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|  **Date** | Wednesday 5 December 2018 | **Meeting No** | 11 |
| **Chair** | Jeni Coutts | **Time** | 7.30am – 9.30am |
| **Location** | Garden Room, Seasons Botanic Gardens | **Minutes** | Alana Clarke |

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| **Members and attendees** |  |  |
| *Present** Jeni Coutts [**Chair**]
* Colin Stuckey, Melbourne Grammar School
* Christopher Cole, Royal Botanic Gardens
* Gary Buck, The Botanica Apartments
* Jan Swinburne, The Botanica Apartments
* Karen Baynes, Domain Hill
* Andrea Coote, The Domain
* Marilyn Wane, Royal Domain Plaza
* Michael Butcher, Melbourne South Yarra Residents Group
* Jane Pickworth, Albert Road Clinic
* Gary Brennan, Bicycle Network Victoria
 | * Lili Rosic, City of Port Phillip
* Rebecca Doherty, City of Port Phillip
* Neil Hutchinson, City of Melbourne
* John Goding, CYP
* Rob Mair, CYP
* John Perizzolo, CYP
* David Glossop, CYP
* Ayllie White, CYP
* Nina Michaelides, RPV
* Sharon Campbell, RPV
* Hannah Martin, RPV
* Vanessa Williams, RPV
* Courtney Gleeson, RPV
* Alana Clarke [**Secretariat**]
 | *Apologies** Andrew Scarlett, City of Port Phillip
* Bernadene Voss, City of Port Phillip
* Fraser Read-Smith, G12+
* John Phillips, Melbourne Grammar School
* Christian Lawless, Melbourne Girls Grammar School
* Daniel Mulqueen, Shrine of Remembrance
* Toni Meath, Mac Robertson Girls High School
* Lou Raunick, G12+
* Sarah Potter, Entrecote
* Jamie McBride, Domain Road Traders
* Karen McLeod Adair, Hallmark Apartments
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| 1. | Welcome and Metro Tunnel Update |
|  | Matters arising: * The Community Reference Group (CRG) discussed the Outstanding Actions and Issues Register.
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| 2. | Presentation from Cross Yarra Partnership |
|  | Presentation by John Goding (CYP) on current and upcoming works. Presentation by John Perizzolo (CYP) on truck tracking. Presentation by David Glossop (CYP) on environment management and monitoring. Matters arising: * The CRG discussed the program for upcoming works. CYP confirmed that construction in the Domain precinct is currently behind schedule but clarified that it is still on track to launch the tunnel boring machine in December 2019. Excavation works in mid-January 2019 are expected to be disruptive. A 3D animation detailing the sequencing for upcoming works will be provided at the next CRG meeting.
* The CRG discussed CYP’s truck tracking system. CYP confirmed that truck drivers will not be allowed to drive without the tracker. Breaches detected by the tracking system will be addressed directly with drivers and result in demerit points. Drivers who commit serious breaches or accumulate too many demerit points will not be allowed to return to site. CYP confirmed that calls from residents have been invaluable in addressing truck driver behaviour and encouraged residents to report unsafe trucks to the project helpline for further investigation.
* Colin Stuckey raised the secondary truck route on Domain Road. CYP confirmed that secondary routes will only be used for short periods of time when St Kilda Road is not accessible. The secondary truck route on Domain Road is expected to be used during works in February 2019.
* The CRG discussed dust monitors. CYP confirmed that the locations of the monitors are based on Australian Standards for dust monitoring and has been reviewed by an independent consultant. CYP clarified that the purpose of the dust monitors is to measure the amount of dust being produced by works at a single point in time. A further update on the cumulative dust impact of works will be addressed in a future meeting.
* The CRG discussed tree replacement. CYP confirmed that the project is committed to replacing trees as soon as practicable. CYP agreed to provide an update at a future meeting.
* Gary Buck raised noise monitoring and expressed dissatisfaction with the quality of noise monitoring reports provided. CYP acknowledged that the report provided to the CRG does not adequately reflect the work conducted on noise monitoring within the project. CYP confirmed that there is a stringent process to ensure that any noise incidents are counted, tracked, and reported on. CYP confirmed that it is transitioning to a more efficient and detailed system to report on noise monitoring data and agreed to provide a summary of the number of Residential Impact Mitigation Guidelines (RIMG) exceedances in future reports.
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| **D11-1** | Include the project information line number on works notifications and reinforce resident involvement in addressing truck driver behaviour.  |
| **D11-2** | Provide an update on tree replacement. |
| **D11-3** | Provide a summary of the number of RIMG exceedances in future reports. |
| 3. | General feedback and items for future discussion |
|  | Matters arising:* Karen Baynes raised disruptions to the project information line service. RPV agreed to clarify alternative contact options in the event of future disruptions.
* Karen Baynes raised cleanliness in the Albert Road green wedge. CYP agreed to clean the area.
* Karen Baynes raised drainage around site and incidents of flooding in nearby buildings. CYP acknowledged the issue and agreed to investigate further.
* Karen Baynes praised the project for its gender inclusivity.
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| **D11-4** | Clarify alternative project contacts in the event of disruptions to the helpline.  |
| **D11-5** | Investigate site drainage and flooding.  |
| 5. | Meeting Close  |
|  | Matters arising: * The next meeting of the Community Reference Group is scheduled for 7.30am-9.30am, Wednesday 6 February, in the Garden Room at the Seasons Botanic Gardens.
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**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | ACTION | OWNER | STATUS |
| D11-1 | Include information about resident involvement in truck driver behaviour reporting with project information line number on works notifications.  | CYP  | Open |
| D11-2 | Provide an update on the timing of tree replacement. | CYP | Open |
| D11-3 | Provide more detailed noise monitoring data in reports. | CYP | Open |
| D11-4 | Clarify alternative project contacts in the event of disruptions to the Project Information Line. | RPV | Open |
| D11-5 | Investigate site drainage and flooding. | CYP | Open |