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| **Date** | Friday 9 October 2020 | **Meeting No** | 32 |
| **Chair** | Chris Lovell | **Time** | 8:00am – 9.40am |
| **Location** | Zoom | **Minutes** | Mathew Collum |

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| **Members** |  |  |
| *Present** Chris Lovell [**Chair**]
* Rob Moore, City of Melbourne
* Melanie Ashe, Flinders Quarter
* Denise Nakis, Dangerfield Building
* Graeme Blackman, Westin Owners Corporation
* Peter Brown, Manchester House
* Eugénie Austin, UniLodge
* Pin Ng, UniLodge
* Robert Seear, CityWest Water
* Sara Parmar, Yarra Trams
* Mark Crick, ALE Group
* Caitlyn Marshall, ACMI
 | *Apologies** Franca Katsaris, Ham Kerr Property
* Michael Katsaris, Ham Kerr Property
* Kim Hutchinson, City West Water
* Nazzareno Marchionda, Ross House Association
* Rob Richards, Dangerfield Building
* Marg Dennis, Flinders Quarter
* Paul Jeffries, The Westin Melbourne
* Andrew Milward-Bason, Nicholas Building Association
* Graham Jephcott, ACMI
* Elizabeth Beal, ACMI
* Debra Watts, The Westin Melbourne
* Emily Kropf, St Paul’s Cathedral
* Michael Griffiths, Ross House Association
* Ben McEntee, CityWest Water
* Sam Zanetti, Yarra Trams
* Michael Clarke, ALE Group
* Simon Pockley, Bible House
* Andrew Wilkinson, Young and Jackson Hotel
* Maria Groner, Travellers Aid
* Brendan Ryan, MBCM City
* Michael Griffiths, Ross House Association
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| **In attendance** |  |  |
| *Present** Jodie Barrington, CYP
* Blythe Chidgey, CYP
* Christine Hogan, CYP
* Brian Herlihy, CYP
* Matt Reid, CYP
* Mary Parker, CYP
* James Hamilton, CYP
 | * Kim Norton, CYP
* Ryan Martin, CYP
* Jacquelin Saultry, CYP
* Andrew Cox, CYP
* Tom Kleinitz, CYP
* Luis Narvaez, CYP
* Tim Fullerton, RPV
 | * Emmett Ahern, RPV
* Thomas Warren, RPV
* Barry McGuren, RPV
* Raphael Symons, RPV
* Libby Rule, RPV
* Dejan Eric, RPV
* Mathew Collum [Secretariat]
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| 1. | Introductions and Welcome |
|  | Welcome and introductions from Chris Lovell (Chair).Matters arising:* The Community Reference Group (CRG) discussed the Outstanding Actions and Issues Register.
* In relation to C6-4, the CRG discussed the precinct waste management strategy. Rail Projects Victoria (RPV) confirmed that the strategy documentation is currently being reviewed internally and it anticipates a copy of the strategy will be issued to City of Melbourne (CoM) for review by 23 October 2020. CoM advised that preliminary information on the precinct waste management strategy will likely be available to present at the next CRG meeting.
* In relation to CS31-3, RPV provided an update on required standards and possible initiatives for waste management once stations are operational. RPV confirmed that there are requirements for CYP to provide infrastructure which will increase levels of recycling, reduce congestion and carbon dioxide emissions and influence changes in behaviour. Melanie Ashe queried if the specific CYP contractual obligations could be made available to the CRG. RPV confirmed it will circulate the publicly available Project Contract which includes all of the requirements, as well as information about sustainability initiatives/targets prior to the next CRG meeting. RPV confirmed it will continue to provide updates to the CRG as more information becomes available.
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| CS32-1 | RPV to circulate the sections of the Project Contract which are relevant to CYP Waste Management obligations and sustainability initiatives/targets to the CRG.  |
| 2. | Presentation from Cross Yarra Partnership |
|  | Presentation by Blythe Chidgey (CYP) and Andrew Cox (CYP) on current and upcoming works.Presentation by Matt Reid (CYP) on Federation Square acoustic shed treatment. Presentation by Jacquelin Saultry (CYP) Brian Herlihy (CYP) and Ryan Martin (CYP) on the Oversite Development (OSD) at Town Hall Station. Presentation by Kim Norton (CYP), James Hamilton (CYP) and Ryan Martin (CYP) on tunnelling, environment and communications and engagement. Matters arising:* Melanie Ashe asked if the pedestrian footpath at Flinders Link would operate in the same way as the Swanston Street footpath once it reopens and trucks are moving through the area. CYP confirmed that an overhead gantry will be installed across the footpath, along with traffic control and gates to allow a tower crane to lift materials out of the site. CYP advised that it is considering options regarding how and when the overhead gantry will be installed.
