

Meeting Minutes

CLG (North)

Date	17/05/2019	Time	10am - 12pm
Chair	Mike Marasco	Minute taker	Erin McPherson
Location	Watsonia Hub, 17 Watsonia Road, Watsonia		

Attendees

Attendees		Apologies	
Name	Organisation	Name	Organisation
Mike Marasco	Chair	Jeremy Richards	Business representative
Gemma Boucher	NELP	Dennis O'Connell	Friends of Banyule
Erin McPherson	NELP	Michael Wickerson	NELP
John Lopez	NELP	Michael Crossman	NELP
Toni Clark	NELP	David Hall	Community representative
Hannah Johnson	NELP	Mahesh Kadul	VicRoads
Barry McGuren	Metro Tunnel		
Raphael Simons	Metro Tunnel		
Liz Evans	West Gate Tunnel		
Gabrielle Callahan	Business representative		
Michael Girdler	Community representative		
Allan Hunter	Community representative		
Michelle Giovas	Warringal Conservation Society		
Paul Bellis	Banyule Council		
Fred Buono	Community representative		

Actions – previous

No.	Action	Owner	Due	Status	Update
1	N/A	[Insert name]	[Select date]		

Key discussion points/decisions

Owner	Agenda
Mike Marasco	<p>Welcome and Introduction</p> <ul style="list-style-type: none"> • Mike Marasco (MM) welcomed the group and introduced two new members of the NELP stakeholder engagement team, Toni Clark and Hannah Johnson • MM advised the group Gemma Boucher will be leaving her role at NELP and this will be her final CLG meeting
Gemma Boucher, NELP	<p>Community session update</p> <ul style="list-style-type: none"> • Gemma Boucher (GB) gave an overview of our community information sessions, noting we had now finished all of our sessions for this round • GB introduced Liz Evans and her role as the director of engagement at West Gate Tunnel (WGT)
Liz Evans, West Gate Tunnel	<p>West Gate Tunnel - Engaging with communities and Environmental Performance Requirements</p> <ul style="list-style-type: none"> • Liz Evans (LE) gave an overview of the West Gate Tunnel Project and the scope of the packages of works • LE noted that keeping people moving is a key part of the contract and there are seven switches of traffic arrangements to ensure people can keep moving along the West Gate Freeway during the construction period • LE discussed the community engagement and involvement through the EES process • LE noted a clear difference in this project to NELP was the market led proposal, this meant that Transurban submitted the project to government and the final design was taken through the planning and EES process • LE noted that during design exhibition they had approximately 16 consultation sessions, with the EES to be released a month after this • LE explained that the project needed to consider outcomes for the community, which included improved walking paths, connections and open space • LE noted the project was contracted as one large Public Private Partnership (PPP) • LE gave an overview of who is involved in the project and how it works with Transurban as the lead contractor for the project • LE noted the role of the Independent Reviewer and Environmental Auditor • LE explained their role in ensuring contract requirements are being met throughout the process <p>Environmental Performance Requirements (EPRs)</p>

- LE advised the group what EPRs are and their role in managing what is happening on the ground during construction
- LE noted they are the responsibility of the project company, in this case Transurban, who had these down to their subcontractors to enforce
- LE gave an overview of how WGT monitor and report EPRs
- LE noted under the EPRs are Construction Environmental Management Plans, submitted to Transurban and through state that detail how exactly they will meet EPRs, and how they will do this on the ground. This includes how they will carry out day to day construction activities
- LE noted that what this shows is a rigorous system that is audited regularly
- Michelle Giovas (MG) asked what D and C means
 - LE confirmed this mean Design and Construct
- Fred Buono (FB) asked if EPRs are different for industrial and residential environments?
 - LE noted that there are EPRs for residential environments
 - FB asked how light spill from construction is managed
 - LE noted that hours of operation are different, and this is managed regularly
 - FB asked what regular hours of operation were and were these restricted to protect residents
 - LE confirmed that regular construction hours are from 7am - 6pm Monday - Friday, and 8am - 1pm Saturday. If works were near residents, they would have to take this into account when managing the site
- LE discussed noise walls and how contractors must manage how these are installed

Residents

- LE noted that there were some outcomes through the EES process that made requirements for businesses protection
- LE gave an overview of the Community Communications Engagement Plan (CCEP) and how this addressed community
- LE noted the project is working in a very diverse environment of community and businesses
- LE noted the CCEP sets the framework for engagement
- LE noted within the CCEP contractors much address how they will achieve key community outcomes which is reviewed by the state. Contractors must also outline how they will reach Culturally and Linguistically Diverse (CALD) communities
- LE referenced property condition surveys and where they fit into the construction timeline to give residents a baseline to ensure contractors can be held accountable if there is any damage to properties

Business

- LE referenced the Business Involvement Plan (BIP) and its role to ensure businesses are engaged appropriately and provided with economic opportunity
- LE noted the BIP falls as a subset of the CCEP

Community

- LE noted the variety of engagement materials that are given to communities
- LE noted they have a mobile community van they take to several events
- LE noted the WGT CLG and how these had changed as they entered construction to be geographically relevant
- MG asked if the call centre number was the same across all MTIA projects
 - LE advised that it was one central call centre, which is then divided by projects

