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| **Date** | Tuesday 27 March 2018 | **Meeting No** | 3 |
| **Chair** | James Tonkin (Acting) | **Time** | 8.00am – 9.00am |
| **Location** | Gardens Room, Season Botanica | **Minutes** | Will McNamara |

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| **Members** |  |
| *Present** James Tonkin [**Acting Chair**]
* Georgie Birch, City of Stonnington
* Jonathan Forbes, Resident
* Kathy Dalton, Resident
* Malcolm Ninnis, Resident
* Tennessee Leeuwenburg, Resident
* Nic Thomas, Resident
* Stefan Hanke, CYP
* Steve Denton, CYP
* Kate Walshe, CYP
* Matt Peel, CYP
* Fran Woodruff, CYP
* Stephen Millar, John Holland
* Hannah Martin, MMRA
* Jeffrey Oquendo, MMRA
* Will McNamara [**Secretariat**]
 | *Apologies** Anthony van der Craats, South Yarra Community Network
* Michael Butcher, Melbourne South Yarra Residents Group
* Tom Howgate, Resident
* James Robinson, Resident
* Amanda Walsh, Resident
* Paul Bellette, Café Republic
* Ruth Speedy, Toorak Road South Yarra Business Association
* John Lotton, Chapel Street Precinct Association
* Graham Hoy, South Yarra Residents Association
* Christopher Blain, South Yarra Village Residents Group
* Rob Mair, CYP
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| 1. | Welcome and Metro Tunnel Update |
|  | Welcome and general project update from James Tonkin (A/g Chair).Matters arising:* Jeni Coutts will commence as Chair of the South Yarra (Eastern Portal) Community Reference Group at the next meeting.
* Outstanding Actions and Issues Register
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| 2. | Presentation from Cross Yarra Partnership |
|  | Presentation by Steve Denton (CYP) on outstanding CYP actions, and update on current and upcoming works. Presentation by Mat Peel (CYP) on the Eastern Portal Development Plan. Matters arising:* Tennessee Leeuwenburg raised piling methodology. Piles on Osborne Street will be bored not driven piles.
* The CRG discussed spoil removal in the precinct. A retrieval shaft for the Tunnel Boring Machine will be constructed. A gantry crane and trucks will be used to remove excavated material from the shaft.
* Jonathan Forbes raised traffic management. Trucks will be directed westbound along Toorak Rd. The size of trucks will be minimised. Trucks entering the site adjacent to Osborne Street will need to complete a 3-point manoeuvre in order to exit back on to Toorak Road.
* Jonathan Forbes raised site hoarding. A 2.4 metre hoarding (fixed stud frame with noise attenuation) is proposed for Osborne Street. Jonathan Forbes commented that a greater level of engagement on this issue is required with affected stakeholders as there will an impact to amenity. The current hoarding design is only proposed - this is the first opportunity for community feedback, additional engagement will happen in the coming weeks.
* Tennessee Leeuwenburg commented that it can be difficult to differentiate between works being completed for different projects. The call centre for the Metro Tunnel 1800 number can redirect to other projects including Level Crossing Removal project.
* Kathy Dalton queried the size of the gantry crane to be constructed adjacent to Osborne Street. The size of the crane has not been finalised as there are a number technical and operational considerations. The TBM diameter is 7 metres so the minimum crane size will be 9 metres.
* The CRG discussed the Traffic and Transport Management during construction activities at the Eastern Portal. Works have been separated and phased to minimise simultaneous work by RIA and CYP. Construction vehicle access for RIA won't be via Osborne Street. The construction workforce will be arriving and departing site using public transport. A Virtual Superintendent will be used to track truck movements.
* Nic Thomas raised the Sandringham Line occupation. CYP is working with MTM - there is a planned occupation for 3 weekends in July 2018. Additional work will be required in 2019 and some reinstatement works will be undertaken in 2020/21.
* Nic Thomas raised landscaping. Architectural design indicates the locations where trees will be planted. There are some constraints to the location of trees due to the underground structure. Mechanical and Electrical equipment has been designed into the underground structure reducing the overall size of the portal building above ground.
* Nic Thomas raised the pedestrian bridge. The legacy pedestrian bridge will be designed and delivered by RIA.
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| 3.  | **Presentation from John Holland** |
|  | Presentation by Stephan Millar (John Holland) on current and upcoming works. Matters arising: * Georgie Birch queried the proposed hoarding for 3-5 Chambers, 6 and 15 William Street. Hoarding will be standard cyclone fencing without shade cloth.
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| 4. | General feedback and items for future discussion |
|  | Matters arising:* Tennesse Leeuwenburg queried if there is an indicative timeline for the commencement of RIA works. The RIA package is still in procurement - some Early Works are targeted to commence in the last quarter of 2018.
* Jonathan Forbes raised the interface between contractors with regard to the Environmental Performance Requirements (EPRs). A Joint Coordination Committee has been established to assist with project coordination across packages. EPRs apply to both CYP and RIA. An Independent Environmental Auditor and an Independent Reviewer have also been appointed. Packages will be working together closely to coordinate works and take a whole-of-project approach to stakeholder matters. Any queries should be directed to the Metro Tunnel Project Information Line (1800 105 105).
* Tennessee Leeuwenburg commented that EPR guidelines tend to refer to a specific event rather than something incremental over time.
* Nic Thomas raised houses and building maintenance. Property condition surveys will be completed by contractors with pre- and post-construction reports produced.
* Jonathan Forbes raised access, foot traffic conditions, construction worker behaviour and legacy landscape as key topics for discussion. CYP will be consulting with local stakeholders during planning and delivery to better understand specific precinct concerns.
* Nic Thomas commented that there has not been any work undertaken on site prior to 7am but that often at 6am workers can be heard preparing for work setting up the site. There will be onsite monitoring of works. Any matters can be referred to the Metro Tunnel Project Information Line (1800 105 105).
* Georgie Birch commented that the City of Stonnington is particularly interested in hoarding treatments for the precinct. There are a variety of treatments currently being used at different sites. Specialised treatments (including artwork) may require additional time to be applied to hoarding. Proposed hoarding treatments will be circulated for consideration by members of the Community Reference Group.
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| S3-1 | Provide information and timeframes for Property Condition Surveys.  |
| **S3-2** | Circulate proposed hoarding treatments. |
| 5. | Meeting Close  |
|  | Matter arising:* The next meeting of the South Yarra CRG is Tuesday 22 May 2018, from 7:30am-9:00am at Punthill South Yarra Grand.
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**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | ACTION | OWNER | STATUS |
| S3-1 | Provide information and timeframes for Property Condition Surveys. | CYP | Open |
| S3-2 | Circulate proposed hoarding treatments | CYP/MMRA | Open |