

## Meeting Minutes

### CLG (South/Eastern Freeway) Meeting

Date	10/05/2019	Time	10.00am - 12.00pm
Chair	Mike Marasco	Minute taker	Erin McPherson
Location	Veneto Club (Gondola Room), 191 Bulleen Road, Bulleen		

### Attendees

Attendees		Apologies	
Name	Organisation	Name	Organisation
Mike Marasco	Chair	Sandra Massimisi	Community Representative
Erin McPherson	North East Link Project	Michael Wickerson	North East Link Project
Gemma Boucher	North East Link Project	Melanie Clarke	North East Link Project
Melissa Anderson	North East Link Project	Cam Giardina	Business Representative
Nick Burchell	North East Link Project	Andrew Kelly	Yarra River Keeper
Barry McGuren	Rail Projects Victoria	Clare Davey	Boroondara Council
Brydie Sigrij	Rail Projects Victoria		
Liz Evans	West Gate Tunnel Authority		
Jeff Green	Whitehorse Council		
Simon Exon	Yarra City Council		
John Van Delft	Community Representative		
Gwenda Johnstone	Community Representative		
Bruce Plain	Business Representative		
Matt Maguire	Community Representative		
Tina Garg	Community Representative		
Anne Forbes	Manningham Council		

## Actions – previous

No.	Action	Owner	Due	Status	Update
1	Send out distribution area sessions for Social Impact Assessment (SIA)	Erin McPherson	17/05/2019	Complete	Distribution area sent to group with minutes

## Key discussion points/decisions

Item	Agenda	Owner
1	<b>Welcome and introduction</b>	<b>Mike Marasco</b>
2	<b>Community session update</b>	<b>Gemma Boucher, NELP</b>
3	<b>Metro Tunnel and West Gate Tunnel presentation</b> - Engaging with communities and Environmental Performance Requirements (EPRs)	<b>Liz Evans, West Gate Tunnel Project</b> <b>Barry McGuren, Metro Tunnel Project</b>
4	<b>Other business</b>	<b>Mike Marasco, Chair</b>

## Key discussion points/decisions

Owner	Agenda
Chair	<p><b>Welcome and introduction</b></p> <ul style="list-style-type: none"> <li>• Mike Marasco (MM) welcomed the group to the meeting</li> <li>• He noted that Gemma Boucher will be leaving the NELP team in June, this meeting is to be her last with the group</li> <li>• He advised that Erin McPherson will be the point of contact for all CLG matters moving forward</li> </ul>
NELP	<p><b>Community session update</b></p> <ul style="list-style-type: none"> <li>• Gemma Boucher (GB) from NELP gave an overview of the community information sessions to date, and noted that this weekend will be the last session for the EES exhibition period</li> <li>• GB advised the group that the goal of the sessions is to direct people to information and technical experts and the EES submission process, where they provide their formal feedback</li> <li>• GB noted that there has been lots of interest in traffic and transport, and noise mitigations at the sessions</li> <li>• GB noted most conversations were around the detail of the EES and less about general project information <ul style="list-style-type: none"> <li>– ACTION: Erin to send out noise and vibration fact sheet</li> </ul> </li> <li>• Matt Maguire (MM) asked if the submissions already made are available for public view <ul style="list-style-type: none"> <li>– GB advised that all submissions become publicly available following the end of the exhibition period</li> <li>– MM asked if the community have further questions after the EES process the community can contact the project team</li> <li>– GB confirmed the community would be able to still get in touch with the project team through the contact centre and community email</li> </ul> </li> </ul>
Liz Evans, West Gate Tunnel	<p><b>West Gate Tunnel: Engaging with communities and Environmental Performance Requirements</b></p> <ul style="list-style-type: none"> <li>• Liz Evans (LE) from West Gate Tunnel Authority introduced herself as the Deputy Director of Engagement for West Gate Tunnel</li> </ul>

