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| **Date** | Tuesday 22 May 2018 | **Meeting No** | 4 |
| **Chair** | Jeni Coutts | **Time** | 7.30am – 9.00am |
| **Location** | PuntHill Apartment Hotels, South Yarra | **Minutes** | Will McNamara |

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| **Members** |  |  |
| *Present*   * Jeni Coutts [**Chair**] * Georgie Birch, City of Stonnington * Lisa Wilson, City of Stonnington * Kathy Dalton, local resident * Malcolm Ninnis, local resident * Tennessee Leeuwenburg, local resident * Nic Thomas, local resident * Ruth Speedy, Toorak Road South Yarra Business Association * Graham Hoy, South Yarra Residents Association | * James Tonkin, RPV * Dave Kristy, RPV * Hannah Martin, RPV * Sharon Campbell, RPV * Will McNamara, RPV * Steve Denton, CYP * Rob Mair, CYP * Sally Pieters, CYP * Matt Peel, CYP * Ayllie White, CYP | *Apologies*   * Jonathan Forbes, local resident * Tom Howgate, local resident * James Robison, local resident * Amanda Walsh, local resident * Paul Bellette, Café Republic * John Lotton, Chapel Street Precinct Association * Christopher Blain, South Yarra Village Residents Association * Nina Michaelides, RPV * Stefan Hanke, CYP |

