

# Meeting minutes - Endorsed

## Benalla Working Group #3

### Date / Time

18 January 2021  
5.45pm to 8.15pm AEST

### Location

Benalla Station followed by That Dude and His Wok.

### Facilitator

Cath Botta

### Minute taker

Carrie Donaldson

### Distribution

All

### Attendees (Show organisation if not ARTC)

- Cr. Justin King (Benalla Rural City Council)
- Cr. Gail O'Brien (Benalla Rural City Council)
- Philip Rees (Better Benalla Rail)
- Susan Pearce (Better Benalla Rail)
- David Blore (Independent)
- Graeme Paul (Independent)
- Pamela O'Connor (Independent)
- Bill Parris (independent)
- Rowan McEwan (Independent)
- Dinesh Batra, ARTC, Project Director, Victoria Projects
- Angeline Daniels, ARTC, Stakeholder Engagement Lead
- Carrie Donaldson, ARTC, Stakeholder Engagement Advisor

### Apologies (Show organisation if not ARTC)

- Janette Anderson (Independent)
- John Dennis (Independent)
- Margaret Richards (Independent)

### Discussions

NO.	ACTIONS
1	<p><b>Benalla Station visit – 5.45pm to 6.30pm</b></p> <p>Independent Chair Cath Botta welcomed the group to the Benalla Station. The group were invited to break into pairs or threes to visit elements of the station and consider the Community Values table as provided by AECOM to inform the Urban Design Framework (UDF).</p> <p>At the conclusion of the visit the group provided feedback as summarised below:</p> <ul style="list-style-type: none"> <li>➤ Underpass is in a state of disrepair and not very inviting. Grates missing</li> <li>➤ Safety issues with Coach turning circle and set down area, not sufficient space to allow safe turn around</li> <li>➤ Ramp gradient non-compliant (x2)</li> <li>➤ Platform two is too narrow and not a suitable shelter</li> <li>➤ Guard rail on existing overpass is too low and has an insufficient line of sight</li> <li>➤ Some view perceives that flooding issues caused by current bridge and underpass</li> <li>➤ Station is an active transport hub with 40 transport movements per day. Freight train movements are not included in these counts.</li> </ul>

NO.	ACTIONS
	<ul style="list-style-type: none"> <li>➤ Importance of parking/car access to station and the need for drop off/pick up points to service those traveling with reduced mobility, luggage, prams etc.</li> <li>➤ Accessible raised markers dangerous in the wet – regularly causing slips/falls</li> <li>➤ Existing Station platform does not provide shelter for First Class carriages</li> <li>➤ No taxi rank at the station</li> <li>➤ Iconic opportunity for the welcome to Benalla with the line of site to Carrier Street from and to Carrier Street. The critical link of Carrier Street to the station and the opportunity to create a greater sense of arrival and connectivity with the commercial precinct/heart of town.</li> <li>➤ Acknowledgement of the clean and tidy presentation of the station by the current staff and volunteers</li> <li>➤ Opportunity to re-use existing (currently non-operational) lines at the Station</li> <li>➤ Need to think about future proofing station including size/length of current and future buses/trains etc</li> <li>➤ ATMS signalling system – clarification required in terms of what is possible and what is outside of scope</li> <li>➤ Positive that there is parking at the station however needs more</li> <li>➤ Role of the station of transporting travellers to national and international transport hubs (ie airport)</li> <li>➤ Recognition of the various stakeholders involved in the operations of the station and rail corridor. There is currently a Technical Working Group (TWG) that allows ARTC to involve in planning requirements for project works.</li> <li>➤ Existence and use of the 'Runaround' line for freight delivery ie cement supplies, pushing back over level crossing creating a significant safety issue particularly for pedestrians (existing pedestrian underpass not being used due to current state).</li> </ul> <p><b>Action: ARTC provide summary of feedback to AECOM to be considered as part of the draft Urban Design Framework (UDF) for Benalla.</b></p>
2	<p><b><i>Opening and Welcome 6.35pm</i></b></p> <p>Cath formally welcomed those in attendance including Working Group members and representatives from ARTC.</p> <p>Cath provided a brief overview of the Terms of Reference, purpose of the BWG and the role of the independent Chair.</p> <p>Apologies were received and noted from;</p> <ul style="list-style-type: none"> <li>- Janette Anderson</li> <li>- John Dennis</li> <li>- Margaret Richards</li> </ul>
3	<p><b><i>Endorsement of Minutes from the previous meeting</i></b></p> <p>Cath called on the endorsement of the minutes of the meeting held on 18<sup>th</sup> November, 2020. Minor points for clarification were raised including an amendment to the number sequencing of the items of business, clarification of the project non negotiables and additional information on the heritage bridge location identified in the UDF discussion.</p> <p>The minutes were endorsed as a fair and accurate representation of the meeting.</p>

