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| **Date** | Wednesday 9 December 2020 | **Meeting No** | 27 |
| **Chair** | Jeni Coutts | **Time** | 7.30am – 9.00am |
| **Location** | Zoom | **Minutes** | Mathew Collum |

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| **Members and attendees** |  |  |
| *Present** Jeni Coutts [**Chair**]
* Karen Baynes, Domain Hill
* Petra Glare, Albert Road Clinic
* Lili Rosic, City of Port Philip
* John Bartels, City of Port Phillip
* Neil Hutchinson, City of Melbourne
* Fraser Read-Smith, G12+
* Colin Stuckey, Melbourne Grammar School
* Andrea Coote, The Domain
* Jan Swinburne, local resident
* Marilyn Wane, G12+
* Phil Lukies, Melbourne South Yarra Residents Group
* Trevor Sutherland, Hallmark Apartments
 | *Present** Rob Mair, CYP
* Jordan Turner, CYP
* Camila Eviston, CYP
* Mary Parker, CYP
* John Goding, CYP
* Sarah Haines, RPV
* Tim Fullerton, RPV
* Paula Williams, RPV
* Rethi Scaife, RPV
* Janette Sato, RPV
* Kylie Haskayne, Yarra Trams
* Mathew Collum [**Secretariat**]
 | *Apologies** Greg Gilmour, Shrine of Remembrance
* Michael Butcher, Melbourne South Yarra Residents Group
* Sarah Robins, City of Port Phillip
* David MacGowan, Royal Domain Tower
* Gary Buck, The Botanica Apartments
* Christian Lawless, Melbourne Girls Grammar School
* Toni Meath, Mac Robertson Girls High School
* Sarah Potter, Entrecote
* Jamie McBride, Domain Road Traders
* Clare Hart, Royal Botanic Gardens
* Dean Nightingale, G12+
* Kate Blackwood, Yarra Trams
* Andrew Bennett, South Yarra Residents Association
* Sara Parmar, Yarra Trams
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| 1. | Welcome  |
|  | Matters arising:* Jeni Coutts welcomed members to the meeting of the Community Reference Group (CRG).
* The CRG discussed the Outstanding Actions and Issues Register, including:
	+ In relation to D23-2, the CRG discussed current noise mitigation measures for air compressors on site. CYP confirmed that the equipment supplier has replaced some components and made adjustments to the air compressor so that it will no longer emit the high-pressurised air noise. Fraser Read-Smith acknowledged that the measures taken have resolved the issue.
	+ In relation to D24-1, Jeni Coutts advised that discussions are ongoing with regard to the consultation phase for the Development Plan Amendment. CYP confirmed that a presentation to address the action will be scheduled in 2021.
	+ In relation to D25-2, CYP will provide an update on construction sequencing, including concourse slab construction during today’s presentation.
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| 2. | Key Issues |
|  | Presentation by Paula Williams (RPV) and Rethi Scaife (RPV) on the Park and Wells Street intersection signalisation. Presentation by John Goding (CYP) on tunnelling and construction update. Presentation by Camila Eviston (CYP) and Rob Mair (CYP) on noise monitoring and environmental update.Presentation by John Goding (CYP) and Camila Eviston (CYP) on the south box excavation works and noise and vibration modelling Presentation by Mary Parker (CYP) on the Creative Program. Matters arising: * CYP advised that the tunnelling Christmas shutdown will be from 23 December 2020 until 4 January 2021 and the civil Christmas shutdown will be from 23 December 2020 until 11 January 2021. CYP noted that some minor middle box works may resume on 4 January 2021.
* Fraser Read-Smith queried the impacts of the noise mitigation measures which were implemented by CYP for the tram interchange works on St Kilda Road. CYP advised that it is managing the activities which are happening around the same time as the high impact breakouts. CYP advised that feedback from the CRG regarding preferred times for breakout works to be undertaken was considered in the scheduling. Fraser raised that CYP is yet to issue the noise report from the breakout works. CYP confirmed that the noise report is ready and will be issued following the meeting.
* Fraser Read-Smith asked about the expected noise levels during the sacrificial tunnel excavation in the south box . CYP advised that there is likely to be some noise at the start during the works to break into the tunnel. After the initial stage, it’s less likely that there will be noise impacts as the works progress underground away from the void.
* Fraser Read-Smith queried the purpose of the sacrificial tunnel section within the south box. CYP advised that this section of tunnel allowed the project to maintain continual tram operations on St Kilda Road, without requiring an additional tunnelling site and acoustic shed at the southern end of the station.
* Andrea Coote asked about the companies which have been contracted to complete the concrete pours on the project. CYP advised that a number of companies within Melbourne have been subcontracted to complete various sections of work. CYP advised that key activity which is driving the station program is fixing the steel reinforcement before pouring the concrete.
* Colin Stuckey raised the ongoing issue of the vibration noise emanating from Edmund Herring Oval. Colin requested that the issue remain on the agenda for future CRG meetings. CYP confirmed that it is continuing to work with Herrenknecht to explore potential solutions to reduce the impacts of the vibrations and it will provide an update at the next CRG meeting.
