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| **Date** | Friday, 13 October 2017 | **Meeting No** | 1 |
| **Chair** | Chris Lovell | **Time** | 7.00am – 9.00am |
| **Location** | The Larwill Studio, Parkville | **Minutes** | Will McNamara |

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| **Members** |  |
| *Present*   * **Chris Lovell, Chair** * Paul Giuliano, PDG * Anna Manarczyk, Melcorp * Rachael Palmer, North and West Melbourne Association * Rob Moore, City of Melbourne * Eamonn Fennessy, City of Melbourne * Robert Moore, Parkville Association * Mirko Angele, Baretto Espresso Bar * David Thek, John Holland * Joan Bulpit, John Holland * Farah Bach, MMRA * Alison Karmelich, MMRA * Kate McClure, MMRA | *Apologies*   * Jonathon Aragones, Royal Elizabeth Building * Steve Cross, North Melbourne Residents * Ivana Csar, Carlton Residents Association * Gino Frances, Carlton Alliance Precinct Incorporation * Zhi Xuan (John) Hee, University of Melbourne International Student Union * Lester Levinson, Carlton Residents Association * Jonathan Wells, Plenary * Yan Zhuang, University of Melbourne Student Union |
| **In attendance** |  |
| * Malcolm Macintyre, CYP * Justin Shepherd, CYP * Tony Lubofsky, CYP * Joanna Stepp, CYP * Mark Wells, CYP | * Jodie Barrington, CYP * James Tonkin, MMRA * Dave Kristy, MMRA * **Will McNamara, Secretariat** |

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| 1. | Introductions & Welcome |
|  | Welcome from Chris Lovell and around the table introductions.  Matters arising:   * The draft Terms of Reference have been circulated to all members * The purpose of the group is to enable a two-way conversation between the Metro Tunnel Project and the community on shared community issues * The group does not replace existing community engagement * There will be opportunities to discuss community impacts and mitigations * Metro Tunnel is a major project and there will be disruption but a key role of MMRA and CYP is to assist in mitigating issues where possible * Significant construction is taking place in Parkville not related to the Metro Tunnel Project |
| 2. | Presentation from MMRA |
|  | Presentation from James Tonkin (MMRA) on the scope and purpose of the Metro Tunnel Project and the station naming competition.  Matters arising: Nil |
| 3. | **Presentation from Cross Yarra Partnership** |
| **Action [1-1]**  **Action [1-2]** | Presentation from Malcolm Macintyre (CYP) on the Cross Yarra Partnership and Metro Tunnel design. Presentation from Justin Shephard (CYP) on timing and impacts of above ground construction in the Parkville precinct. Presentation from Mark Wells (CYP) on land and planning approvals, Environmental Performance Requirements and the Development Plan.  Matters arising:   * Public display for detailed design will be open for three weeks, scheduled to start on 27 November 2017 * Impacts on Royal Parade - further traffic modelling is being undertaken   + Traffic impacts   + Lane closures   + Tram Super Stop * Construction program is still being developed * CYP to present on Development Plan to CRG ahead of public display   Schedule next Parkville CRG ahead of detailed design public display.  Provide additional information on construction program, specifically Royal Parade lane closure and Tram Super Stop. |
| 4. | Presentation from John Holland |
|  | Presentation from David Thek (John Holland) on service relocations in the Parkville precinct.  Matters arising:   * Closure at Royal Parade for 6 weeks from 2 October to mid-November * Weekend closures of Grattan Street during late October to early November * Royal Parade traffic management   + Cyclists are currently being re-directed onto the footpath - sharing with pedestrians   + John Holland is currently working with City of Melbourne to address this * Interface between Parkville CRG and institutional stakeholders * It was noted that a representative from University of Melbourne was invited to attend the Parkville Community Reference Group as an observer. |
| 5. | Management of the Community Reference Group |
| **Action [1-3]**  **Action [1-4]** | **5.1 Key Issues**  Matters arising:   * Paul Giuliano   + Traffic management and access to buildings   + Building access   + Construction noise   + Ground borne noise and vibration * Anna Manarczyk   + Traffic management   + Building access   + Construction noise   + Ground borne noise and vibration   + Rachael PalmerTunnel constructionGround borne noise and vibration during construction and operation   + Closing the loop on recommendations from EES submissions - enforceable operational and vibration limits   + Ground settlement – particularly given the old houses in this area (address genuine fear)   + Construction noise   + Communication channels - Help lines (1800 551 927)   + Practicalities of emergencyrelocations during heavy construction   + Residential basements - proximity of tunnel and constraints to development * Robert Moore   + Traffic management on Royal Parade and Queensberry Street   + Potential for traffic to rat run in Gatehouse Street   + Pedestrian access - 5000 residents   + Cyclists   + Design and construction of tram superstop and traffic impacts   + Parking   + Station naming - prefer Parkville to University * Mirko Angele   + University representation   + Utility service disruptions   + Delivery bays and access   + Mitigating disruption   + Pedestrian access and flows, particularly north-south access across Grattan Street   + Potential for pop up café in University Square (to be considered outside of CRG) * Rob Moore   + City of Melbourne can assist, where possible, with coordination of other works with Metro Tunnel construction by providing a link between public and private sector projects   + City of Melbourne is proposing to undertake a Royal Parade Masterplan, which will address bike access and tram superstop locations   + City of Melbourne is looking at the bike and traffic networks in the broader area around the Project   Presentation on Residential Impact Mitigation Guidelines for Construction.  Advise on pedestrian and loading bay access during closure of Grattan Street.  **5.2 Terms of Reference**  Matters arising:   * Members to notify the Secretariat ahead of the meeting if they will be sending a delegate or bringing an observer * The agenda will be provided a week ahead of the meeting   **5.3 Timing of future meetings**  Matters arising:   * Future meetings will take place every 6 weeks * Location, start time and duration are appropriate |
| 6. | Next meeting |
|  | Matters arising:   * Next meeting is 24 November 2017 |
| 7. | **Meeting Close** |
|  | Closing remarks from Chris Lovell.  Matters arising: Nil |

**ACTION ITEMS**

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| # | ACTION | OWNER |
| 1–1 | Schedule next Parkville CRG ahead of Development Plan public display | MMRA |
| 1–2 | Provide additional information on construction program, specifically Royal Parade lane closure and Tram Super Stop | JH/CYP |
| 1–3 | Presentation on Residential Impact Mitigation Guidelines for Construction | MMRA |
| 1–4 | Advise on pedestrian and delivery/loading bay access during closure of Grattan Street | JH/CYP |