NO.	ACTIONS
	<p><b>Action: ARTC to make minor amendments to the minutes as outlined above and publish on the ARTC website under the Benalla Working Group</b></p>
<p>4</p>	<p><b><i>Actions arising from the previous meeting</i></b></p> <ul style="list-style-type: none"> <li>• <b>Approved minutes from the first working group meeting to be published</b> on the ARTC website under the Benalla Working Group. COMPLETED</li> <li>• <b>Further discuss meeting topics and schedule</b> at the next meeting to finalise the program (to be discussed in more detail as part of Agenda Item #8)</li> <li>• <b>Additional feedback on UDF</b>                      Angeline advised that no additional feedback was received directly from the BWG, however a number of additional community members had provided feedback that has been forwarded onto AECOM for consideration in the development of the draft Framework. Further items identified in tonight's station visit will also be summarised and provided to AECOM.                      Discussion took place of the opportunity to connect the UDF developed as part of this process to any future precinct planning undertaken by the Benalla Rural City Council (BRC).</li> <li>• <b>Subgroup of the BWG discussion</b>                      Cath advised that a meeting would take place on 19<sup>th</sup> January with the Mayor of BRC, Danny Claridge to discuss the project and objectives of the BWG. The suggestion of a potential additional working group will be raised at this meeting.</li> </ul>
<p>5</p>	<p><b><i>Project Timeline explained</i></b></p> <p>Angeline introduced the discussion outlining the Inland Rail Project in Benalla's progress to date and the phased approach to planning, concept development, approvals and construction works.</p> <p>Angeline outlined the Planning Scheme Amendment (PSA) requirements and that the application is scheduled to be finalised towards the middle of the year and emphasised that the BWG feedback and process is an important part of the PSA.</p> <p>There was general discussion and acknowledgement of the complexity of the Project given the roles and responsibilities of multiple agencies at both a Federal and State level. It was also noted that understanding the Scope of the project which included the non-negotiables was important.</p> <p>Dinesh outlined the process for the Early Contractor Involvement (ECI) including the development of the scope document, constraints statement and inclusion of the Benalla UDF.</p> <p>Dinesh advised that the ECI process is expected to commence in May 2021 and run through until September (approximately a 20 week process). This is made up of;</p> <ul style="list-style-type: none"> <li>- 10 weeks to develop the 1<sup>st</sup> draft response</li> <li>- Consideration and review by ARTC, BRC, BWG and other key stakeholders</li> <li>- 10 weeks to incorporate feedback and present concept designs</li> </ul> <p>The ECI then allows up to three months to award the Design and Construct (D&amp;C) Contract.</p> <p>It is anticipated that it could take until late 2022 to complete design development for Benalla as part of tranche/package two of the T2A Inland Rail Works. Construction will then take place in 2023.</p>

