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| **Date** | Friday 1 February 2019 | **Meeting No** | 1 |
| **Chair** | Chris Lovell | **Time** | 7.30am – 9.30am |
| **Location** | The Larwill Studio | **Minutes** | Alana Clarke |

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| **In attendance** |  |
| *Present*   * Chris Lovell [**Chair**] * Rachael Palmer, North Melbourne Residents/North & West Melbourne Association * Peter Gerrand, North & West Melbourne Association * Robert Moore, Parkville Association * Neil Hutchinson, City of Melbourne * Nuccio Amoddio, NickTheodossi Prestige Cars * Ryan Dam, George Weston Foods * Tallia Gilarry, City of Melbourne * Patrick Deasey, Naturelinks * Tim Benedict, VPA | * Peter Hunt, CYP * David O’Connor, CYP * Alex Keppell, CYP * Adam Gorny, CYP * Mark Wells, CYP * Kim Mas, CYP * Kim Norton, CYP * Matt van der Peet, RPV * Barry McGuren, RPV * Jessica Foulds, RPV * Raphael Symons, RPV * Brydie Syrij, RPV * Erin McPherson, RPV * Alana Clarke, RPV [**Secretariat**] |

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| 1. | Introductions and welcome |
|  | Matters arising:   * The Community Reference Group discussed changes to the group structure, membership, and changes to the updated Terms of Reference. * The CRG discussed the new combined Outstanding Actions and Issues Register. * Chris Lovell advised that the outstanding action P5-3 carried over from Parkville CRG will be amended to read ‘Outline the process for dispute resolution following project completion’. * In relation to action A9-1, Peter Gerrand advised Kim Norton had provided him a response about the legacy art program. He advised the North and West Melbourne Association has an interest in capturing history of the area in the new station and asked what the legacy art program would include. RPV advised an advisory panel had been appointed to select artists involved in the legacy art program, which will include artwork and sculptures installed in new stations and tunnel entrances. Robert Moore asked how the advisory panel was appointed and if there was scope for community involvement in the legacy art program. RPV advised that there is information about the advisory panel members on the project website and more information will be announced about the legacy art program in coming months. |
| P9-1 | Provide further update on legacy art program including the advisory panel appointment process at a future CRG meeting. |
| 2. | Parkville construction update |
|  | Presentation by Peter Hunt (CYP) on Parkville construction.  Matters arising: Nil. |
| 3. | **Arden construction update** |
|  | Presentation by Kim Mas (CYP) on Arden construction.  Matters arising:   * Patrick Deasey raised drainage around the Arden site. CYP confirmed that stormwater drains around the site have been repaired. CYP also confirmed that hardstands were not graded towards any adjacent stakeholders. * Peter Gerrand raised the London Crossrail documentary and queried whether there is a documentary being made of the project. CYP and RPV advised all stages of the project are being documented in photos and videos which are featured on social media, the website and other channels, but there are no confirmed plans for a documentary as yet. |
| 4. | **Tunnelling update** |
|  | Presentation by Adam Gorny (CYP) on tunnelling.  Matters arising:   * Tallia Gilarry raised pop-up information sessions. CYP confirmed that it expects to run pop-up information sessions for the community along the tunnel alignment in mid-2019 to be timed with the progression of the tunnel boring machines (TBMs). * Peter Gerrand asked where the material from tunnelling will go. CYP confirmed that the material is reused in a number of ways depending on the type and quality including to make bricks. |
| 5. | Environmental management update |
|  | Presentation by Mark Wells (CYP) on environmental management.  Matters arising:   * Rachael Palmer asked what the reference to discussions held with potentially impacted residents meant. CYP advised for instances where modelling predicts disruptive levels of noise, direct engagement with affected residents would be held to discuss ways to mitigate the impact of ground borne noise and vibration. |
| 6. | Traffic and transport update |
|  | Presentation by David O’Connor (CYP) on traffic and transport.  Matters arising:   * The CRG discussed CYP truck haulage routes in the Arden precinct. CYP confirmed that its route strategy is designed to ease the impact of its vehicles on local roads. CYP confirmed that it has a GPS tracking system in place to ensure that trucks comply with assigned routes. CYP confirmed that it does not plan to alter light phasing on streets adjacent to its sites but confirmed that this is an option if congestion becomes an issue in future. * Rachael Palmer raised truck numbers during excavation in the Arden precinct. CYP confirmed that truck numbers to are not expected to be more than those experience prior to the commencement of excavation. * The CRG discussed truck haulage routes in the Parkville precinct, including truck stabling at City Ford and impacts to Haymarket roundabout. CYP confirmed that VicRoads is responsible for changes to signalling at the roundabout but clarified trams will retain signalling precedence. CYP confirmed it expects there may be some congestion around the City Ford site only in morning peak times. * Robert Moore raised closure of the northbound service lane on Royal Parade. CYP confirmed it is aware of the volume of traffic in this section of the road and confirmed that it is liaising with VicRoads and other stakeholders ahead of any closures, which are subject to approvals. |
| 7. | Community and stakeholder update |
|  | Presentation by Kim Norton (CYP) and Alex Keppell (CYP) on community and stakeholder relations.  Matters arising: Nil. |
| 8. | General business and items for future discussion |
|  | Matters arising:   * Peter Gerrand raised the construction site on La Trobe Street adjacent Flagstaff Gardens. CYP confirmed this site is not related to Metro Tunnel works. RPV confirmed that Metro Tunnel sites are signed so they are easily identifiable. |
| 9. | Meeting close |
|  | Matters arising: Nil. |

**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | ACTION | OWNER | STATUS |
| P9-1 | Provide further update on legacy art program including the advisory panel appointment process at a future CRG meeting. | RPV | Open |