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| **Date** | Friday 2 August 2019 | **Meeting No** | 5 |
| **Chair** | Chris Lovell | **Time** | 7.30am – 9.30am |
| **Location** | The Larwill Studio, Parkville | **Minutes** | Alana Clarke |

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| **In attendance** |  |
| *Present** Chris Lovell [**Chair**]
* Rachael Palmer, North Melbourne Residents/North & West Melbourne Association
* Robert Moore, Parkville Association
* Peter Gerrand, North & West Melbourne Association
* Karen Snyders, City of Melbourne
* Rod Johnston, Mauri
* Kim Hutchinson, City West Water
* Alex Keppell, CYP
* Jacqui Mott, CYP
* Kim Mas, CYP
* Kim Norton, CYP
 | * Danielle Smits, CYP
* Jordan Di Stefano, RPV
* Jessica Foulds, RPV
* Eli Firestone, RPV
* Matt van der Peet, RPV
* Courtney Gleeson, RPV
* Alana Clarke, RPV [**Secretariat**]

*Apologies** Ryan Dam, George Weston Foods
* Sam Aitchison, City West Water
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| 1. | Introductions and welcome |
|  | Matters arising:* The Community Reference Group (CRG) discussed the Outstanding Actions and Issues Register.
* The Chair noted that this is Alex Keppell’s last meeting and thanked her for her contribution to the project. Jacqui Mott will be replacing Alex at CYP.
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| 2. | Parkville construction update |
|  | Presentation by Alex Keppell (CYP) on construction in the Parkville precinct.Matters arising: * Peter Gerrand queried the nature of works to be carried out during phase three of excavation. CYP confirmed removal of spoil from phase three excavation works is too deep to be carried out by trucks, so will be completed using the gantry crane. This phase is expected to commence in October 2019.
* The CRG discussed truck movements in the precinct. CYP confirmed it is able to identify and track project trucks via its truck tracker. CYP confirmed members of the community should make note of the registration number of any errant trucks and report them to the Metro Tunnel Project helpline (1800 105 105) and confirmed it will follow up any complaints about project trucks.
* Peter Gerrand queried whether trams would be impacted during Grattan Street West works. CYP confirmed there are no expected impacts to trams during these works.
* Robert Moore raised heritage permits for proposed works on Royal Parade. Robert advised Parkville Association has submitted an objection to Heritage Victoria regarding concerns related to proposed tree removal, as they would like to see the permit split into two sections for construction and legacy design. Robert thanked Alex for meeting with him to outline the permit and expressed concern that the CRG had not discussed these works previously. CYP advised the permit included trees required to be removed for construction of station entrances and further trees included in permit would be subject to the finalisation of the legacy design and a further Development Plan.
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| 3.  | **Arden construction update** |
|  | Presentation by Kim Mas (CYP) on Arden construction.Matters arising: * Rachael Palmer raised feedback from a community member about street sweeping on Arden Street. CYP thanked Rachael for passing on the feedback.
* Peter Gerrand raised the renaming of the current North Melbourne Station to West Melbourne. RPV advised there is extensive work across multiple agencies and timing is not confirmed.
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| 4. | **Tunnelling** |
|  | Presentation by Kim Norton (CYP) on tunnelling. * The CRG discussed the Tunnel Boring Machine (TBM) launch, including the smoking ceremony and blessing of the TBMs. Robert Moore suggested CYP contact Ozanam House to discuss options for people to conduct the ceremony.CYP thanked Robert for the suggestion.
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| 5. | **Environmental management update** |
|  | Presentation by Kim Norton (CYP) on environmental management. * Peter Gerrand raised flooding on Lothian Street during heavy rainfall. CYP acknowledged it has received feedback on this matter and has passed it on to the relevant team to follow up.
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| 6. | **Community and stakeholder update** |
|  | Presentation by Kim Norton (CYP) on community and stakeholder update. Matters arising: Nil.  |
| 7. | General feedback and items for future discussion |
|  | Matters arising:* Rachael Palmer raised divestment of underground land. RPV confirmed the pre-divestment letters are currently scheduled to be sent from late August.
* Peter Gerrand raised the status of the legacy artwork program for North Melbourne Station. RPV confirmed it can provide an update at next meeting.
* Peter Gerrand queried whether a documentary of the project was being made. RPV confirmed the project continues to capture footage of major works and key milestones, however there is no confirmed documentary at this stage.
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| P5-1 | Provide an update on the status of legacy artwork program for North Melbourne Station. |
| 8. | Meeting close |
|  | Matters arising:* Next meeting 7.30am-9.30am, Friday 13 September 2019.
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**NEW ACTIONS AND ISSUES**

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| # | ACTION | OWNER | STATUS |
| **P5-1** | Provide an update on the status of the legacy artwork program for North Melbourne Station. | RPV | Open |