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| 1. | Welcome and Metro Tunnel Update |
|  | Welcome and general project update from James Tonkin (RPV). Introduction by Jeni Coutts (Chair).  Matters arising:   * The CRG discussed the renaming of Melbourne Metro Rail Authority to Rail Projects Victoria. * The CRG noted the Open Actions and Issues Register. |
| 2. | Presentation from Rail Infrastructure Alliance |
|  | Presentation by Daniel McKenna (RPV) on Rail Infrastructure package update.  Matters arising:   * Tennessee Leeuwenburg raised acoustic modelling. CYP acknowledged that construction noise will be managed in accordance with Environmental Performance Requirements. CYP agreed to present on noise modelling at the next CRG meeting. |
| **S4-1**  **S4-2** | Presentation on noise modelling.  RIA to present on noise modelling following contract award. |
| 3. | **Presentation from Cross Yarra Partnership** |
|  | Presentation by Steve Denton (CYP) on current and upcoming Early Works, and property condition surveys. Presentation by Matt Peel (CYP) on the public display of Development Plans and site hoardings.  Matters arising:   * Nic Thomas queried if residents of Davis Avenue would require property condition surveys. CYP confirmed that Davis Avenue is not within the zone of influence for stage 1 works and that information on property condition surveys has not been directly provided to these residents. Queries can be directed to the Metro Tunnel Project Information Line (1800 105 105) and residents of Davis Avenue should get in contact if they believe a property condition survey may be required. * The CRG discussed the process for property condition surveys. * Nic Thomas raised ground settlement. The CRG discussed ground settlement management including the use of recharge wells and bored piles to mitigate differential settlement. * Lisa Wilson raised the removal of car parks on Osborne Street. CYP confirmed it is currently discussing the installation of permit parking with the City of Stonnington, to offset approximately 30 car spaces. The reinstatement of Osborne Street will be delivered by the Rail Infrastructure Alliance, including the reinstatement of carparks. * Ruth Speedy commented that the removal of parking spaces at the northern end of Osborne Street (between the traffic island and Toorak Road), in particular would impact retailers. CYP confirmed that theses parking spaces are no longer required. * Graham Hoy raised emergency services access to Osborne Street. CYP confirmed that emergency services requirements have been incorporated to ensure emergency vehicle access. * The CRG discussed site layout and the matter was raised whether a truck turntable could be used to facilitate truck movements on the site. CYP confirmed that engineering constraints don’t allow for a truck turntable. A turning gate towards the southern end of Osborne Street will allow execution of 3-point turns and facilitate construction vehicle entry and exit entry via Toorak Road. * Ruth Speedy raised workforce onsite parking. CYP confirmed that a number of initiatives are being developed and that its workforce will use public transport to access all sites. Any issues relating to construction vehicles (including work utes) parking on local streets can be directed to the Metro Tunnel Project Information Line (1800 105 105). We recommend people report the make, model and registration number of any project vehicles they suspect are parking on local streets. * Graham Hoy raised engagement with development projects in the area. CYP confirmed it has engaged with other projects being undertaken in precincts along the tunnel alignment to better understand potential aggregated disruption to local stakeholders. CYP has not engaged with the developer of the proposed project adjacent to South Yarra station. * Georgie Birch clarified the number of days Osborne Street was required to be closed for site establishment at the Eastern Portal. CYP confirmed two days were required (13 and 14 June 2018) to install temporary fencing. This work will facilitate site establishment and hoarding installation. * Lisa Wilson queried the forecast size and number of trucks required per day. CYP confirmed smaller trucks will be used at this site. The sequencing of project works and number of trucks movements is still being finalised. CYP will provide further details once confirmed. * Ruth Speedy raised South Yarra sidings and graffiti in the rail corridor. City of Stonnington confirmed that it will be advocating for the sidings to be refreshed. * Georgie Birch raised the design of the portal building. The statutory form of the building has been mostly finalised. CYP also confirmed ongoing discussions with the Office of the Victorian Government Architect and the City of Stonnington. * Graham Hoy raised the pedestrian bridge. RPV confirmed the legacy bridge is not part of CYP scope but will be delivered by the Rail Infrastructure Alliance. * Tennessee Leeuwenburg clarified information for the upcoming stakeholder session. CYP confirmed it is an opportunity to engage with the broader public - primarily information that has been presented to this group already. The session will be held on Tuesday 29 May 2018 (4:30PM-6:30PM). * Ruth Speedy queried if workers would be onsite 24 hours per day. CYP confirmed there will be onsite security but works will be largely daytime only (no overnight workforce), except where works need to occur near or within the rail corridor. |
| **S4-3**  **S4-4** | Presentation onsite workforce parking management strategy.  Presentation on the size and number of trucks expected to use Toorak Road. |
| 4. | General feedback and items for future discussion |
|  | Matters arising:   * Tennessee Leeuwenburg expressed dissatisfaction with notifications for MTM track maintenance and renewal works in the rail corridor. He is unhappy with lack of detail and response times. RPV advised it would pass this feedback along to MTM. * Nic Thomas raised the need to ensure timely communications about works. * Graham Hoy raised the issue of lighting for pathways. * Ruth Speedy raised the need to clearly understand impacts to local businesses due to the reduction in the parking spaces. * Nic Thomas raised the development adjacent to South Yarra Station. The City of Stonnington confirmed that a planning permit had been issued for the development but that no plans had been submitted to council for consideration. * Kathy Dalton raised hoarding heights and expressed a preference for the height to be greater than the proposed 2.4 metres. CYP acknowledge the preference and confirmed that engineering constraints limited its ability increase the height of the hoarding. Higher hoardings require wider footings, which would impact on the size of the worksite footprint and its incursion into Osborne St. * Nic Thomas raised the issue of onsite lighting. CYP confirmed that night works are only expected in the rail corridor. Security lighting is required onsite but will not be directed towards residential properties. |
| 5. | Meeting Close |
|  | Matters arising:   * Next Community Reference Group meeting is scheduled for 3 July 2018. * James Tonkin will Chair this meeting as Jeni Coutts will be overseas. |

**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | ACTION | OWNER | STATUS |
| S4-1 | Presentation on noise modelling. | CYP | New |
| S4-2 | RIA to present noise modelling following contract award. | RPV / RIA | New |
| S4-3 | Presentation onsite workforce parking management strategy. | CYP | New |
| S4-4 | Presentation on the size and number of trucks expected to use Toorak Road. | CYP | New |