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| **Date** | Tuesday, 12 December 2017 | **Meeting No** | 1 |
| **Chair** | James Tonkin (Acting) | **Time** | 7.30am – 9.00am |
| **Location** | Botanic Room, Punthill South Yarra Grand | **Minutes** | Will McNamara |

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| **Members** |  |  |
| *Present*   * James Tonkin [**Acting Chair**] * Georgie Birch, City of Stonnington * Matt Comport, City of Stonnington * Kathy Dalton, South Yarra * Tennessee Leeuwenburg, South Yarra * Malcolm Ninnis, South Yarra * Nic Thomas, South Yarra * Ruth Speedy, Toorak Road South Yarra Business Assoc. * John Goding, CYP * Kate Walshe, CYP * Steve Denton, CYP * Stefan Hanke, CYP * Rob Mair, CYP * Hannah Martin, MMRA * Simon Adams, MMRA * Daniel McKenna, MMRA * Luis Narvaez, MMRA * Bec Rowe, John Holland * Graham Hoy, South Yarra Resident Action Group * Joy Randles, South Yarra Resident Action Group |  | *Apologies*   * Anthony van der Craats, South Yarra Community Network * Michael Butcher, Melbourne South Yarra Residents Association * Jonathan Forbes, South Yarra * Tom Howgate, South Yarra * James Robinson, South Yarra * Amanda Walsh, South Yarra * Paul Bellette, Café Republic * John Lotton, Chapel Street Precinct Assoc. * Mark Wells, CYP * Sarah McNish, John Holland |
| **In attendance** |  |  |
| * Ayllie White, CYP * Simon Adams, MMRA |  | * Dave Kristy, MMRA * Will McNamara [**Secretariat**] |

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| 1. | Introductions & Welcome |
|  | Welcome from James Tonkin (MMRA) and introductions from attendees.  Matters arising: Nil |
| 2. | Presentation from MMRA |
|  | Presentation by James Tonkin (MMRA) on the Metro Tunnel Project.  Matters arising:   * The CRG discussed the Eddington Report and the proposed tunnel to Caulfield Station. * The CRG discussed network operations at Caulfield and Richmond Stations. |
| 3. | **Presentation from Cross Yarra Partnership (Tunnel and Stations Package)** |
|  | Presentation by Stefan Hanke (CYP) on Cross Yarra Partnership. Presentation by Steve Denton (CYP) on Eastern Portal delivery program. Presentation by Kate Walshe (CYP) on tree impacts.  Matters arising:   * Nic Thomas raised Eastern Portal Development Plans. Development Plans will be on public display for 15 business days and consultation will be ongoing. * Joy Randles raised landscaping around the Eastern Portal and the need for community consultation. The Development Plans will provide additional information and an opportunity for the local community to formally respond to the design. * Tennessee Leeuwenburg raised construction site establishment and air quality impacts. Works undertaken will be managed in line with Environmental Performance Requirements. |
| 4. | Presentation from MMRA Rail Infrastructure Alliance (Eastern tunnel entrance) |
|  | Presentation by Daniel McKenna (MMRA) on Rail Infrastructure Alliance and the construction of the Eastern Tunnel entrance.  Matters arising:   * Nic Thomas raised truck movements. Access to the South Yarra Siding Reserve is proposed to be via Arthur Street during RIA works. * Joy Randles raised William Street bridge. The bridge will be longer and higher. Driveway access on William Street will be maintained. The Siding won't be used for maintenance and Renewal. |
| 5. | Presentation from John Holland (Early Works) |
|  | Presentation from Bec Rowe (John Holland) on current and upcoming works.  Matters arising: Nil |
| 6. | Management of Community Reference Group |
| **Action 1-1**  **Action 1-2**  **Action 1-3** | Matters arising: Nil  Members to email issues that they would like addressed in the next few meetings.  Circulate the terms of reference.  Circulate the 2018 CRG calendar. |
| 7. | Next Meeting |
|  | Matters arising:   * Next CRG meeting is planned for Tuesday, 6 February 2018. * Meetings frequency will be approximately every 6-8 weeks. |
| 8. | Meeting Close |
|  | Closing remarks from James Tonkin (MMRA).  Matters arising: Nil |

**ACTION ITEMS**

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| # | ACTION | OWNER |
| 1–1 | Members to email issues that they would like addressed in the next few meetings. | Members |
| 1–2 | Circulate the terms of reference. | MMRA |
| 1–3 | Circulate the 2018 CRG calendar. | MMRA |