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| **Date** | Thursday 20 June 2019 | **Meeting No** | 4 |
| **Chair** | Vince Haining | **Time** | 8.00am – 9.30am |
| **Location** | Bill Vanina Pavilion | **Minutes** | Alana Clarke |

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| **Members** |  | | |
| *Present*   * Vince Haining [**Chair**] * Karen Snyders, City of Melbourne * Melanie Del Monaco, City of Melbourne * Guilliano Andy, City West Water * Karen Hammarberg, community representative * Deb Wilson, Unison * Therese Fitzgerald, Kensington Association * Matt Hammond, Kensington Association | *Apologies*   * Rebecca Marcs, City West Water * Helaine Stanley, The Venny * Richard Reilly, Kensington & Flemington Junior Sports Clubs * Sally Cunnington, community representative * Clive Gartner, Friends of Newell’s Paddock * Sam Hurst, Lloyd Street Business Estate | | |
| **In attendance** |  |  | |
| *Present*   * Kim Norton, Cross Yarra Partnership (CYP) * James Hamilton, CYP * Jarrod Scurry, Rail Infrastructure Alliance (RIA) * Kaity Munro, RIA * Michael Prebeg, RIA * Scott Brown, RIA | * Adrian White, RIA * Shane Brown, Rail Projects Victoria (RPV) * Danielle Koroneos, RPV * Blake Henderson, RPV * Alana Clarke, RPV | |  |

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| 1. | Introduction and Welcome |
|  | Matters arising:   * Welcome by Vince Haining (Chair) and introduction of Community Reference Group (CRG) members. * The Chair advised that Denis Joyce (CYP) is no longer working on the Metro Tunnel Project, and thanked Denis for his contribution to the CRG. |
| 2. | **Outstanding Actions and Issues Register** |
|  | Matters arising:   * The CRG discussed the Outstanding Actions and Issues Register. * In relation to K3-1, the project team confirmed that more information on flood water storage design should become available at the end of 2019. The project team confirmed that the Friends of Newell’s Paddocks will be engaged directly as design works progress to the next stage. |
| 3. | Discussion items |
|  | Matters arising:   * The CRG discussed cleanliness in the station precinct. Therese Fitzgerald commented that clean-up after weather events had improved but raised a need for quicker responses in some instances. The project team confirmed that it endeavours to respond to cleaning needs arising from weather events as quickly as possible and agreed to further consider its cleaning schedule. * Matthew Hammond raised the site lighting tower located on the South Kensington station curb and queried whether this could be mounted off ground to mitigate impacts to water flow during weather events. The project team agreed to investigate whether this would be practicable. * Matthew Hammond raised street-sweeper movements before 7.00am and requested that drivers be reminded of working hour restrictions. The project team agreed to pass on the feedback. |
| **K4-1** | Confirm cleaning schedule in station precinct. |
| **K4-2** | Investigate the possibility of mounting the site lighting tower to the station wall. |
| 4. | Kensington precinct update presentation from the project team |
|  | Presentation by Kim Norton (CYP) and Jarrod Scurry (RIA) on community engagement.  Presentation by Scott Brown (RIA) and Kim Norton (CYP) on current and upcoming works.  Presentation by James Hamilton (CYP) on environment management.  Presentation by Kaity Munro (RIA) on the RIA development plan.  Matters arising:   * The CRG discussed City of Melbourne’s role in engaging the community around project disruptions. The City of Melbourne confirmed that it supports the messaging of the project, including through notices on its website, customer service line hold messages, and other methods. * The CRG noted that the community painting day panels from the Kensington CommUNITY Festival have been very well received. The CRG also noted positive feedback on the Kensington Child Care Centre site visit. * Matthew Hammond raised noise modelling for pile break-back works. The project team confirmed it expects upcoming pile break-back works to be quieter than work already completed. * The CRG discussed the temporary closure of Kensington Road. The project team confirmed it has been engaging with impacted stakeholders, including the junior sports club. A reminder notification will be sent out a week prior to the closure. The project team confirmed that it anticipates significant closures of Childers Street will be required from August 2019 due to an increase in activity on the site once diaphragm wall construction starts. Clarified that there may be some short closures in July 2019 to accommodate diaphragm wall equipment deliveries. * The CRG discussed Tunnel Boring Machine (TBM) retrieval works. TBM extractions works are expected to take approximately three weeks per machine. There will be a month between each extraction, totalling 12 weeks of work. The project team agreed to present a timeline at the next CRG meeting. * Therese Fitzgerald queried whether tunnelling vibration impact modelling can be translated to pets. The project team agreed to present this information at a future CRG if the information is available. * Matthew Hammond queried what date the Environment Performance Requirement disruption counter begins. The project team agreed to confirm at the next CRG meeting. * The CRG discussed operational modelling. The project team confirmed it has scheduled a presentation on this for future CRG meeting. * The CRG discussed the RIA development plan. The project team confirmed that the development plan taken to consultation has been approved by the Minister for Planning. Elements of the design, including planting, parking and drop-off zones, are still in development with the City of Melbourne. The preliminary design for Childers Street will be issued in late June. RIA and CYP are continuing to work together to ensure one integrated legacy design along Childers Street. |
| **K4-3** | Provide a timeline of TBM retrieval works, with specific reference to road closures. |
| **K4-4** | Present on vibration modelling interpretation for pets, if available. |
| **K4-5** | Confirm the Environment Performance Requirement disruption counter start date. |
| 5. | General feedback and items for future discussion |
|  | Matters arising:   * The Chair encouraged CRG members to view the Victorian Auditor-General’s Office report into the Metro Tunnel Early Works package. RPV confirmed that it will bring updates on the commitments made in relation to recommendations in the report to future CRG meetings. * The project team confirmed that the remaining CRG meetings in 2019 will be held on Tuesdays. A calendar confirming the new dates will be issued with the minutes from this meeting. |
| 6. | Meeting close |
|  | Matters arising:   * Next meeting 8.00am-9.30am, Tuesday 30 July 2019 at Bill Vanina Pavilion. |

**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | ACTION | OWNER | STATUS |
| K4-1 | Confirm cleaning schedule in station precinct. | Project contractor | Open |
| K4-2 | Investigate the possibility of mounting the site lighting tower to the station wall. | Project contractor | Open |
| K4-3 | Provide a timeline of TBM retrieval works, with specific reference to road closures. | Project contractor | Open |
| K4-4 | Present on vibration modelling interpretation for pets, if available. | Project contractor | Open |
| K4-5 | Confirm the Environment Performance Requirement disruption counter start date. | RPV | Open |