* Colin Stuckey raised the impacts of high noise levels resulting from excavated material traveling through steel pipes to Edmund Herring Oval, particularly when the Tunnel Boring Machine (TBM) is traveling through more rocky material. Colin has requested that CYP review the geology between Anzac Station and the Melbourne CBD to provide an indication of whether the TBM will likely be traveling though more rocky material. CYP confirmed it is aware of the issue and it will provide an update at its meeting with Melbourne Grammar School.
* Fraser Read-Smith asked for clarification regarding which works are associated with the modelled 65-72 decibels. CYP confirmed that this data is predicted for airborne noise for the breakout works on the surface, as well as for truck movements.
* The CRG discussed the Albert Road Pop-up Park which is scheduled to be opened on 18 December 2020:
	+ Fraser Read- Smith asked whether smoking will be prohibited at the Albert Road Pop-up Park. CYP advised that as the area is a public space it is unable to prohibit smoking. CYP has considered relevant behavioural insights within the design to try to encourage people to appropriately dispose of their cigarettes and it will continue to monitor the impacts of the pop-up parks on the surrounding area through surveys and feedback from residents. Petra Glare advised that the Albert Road Clinic is happy to work with the project to help and try to resolve issues if they arise.
	+ Andrea Coote asked if the consumption of alcohol will be prohibited at the Albert Road Pop-up Park. City of Port Phillip confirmed that there are alcohol bans in place from 8pm to 12pm and the council work with local police to undertake patrols in hotspot areas.
	+ Andrea Coote acknowledged CYP for acting quickly to tidy up the area around the Windsor oak tree, following the issue being raised at a recent CRG meeting.
	+ Karen Baynes raised the issue of security at the Albert Road Pop-up Park, particularly in the evening when the nightclub on Albert Road is open. CYP confirmed it will not be providing security at the park, but it will work with the local police and City of Port Phillip Council and if sustained security issues arise the park can be removed.
	+ City of Port Phillip raised the opportunity to conduct an evaluation of the impacts of the Albert Road Pop-up Park. CYP confirmed it will work with City of Port Phillip to evaluate the park through ongoing online engagement interspersed with observation surveys.
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| 3. | General feedback and items for future discussion |
|  | Matters arising:* Karen Baynes requested that an update is provided from the Department of Environment, Land, Water and Planning (DELWP) on the Shrine to Sea project and how it will be coordinated with the works at Albert Road Reserve. RPV to explore the opportunity to coordinate a presentation on the project in 2021. Post meeting note: DELWP have advised that they are in process of consolidating feedback out of their recent public consultation process which will feed into their draft masterplan. They may be in a better position to present to CRG in mid-late 2021 once the draft has been. RPV will keep in touch with DELWP over this opportunity.
* Jan Swinburne acknowledged the City of Port Phillip and its arborist for arranging watering for the trees outside of the Botanic and along St Kilda Road.
* Fraser Read-Smith advised that there has been good feedback from the community regarding the weekly update communications.
* Fraser Read-Smith queried how long the portable toilets at the corner of St Kilda Rd and Toorak Road would remain in place. Yarra Trams will report back on the the requirements of the portable toilets. Post meeting note: The portable toilets will remain there until the new station opens. They were placed there as toilets had previously been located at the old Domain platform stop, and this is a mid-route stopping point for our drivers if they require the facilities.
* Fraser Read-Smith raised the need for pruning of the Windsor Oak tree and the opportunity to remove the plant which is positioned under the tree and replace it once works in the area have concluded. CYP confirmed it will take on board the feedback with regard to the maintenance of the Windsor Oak tree and plants in the surrounding area.
* Trevor Sutherland queried whether there will be a Councillor level representative from the City of Port Phillip at future CRG meetings. CYP advised that the CRGs generally don’t include political representation, however confirmed it will consult with the City of Port Phillip and consider its representation at CRG meetings. Post meeting note: CRG terms of reference state that Council’s may nominate up to two regular and returning attendees at CRG’s. City of Port Phillip will determine their representation based on how they wish to best advise Council on MTP matters.
* Trevor Sutherland queried the CRG meeting dates for 2021. RPV confirmed that the dates will be released to the CRG members shortly. RPV confirmed that the next meeting will be 10 February 2021.
* Andrea Coote requested that the Albert Park Reserve design and legacy as a standing agenda item for future CRG meetings.
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| 4. | Meeting Close  |
|  | Matters arising: * The next meeting of the CRG is scheduled for 7.30am-9.30am, 10 February 2021.
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**NEW ACTIONS AND ISSUES**

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| **#** | **ACTION / ISSUE** | **OWNER**  |
| **D27-1** | Provide an update on the vibration noise emanating from Edmund Herring Oval site and the noise generated from excavated material traveling through steel pipes to the Herring Oval at the next CRG meeting.  | CYP |