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| **Date** | Friday 20 October 2017 | **Meeting No** | 2 |
| **Chair** | Chris Lovell | **Time** | 7.30am – 9.00am |
| **Location** | Hotel Grand Chancellor, Melbourne | **Minutes** | Will McNamara |

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| **Members** |  |  |
| *Present*   * Chris Lovell [**Chair**] * Melanie Ashe * Wendy Miller * Fiona Van * Michael Griffiths * Sharon Pollard * Luke Taylor * Maria Groner * Simon Cozens * Rob Moore * Eamonn Fennessy * Anthony LoGiusto * Peter Brown * Adam Tanner * Graeme Blackman * Simon Pockley | * Lina Lee * Alan Drew * Pin Ng * Brendan Ryan * Andrew Milward-Bason * Don Shipway * James Tonkin * Lina Baullo * Jess Foulds * Emmett Ahern * Barry McGuren * Evan Stamatopolous * Richard Buckingham * Jodie Barrington * Mark Wells * Matt Telfer * Vesna Newman | *Apologies*   * Simon Were * Melissa Trapani * Tye Norman * Michelle Land * Graham Jephcott * Murray Walls * The Very Revd, Dr Andreas Loewe * Hanh Chau * Debra Watts * Paul Jeffries * Brett Webster * Megan Herring * Mary Poulakis * Carl Nave * Robert Savage * Matthew Harrington * John Dall’Amico |
| **In attendance** |  |  |
| * Alexandra Keppell | * Ayllie White | * Will McNamara [**Secretariat**] |

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| 1. | Introductions and Welcome |
|  | Welcome from Chris Lovell (Chair) and project update from James Tonkin (MMRA) on Metro Tunnel.  Matters arising:   * Community Reference Groups are an interactive process to facilitate early community feedback on potential impacts and opportunities (two-way communication). * Construction methodology and final designs for over site development, stations and precincts are still being developed and the construction team are still mobilising so some information may not be available yet but will be provided. |
| 2. | Minutes and Actions |
| **Action [3-1]** | Matters arising:   * Minutes accepted by all members. * Melanie Ashe raised concern that construction works were being undertaken with insufficient communication. Peter Brown requested that a communication matrix listing appropriate contacts be provided to the CRG. The next meeting of the CRG will include discussion of how project communications will be managed during construction delivery.   MMRA to provide information on project communication process. |
| 3. | **Presentation from John Holland** |
| **Action [3-2]** | Presentation from Matt Telfer (John Holland) on the status of Early Works.  Matters arising:   * Peter Brown raised concern of the need to notify residents in areas adjoining works and road closures to provide time to make alternative transport / parking arrangements. * The CRG discussed demolition works taking place on Swanston Street. * Michael Griffiths raised the recent closure of businesses at 55 Swanston Street. The closure, adjacent to Metro Tunnel works is not associated with the Project. A clarification notice was issued by MMRA to notify stakeholders that City West Water was investigating the issue of a burst water pipe. * The CRG discussed local amenity adjacent to works specifically, Scott Alley. John Holland and CYP confirmed there is no plans to no excavate Scott Alley. Robert Moore directed members to the City of Melbourne website containing information on previous laneway activation projects. Melanie Ashe raised the focus for traders is the upcoming holiday period.   John Holland to provide further information on demolition at CBD South. |
| 4. | **Presentation from Cross Yarra Partnership** |
| **Action [3-3]**  **Action [3-4]** | Presentation from Mark Wells (CYP) on design development and planning. Presentation from Richard Buckingham (CYP) on the proposed construction timeline for CBD.  Matters arising:   * Station designs will be presented to the CBD Community Reference Group ahead of Development Plan public display in late November. * The CRG discussed development and management plans. Plans will incorporate community feedback. CYP to advise the CRG what information will be publicly available on the Metro Tunnel website. * Adam Tanner raised the importance of safety and awareness around construction sites and the role that members of the CRG have in ensuring the safety of the people they represent. * Andrew Milward-Bason raised the need for continued early engagement on proposed works and management plans to ensure timely and appropriate feedback from the community. * The CRG discussed the Port Phillip Arcade. Hard demolition will commence early next year without an acoustic enclosure. 24/7 works are not planned for the site and will comply with Environmental Performance Requirements (EPRs). * The CRG discussed traffic and transport management around work sites. There are logistical constraints for access to sites. A virtual superintendent will be used to manage truck movement. When truck routes have been confirmed they will be presented to the CRG. * Graeme Blackman raised the methodology for spoil management at CBD South. CYP advised that trucks will be used to remove spoil from the worksite at CBD South. Other methods have been investigated during the tender phase using a multi-criteria approach to evaluate each option.   CYP to present on station design and advise the CRG what information will be available on the Metro Tunnel website as a part of the development process.  CYP to provide further information on traffic management. |
| 5. | **Discussion and other business** |
|  | Matters arising: Nil |
| 6. | **Next Meeting** |
|  | Matters arising:   * The next meeting of the CBD CRG is scheduled for 20 November 2017 * The next meeting will be extended to two hours. |
| 7. | **Meeting Close** |
|  | Closing remarks from Chris Lovell (Chair)  Matters arising: Nil |

**ACTION ITEMS**

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| # | ACTION | OWNER |
| 3-1 | Provide information on project communication | MMRA |
| 3-2 | Provide further information on demolition at CBD South | John Holland |
| 3-3 | CYP to present on station designs and advise the CRG what information will be available on the Metro Tunnel website as a part of the development process | CYP |
| 3-4 | Provide further information on traffic management | CYP |