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| **Date** | Wednesday 10 October 2018 | **Meeting No** | 10 |
| **Chair** | Jeni Coutts | **Time** | 7.30am – 9.30am |
| **Location** | Garden Room, Seasons Botanic Gardens | **Minutes** | Will McNamara |

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| **Members and attendees** |  |  |
| *Present*   * Jeni Coutts [**Chair**] * Neil Hutchinson, City of Melbourne * Kathy Kiss, City of Melbourne * Andrew Scarlett, City of Port Phillip * Bernadene Voss, City of Port Phillip * Brian Maddock, Yarra Trams * Colin Stuckey, Melbourne Grammar School * Christopher Cole, Royal Botanic Gardens * Gary Buck, The Botanica Apartments * Karen Baynes, Domain Hill * Andrea Coote, The Domain * Fraser Read-Smith, G12+ | * Karen McLeod Adair, Hallmark Apartments * Sarah McNish, CYP * Rob Mair, CYP * David Glossop, CYP * Sharon Campbell, RPV * Hannah Martin, RPV * Janette Sato, RPV * Will McNamara [**Secretariat**] | *Apologies*   * Lili Rosic, City of Port Phillip * John Phillips, Melbourne Grammar School * Christian Lawless, Melbourne Girls Grammar School * Daniel Mulqueen, Shrine of Remembrance * Toni Meath, Mac Robertson Girls High School * Jane Pickworth, Albert Road Clinic * Gary Brennan, Bicycle Network Australia * Lou Raunick, G12+ * Michael Butcher, Melbourne South Yarra Residents Group * Sarah Potter, Entrecote * Jamie McBride, Domain Road Traders |

