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| **Date** | Friday 8 June 2018 | **Meeting No** | 10 |
| **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 * Michelle Land, Yarra Trams * Brian Maddock, Yarra Trams * Elizabeth Beal, ACMI * Emily Kropf, St Paul’s Cathedral * Fiona Van, RMIT * Doug Thomson, RMIT * Simon Were, Melbourne City Baths * Michael Griffiths, Ross House Association * Sharon Pollard, Federation Square * Maria Groner, Travellers Aid * Karen Snyders, City of Melbourne * Jacqui Susan, City of Melbourne * Peter Brown, Manchester House * Adam Tanner, Victoria Police Melbourne East Station * Dev Kevat, Bible House * Eugenie Austin, UniLodge * Pin Ng, UniLodge * Alastair Gowing, CityWest Water | *Apologies*   * Graham Jephcott, ACMI * Paul Kannally, St Paul’s Cathedral * Murray Walls, RMIT * Hanh Chau, State Library Victoria * Nazzareno Marchionda, Ross House Association * Luke Taylor, Poolhouse Coffee * Debra Watts, The Westin Melbourne * Paul Jeffries, The Westin Melbourne * Simon Cozens, The Practical Man Scott Alley * Natalie Siragusa, City of Melbourne * Eamonn Fennessy, City of Melbourne * Michelle James, City of Melbourne * Anthony LoGiusto, Brady Hotel * Graeme Blackman, Westin Owners Corporation * Megan Herring, Young and Jackson Hotel | * Faruk Delalic, Verve and Milano Residential Buildings * Anna Manarczyk, Melcorp Strata * Matthew Harrington, Buildspect Consulting * Paul Dennis, Ashdowne House * Artur Hajda, Residents 3000 * Brendan Ryan, MBCM City * Jessica Cerejo, UniLodge * Andrew Milward-Bason, Nicholas Building Association * Anushia Bleazby, CityWest Water |
| **In attendance** |  |  |
| *Present*   * Libby Rule, RPV * Tye Norman, RPV * Emmett Ahern, RPV * Barry McGuren, RPV * James Tonkin, RPV * Dave Kristy, RPV * Simon Adams, RPV * Ai-Lin Chang, RPV * Alana Clarke, RPV * Will McNamara [**Secretariat**] | * Jodie Barrington, CYP * Brendan Perara, CYP * Luis Narvaez, CYP * Kate Walshe, CYP * Ayllie White, CYP * Kristina Gorman, CYP * Matt Reid, CYP * Stephen Singline, CYP * Melinda Kelly, CYP * Phillip Seddon, CYP | * Dave O’Shaughnessy, CYP * John McKechnie, CYP * Kathlin Mayer, John Holland * Bec Rowe, John Holland |

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| 1. | Introductions and Welcome |
|  | Welcome from Chris Lovell (Chair).  Matters arising:   * The CRG noted the Open Actions and Issues Register. |
| 2. | Presentation from John Holland, Early Works Managing Contractor |
|  | Presentation by Kathlin Mayer (John Holland) on current and upcoming works.  Matters arising:   * Dev Kevat raised remediation works. John Holland confirmed where it is agreed remediation works are required, they will continue to engage with stakeholders until the matter is resolved. * Chris Lovell queried the indicative timing for the completion of the ground water system at CBD North. John Holland confirmed Bouverie Street and Victoria Street would be reinstated following the completion of works at the end of 2018. |
| 3. | **Presentation from Cross Yarra Partnership** |
|  | Presentation by John McKechnie (CYP) on property condition surveys. Presentation by David O’Shaughnessy (CYP) on updated station designs.  Presentation by Brendan Perera and Alain Giauque (CYP) on current and upcoming works and underground construction for CBD stations.  Presentation by Philip Setton (CYP) on acoustic enclosures methodology.  Matters arising:   * Melanie Ashe and Peter Brown raised the zone of influence for property condition surveys. CYP confirmed that 50 metres either side of the project area is a guideline, that this may increase as a result of engineering considerations and that CYP will consider the best way to present a map indicating properties that are within the zone of influence. * Maria Groner raised compliance with the Disability and Discrimination Act and engagement with disability groups. CYP confirmed that some engagement has been undertaken, including way finding, signage and passenger experience, and that a more in-depth engagement process will soon commence. * Melanie Ashe raised the demarcation between the station design and oversite development at Town Hall Station. CYP confirmed there is an interface between the designs at ground level and that the same design consultants have been