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| **Date** | Friday 29 May 2020 | **Meeting No** | 11 |
| **Chair** | Chris Lovell | **Time** | 7.30am – 9.30am |
| **Location** | Zoom | **Minutes** | Alana Clarke |

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| **In attendance** |  |
| *Present*   * Chris Lovell [**Chair**] * Rachael Palmer, North Melbourne Residents/North & West Melbourne Association * Peter Gerrand, North & West Melbourne Association * Peter Roberts, North Melbourne resident * Ryan Dam, George Weston Foods * Robert Seear, City West Water * Karen Snyders, City of Melbourne * Adam Gorny, CYP * Kim Norton, CYP * Kim Mas, CYP * Jacob Ramaekers, CYP | * James Hamilton, CYP * Bryanna Miller, CYP * Mary Parker, CYP * Danielle Smits, CYP * Jordan di Stefano, RPV * Claire Johnson, RPV * Eli Firestone, RPV * Tim Fullerton, RPV * Shane Brown, RPV * Sarah Haines, RPV * Matt van der Peet, RPV * Alana Clarke, RPV [**Secretariat**]   *Apologies*   * Robert Moore, Parkville Association |

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| 1. | Introductions and welcome |
|  | Matters arising:   * Chris Lovell welcomed members of the Community Reference Group (CRG) and introduced Claire Johnson as a new member of the RPV stakeholder team * The CRG discussed the Outstanding Actions and Issues Register * In reference to P6-1 CYP advised that all site tours remain on hold * In reference to P8-1 and P8-2 CYP advised that a presentation on station design is anticipated to occur in October 2020. |
| 2. | Metro Tunnel Project Health and Safety |
|  | Presentation by Kim Norton (CYP) on COVID-19 and the Metro Tunnel Project.  Matters arising:   * Chris Lovell asked how property conditions surveys are going * CYP advised that they are going well * CYP noted the additional health and safety measures in place during property condition surveys * Rachael Palmer confirmed that nothing had been raised to date by North West Melbourne Association members * Peter Gerrand noted that he had received positive feedback from residents who attended the online tunnelling information session to the North West Melbourne Association and North Melbourne Residents Association in April. |
| 3. | Strata Update |
|  | Presentation by Jordan di Stefano (RPV) on Strata.   * Jordan di Stefano noted that the strata process from Parkville to State Library Station was underway. |
| 4. | Presentation from project contractors |
|  | Presentation by Danielle Smits (CYP) and Jacob Ramaekers (CYP) on current and upcoming works in the Parkville precinct  Presentation by Jacob Ramaekers (CYP) on traffic and transport  Presentation by Kim Mas (CYP) on current and upcoming works in the North Melbourne precinct.  Presentation by Adam Gorny (CYP) on tunnelling  Presentation by James Hamilton (CYP) on environmental management  Presentation by Kim Norton (CYP) on tunnelling communications and engagement  Presentation by Kim Norton (CYP) and Danielle Smits (CYP) on precinct-based communications and engagement  Presentation by Mary Parker (Project Co) on the Creative Program.  Matters arising:   * Chris Lovell raised the relocation of bike hoops on Royal Parade. CYP confirmed there are two bike hoops on Royal Parade that will need to be relocated due to hoarding modification required for the Royal Parade station entrance works. CYP confirmed it is working with the City of Melbourne and the University of Melbourne to identify an appropriate place to relocate them or alternatively place in storage if a suitable location is not found. * Peter Gerrand raised the retail area in the Parkville Station legacy design. RPV confirmed there will be shops on the concourse level of Parkville Station comprising a mixture of stores including a small supermarket. RPV confirmed a social enterprise is slated for installation in the western box. RPV confirmed both retail areas will be located in the un-ticketed zone of the station * Peter Gerrand asked about cross passages. CYP explained cross passages are smaller tunnels that connect the two main tunnels at regular intervals along the alignment. Cross passages are constructed after the main tunnels have been built. Cross passage construction has recently commenced in the completed section of tunnels between Arden Station and Kensington. CYP clarified some cross passage locations required ground improvement works to be carried out before the main tunnels are excavated so they can be constructed safely. CYP confirmed that this is the case at Lothian Street and four other locations along the alignment between Arden and the western portal. * Peter Gerrand asked about the status of construction at Arden Station in comparison to other Metro Tunnel stations. CYP confirmed the primary structure at Arden is further progressed than at other station sites. * The CRG discussed tunnelling.   + Rachael Palmer raised engagement with residents potentially impacted by tunnelling. CYP confirmed it has received helpful feedback from residents near Lothian Street and a resident on Dryburgh Street about the level of vibration felt in their homes while TBM 1 was tunnelling. CYP confirmed it is proactively engaging with all residents on the tunnel alignment via Zoom information sessions and by providing letters informing of tunnelling progress   + Chris Lovell asked about human comfort level for vibration from tunnelling. CYP confirmed human perception is between 0.14-2mm/s peak particle velocity (PPV). CYP confirmed its model is predicting vibration throughout this section to be below the human comfort level   + Peter Gerrand raised modelling for tunnelling under O’Shannassy Street and if vibration will reach 0.5mm/s PPV. CYP confirmed it will undertake attended monitoring in this area to confirm the vibration output * Peter Gerrand asked if slowing down the TBM reduces vibration.CYP confirmed that ground borne vibration levels are a function of the energy transmitted by the TBM during the excavation process, geology (ground type, fracture and imperfection spacing), and presence of ground water. A component of the energy being transmitted by the TBM into the ground is related to the penetration of the TBM cutterhead. The penetration rate (advance distance (mm)/cutter head speed (RPM) is adjusted frequently to manage various operational requirements which include managing the wear rate of the disc cutters on the cutterhead. Peter Gerrand asked about the Parkville Creative Working Group. CYP confirmed the Parkville Creative Working Group was formed to consult with institutional stakeholders on treatments that form part of the temporary creative program in the Parkville precinct * Chris Lovell asked if the pedestrian container gantries on Grattan Street will receive creative treatment. CYP confirmed the container gantries have been hired so they cannot be painted, but confirmed it intends to install images from the Parkville thankyou photo essay onto them * CYP noted it has received Rob Moore’s materials on the history of the Parkville community and confirmed it has shared these materials with shortlisted artists involved in the legacy design * Peter Gerrand raised the contributions of the Parkville community to the legacy and temporary art programs in that precinct and raised the role of historians in contributing to the Arden art program. CYP noted that the Creative Program’s current focus has been on the CBD and in Parkville, due to the higher levels of foot traffic in those areas. CYP advised that it will look to incorporate North Melbourne’s history onto the hoardings around the Arden Station site in future. |
| 5. | **General feedback and items for future discussion** |
|  | Matters arising:   * Rachael Palmer asked if a community walk through of the completed section of tunnel between Arden Station and Parkville would be possible. CYP confirmed this question has also been raised at the Kensington CRG and confirmed it is considering the feasibility of the request. CYP confirmed this can be included on the actions list as a long-term item to be updated as available. |
| **P11-1** | Investigate the possibility of hosting a community walk through the tunnel after construction is complete. |
| 6. | Meeting close |
|  | Matters arising:   * Next meeting 7.30am-9.30am, Friday 24 July 2020. |

**NEW ACTIONS AND ISSUES**

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| # | **ACTION / ISSUE** | **OWNER** |
| **P11-1** | Investigate the possibility of hosting a community walk through the completed section of tunnel between Arden Station and Parkville Station | CYP |