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| **Date** | Friday 6 July 2018 | **Meeting No** | 11 |
| **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**] * Brian Maddock, Yarra Trams * David Gundy, St Paul’s Cathedral * Emily Kropf, St Paul’s Cathedral * Murray Walls, RMIT * Fiona Van, RMIT * Michael Griffiths, Ross House Association * Sharon Pollard, Federation Square * Rob Moore, City of Melbourne * Anthony LoGiusto, Brady Hotel * Peter Brown, Manchester House * Eugenie Austin, UniLodge * Jessica Cerejo, UniLodge * Brendan Ryan, MBCM City * Don Shipway, ALE Group * Simon Pockley, Bible House * Daniel Lawrence, City West Water | *Apologies*   * Melanie Ashe, Flinders Quarter * Graham Jephcott, ACMI * Elizabeth Beal, ACMI * Paul Kanally, St Paul’s Cathedral * Dough Thomson, RMIT * Simon Were, Melbourne City Baths * Hanh Chau, State Library of 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 * Anushia Bleazby, CityWest Water * Maria Groner, Travellers Aid | * Natalie Siragusa, City of Melbourne * Eamonn Fennessy, City of Melbourne * Adam Tanner, Victoria Police Melbourne East Station * Graeme Blackman, Westin Owners Corporation * Megan Herring, Young and Jackson Hotel * Dev Kevat, Bible House * Faruk Delalic, Verve and Milano Residential Buildings * Anna Manarczyk, Melcorp Strata * Paul Dennis, Ashdowne House * John Dall’Amico, Residents 3000 * Artur Hajda, Residents 3000 * Pin Ng, UniLodge * Andrew Milward-Bason, Nicholas Building Association |
| **In attendance** |  |  |
| *Present*   * Jennifer Ross, RMIT * Caitlyn Marshall, ACMI * Brendan Perera, CYP * Jodie Barrington, CYP * Luis Narvaez, CYP * Joan Bulpit, CYP * Melinda Kelly, CYP | * Alain Giauque, CYP * Kate Walshe, CYP * Bec Rowe, John Holland * Kathlin Mayer, John Holland * Charles Bryant, John Holland * Libby Rule, RPV * Tye Norman, RPV | * Emmett Ahern, RPV * Nadia Kohl, RPV * Jordan Di Stefano, RPV * Alana Clarke, RPV * Dave Kristy, RPV * James Tonkin, RPV * Will McNamara, [**Secretariat**] |

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| 1. | Welcome and Metro Tunnel Update |
|  | Welcome from Chris Lovell (Chair).  Matters arising:   * The Community Reference Group noted the open action items and issues register. |
| 2. | Presentation from John Holland (Early Works Managing Contractor) |
|  | Presentation by Kathlin Mayer (John Holland) and Bec Rowe (John Holland) on current and upcoming works.  Matters arising: Nil |
| 3. | **Presentation from Cross Yarra Partnership** |
|  | Presentation by Brendan Perera (CYP) on current and upcoming works at CBD North. Presentation by Charles Bryant (CYP) the CBD North Oversite Development. Presentation by Alain Giauque (CYP) on current and upcoming works, and the acoustic deck at Port Phillip Arcade. Presentation by Kieran Hurley (CYP) on City Square acoustic shed. Presentation by Matt Reid (CYP) on property conditions surveys.  Matters arising:   * The Community Reference Group discussed the proposed realignment of Flinders Lane for the installation of a loading bay to support construction activities at City Square. CYP confirmed pedestrian modelling is being finalised. David Gundy commented a number of outstanding matters require further consideration. * Rob Moore commented to facilitate construction at Federation Square, City of Melbourne and RPV are working together to relocate the Melbourne Visitor Centre temporarily to the Melbourne Town Hall. * Simon Pockley queried the expected geotechnical conditions at City Square. CYP confirmed there is a top layer of fill, followed by soft material and then rock. CYP confirmed that hammering machines are not expected to be used. Some noise and vibration is expected and the acoustic shed will assist with this. Piling is scheduled to commence from January for six months with excavation from mid-2019. * Don Shipway queried if an acoustic shed will be constructed at the Port Phillip Arcade site. CYP confirmed that at this stage an acoustic deck rather than a shed will be constructed. * Peter Brown queried the number of trucks entering and exiting City Square from Flinders Lane during construction of the acoustic shed. CYP confirmed approximately two trucks a day. * Simon Pockley raised tunnelling methodology. CYP confirmed city sites are access shafts rather than TBM launching sites and that road headers will be used to construct CBD stations. * Chris Lovell queried the final depth of the shafts being constructed. CYP confirmed the depth will be up to 36 metres. * Michael Griffiths raised pedestrian access tunnel - Campbell Arcade into Flinders Street Station. It was confirmed that work is continuing on the design. * David Gundy raised the timing for acoustic shed construction. CYP confirmed construction is due to start from November 2018 and planned completion is April 2019 when excavation will commence. * David Gundy raised truck numbers and movement for spoil removal from City Square. CYP confirmed approximately a truck every 10 minutes is expected. Truck routes have not been finalised and will be determined by the best way to mitigate traffic impacts in the CBD. * Chris Lovell raised truck holding areas. CYP confirmed truck holding areas would be outside the CBD but have not yet been finalised. * James Tonkin asked if pedestrian gantries would be required for construction at City Square. CYP confirmed the methodology is for the City Square site to be fully contained and the pedestrian areas would not be required except for the temporary loading bay on Flinders Lane. * Simon Pockley raised property condition surveys. CYP confirmed that the Early Works Managing Contractor will need to complete a final property condition survey and that CYP will need to undertake an initial property condition survey. CYP confirmed these surveys will be conducted at the same time, where possible. * The Community Reference Group discussed the property condition surveys and rectification works. * James Tonkin commented that any damage will be rectified if it is determined that it has been caused by project work. Should it be found to be the case, then it could result in a change to methodology to ensure no further damage is sustained. * Chris Lovell reiterated his understanding of the process commenting that modelling will be used to determine the zone of influence for each construction activity and if required further surveys will be conducted. CYP confirmed that property condition surveys are an iterative process and will be most successful where there is open communication and engagement between contractors and stakeholders. |
| **C11-1** | Present on noise and vibration modelling. |
| **C11-2** | Circulate a revised construction schedule for CBD North and South. |
| **C11-3** | Present on finalised truck routes for CBD South. |
| 4. | Creative Strategy Presentation (CYP) |
|  | Presentation by Mary Parker (CYP) on the Metro Tunnel Creative Strategy.  Matters arising:   * Chris Lovell raised laneway activation. CYP confirmed consideration could be given to laneways as part of the Creative Strategy. |
| 5. | General feedback and items for future discussion |
|  | Matters arising:   * The Community Reference Group discussed the opening of the Metro Tunnel HQ (information hub). The Community Reference Group agreed to a site tour of the Metro Tunnel HQ and CBD South archaeological dig followed by a short agenda meeting. * Don Shipway requested the names of presenters be included in the agenda. |
| 6. | Meeting Close |
|  | Matters arising:   * Next meeting of the CBD Community Reference Group is scheduled for Friday 3 August 2018, including a tour of the Metro Tunnel HQ and Town Hall Station archaeological dig. |

**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | ACTION | OWNER | STATUS |
| C11-1 | Present on noise and vibration modelling. | CYP | Open |
| C11-2 | Circulate a revised construction schedule for CBD North and South. | CYP/RPV | Open |
| C11-3 | Present on finalised truck routes for CBD South. | CYP | Open |