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| **Date** | Friday 13 November 2020 | **Meeting No** | 14 |
| **Chair** | Chris Lovell | **Time** | 7.30am – 9.30am |
| **Location** | Zoom | **Minutes** | Mathew Collum |

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| **In attendance** |  |
| *Present** Chris Lovell [**Chair**]
* Rachael Palmer, North Melbourne Residents/North & West Melbourne Association
* Robert Seear, City West Water
* Karen Snyders, City of Melbourne
* Robert Moore, Parkville Association
* Peter Gerrand, North & West Melbourne Association
* Kim Norton, CYP
* Kim Mas, CYP
* Kate Masters, CYP
* Bryanna Miller, CYP
* Danielle Smits, CYP
* Bruce Hunt, CYP
* Paul Dal Pra, CYP
 | * Lachlan Rothnie, CYP
* Carine Macleod, CYP
* James Hamilton, CYP
* Claire Johnson, RPV
* Eli Firestone, RPV
* Tim Fullerton, RPV
* Jordan Di Stefano, RPV
* Matt van der Peet, RPV
* Mathew Collum, RPV [Secretariat]

*Apologies** Tim Benedict, Victorian Planning Authority
* Tallia Gilarry, City of Melbourne
* Ryan Dam, George Weston Foods
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| 1. | Introductions and welcome |
|  | Matters arising:* Chris Lovell welcomed members of the Community Reference Group (CRG).
* The CRG discussed the Outstanding Actions and Issues Register.
* In reference to P8-1, CYP will provide an update on the Parkville Station design at today’s meeting.
* In reference to P8-2, CYP advised that an updated on the Arden Station design will be presented to the CRG in early 2021.
* In reference to P6-1 and P11-1, CYP confirmed that site visits remain on hold until COVID-19 restrictions ease.
* In reference to P13-1, CYP will provide an update on the progress of operational noise and vibration modelling for the Metro Tunnel at today’s meeting.
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| 2. | Presentation from project contractors |
|  | Presentation by Lachlan Rothnie (CYP), Carine Macleod (CYP), and Bruce Hunt (CYP) on the Parkville Station design. Presentation by Danielle Smits (CYP) on the project wide construction update. Presentation by Paul Dal Pra (CYP) on the Parkville construction update. Presentation by Bryanna Miller (CYP) on Parkville environmental matters. Presentation by Kim Mas (CYP) on the North Melbourne construction update.Presentation by James Hamilton (CYP) on Metro Tunnel operational noise and vibration.Presentation by Kim Mas (CYP) on current and upcoming works at Arden Station. Presentation by Kim Norton (CYP) and Danielle Smits (CYP) on tunnelling and the 2020 wrap up from Arden and Parkville worksites. Presentation by Kim Norton (CYP) and Danielle Smits (CYP) on precinct-based communications and engagement.Matters arising:* The CRG discussed the revised design for the tram stop at Royal Parade and Elizabeth Street. Robert Moore raised the potential increase in traffic due to the reduction in traffic lanes. Rachael Palmer raised the short distance between the three tram stops close to Haymarket Roundabout. RPV advised the initial tram stop design also included the conversion of a traffic lane into a platform lane and that the revised design has since shifted the location of the platform. RPV advised that the rationale for the location of the tram stop is to provide an interchange so that there is good accessibility to the new station, trams and bus routes.
* Peter Gerrand queried the location of the medicinal garden within the Parkville Precinct design. CYP confirmed the medicinal garden will be located to the east of the medical building and north of the main Parkville Station entrance. Peter acknowledged the amount of green space included within the design.
* Robert Moore asked about the goods lift and the location for unloading deliveries to service the retail outlets. CYP advised that there will be two goods lifts within the precinct, including one at gate 10 and the other at the corner of Royal Parade and Grattan Street, and that loading bays will be located between Leicester Street and Bouverie Street, as well as on Royal Parade.
* Robert Seear advised that City West Water is currently reviewing the water supply design within the Parkville precinct. Robert advised there may be valves and fittings within the bluestone paving in areas where CYP will undertake works. Robert requested CYP provide City West Water with a copy of the presentation so that the CYP design can be taken into consideration. CYP confirmed that it will liaise with Robert offline.