Owner	Agenda
	<ul style="list-style-type: none"> <li>• LE gave an overview of the WGT project and the scope of works included as part of the project</li> <li>• LE noted similarities in working in an existing residential and industrial community</li> <li>• LE noted that the WGT went through the EES process in 2017, and is now heavily into construction</li> <li>• LE advised the group that WGT differed as it was a market led proposal, and that the builder and their design was announced before the EES went on public exhibition, which meant what was assessed through the EES was the actual design for the project</li> <li>• LE noted that there are 117 Environmental Performance Requirements (EPRs) that have been developed for the WGT projects, 110 of these are the responsibility of the Project Company (Transurban) as the contractor is responsible for ensuring these are enforced and followed. They then pass the responsibility of these down to the builder (CPB John Holland)</li> <li>• LE gave an overview of the audit process of the Independent Reviewer and Environment Auditor, who provide six-monthly audits that are made publicly available on the project's website</li> <li>• LE advised the group how construction management plans are prepared by contractors, that outline how they will manage the EPRs, which must include specifically how they will meet each EPR. This is then reviewed quarterly</li> <li>• LE noted that every package of works, including design and contract packages must include how they will specifically address each EPR. This means that at every stage of the project EPRs are front of mind</li> <li>• MM asked if there were any examples she could provide of a time that an auditor had found something and as a result the construction process was changed <ul style="list-style-type: none"> <li>– LE noted she was not across that detail but did note that the IREA audit report noted that there were no significant environmental issues on site during the first year.</li> </ul> </li> <li>• LE noted that as part of the EPRs a community engagement plan is developed and through this dispute resolution processes are developed</li> <li>• LE spoke to the Communications and Community Engagement Plan (CCEP) EPR and how it has been developed</li> <li>• LE gave an overview of the CCEP and why it is required. She also noted the policies and procedures of the CCEP referencing how they keep the community informed and how they must interact with the community.</li> <li>• Tina Garg (TG) asked if the WGTP experienced similar levels of engagement through the EES process <ul style="list-style-type: none"> <li>– LE noted that the announcement of the builder and the project design in April 2017 attracted a lot of community attention, the EES (on exhibition from late May 2017) didn't get as much attention from the community</li> <li>– TG asked about the demographic of the WGT area</li> <li>– LE noted that it is a real mix, there are a lot of younger families as well as established elderly residents, and a lot of business and industrial zones in the project area, so it makes it challenging to reach such a variety of people</li> <li>– Gwenda Johnston (GJ) noted that a lot of the older residents in her area aren't aware of the project</li> <li>– LE noted that it is important to provide information in a variety of ways to the community to make sure we are reaching as many people as possible</li> </ul> </li> <li>• LE gave an overview of some of the local engagement they do, outlining how it helps to build interest and awareness of the various project works underway <ul style="list-style-type: none"> <li>– MM asked about CLGs and how they were engaged through the project</li> <li>– LE noted that the WGT had a pre-construction group, similarly to NELP, and that following member feedback, and acknowledging that there is a lot of information to share through construction, two groups were established during the construction phase to become more focused geographically</li> <li>– ACTION: Erin to send around link for WGT video</li> <li>– ACTION: follow up response/outcome of report put together by RMIT and UoM in response to ability to reach project goals</li> </ul> </li> </ul>
Barry McGuren, Rail Projects Victoria	<p><b>Metro Tunnel: Engaging with communities and Environmental Performance Requirements</b></p> <ul style="list-style-type: none"> <li>• Barry McGuren (BM) from Rail Project Victoria introduced himself as the Manager of Business Engagement and gave an overview of the Metro Tunnel project and his role</li> <li>• BM noted how the packages of works are divided across the project, with the PPP package responsible for the tunnels and stations part of the project, and taking on most of the risk</li> <li>• BM gave an overview of how the EPRs were developed for the project, explaining that the EPRs changed from pre EES to post EES as a result from the submissions the project received</li> <li>• BM advised the group that while the EPRs can change through the EES process, the process for compensating businesses through the Land Acquisition and Compensation Act (LACA) will not change as it is a legislated process</li> </ul>

