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| **Date** | Friday 1 November 2019 | **Meeting No** | 7 |
| **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
* Robert Moore, Parkville Association
* Peter Gerrand, North & West Melbourne Association
* Karen Snyders, City of Melbourne
* Robert Seear, City West Water
* Mary Parker, CYP
* Kim Norton, CYP
* Peter Hunt, CYP
 | * Kate Masters, CYP
* Cameron Butler, CYP
* Jenna Beckett, CYP
* David O’Connor, CYP
* James Hamilton, CYP Jessica Foulds, RPV
* Eli Firestone, RPV
* Tim Fullerton, RPV
* Alana Clarke, RPV [**Secretariat**]

*Apologies** Ryan Dam, George Weston Foods
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| 1. | Introductions and welcome |
|  | Matters arising:* The Community Reference Group (CRG) discussed the Outstanding Actions and Issues Register.
* In relation to P1-1, the CRG discussed dispute resolution for property damage after the project is complete. RPV confirmed the 1800 105 105 number will remain available until at least 2025 and after this time this number or an alternative number will be the contact point for any community enquiry which will be forwarded to relevant area as required. Any change to this contact number will be communicated.
* In relation to P 6-2, CYP confirmed property condition surveys will be offered approximately three months prior to the TBM travelling near a property and are expected between North Melbourne and Parkville by end of first quarter in 2020.
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| 2. | Parkville construction update |
|  | Presentation by David O'Connor (CYP) and Peter Hunt (CYP) on construction in the Parkville precinct and the Parkville precinct heritage approvals.Matters arising: * The CRG discussed progress at Grattan Street east including the start of permanent structure works.
* CYP provided an update on the upcoming Royal Parade northbound service lane closure from 8 November. CYP confirmed there will be variable message signage (VMS) on Flemington Road advising road users of the closure and to seek alternate routes through that area. The service lane closure will be in place for approximately four weeks with additional closures in place on weekends. CYP confirmed the VMS will indicate the closure is until 15 December 2019 but clarified this is a contingency date.
* CYP confirmed stakeholders including University High have received communications including maps about the temporary closure of a route 505 bus stop during the works and about the alternative bus stop that will be available.
* Peter Gerrand asked whether the volume of truck movements would be reduced as excavation works are completed. CYP confirmed the volume of spoil trucks will be reduced, particularly from March 2020 but there will still be a number of other trucks used during station construction works. These trucks are generally smaller than the trucks currently being used.
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| 3.  | **Arden construction update** |
|  | Presentation by Cameron Butler (CYP) on construction in the Arden precinct.Presentation by James Hamilton (CYP) on cross passage ground improvement works in Lothian Street.  |
| 4. | **Tunnelling and environment update** |
|  | Presentation by James Hamilton (CYP) on tunnelling. Matters arising: * CYP provided an update on tunnelling from North Melbourne to the Western Portal. CYP confirmed the tunnel boring machines (TBMs) are tunnelling from North Melbourne to the Western Portal. At the Western Portal, the TBM’s face shield will be removed and the body of the machine will be pulled back to Arden through the tunnel. The project team will then complete cross passage and tunnel fit-out works.
* The CRG discussed vibration and noise modelling data from tunnelling. Rachael Palmer asked about the data CYP is collecting to validate the model. CYP confirmed it is collecting data from current tunnelling to inform modelling for tunnelling towards Kensington. Due to different ground conditions between North Melbourne and Parkville, CYP will be undertaking further monitoring once the TBMs are launched from North Melbourne towards Parkville to validate tunnelling noise and vibration for this section. This information once gathered will best inform the residents between North Melbourne and Parkville.
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| 5. | **Stakeholder and communications update** |
|  | Presentation by Kim Norton (CYP) on current and upcoming communications and engagement in Arden and ParkvilleMatters arising: Nil.  |
| 6. | **Intake Substation Development Plan** |
|  | Presentation by Jenna Beckett (CYP) on the Intake Substation (ISS) Development Plan * CYP advised a draft development plan for the Intake Substation that will provide power to the new tunnels and stations will be on public display from 18 November
* CYP advised they are currently consulting with key stakeholders and are presenting on the ISS draft Development Plan at the NWMA meeting on 19 November
* CRG members will be emailed a link to the draft Development Plan when it is live on the Metro Tunnel website.

Matters arising:* Rachael Palmer raised what impacts there will be to the cycling path as it is a highly utilised route. CYP advised it is consulting with Bicycle Network Victoria and any diversion during construction will be temporary and communicated well in advance of and during any closure including with signage.
* Rachael Palmer asked why the proposed location of the ISS in North Melbourne has changed since the planning phase. CYP confirmed the new location is more suitable because the land has limited opportunities for other uses, whereas the original site could have other future uses.
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| 6. | **Legacy Artwork** |
|  | Presentation by Mary Parker (CYP) on the Metro Tunnel legacy artwork program and creative programMatters arising:* Mary Parker provided an update on the legacy artwork program and advised an online feedback form will be available soon for stakeholders to provide information to the shortlisted artists that will produce the permanent artwork in the stations.
* Peter Gerrand asked how the Pat Perry mural on the acoustic shed at City Square can be viewed. CYP confirmed the mural is best viewed from the rooms at the Westin and confirmed it can be seen from other high-rise buildings in the area.
* Peter Gerrand asked if artwork at the new Metro Tunnel stations will be incorporated into the external station design. CYP confirmed artwork will be generally internal to the underground stations and noted that at North Melbourne there is opportunity for the above ground structure to feature artwork.
* CYP agreed to provide a link to a video showing the progress to date of the creative program. the temporary art program round-up with the minutes.
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| P7-1 | Provide a link to the creative program progress video.  |
| 7. | **General feedback and items for future discussion** |
|  | Matters arising:* Peter Gerrand asked about planning for fire events in the new tunnels and stations. CYP confirmed the Metro Tunnel Fire and Life Safety Strategy has influenced the design of the tunnel throughout. RPV confirmed the project has best practice fire, blast and emergency safety requirements in place, including comprehensive ventilation and emergency responder access points. This has been developed collaboratively with emergency services, including the Metropolitan Fire Brigade.
* Rob Moore commented the traffic calming measures on Degraves Street are working well.
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| 8. | Meeting close |
|  | Matters arising:* Next meeting 7.30am-9.30am, Friday 13 December 2019 at the Larwill Studio.
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**NEW ACTIONS AND ISSUES**

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|  | ACTION | OWNER | STATUS |
| **P7-1** | Provide a link to the creative program progress video. | CYP | Open |