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| **Date** | Friday, 22 September 2017 | **Meeting No** | 1 |
| **Chair** | Chris Lovell | **Time** | 7.30am – 9.00am |
| **Location** | 121 Exhibition Street, Melbourne | **Minutes** | Will McNamara |

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| **Members** |  |  |
| *Present*   * Chris Lovell [**Chair**] * Melanie Ashe * Wendy Miller * Murray Walls * Simon Were * Hanh Chau * Michael Griffiths * Sharon Pollard * Luke Taylor * Debra Watts * Paul Jeffries * Brett Webster * Alan Drew * Brendan Ryan * James Tonkin * Lina Baullo * Jess Foulds * Melissa Trapani * Emmett Ahern * Matt Telfer | * Rob Moore * Eamonn Fennessy * Anthony LoGiusto * Peter Brown * Graeme Blackman * Megan Herring * Simon Pockley * Carl Nave * Lina Lee * Barry Calnon * Matthew Harrington * John Dall’Amico * Jacki Kline * Tye Norman * David O’Shaughnessy * Jodie Barrington * Tony Lubofsky * Vesna Newman * Will McNamara [**Secratariat**] | *Apologies*   * Michelle Land * Adam Tanner * The Very Revd, Dr Andreas Loewe * Graham Jephcott * Mary Poulakis   *In attendance*   * Evan Tattersall * Malcolm Macintyre * Joanna Stepp |

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| 1. | Introductions and Welcome |
|  | Welcome from Chris Lovell [Chair] and introductions from attendees.  Matters arising:   * Expectations re: role of CRG * Discussion of community issues not individual concerns |
| 2. | Presentation from MMRA |
|  | Presentation from Evan Tattersall (MMRA).  Matters arising:   * Metro Tunnel Project delivery date – 2026 * Complex delivery environment * Precinct waste disposal and truck movements * Potential environmental impacts from tunnelling |
| 3. | **Presentation from Cross Yarra Partnership** |
| **Action [1-1]** | Presentation from Malcolm Macintyre (CYP).  Matters arising:   * CBD South, disruption and concurrent construction above and below ground * Spoil removal method * Truck movement at CBD South – around Flinders Lane * Dust / noise / vibrations * Environmental Performance Requirements management, monitoring and compliance * City Square acoustic shed construction * Port Phillip arcade demolition and excavation, timing and impact on Scott Alley * Non-Metro Tunnel construction works at CBD South * Timely communication   CYP to present on truck movements at upcoming meeting. |
| 4. | **Presentation from John Holland** |
| **Action [1-2]**  **Action [1-3]** | Presentation from Matt Telfer (John Holland) on Early Works.  Matters arising:   * Port Philip arcade demolition and excavation, timing and impact on Scott Alley * Scope of works for Early Works Managing Contractor * Truck movements at City Square * Protection works and demolition permits * Pedestrian movement on Swanston Street * Lessons learnt – Communication from Early Works Managing Contractor * Transitioning communications between delivery groups * Awareness of, and coordination with other projects taking place in the CBD   + City of Melbourne, as a member of the Community Reference Group, issues arising from other projects can also be raised here as required.   CYP to present on construction methodology/demolition at upcoming meeting.  CYP to present how communication will be maintained through handover from Early Works at upcoming meeting. |
| 5. | **Management of the Community Reference Group** |
| **Action [1-4]** | **5.1 Key Issues**  Matters to be addressed at future CRG meetings:   * Adjacent works * Disruption to businesses * Construction logistics * Truck movements in CBD * Port Phillip Arcade demolition * Scott Alley business support * Pedestrian movements and way finding signage, safe movement in the CBD * Accessibility during construction * Business want opportunity to provide input, insight and to help reduce impacts * Communication and engagement, process and frequency * Community resilience   CYP to present on oversite development (OSD) and planning process at an upcoming meeting.  **5.2 Terms of Reference**  Matters arising:   * The CRG is a group for community issues; a communication channel for advice from the community. Regular meetings and individual engagement by Metro Tunnel will continue. * Meeting frequency   **5.3 Timing of future meetings**  Matters arising:   * Initially, meetings should be more frequent than the proposed 6 to 8 weeks * Fridays mornings are a good time |
| 6. | **Next Meeting** |
|  | Matters arising:   * 7.30am- 9am on Friday 20 October 2017 * Venue of meeting to be confirmed |
| 7. | **Meeting Close** |
|  | Closing remarks from Chris Lovell  Matters arising: Nil |

**ACTION ITEMS**

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| # | ACTION | OWNER |
| 1 – 1 | Presentation on truck management and movement | CYP |
| 1 – 2 | Presentation on construction methodology, including Port Phillip Arcade demolition | CYP |
| 1 – 3 | Presentation on how communication will be maintained through handover from Early Works. | CYP |
| 1 – 4 | Presentation on oversite development (OSD) and planning process | CYP |