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| **Date** | Monday, 20 November 2017 | **Meeting No** | 3 |
| **Chair** | Chris Lovell | **Time** | 7.30am – 9.00am |
| **Location** | QV Women’s Centre, Melbourne | **Minutes** | Will McNamara |

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| **Members** |  |  |
| *Present*   * Chris Lovell [**Chair**] * Rob Moore * Georgie Meyer * John Dall'amico * Pin Ng * Alan Drew * Matthew Harrington * Graeme Blackman * Michelle Land * Melanie Ashe * Peter Brown * Maria Groner * Hanh Chau * Simon Were * Luke Taylor * Anthony LoGiusto * Fiona Van * Murray Walls | * Wendy Miller * Anushia Bleazby * Don Shipway * Faruk Delalic * Anna Manarczyk * Jess Foulds * Lina Baullo * Tye Norman * Emmett Ahern * Barry McGuren * Evan Stamatopolous * Duncan Swift * Richard Buckingham * Mark Wells * Vesna Newman | *Apologies*   * Adam Tanner * Graham Jephcott * Michael Griffiths * Sharon Pollard * Debra Watts * Paul Jeffries * Brett Webster * Eamonn Fennessy * Brendan Ryan * Lina Lee * Mary Poulakis * Megan Herring * Simon Pockley * Carl Nave * Lina Lee * Robert Savage * John Dall’Amico * Andrew Milward-Bason * Jodie Barrington * David Thek |
| **In attendance** |  |  |
| * James Tonkin * Dave Kristy * David O’Shaughnessy * Joanna Stepp | * Jamie Truong * Adam Winder * Andrew Low * Craig Guthrie | * Will McNamara [**Secretariat**] * Kate Walshe |

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| 1. | Introductions and Welcome |
|  | Welcome from Chris Lovell (Chair) and introductions from CBD Community Reference Group attendees.  Matters arising:   * Minutes from previous CBD CRG on 20 October were accepted by members. * Truck and traffic management will be presented at the next meeting of the CRG. |
| 2. | Presentation from John Holland |
|  | Presentation by Vesna Newman (John Holland) on current and upcoming works by the Early Works Managing Contractor.  Matters arising:   * Rob Moore raised pedestrian traffic on the south side of Flinders Lane during demolition works at City Square. Pedestrian access will be maintained. * Simon Were raised disruption and noise for 24 hour works. Truck movement and spoil removal will be minimised overnight to manage impacts. Works will be undertaken within Environmental Performance Requirement framework. * Alan Drew asked for update on CBD South and Port Phillip Arcade and Anthony LoGiusto asked for an update on CBD North, the surrounding buildings and at La Trobe Street. Demolition is progressing. |
| 3. | **Presentation from Cross Yarra Partnership** |
| **Action [3-1]**  **Action [3-2]**  **Action [3-3]** | Presentation by David O'Shaughnessy (CYP) providing an introduction and update on CYP mobilisation progress. Presentation by Andrew Low (CYP) and Craig Guthrie (CYP) on design work at CBD North and CBD South. Presentation from Mark Wells (CYP) on design approval process and next steps.  Matters arising:   * Hanh Chau raised connections between new and existing stations. There will be station connections between CBD North and Melbourne Central and CBD South and Flinders Street. * The CRG discussed integration of CBD South Station, specifically the treatment of Scott Alley, Cocker Alley and Royston Place. Maintaining utility and public realm are a key focus. Station entries will be integrated into the existing space and public realm will be extended. * The CRG discussed station entrance locations, pedestrian numbers and movement. CYP advised they will present this at the next meeting of the CBD CRG. CBD South design allows for a future entrance on the north side of Collins Street. Modelling indicates pedestrian traffic will primarily come through the Flinders and Swanston Street laneway entrance. Alteration of the tram stop at Flinders Street is not in scope for the project. * Don Shipway raised waste management. CYP is currently looking at opportunities. Final details aren’t resolved but CYP is investigating a basement level holding area to coalesce waste. * Melanie Ashe raised Over Site Development (OSD) and retail space at CBD South. Retail space has been incorporated into the station designs. OSD is not part of the development plan. Design work is being conducted to ensure integration between over site development and station design. * Wendy Miller raised station entrance design at Federation Square. Location of the station entrance will be at the Western shard. Concept designs are still in development. Current designs are focused on utility and projected use. * Graeme Blackman raised the City Square design, station entrance and requirement for consultation with the Westin owners. Further detail in the design is required. A paved surface and water feature have been proposed. Significant work has been undertaken to develop City Square as a public space. The station entrance at City Square is located to maximise public space. Additional trees on Collins Street, in front of the Westin and along Swanston have been incorporated. The footpath will be widened. Retail space will be retained. This is only a concept design to engage with the community and seek feedback. CYP is working closely with the City of Melbourne. * Alan Drew raised City of Melbourne's plan for Flinders Lane. Rob Moore took the question on notice to report back to the CRG. * Peter Brown raised the public display of development plans. Development plans will be on public display from 27 November 2017 for 15 business days and will be available on the Metro Tunnel project website. Information sessions will be held at various times and locations during the display period. * Alan Drew raised dust management. Project works will be conducted consistent with the Environmental Performance Requirements (EPRs). Plans relating to noise, dust and vibration plans will be reviewed by the Independent Environmental Auditor. * Luke Taylor raised acoustic shed design. Each shed is designed based on the works that will be undertaken inside and to comply with EPRs.   CYP to present acoustic enclosure design in further detail.  CYP to present on pedestrian modelling relating to station entrance locations.  City of Melbourne to present on its engagement with design for the Metro Tunnel Project with specific reference to Flinders Lane. |
| 4. | **Presentation from MMRA** |
| **Action [3-4]** | Presentation by Dave Kristy (MMRA) on the enquiries and complaints communication process for the Metro Tunnel Project.  Matters arising:   * Alan Drew raised how the enquiry information collected will be used by the project. Communications will be managed as outlined in the presentation. Any urgent matters, such as those relating to health and safety, will be escalated immediately to the contractor contact on call. The data collected will be used to identify trends and refine the communications process. Review of this information will also be in scope for the Independent Environmental Auditor.   Communication process summary to be made available on the project website. |
| 5. | **Discussion and other business** |
|  | Matters arising: Nil |
| 6. | **Meeting Close** |
|  | Closing remarks from Chris Lovell (Chair).  Matters arising:   * Next meeting is scheduled for Friday 15 December 2017 at QV Women’s Centre. |

**ACTION ITEMS**

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| # | ACTION | OWNER |
| 3-1 | CYP to present acoustic shed design in further detail. | CYP |
| 3-2 | CYP to present on pedestrian modelling and station entrance locations. | CYP |
| 3-3 | City of Melbourne to present on its engagement with design for the Metro Tunnel Project with specific reference to Flinders Lane. | City of Melbourne |
| 3-4 | Communications process to be made available on project website. | MMRA |