Owner	Agenda
	<ul style="list-style-type: none"> – MG noted that she had not had good experiences with the call centre – LE said she would take this feedback on note • LE noted through the EES process they had over 500 submissions • LE advised that while they had a community of opponents to the project, for the most part people were very supportive of a second crossing of the Maribyrnong river • MM asked regarding changing the length of the tunnel, had the process been like the NELA project would the outcome have been the same? <ul style="list-style-type: none"> – LE advised the voice of the community was a big factor in this, while they also had the available land for this and further acquisition was not required – Gabrielle Callahan (GC) asked if LE could provide examples of the kind of things that were changed in the design as part of consultation – LE noted that the length of the tunnel was the biggest change to the design, as well as location of ventilation structures – LE noted the community also requested further air quality data from the EPA – LE noted that key factors consider in this is that the WGT is in a very different environment as there isn't as much residential interface to consider – FB asked if there are any interchanges involved – LE confirmed there are none • LE showed a video of the project <ul style="list-style-type: none"> – GC asked about how spoil was treated and if NELP had a shed where this would go – John Lopez, NELP (JL) noted that a spoil removal strategy is being developed • FB asked what the area of the TBM shed is and what are the considerations for site parking <ul style="list-style-type: none"> – LE confirmed the launch box is 100m x 40m wide – LE noted in relation staff parking offsite parking is considered with works bussed into site • MG asked about concrete works, and is there a concrete batching plant <ul style="list-style-type: none"> – LE noted the batching plant in Benalla manufactures pre-cast concrete structures for a variety of projects
Barry McGuren, Metro Tunnel	<p data-bbox="448 1218 1458 1245">Metro Tunnel - Engaging with communities and Environmental Performance Requirements</p> <ul style="list-style-type: none"> • Barry McGuren (BM) introduced himself and his role in the Metro Tunnel Project as manager of business engagement • BM gave an overview of the Metro Tunnel Project • BM gave an example of how EES submissions changed the design of the project, EPRs and overall produced good outcomes for the community • FB asked had this happened through the EES process or before <ul style="list-style-type: none"> – BM confirmed this was through the EES process where the panel made recommendations to the project • BM gave an overview of EPRs and how other projects may have learnt from Metro Tunnel • BM noted the way EPRs were written after the EES process was very different to where they started, and this was a result of submissions through the EES • BM gave an overview of relevant community engagement EPRs and those that are relevant for businesses • BM noted for acquisition there are very strict guidelines through the Land Acquisition Compensation Act (LACA) that is a legislated process of how businesses should be engaged and compensated • BM gave an overview of the business support guidelines that notes contractors must provide support the businesses and how this may be different to each business

Owner	Agenda
	<ul style="list-style-type: none"> • BM noted that the BSG provides the minimum that contractors must do • BM advised the group they had one business close as part of the project <ul style="list-style-type: none"> – MG asked how many businesses were acquired as part of the project – BM noted they acquired approximately 30 businesses in the city – MG asked where these were – BM confirmed this was on the corner of Flinders Street and Swanston Street, as well as a few in Kensington – MG asked if any businesses had asked to be acquired – BM advised they had not, but had however asked to be relocated • BM gave an overview of the proactive measures the project had taken to help businesses, this included using the small business mentoring service to help upskill businesses and even change the way businesses operate to better suit the new construction environment • BM noted this service also helped businesses find alternative business channels, set up social media pages and develop websites • BM advised the group a big success of the project has been developing workforce directories with offers and promotions <p>Residential</p> <ul style="list-style-type: none"> • BM prefaced that Melbourne as a city has not experienced a project of this size since the City Loop was built in 1970 and community was perhaps not quite aware of the disruption construction of this nature would cause • BM provided some of the examples of mitigation measures they provide, and respite offers given to affected community • BM noted this also provides opportunities to link to local businesses • FB asked if their restrictions on construction hours for tunnelling works <ul style="list-style-type: none"> – BM noted that tunnelling is managed in quite a different way, and likely once its operation it will remain operational • BM noted they will have specific processes for tunnelling, including completing property condition surveys prior to works starting, as well as being quite clear when tunnelling will be happening through the area <ul style="list-style-type: none"> – FB asked about procedures of early works, and the timing of this – BM noted that early works cannot happen until project approval is granted – FB noted his concern that early works for the NELP project may preclude major changes in design, for example extension of the tunnel – FB asked about contract packages and how these will all work together – BM noted that the project went to the market prior to early works, and once early works started the PPP contract was tendered. This was then followed by the signalling package of works and rail infrastructure package of works

Actions – new

No.	Action	Owner	Due	Status	Update
1	Distribute Presentation Slides	Erin McPherson	3/06/2019	COMPLETE	

No.	Action	Owner	Due	Status	Update
2	NELP to provide response to Fred Buono on proposed packaging of contracts	Erin McPherson		ONGOING	
3	Investigate a future topic on contract packaging	Erin McPherson			