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| 1. | Welcome and Metro Tunnel Update |
|  | Matters arising:   * The Community Reference Group (CRG) discussed the Outstanding Actions and Issues Register. * Yarra Trams confirmed the friction modifier for tram tracks on St Kilda Road is expected to be installed in late October 2018, pending appropriate permits and traffic management plan approvals. Yarra Trams confirmed that the friction modifier applicators will be located just south of Park Street and near Toorak Road West. Works to install the applicators is required to be completed overnight. The duration of noisy works is expected to be approximately one hour. |
| 2. | Presentation from Cross Yarra Partnership |
|  | Presentation by Sarah MacNish (CYP) on current and upcoming works.  Presentation by Rob Mair (CYP) on community and business engagement.  Presentation by David Glossop (CYP) on environment management and monitoring.  Matters arising:   * Fraser Read-Smith queried whether project works are adhering to program. CYP confirmed that works are proceeding as scheduled. * Gary Buck queried responses to the pop-up park proposal. CYP confirmed that a number of responses were received and will be used to develop the proposal. * Andrea Coote queried small business mentoring services. CYP confirmed that the services are being provided to assist businesses with managing disruption as well as general development. * The CRG discussed air quality monitoring data. CYP confirmed that air quality, including allergen levels, is being monitored at two locations in the precinct. Monitors have been calibrated to issue alerts when Environmental Performance Requirements (EPR) levels are approached. Air quality data will be reviewed to identify spikes and possible trends. * The CRG discussed dust levels, including an observable increase of dust on buildings and gardens, and the sufficiency of water cart hosing as a dust mitigation measure. CYP confirmed that a range of mitigation measures will be used, and that monitoring data indicates dust levels have not approached EPR levels. CYP confirmed that the current levels will likely increase during excavation. Jeni Coutts requested an action be taken for CYP to further consider the matter. * The CRG discussed tree replacement and heritage overlay at Albert Road Reserve. CYP confirmed that a heritage permit for tree replacement was issued under Early Works. Considerable feedback was received and incorporated into the Development Plan. Jeni Coutts requested further information be provided on heritage and planning processes for Albert Road Reserve, including heritage overlays and tree replacement types and sizes. * Gary Buck queried when monitoring data would become available. CYP confirmed that a new monitoring software system is being developed and the reporting function would be available shortly. CYP is also looking at options to simplify the presentation of the data. |
| **D10-1** | CYP to report back on dust modelling for future activities and to consider additional building cleaning for the buildings facing the construction site. |
| **D10-2** | Provide further information on heritage and planning processes for Albert Road Reserve, particularly relating to tree replacement (types and sizes) and any applicable heritage overlays. |
| 3. | **Presentation from City of Melbourne** |
|  | Presentation by Neil Hutchison and Kathy Kiss (City of Melbourne) on the Domain Parklands Master Plan.  Matters arising:   * Andrea Coote queried when works are scheduled to start. The City of Melbourne confirmed that, should the Master Plan be approved, planning and detailed design works will commence in 2019 while delivery is expected over a number of years, likely starting with the Alexandra Gardens. * The CRG discussed parking in the precinct. The City of Melbourne confirmed it will consider how to rationalise parking in the precinct to better balance the needs of public and private transport users, cyclists and pedestrians. This will likely result in the loss of some parking on Linlithgow Avenue which is currently being used as all day commuter parking. * Andrea Coote raised the ageing population. The City of Melbourne confirmed that access and movement through the parklands is a priority, and that paths in the parklands will be upgraded to be compliant with the Disability Discrimination Act. The City of Melbourne confirmed part of its strategy is to separate transport modes, including cyclists and pedestrians. * Kathleen Piccone raised increased living density with reference to carpark numbers. The City of Melbourne confirmed that these concerns are reflected in its transport management strategy. This includes consideration of parking needs in the precinct, with a preference to retain loading zones and short-term parking so that long-term carparks can be repurposed. * Gary Buck queried how long the Domain Parklands Master Plan will be open for comment. The City of Melbourne confirmed that the Master Plan will be on public display until Sunday 7 October 2018 via the Participate Melbourne website. * Karen Baynes queried whether there is a strategic approach to manage events held in the Domain parklands, with specific reference to the capacity of Anzac Station to handle event numbers. The City of Melbourne confirmed that the Domain Parklands Master Plan address event management in the parklands and that an Event Programming Group has been established to better coordinate events. |
| 4. | General feedback and items for future discussion |
|  | Matters arising:   * Gary Buck raised traffic management for Bowen Lane and commented he is concerned that the management of traffic changes has been insufficient. CYP confirmed that traffic managers have been responsive to stakeholder concerns, however management of the issue has been complex. CYP confirmed that it will continue to discuss future traffic management arrangements with stakeholders ahead of works commencing. * Andrea Coote commented that the CRG has been a constructive forum to raise and resolve issues and praised the project team for its effective management. * Fraser Read-Smith requested that page numbers are included on the presentation slides in future. * Fraser Read-Smith raised underground land acquisition. CYP confirmed that the exact land required for the tunnel alignment is still being finalised and that community information sessions will be held in 2019. * Fraser Read-Smith raised pole and wire installation for trams on Park Street. Karen McLeod-Adair commented that she has previously discussed this with Yarra Trams and was advised that the installation is taking longer than anticipated due to poor ground conditions. * Fraser Read-Smith raised the Anzac Station canopy design. CYP confirmed that no changes have been made to the design. CYP agreed to provide updates on any changes to the approved Development Plan Design. * Gary Buck requested a high-level program for upcoming works be presented at each CRG meeting. |
| **D10-3** | Include page numbers on future presentations. |
| **D10-4** | Provide a high-level program for upcoming works to be presented at each CRG meeting. |
| **D10-5** | Provide an update on any changes to the approved Development Plan Design. |
| 5. | Meeting Close |
|  | Matters arising:   * The next meeting of the Community Reference Group is scheduled for 7.30am-9.30am, Wednesday 5 December 2018, in the Garden Room at the Seasons Botanic Gardens. |

**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | ACTION | OWNER | STATUS |
| D10-1 | Report back on dust modelling for future activities and consider providing additional building cleaning to those buildings facing the construction site. | CYP | Open |
| D10-2 | Provide further information on heritage and planning processes for Albert Road Reserve, particularly relating to tree replacement (types and sizes) and any applicable heritage overlays. | CYP / RPV / City of Port Phillip | Open |
| D10-3 | Include page numbers on future presentations. | CYP/RPV | Open |
| D10-4 | Provide a high-level program for upcoming works to be presented at each CRG meeting. | CYP | Open |
| D10-5 | Provide an update on any changes to the approved Development Plan Design. | CYP | Open |