NO.	ACTIONS
	<p>Dinesh advised that cost estimates will be developed as part of the ECI phase of the project and emphasised that the project was scope driven and that budgets will be provided to meet the core scope requirements of the project i.e. to deliver Inland Rail.</p> <p>In summary;</p> <ul style="list-style-type: none"> <li>- There will be important and useful stages for the BWG to review the options being considered and provide feedback throughout the process</li> <li>- The initial stage involves feeding into the design principles identified in the UDF</li> <li>- As we go through the planning phases there will be additional opportunities for the BWG and other key stakeholders to provide feedback.</li> </ul> <p>There was a discussion of the terminal identification in Victoria. Dinesh advised that the T2A terminal will be determined by the Victorian State Government and is subject to a State Business Case process. Currently three locations are being considered. Once confirmed, ARTC will be working with the state government to confirm and realise required works.</p> <p>There was discussion of the signalling to be used along the corridor and the responsibility of this signalling.</p> <p>It was requested that a suitable amount of time and format be developed to best consider the design options when developed.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- <b>ARTC distribute to the BWG members currently available factsheets including the PSA and UDF factsheets that provide detail on each phase</b></li> <li>- <b>A presentation on the Project Scope and non-negotiables be provided by ARTC at the April BWG meeting</b></li> <li>- <b>BWG meeting schedule reflect the timelines of the project phases</b></li> <li>- <b>ARTC develop appropriate options to support the considered review of design concepts and capture feedback from the BWG and broader community</b></li> </ul>
6	<b>Break</b>
7	<p><b><i>Community Engagement Approach</i></b></p> <p>Angeline provided an overview of the overarching community engagement approach outlining the use of technology and geopositioning to capture and publish questions and information, the use of social and digital media particularly during COVID restrictions and the establishment of our pop-up presence in Benalla at our shop front at 50 Nunn Street, Benalla. Additional pop-ups are being held on a regular basis in Wangaratta, Glenrowan and along the corridor in Euroa, Avenel, Tallarook, Broadford and Wondong. There was general discussion of the types of feedback and questions we have received to date. It was noted that feedback and enquiry themes were broad and diverse. Most common were themes around the NERL works, station use, passenger rail usage, legacy issues and seeking clarification of the options being considered for Benalla.</p> <p>There was general discussion of potential ways and means to encourage up to date information to be shared and to develop a greater level of understanding of the current phases of the project, how community members can get involved and the current options being considered.</p>

NO.	ACTIONS
	<p>It was recommended that ARTC develop ways to communicate with and capture feedback from youth/younger adults in the Benalla area. Suggestions included via schools, Tafe and youth-based organisations.</p> <p>There was acknowledgement of the diverse range of interests and active community organisations in Benalla and suggestions of communicating via U3A, Sporting Clubs and Service Clubs. It was suggested that the Service Support worker at Benalla Rural City may also be a useful resource to inform communications and engagement activities.</p> <p>Angeline advised that a detailed reference guide for Benalla was currently in development. It was agreed that this will be an important resource for the BWG and broader community to communicate the project, its scope and project phases.</p> <p>It was acknowledged that the early engagement activities undertaken by ARTC may have left an impression that only one option was being considered by ARTC for Benalla. It was also acknowledged that past actions by various agencies involved in the Station and Rail corridor may have contributed to a level of scepticism and distrust of the project.</p> <p>It was noted that clean up from historical works (approximately 10 years ago) had not been completed that this also feed into a level of distrust of the organisation and project.</p> <p>Clarity of the budget allocation for the ARTC Sponsorship and Donations (Spons &amp; Dons) program was sought. It was suggested that communication be developed to confirm that the Spons &amp; Dons program was separate to the Benalla project budget and will not impact confirmed station works and associated enhancements.</p> <p>There was general discussion of options to communicate via the local media including the potential future development of joint media releases from ARTC and the BWG.</p> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>- <b>ARTC investigate legacy clean up requirements</b></li> <li>- <b>ARTC incorporated BWG feedback into ongoing Engagement Plan noting potential gaps and opportunities for connecting with a diverse range of stakeholders</b></li> <li>- <b>ARTC develop a schedule for regular communication via local media, newsletter and social media. Content could include; the Benalla Reference Guide, Spons &amp; Dons, Working Group activities, Pop Up location, opportunities to provide feedback etc.</b></li> </ul>
8	<p><b><i>Session Planning</i></b></p> <p>Cath highlighted the identified next phases of the project and the need to align Working Group meetings with these phases to ensure the best use of members time and to allow suitable time and resources to support the project deliverables.</p> <p>While it was noted by the group the need to meet frequently, it was agreed that meeting with purpose was most important.</p> <p>In line with the project deliverables, the following next meetings are to be scheduled;</p> <p><b>February 15<sup>th</sup> – 6.00pm to 8.00pm</b> <b>AECOM Draft Benalla UDF presentation</b></p>

