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| **Date** | Friday 8 February 2019 | **Meeting No** | 17 |
| **Chair** | Chris Lovell | **Time** | 7.30am – 9.30am |
| **Location** | Victoria Room  Queen Victoria Women’s Centre, Melbourne | **Minutes** | Will McNamara |

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| **Members** |  |  |
| *Present*   * Chris Lovell [**Chair**] * Melanie Ashe, Flinders Quarter * Brian Maddock, Yarra Trams * Emily Kropf, St Paul’s Cathedral * Murray Walls, RMIT * Kim Thong, RMIT * Doug Thomson, RMIT * Maria Groner, Travellers Aid * Rob Moore, City of Melbourne * Michael Griffiths, Ross House Association * Sharon Pollard, Federation Square * Simon Pockley, Bible House * Faruk Delalic, Verve and Milano Residential Buildings * Alex Romanic, Franklin Lofts * Bodo Zeschke, Franklin Lofts * Marg Dennis, Flinders Quarter * Pin Ng, UniLodge * Denise Nakis, Dangerfield Building | * Rob Richards, Dangerfield Building * Peter Brown, Manchester House * Adam Tanner, Victoria Police * Eugénie Austin, UniLodge * Artur Hadja, Residents 3000   *Apologies*   * Graham Jephcott, ACMI * Elizabeth Beal, ACMI * Paul Kanally, Federation Square * David Gundy, St Paul’s Cathedral * Hanh Chau, State Library of Victoria * Luke Taylor, Poolhouse Coffee * Debra Watts, The Westin Melbourne * Simon Cozens, The Practical Man Scott Alley * Megan Herring, Young and Jackson Hotel * Dev Kevat, Bible House | * Anna Manarczyk, Melcorp Strata * Brendan Ryan, MBCM City * Andrew Milward-Bason, Nicholas Building Association * Don Shipway, ALE Group * Anushia Bleazby, CityWest Water * Chee Wei, UEM Sunrise * Toni Magor, Currie and Richards Building * Jenna Weber, Scape * Nazzareno Marchionda, Ross House Association * Michael Griffiths, Ross House Association * Robert Moore, Brady Hotel * Jessica Cerejo, UniLodge * Graeme Blackman, Westin Owners Corporation * Paul Jeffries, The Westin Melbourne |
| **In attendance** |  |  |
| *Present*   * Jodie Barrington, CYP * Melinda Kelly, CYP * Kristina Gorman, CYP * Michael Lavender, CYP | * Matt Reid, CYP * Ben Day, CYP * Andrew Bosworth, CYP * Libby Rule, RPV | * Jordan di Stefano, RPV * Barry McGuren, RPV * Will McNamara [**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. |
| 2. | Presentation from Cross Yarra Partnership |
|  | Presentation by Jodie Barrington (CYP), Kristina Gorman (CYP) and Melinda Kelly (CYP) on current and upcoming works at CBD sites.  Presentation by Ben Day (CYP) on geological conditions and tunnelling overview.  Presentation by Michael Lavender (CYP) on truck numbers and routes.  Presentation by Andrew Bosworth (CYP) on CBD South waste management strategy and pedestrian modelling.  Matters arising:   * Melanie Ashe queried when scaffolding on Flinders Lane would be removed. CYP advised a building survey is being undertaken and will confirm next steps following the completion of the survey. * Bodo Zeschke commented recent works had been completed out of hours. CYP confirmed it had received a complaint and that work had been undertaken past 10PM due to an unavoidable delay to concrete pouring. Melanie Ashe commented the relevant works notification didn’t include a date when the works would be undertaken. CYP clarified that its monthly update hadn’t included a specific date but the works notifications and emails including specific dates had been issued to directly impacted stakeholders. * The CRG discussed noise modelling and monitoring. Chris Lovell queried if monitoring data can be made available to the CRG. CYP agreed to investigate. * Simon Pockley queried the density of material to be excavated. CYP advised the material is approximately 60mpa, and by comparison concrete is 40mpa. * Simon Pockley asked if conveyor belts would be used to shift materials below ground level. CYP advised that road headers have a mechanism to shift materials to the rear of the machine where it is stockpiled before being trucked away. CYP also advised the Tunnel Boring Machines used for the Metro Tunnel Project will mix excavated material with bentonite into a slurry and pipe it to the surface where the bentonite is recycled and the excavated material is removed by trucks. * Chris Lovell queried how many trucks per day will be required to deliver steel to the Flinders Quarter site. CYP confirmed five to eight semi-trailers have been estimated. * The CRG discussed the use of Flinders Lane for deliveries to the site at City Square. CYP advised Flinders Lane is currently being used to deliver steel to site and that this will continue during construction of the City Square acoustic shed. CYP also confirmed it understood concerns raised by stakeholders. Peter Brown requested CYP present to the CRG the proposed truck routes for other activities following construction of the acoustic shed. CYP confirmed that next activity would be spoil removal and agreed to provide further information at future CRG meetings. * The CRG discussed commercial delivery and waste management, in particular:   + CYP advised it has estimated (including additional future capacity) 7 waste removal trucks and up to 70 delivery trucks will access the waste and delivery room via Royston Place. CYP confirmed it anticipates traffic management will required on Flinders Lane to coordinate truck movements, however how this operates hasn’t been finalised. CYP confirmed it is currently meeting with stakeholders and will compile a report on operational requirements for delivery and waste management. CYP confirmed modelling and swept path analysis had been undertaken to determine the appropriate size for delivery and waste trucks and advised that the test to be conducted around the 5 April 2019 subject to a suitable time being agreed between the relevant parties to demonstrate truck movements in and out of Royston Place.   + City of Melbourne commented that CYP’s proposed delivery and waste management strategy is only part of a larger issue that needs to be considered by the city. A section on last kilometre freight and waste is included in the City of Melbourne Traffic Management Strategy. There is an opportunity for this group of stakeholders in a forum outside the CRG to consider the matter and consider potential benefits beyond Metro Tunnel Project scope. City of Melbourne agreed to take an action to consider how stakeholders could be involved in a city-wide delivery and waste strategy. * The CRG discussed pedestrian modelling for passengers exiting Town Hall Station at Flinders Quarter, including the modelled use of Flinders Lane and the potential use of Swanston Street as an alternative to the Flinders Quarter exit. pedestrian modelling for passengers exiting the Flinders Quarter Metro and the expected volumes on Cocker and Scott Alley and the impact on Flinders Lane. CYP advised that the modelling did not include pedestrian movement to Swanston Street but this would relieve numbers using Scott and Cocker Alleys. |
| C17-1 | Confirm how noise monitoring data can be provided to the CRG. |
| C17-2 | Present proposed truck routes for spoil removal. |
| C17-3 | Investigate stakeholder engagement in city-wide delivery and waste management strategy. |
| 3. | General feedback and items for future discussion |
|  | Matters arising: Nil |
| 4. | Meeting close |
|  | Matters arising:   * Next meeting 7.30am-9:30am, Friday 8 March 2019 at Hotel Grand Chancellor, 131 Lonsdale Street Melbourne. |

**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | ACTION | OWNER | STATUS |
| C17-1 | Confirm how noise monitoring data can be provided to the CRG. | CYP | Open |
| C17-2 | Present proposed truck routes for spoil removal. | CYP | Open |
| C17-3 | Investigate stakeholder engagement in city-wide delivery and waste management strategy. | City of Melbourne | Open |