* Peter Gerrand queried the depth of the Parkville Station pedestrian access lifts. CYP advised that the majority of the lifts descend down to the concourse level (B2) and then another set of lifts will take passengers to the platform level below the concourse.
* Rachael Palmer queried when the breakthrough for cross passage seven occurred and noted that she heard noises in the basement of her building which were possibly associated with the works. CYP confirmed the breakthrough happened during the week of 9 November 2020 and an assessment of the vibration transfer from the tunnel to the surface was undertaken during the week of 2 November 2020.
* Rachael Palmer queried the difference between the tunnelling noise data captured from monitors in people’s homes, in comparison to what was measured for tunnelling and if this can be compared with operational compliance levels. CYP advised that only vibration data was collected during tunnelling; measured vibration correlates to ground borne noise. CYP advised that noise monitoring could be affected by background interference. CYP advised that now the tunnel is constructed, further assessments can be made to observe how ground borne noise transmits through the different ground conditions.
* Rachael Palmer queried the noise difference between cross passage construction and train operations. CYP advised cross passage construction involves a small excavator with a rock hammer. CYP advised that the future track is designed to achieve compliance with Environmental Performance Requirements (EPRs) for ground borne noise.
* Rachael Palmer queried if the maintenance of the future track could impact operational noise. CYP advised that noise and vibration data collected from the existing Melbourne train network has been used when designing the Metro Tunnel to ensure the track form design and maintenance requirements consider infrastructure ageing scenarios. Rachael Palmer asked what will happen if the track is not compliant in the testing phase. CYP advised CYP are conducting a series of tests, including on the Melbourne Underground Rail Loop (MURL) to assess how the track works. CYP noted the tests show vibration from the MURL was not measurable above the background levels. CYP also noted that they are required to design to noise levels defined in the EPRs.
* Chris Lovell asked if the future track formation design will be tested before it’s installed. CYP confirmed it has a requirement to undertake commissioning testing to validate and ensure the EPRs are met.
* Peter Gerrand queried how operation noise attenuation was to be undertaken. CYP advised that noise is attenuated through the design of the track form and that future work will include vibration transfer testing. CYP confirmed it will not continue to provide updates at future CRG meetings.
* Peter Gerrand queried the functional purpose of the above ground maintenance building at the western end of the Arden station box. CYP advised that the building will contain back of house functions such as ventilation as well as station egress facilities.
* Peter Gerrand asked about the redundancy of the metro’s signalling system, noting that signalling breakdowns have been a challenge for the current train network. RPV advised that a new signalling system known as High Capacity Signalling (HCS) will be implemented in the Metro Tunnel. RPV advised that the Metro Tunnel website has more information about how HCS operates and there may be an opportunity to provide a more detailed overview of the new systems at a future CRG, once the testing and commissioning of the signalling systems has commenced.
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| 3. | **General feedback and items for future discussion** |
|  | Matters arising:* Peter Gerrand asked if a decision has been made on the artist who will be commissioned to design the legacy artwork at Arden Station. RPV confirmed it will follow up with the Creative Program Team and provide an update with the meeting minutes. Chris Lovell raised the opportunity to include a Creative Program update at the next CRG in February 2021.
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| 4. | Meeting close |
|  | Matters arising:* Next meeting 7.30am-9.30am, Friday 5 February 2021. RPV advised they will share all 2021 meeting dates with the group shortly.
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**NEW ACTIONS AND ISSUES**

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| # | **ACTION / ISSUE** | **OWNER** |
| **P14-1** | Provide an update on the Creative Program and legacy artwork at Arden Station at the next CRG.  | CYP |