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| **Date** | Tuesday 28 August 2018 | **Meeting No** | 6 |
| **Chair** | Jeni Coutts | **Time** | 7.30am – 9.00am |
| **Location** | Botanic Room, Punthill South Yarra Grand | **Minutes** | Will McNamara |

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| **Members** |  |
| *Present*   * Jeni Coutts [**Chair**] * Georgie Birch, City of Stonnington * Jonathan Forbes, local resident * Kathy Dalton, local resident * Malcolm Ninnis, local resident * Ruth Speedy, Toorak Road South Yarra Business Association * John Lotton, Chapel Street Precinct Association | *Apologies*   * Lisa Wilson, City of Stonnington * Tom Howgate, local resident * Nic Thomas, local resident * James Robinson, local resident * Tennessee Leeuwenburg, local resident * Paul Bellette, Café Republic * Graham Hoy, South Yarra Residents Association. * Christopher Blain, South Yarra Village Residents Group |
| **In attendance** |  |
| *Present*   * Steve Denton, CYP * Sally Pieterse, CYP * David Glossop, CYP * Bridget Salvo, RIA * Raphael Touzel, RIA | * Hannah Martin, RPV * Dave Kristy, RPV * Daniel McKenna, RPV * Will McNamara [**Secretariat**] |

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| 1. | Welcome and introduction from Jeni Coutts (Chair). |
|  | Matters arising:   * The Community Reference Group (CRG) noted the open actions and issues register. |
| 2. | Presentation from Rail Infrastructure Alliance (RIA) |
|  | Presentation by Daniel McKenna (RPV) on RIA procurement update.  Presentation by Raphael Touzel (RIA) on key timings and preparatory works.  Presentation by Bridget Salvo (RIA) on the Early Works Plan.  Matters arising:   * John Lotton queried non-destructive digging. RPV clarified that non-destructive digging includes the use of high pressure water to safely excavate near underground services. * The CRG discussed site establishment for RIA Eastern Portal works, including: hoarding, changed traffic conditions, closure of South Yarra Siding Reserve, and the closure of Lovers Walk. * The CRG discussed the Early Works Traffic Management Plan and specifically impacts to parking on William, Arthur and Chambers streets. RIA confirmed a Parking Questionnaire had been distributed to local residents to gather information on how people are using parking in the area. * The CRG discussed the impact that parking loss will have on businesses. RIA confirmed that businesses will be considered in the development of the offset parking strategy * John Lotton commented he believes some business engagement by the project had taken place with shop attendants rather business owners. RPV advised that engagement had been undertaken with local businesses, including discussions with business owners. * John Lotton queried truck routes and numbers for RIA works. RIA confirmed that from Arthur Street, heavy vehicles will turn right onto Chapel Street and smaller construction vehicles will turn left. RIA confirmed the Traffic Management Plan has not been finalised. Approximately 100 trucks per day have been estimated during peak RIA works. Anticipated truck numbers will be communicated once confirmed. |
| **S6-1** | Confirm clearway parking requirements at signalised intersections. |
| **S6-2** | Provide information on truck routes and numbers once the Traffic Management Plan has been further developed. |
| 3. | **Presentation from Cross Yarra Partnership (CYP)** |
|  | Presentation by Mary Parker (CYP) on the Creative Program.  Presentation by Steve Denton (CYP) on current and upcoming works, Osborne Street fencing, workforce parking strategy, and traffic and transport.  Presentation by David Glossop (CYP) on Environmental Performance Requirements (EPR) updates.  Matters arising:   * The CRG discussed hoarding treatments as part of the creative strategy. CYP confirmed that hoardings on Osborne, William, and Arthur Streets will be treated with vinyl panels. CYP confirmed that panels will be refreshed every 12-18 months, in accordance with cost and sustainability considerations. * John Lotton queried the process for identifying graffiti and who would be responsible. A graffiti removal management plan is in place to ensure graffiti is removed from the panels within 24 hours. Hoardings will be inspected regularly and anyone who has concerns about graffiti can phone the Metro Tunnel Project Information Line. Concept designs will be posted on the Metro Tunnel website to give the local community the opportunity to provide feedback on the proposed designs. * The CRG discussed noise and vibration, and the circumstances under which alternative accommodation would be offered. Jonathan Forbes asked about Special Circumstances. CYP confirmed that special circumstances do apply and could be taken into account on a case-by-case basis. * Ruth Speedy raised truck routes and numbers for CYP works and asked if trucks will be parked on the street. CYP confirmed that trucks will operate in intervals, limiting the need to park adjacent to works sites. * Jonathan Forbes queried the timeline for reinstating Osborne Street. CYP confirmed that Osborne Street is anticipated to be reinstated by 2022. * Ruth Speedy raised works between October 2018 and January 2019. CYP confirmed that works will cease for two weeks over the Christmas and New Year period. RIA confirmed that works are planned in January 2019. |
| 4. | General feedback and items for future discussion |
|  | Matters arising:   * The CRG raised parking on local streets as a critical issue, including: impact on business performance, alleged workforce use of the Darling Street car park, and the possibility of monitoring certain locations. CYP and RIA advised that there is a requirement for staff not to park on local streets, and that measures are being taken to enforce this. John Lotton and Ruth Speedy raised concerns about workers using the Darling Street car park and wanted to know how this is being enforced. CYP confirmed that it addresses the matter in toolbox talks, through educational materials and disciplinary action, and will continue to work on identifying incentives for the workforce to use alternative transport modes. |
| **S6-3** | Investigate alleged workforce use of the Darling Street carpark and investigate measures to deter this practice. |
| 5. | Meeting close |
|  | Matters arising:   * Next meeting of the CRG is Tuesday 16 October 2018. |

**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | ACTION | OWNER | STATUS |
| S6-1 | Confirm clearway parking requirements at intersections. | RIA | Open |
| S6-2 | Provide information on truck routes and numbers once the Traffic Management Plan has been further developed. | RIA | Open |
| S6-3 | Investigate alleged workforce use of the Darling Street carpark and investigate measures to deter this practice. | CYP | Open |