engaged for above and below ground works to ensure appropriate integration. * Emily Kropf raised the visual similarity of the CBD station platforms and queried how public transport users will be able to differentiate. CYP took this under advisement and confirmed it will be considered as part of the upcoming engagement for way finding, signage and passenger experience. * Fiona Van commented that similar to international metro stations, signage and way finding for above ground landmarks should be considered as part of the upcoming engagement process. * The CRG discussed the use of an acoustic deck rather than shed as part of construction works adjacent to Flinders Lane. CYP will present a design of the acoustic deck. * Peter Brown raised heavy equipment access to Town Hall Station sites. CYP confirmed that traffic arrangement hasn’t been finalised but the upcoming delivery of a piling rig will be between midnight and 5AM via Flinders Lane. There will be direct ongoing consultation with stakeholders and works notifications will be issued as required. * Dev Kevat raised environmental performance monitoring. The existing Early Works (John Holland) monitoring will be handed over to CYP, with some additional monitoring equipment to be installed. * Chris Lovell raised City Square acoustic enclosure design. CYP has not finalised the design but will present once the design has been completed. |
| **C10-1** | Develop a map indicating the zone of influence for property condition surveys. |
| **C10-2** | Present the design of the acoustic deck at CBD South. |
| **C10-3** | Present the design of the acoustic enclosure at City Square. |
| 4. | Presentation from Rail Projects Victoria |
|  | Presentation by Lachlan Lee-Archer (RPV) on surface pedestrian modelling.  Matters arising:   * Simon Were queried patronage numbers for existing Flinders Street Station entrances. RPV confirmed that modelling of the continued growth on the network indicates that when the Metro Tunnel opens, the patronage numbers for existing Flinders Street Station entrances will be roughly the same in today’s terms. * Melanie Ashe raised footpath width on Flinders Lane. RPV confirmed that the City of Melbourne (CoM) is the relevant road authority for roads adjacent to CBD stations and that designs require CoM review and approval. The City of Melbourne commented that it is currently considering footpath width and capacity. * Michael Griffiths raised vehicle access to CBD South and in particular parking. RPV confirmed that there is a mix of pedestrians and cars used for modelling. CYP is still working through detail for additional surface modelling which will be presented at a future meeting once it has been completed. * Dev Kevat raised the use of Royston Place for commercial deliveries and waste removal. RPV confirmed the additional modelling being undertaken by CYP will provide further detail and should be completed in the coming months. |
| **C10-4** | Present further surface modelling data once completed. |
| 5. | General feedback, other business and items for future discussion |
|  | Matters arising:   * Adam Tanner discussed the issue of objects dropped from height or being thrown at construction workers in A'Beckett Street. An individual has been charged with an offence relating to these incidents. * James Tonkin commented that the Metro Tunnel HQ is targeted to open by the end of June 2018. The Metro Tunnel HQ will be a multipurpose and interactive space for the community to learn about construction methodology, impacts, benefits and progress of the project. It will also be a focal point for an education program designed to engage school students. |
| 7. | Meeting Close |
|  | Matters arising:   * Next meeting of the CRG is scheduled for Friday 6 July 2018 at (Victoria Room), QV Women's Centre, 210 Lonsdale Street, Melbourne VIC 3000. |

**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | ACTION | OWNER | STATUS |
| C10-1 | Develop a map indicating the zone of influence for property condition surveys. | CYP | Open |
| C10-2 | Present the design of the acoustic deck at CBD South. | CYP | Open |
| C10-3 | Present the design of the acoustic enclosure at City Square. | CYP | Open |
| C10-4 | Present further surface modelling data once completed. | CYP | Open |