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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
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| 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
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| 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
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| 6.  | **Next Meeting** |
|  | Matters arising:* 7.30am- 9am on Friday 20 October 2017
* Venue of meeting to be confirmed
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| 7.  | **Meeting Close**  |
|  | Closing remarks from Chris LovellMatters 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 |