NO.	ACTIONS
	<p><b>Venue TBC</b></p> <p><b>April 12<sup>th</sup> – Time and Venue TBC</b>  <b>Design Options presentation including ARTC of scope and non-negotiables</b></p> <p><b>Action: ARTC schedule meeting dates, times and venue details for February and April</b></p> <p><i>8.25pm Cr Justin King and Dinesh Batra left the meeting</i></p>
9	<p><b>General business</b></p> <p>David Blore – requested detailed plans for Track, Station and natural surface be provided to support the design options consideration. It was suggested that the plan views would be more important than elevations at this stage.</p> <p><b>Action: ARTC to check what plans are available and request approval to share with BWG</b></p>
9	<p>Closing comments from the group included:</p> <ul style="list-style-type: none"> <li>• Thank you and acknowledgement to Phil for hosting us at the Station and for sharing his detailed insight and experience.</li> <li>• Good opportunity to visit the Station and see it in operation. Group surprised by the number of transport movements enabled every day (26 train and 14 coach movements) and acknowledged its important role as a hub for the community and region</li> <li>• While there is still an element of mistrust it is good to see the group a little less guarded. The opportunity to meet face to face in the restaurant environment supports this.</li> <li>• The need to accept and be willing to bend on both sides. It is recognised that it will not be possible to achieve everything that the community wants for the Station and precinct from this project, however working together and positively representing the needs of the community will create improvements and future opportunities.</li> <li>• Unanimous thanks and recognition of our hosts Long and Sandra from That Dude and His Work for the quality of the food and venue.</li> </ul>
10	Close meeting: 8:30pm

## Actions

NO.	ACTIONS	ACTION BY
1	ARTC provide summary of feedback to AECOM to be considered as part of the draft Urban Design Framework (UDF) for Benalla.	Angeline/Carrie
2	ARTC to make minor amendments to the minutes as outlined above and publish on the ARTC website under the Benalla Working Group.	Carrie
4	A presentation on the Project Scope and non-negotiables be provided by ARTC at the April BGW meeting.	ARTC

NO.	ACTIONS	ACTION BY
5	BWG meeting schedule reflect the timelines of the project phases.	ARTC
6	ARTC develop appropriate materials to support the considered review of design concepts and capture feedback from the BWG and broader community.	ARTC
7	ARTC schedule meeting dates, times and venue details for February and April.	ARTC
8	<p>Actions</p> <ul style="list-style-type: none"> <li>- ARTC investigate legacy clean up requirements</li> <li>- ARTC incorporated BWG feedback into ongoing Engagement Plan noting potential gaps and opportunities for connecting with a diverse range of stakeholders</li> <li>- ARTC develop a schedule for regular communication via local media, newsletter and social media. Content could include; the Benalla Reference Guide, Spons &amp; Dons, Working Group activities, Pop Up location, opportunities to provide feedback etc.</li> </ul>	ARTC
9	ARTC request approval to share plans with BWG.	Angeline