Owner	Agenda
	<p>Engaging with Businesses</p> <ul style="list-style-type: none"> <li>• BM gave an overview of the EPRs that relate to residents and businesses, and how they are to be enforced by all packages of works</li> <li>• TG asked what the difference between management plans and mitigation measures were <ul style="list-style-type: none"> <li>– BM noted that contractors must first detail how construction methodology will meet EPRs in the management plan, and then if they are unable to meet this, what mitigation measures they can provide</li> </ul> </li> <li>• BM discussed the business support guidelines and pointed to where these are available</li> <li>• BM noted that one of the requirements of their contracts is develop offers to businesses, social media advertising, respite, wayfinding and including them in contractor workforce directories</li> <li>• Anne Forbes (AF) asked if as a result there had been any businesses that had to close</li> <li>• BM noted that there had been one business that closed, he also noted there is another that may close because of impacts of the project, however the project team work directly to the business to work through this</li> <li>• BM noted one impact that had been successful was including business support offers in works notifications for each precinct</li> </ul> <p>Residential</p> <ul style="list-style-type: none"> <li>• BM gave an overview of the residential EPRs that were developed</li> <li>• BM noted how these are relevant to residents during really high impact works</li> <li>• BM explained unavoidable works and situations where contractors are required to offer respite</li> <li>• GJ asked what the allowed construction noise levels are</li> <li>• BM noted that they break up working hours from 7am-7pm and then there are different noise requirements from 7pm - 7am</li> <li>• BM discussed the relocation management framework, and the difference between proactive or reactive measures, where contractors must be prepared to offer relocation</li> <li>• BM gave an example of some of the respite offers given to the community</li> <li>• TG noted that the businesses impacted from the Metro Tunnel project are very central in nature, she asked if there were any that could be classed as suburban <ul style="list-style-type: none"> <li>– BM noted that there was a concrete pouring business in North Melbourne that were required to move as part of the project, they related to relevant partners had the project helped them move to a new site in North Melbourne</li> </ul> </li> <li>• Bruce Plain (BP) asked about the LACA process <ul style="list-style-type: none"> <li>– BM noted that there is a certain amount of flexibility in the process as every business is different and has its own requirements</li> <li>– BM noted that some of the businesses that were acquired for the project now cease to operate</li> </ul> </li> <li>• AF asked if there was any work done as part of the project around developing works who may suffer as part of the project <ul style="list-style-type: none"> <li>– BM noted they did do some upskilling, and looked at employees who had skills that may extend beyond what they are doing</li> </ul> </li> <li>• BP asked if the State Authority took any responsibility for delivery continuity to the community <ul style="list-style-type: none"> <li>– BM noted that the makeup of businesses wasn't what would be considered essential community business</li> </ul> </li> <li>• TG asked about the residential mitigations have headphones worked and if this is the right solution for impacted residents <ul style="list-style-type: none"> <li>– BM noted the project has used these for businesses, providing headphones that allow them to operate, as well as ear plugs, white noise machines and where necessary double glazing to windows</li> </ul> </li> </ul>
Chair	<p><b>Other business</b></p> <ul style="list-style-type: none"> <li>• MM noted an open action to send out the mail distribution area of the Social Impact Assessment workshop invitation letters in Bulleen <ul style="list-style-type: none"> <li>– Erin McPherson noted this was ongoing and she would follow this up internally</li> </ul> </li> </ul>

## Actions – new

No.	Action	Owner	Due	Status	Update
1	distribute noise, vibrations and air quality fact sheet	Erin McPherson	11/06/2019	COMPLETE	Fact sheet sent to CLG memebrs 04/06/2019
2	Send out link to West Gate Tunnel video	Erin McPherson	11/06/2019	COMPLETE	Link sent to CLG members 04/06/2019
3	Follow up response to RMIT/UoM report	Erin McPherson		ONGOING	