* Graeme Blackman raised that the Federation Square acoustic shed doors are regularly open, resulting in significant noise in the surrounding area. Graeme asked about the Sonic Curtain and what effect it is expected to have on noise levels. CYP advised it expects there will be a minimum reduction of 15 decibels resulting from closing the acoustic shed façade and installing the Sonic Curtain. Graeme asked how often the doors and curtain would be open. CYP advised that the doors and curtain would remain closed during the night unless there is a need to unload deliveries. CYP confirmed it will share attended noise monitoring data with the CRG from before and after the noise mitigation measures have been implemented.
* Graeme Blackman asked for clarification on the schedule for trucks travelling on Collins Street. CYP advised that trucks will commence using Colins Street before the end of October 2020. CYP advised that there will be 15 trucks every two nights and each truck will stop for approximately 15 minutes on Collins Street while concreate is removed for testing. CYP advised that it’s currently working through the traffic management details with CoM and agreed to provide Graeme with more specific information on truck movements at night on Collins Street once its available. Graeme highlighted the importance of the CRG having awareness of the emerging issues with regard to increasing noise and increasing truck movements within the precinct.
* Melanie Ashe raised intermittent vibrations have been experienced by residents at Manchester House during the night and asked if road header tunnelling is still ongoing between Flinders Street and Collins Street along Swanston Street. CYP confirmed that tunnelling has been undertaken to construct the egress adit underneath Swanston Street and Collins Street. CYP advised it expects that potentially impactful hammering works in the central cavern to be complete by the end of 2020. CYP confirmed it will follow up with Melanie to try to identify the source of the vibrations.
* The CRG discussed the Oversite Development (OSD) at Town Hall Station.
	+ Peter Brown asked about the ceiling heights and the number of floors included within the OSD at Town Hall Station. CYP advised that the ceiling height within the station entrance is approximately 9 metres. The retail sections will be close to the scale of surrounding shopfronts with a mezzanine level above.
	+ Melanie Ashe asked about the potential tenants of the retail and office space and whether there will be any opportunities from small businesses. CYP advised that a mixture of cafes, food outlets and convenience retail will likely be included within the retail space, however the office and retail tenants have not yet been confirmed. CYP advised that the aim of the design is to be authentic to its location and complimentary to the character of the surrounding area. CYP confirmed it is working with CoM regarding the possibility of housing its visitors centre within the development.
	+ Melanie Ashe asked if the back wall of the Dangerfield’s building would still be visible once the OSD is complete. CYP advised that it would not be visible, however there will be a pedestrian connection through to the Dangerfield building.
	+ Graeme Blackman expressed concern that the OSD design does not include any appropriate heritage aspects or recognition to the location’s indigenous history. CYP advised that it intends to respect the importance of the history and heritage of the site and this will be a key consideration during the design and development stage.
	+ Graeme Blackman raised the potential impacts on the use of office space due to the COVID-19 pandemic which could change the way people work and how businesses operate. CYP advised that the development is forecasted to be completed in 2025 and it is expected that there will still be a demand for quality office space in the future.
	+ Graeme Blackman asked if there is a requirement to include car parking within the OSD design. CYP confirmed that car parking will not be included. CoM advised that the majority of users for the building will travel by train, tram, walking or cycling and there are plans to include high quality end of trip facilities within the development.
	+ Melanie Ashe requested that CYP provide more visuals of the development. CYP confirmed that it will be happy to share more images with the CRG once the design has been developed further.
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| CS32-2 | CYP to share attended noise monitoring data from before and after the noise mitigation measures have been implemented at the Federation Square acoustic shed. |
| CS32-3 | CYP to provide further visuals of the Oversite Development (OSD) at Town Hall Station when they are available. |
| 4. | General feedback, items for future discussion and meeting close. |
|  | Matters arising: * Next meeting is scheduled for 8am-9.30am Friday 4 December 2020.
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**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | ACTION | OWNER | STATUS |
| CS32-1 | RPV to circulate the sections of the Project Contract which are relevant to CYP Waste Management obligations and sustainability initiatives/targets to the CRG | RPV | Open |
| CS32-2 | CYP to share attended noise monitoring data from before and after the noise mitigation measures have been implemented at the Federation Square acoustic shed.  | CYP | Open |
| CS32-3 | CYP to provide further visuals of the Oversite Development (OSD) at Town Hall Station when they are available. | CYP | Open |