide views and advice on issues raised through wider business and community feedback
- e. keep issues and debates to matters relevant to NELP.

The Chairperson will:

- a. determine a forward meeting schedule at the first meeting
- b. decide priorities for each meeting – the number of agenda items may be limited to allow for adequate discussion
- c. review issues to be dealt with (in consultation with NELP and NBLG)
- d. lead the Group and facilitate discussion and participation by all members
- e. maintain the proper and professional conduct of the Group.

If issues and ideas raised fall outside the NBLG Terms of Reference, NELP will provide information from the relevant authority (e.g. VicRoads etc.).

A code of conduct must be signed by all members.

NELP and/or contractors are required to provide an update on the following at each NBLG meeting:

- a. current works
- b. potential disruptions
- c. traffic management
- d. communications and stakeholder relations activities
- e. other topics as required.

Site managers and relevant team members are required to attend to present on the above topics at each meeting.

The Chair may invite representatives from other affected parties, organisations, institutions or relevant government agencies to meetings to:

- a. clarify matters
- b. hear or present on specific topics
- c. respond to feedback or queries from NBLG members



Meetings

The NBLG will be managed by an independent chair with secretariat support from NELP.

The NBLG will meet every six weeks except during the months of the Christmas recess being December and January. Meetings will be limited to a maximum of two hours duration, unless the Group resolves to extend the meeting to a particular time for the completion of business. All meetings will be closed forums.

All NBLG meetings will have an agenda, prepared by NELP. A copy of the meeting agenda and any pre-reading will be forwarded to members at least five days prior to the scheduled meeting.

Extraordinary meetings may be called by the Chair in consultation with the relevant NELP Executive. The location, date and starting time for meetings will be advised on the agenda. Notice of all meetings shall be given by NELP. The notice of meeting shall be provided to members at least 10 business days prior to the meeting.

Members may list matters for consideration by tabling them at a meeting for discussion at the next meeting. NELP will be responsible for preparing the NBLG agenda, researching and reporting on matters tabled for discussion.

When a member represents an organisation:

- in the event that the nominated representative cannot attend, the organisation may, with the support of the NBLG Chairperson nominate a proxy
- if the nominated representative is no longer able to attend, then the organisation may put forward an alternate member, with the support of the NBLG Chairperson, for the term of their appointment

The NBLG will consist of a maximum of 25 representatives.

A quorum of at least five business representatives must be present before a meeting can proceed.

The term of appointment for membership, with the exception of the Chair, will be a period of one (1) year. Should a vacancy occur during the term of appointment, the appointment will be filled following the normal recruitment and appointment process. Members can run in concurrent years and be re-appointed upon application.

Administrative support will be provided by NELP in order to facilitate the NBLG meetings, which includes:

- advising members of meeting dates and venues
- preparing meeting schedules and agendas
- providing supporting documentation as required
- recording minutes, points of discussion, actions and recommendations
- managing all costs associated with hosting the NBLG meetings
- publishing any publicly available information, including NBLG minutes and presentations on the NELP website.

Resignation

A member of the NBLG may resign at any time. The resignation must be in writing, in the form of a letter or email, addressed to NELP Executive.

Membership of the NBLG may be terminated for any of the following reasons:

- if a member is absent for two consecutive meetings without first notifying the Chair of their absence, or if a member is absent for three consecutive meetings having notified the Chair of their absence. Being absent for three consecutive meetings breaches the member obligations and is therefore liable to be removed from the NBLG
- the member becomes an employee of, or contractor to, NELP
- the member's business is no longer based in the project area or no longer represents relevant stakeholders in the project area
- one or more of the key selection elements no longer relates to the member

- demonstrating conduct unbecoming a member, e.g. a breach of confidentiality
- the member becomes bankrupt, commits an offence resulting in imprisonment, or behaves, in the opinion of the Chair, in a way that brings NELP or the NBLG into disrepute.

Amendment, Modification or Variation

NELP has the option to revise the Terms of Reference and Code of Conduct of the NBLG and will consult with members and the chair accordingly.

Expenses

NELP recognises community involvement should not be an impost on volunteers. Reimbursement of expenses may be offered depending on individual circumstances, as determined by the Chairperson in consultation with the Director, Communications and Stakeholder Relations.



Contact us

community@northeastlink.vic.gov.au

1800 105 105

NELP GPO Box 2392, Melbourne VIC 3001
Hub 17 Watsonia Rd, Watsonia VIC 3087

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