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| **Date** | Friday 18 September 2020 | **Meeting No** | 13 |
| **Chair** | Chris Lovell | **Time** | 7.30am – 9.30am |
| **Location** | Zoom | **Minutes** | Mathew Collum |

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| **In attendance** |  |
| *Present** Chris Lovell [**Chair**]
* Rachael Palmer, North Melbourne Residents/North & West Melbourne Association
* Robert Seear, City West Water
* Karen Snyders, City of Melbourne
* Robert Moore, Parkville Association
* Peter Gerrand, North & West Melbourne Association
* Ryan Dam, George Weston Foods
* Kim Norton, CYP
* Kim Mas, CYP
* Kate Masters, CYP
* Bryanna Miller, CYP
* Danielle Smits, CYP
 | * Mary Parker, CYP
* Ryan Martin, CYP
* Claire Johnson, RPV
* Eli Firestone, RPV
* Tim Fullerton, RPV
* Sarah Haines, RPV
* Jordan Di Stefano, RPV
* Dejan Eric, RPV
* Mathew Collum, RPV [**Secretariat**]

*Apologies** Tim Benedict, Victorian Planning Authority
* Tallia Gilarry, City of Melbourne
* Matt van der Peet, RPV
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| 1. | Introductions and welcome |
|  | Matters arising:* Chris Lovell welcomed members of the Community Reference Group (CRG).
* The CRG discussed the Outstanding Actions and Issues Register.
* In reference to P6-1, CYP advised that all site tours are to remain on hold until COVID-19 restrictions ease.
* In reference to P8-1 and P8-2, CYP advised that more information on station design for both Arden Station and Parkville Station, along with updated images, is anticipated to be presented at the next CRG meeting.
* In reference to P11-1, the investigation of the opportunity to host a community walk through of the completed section of tunnel between Arden Station and Parkville Station is on hold until COVID-19 restrictions ease.
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| 2. | Presentation from project contractors |
|  | Presentation by Mary Parker (CYP) on the Parkville Creative Program.Presentation by Danielle Smits (CYP) on the project wide construction update. Presentation by Danielle Smits (CYP) and Bryanna Miller (CYP) on current and upcoming works in the Parkville precinct, and by Kim Mas (CYP) on current and upcoming works at the Arden Station and North Melbourne worksites.Presentation by Ryan Martin (CYP) and Bryanna Miller (CYP) on tunnelling and noise and vibration.Presentation by Kim Norton (CYP) on tunnelling communications and engagement.Presentation by Ryan Martin (CYP) on the Tunnel Lining Segment Manufacturing Facility.Presentation by Kim Norton (CYP) and Danielle Smits (CYP) on precinct-based communications and engagement.Matters arising:* At Parkville, Peter Gerrand asked about the purpose of the proposed north-east emergency station exit near Kernot Road. CYP confirmed it will only be used as an emergency exit for the station.
* The CRG discussed the presentation slide for the Grattan Street East Program. CYP confirmed that the first stage of the Royal Parade station entrance excavation and strutting is scheduled to conclude in December 2020 and the works are linked to progression of the main station box.
* Robert Moore queried the leasing arrangements for the concourse retail area at Parkville Station. CYP advised that the retail area is likely to include a small supermarket and other small retail businesses. CYP agreed to follow up and provide more information about the number of shops and the proposed layout of the concourse retail area.
* Robert Moore asked when Grattan Street west would be reinstated. CYP advised that detailed planning for the north box construction is underway and confirmed an update will be presented at the next CRG meeting.
* Peter Gerrand asked about the purpose of the 31 driven piles to be installed near the north east corner of the Arden Station box. CYP advised that the piles will support the raised terrace outside of the station entrance near the corner of Laurens Street and Barwise Street as well as the northern portion of the station building which will be offset at an angle to the station box beneath it. CYP confirmed it will present more information and images of the layout of the station at the next CRG meeting.
* Peter Gerrand asked whether Arden Station and Parkville Station will offer public toilet facilities. RPV confirmed that there will be public toilets in the stations and that the toilets at Arden Station will be located in the ticketed section of the station.
* Peter Gerrand asked about the purpose of the cross passages. CYP confirmed that the cross passages are located at regular intervals between the two tunnels and are designed for use in emergency situations to evacuate people from the tunnels.
* Rachael Palmer asked if there were any complaints received relating to noise and vibration from the Tunnel Boring Machine (TBM) breakthrough at Parkville Station in August 2020. CYP confirmed that it did not receive any complaints and advised that noise and vibration monitoring at the time did not show any exceedances. CYP confirmed that there will be more videos of the TBM breakthrough and transfer process made available on the Metro Tunnel Project (MTP) website.
* Rachael Palmer asked if operational noise and vibration modelling data for future Metro Tunnel operations will be available to community members. CYP advised that the noise and vibration modelling data currently available relates solely to tunnelling construction activities. CYP confirmed it has environmental targets to meet during tunnel operation and confirmed that it is preparing a model for operational noise and vibration impacts. CYP agreed to provide an update on the progress of operational noise and vibration modelling to CRG members.
* Rachael Palmer asked if vibration and ground settlement data is used as part of the assessment and resolution of property damage claims. CYP agreed to follow up with Rachael regarding the property condition claims process.
* Rachael Palmer asked if there has been an increase in web traffic for the MTP website since the announcement that letter box drops will be put on hold whilst Stage 4 COVID-19 restrictions are in place. RPV advised it is waiting to receive the data and agreed to follow up with Rachael once it’s available.
* Peter Gerrand asked if the tunnel lining segment manufacturing facility has an intended purpose beyond the Metro Tunnel Project. CYP advised that it will explore options regarding any potential use of the facility once all segment production is complete. Robert Seear asked if the manufacturing facility will produce the tunnel segments for the West Gate Tunnel Project. CYP advised that the West Gate Tunnel Project has its own purpose-built facility as the required tunnel segments are much larger.
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| P13-1 | Provide an update on the progress of operational noise and vibration modelling and confirm whether the current tunnelling specific noise and vibration data has any relevance to the anticipated impacts of the future tunnel operation.  |
| 3. | **General feedback and items for future discussion** |
|  | Matters arising:* Peter Gerrand asked when the Victorian State Government will be announcing the new postcode for the area around the new Arden Station. City of Melbourne agreed to follow up with the Urban Strategy Team which is working on the Arden Structure Plan to find out if any information is available.
* RPV queried if the group would like another presentation from the Victoria Planning Authority (VPA) on the Arden Draft Structure Plan and consultation period at a future CRG meeting. Rachael Palmer advised that a presentation would only really be beneficial if there has been a change to the approach or to update on how they had taken on board community feedback.
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| 4. | Meeting close |
|  | Matters arising:* Next meeting 7.30am-9.30am, Friday 13 November 2020.
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**NEW ACTIONS AND ISSUES**

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| # | **ACTION / ISSUE** | **OWNER** |
| **P13-1** | Provide an update on the progress of operational noise and vibration modelling and confirm whether the current tunnelling specific noise and vibration data has any relevance to the anticipated impacts of the future tunnel operation.  | CYP |