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| **Date** | Wednesday, 18 October 2017 | **Meeting No** | 2 |
| **Chair** | James Tonkin | **Time** | 7.30am – 9.00am |
| **Location** | Garden Room, Seasons Botanic Gardens | **Minutes** | Will McNamara |

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| **Members** |  |
| *Present*   * James Tonkin, MMRA [**Acting Chair**] * Fraser Read-Smith, G12+ * Lou Raunik, G12+ * Andrea Coote, The Domain * Colin Stuckey, Melbourne Grammar School * Kathleen Picone, GusTax Consulting * Nathalie Michel, Melbourne Girls Grammar School * Rebecca Doherty, City of Port Phillip * Neil Hutchinson, City of Melbourne * Gary Brennan, Bicycle Network Victoria * Karen Baynes, Domain Hill * Karen McLeod Adair, The Hallmark * Gary Buck, The Botanica Apartments * Michael Butcher, Melbourne South Yarra Residents Group * Phil Lukies, Melbourne South Yarra Residents Group * Bec Rowe, John Holland * Sarah MacNish, John Holland * Jodie Barrington, Cross Yarra Partnership | * Alex Keppel, John Holland * Hannah Martin, MMRA   *Apologies*   * Damian Dewar, City of Port Phillip * Daniel Mulqueen, Shrine of Remembrance * Christian Lawless, Melbourne Girls Grammar School * Toni Meath, Mac.Robertson Girls’ High School * Jane Pickworth, Albert Road Clinic * Christopher Cole, Royal Botanic Gardens * Kalyan Shrestha, VicRoads * Jamie McBride, Domain Road Traders |
| **In attendance** |  |
| * John Goding, Cross Yarra Partnership * Mark Wells, Cross Yarra Partnership * Stefan Hanke, Cross Yarra Partnership * Linda Cantan, MMRA | * Alister Campbell, MMRA * Louis Narvaez, MMRA * Will McNamara, MMRA [**Secretariat**] * Megan Crockford, Beon Energy |

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| 1. | Introductions & Welcome |
|  | Welcome from James Tonkin (MMRA) and introductions from attendees.  Matters arising: Nil |
| 2. | Presentation from John Holland |
|  | Presentation from Sarah MacNish (John Holland) on completed and upcoming early works.  Matters arising:   * Status of services relocation in Domain * Temporary relocation of the South African Soldiers Memorial * John Holland and CYP are coordinating an integrated approach to manage the transitions of construction sites between the packages |
| 3. | **Presentation from Beon Energy** |
|  | Presentation from Megan Crockford (Beon Energy) on the temporary electrical substation at Edmund Herring Oval.  Matters arising:   * Site parking will be within the construction site * Construction and operations will comply with EPRs * Cable to deliver power to the Tunnel may be either overhead or trench depending on ground conditions |
| 4. | **Presentation from MMRA** |
|  | Presentation from Alister Campbell (MMRA) on the Environmental Performance Requirements framework for the project. Presentation from Linda Cantan (MMRA) on the Project Agreement, the Independent Reviewer and the Independent Environmental Auditor.  Matters arising:   * Combined communications and work notifications * CYP and John Holland are focused on ensuring a smooth transition of works and community engagement * Management Plans are in development and will set out the communications process in relation to Environmental Performance Requirements |
| 5. | **Presentation from Cross Yarra Partnership** |
| **Action [2-1]**  **Action [2-2]**  **Action [2-3]**  **Action [2-4]** | Presentation from Mark Wells (CYP) on Environmental Performance Requirements compliance and management planning. Presentation from John Goding (CYP) on construction methodology.  Matters arising:   * Strong focus on transport management in CYP construction planning * Albert Road and Kings Way - Traffic management for Bowen Lane * Edmund Herring Oval has site access at 3 points * CYP is in consultation with emergency services for emergency vehicle access which will be set out in the Domain Precinct Transport Management Plan * Program for Property Condition Surveys * The final location for spoil will help confirm truck routes * Different truck routes may be required for the various stages of tunnel construction * CYP will report on truck management at a future CRG once plans are further developed   Email key issues for discussion. A list will be provided at the next meeting.  CYP to provide a timeline for Property Condition Surveys.  CYP to present on the Virtual Superintendent System for truck management.  CYP to progressively provide further detail on construction methodology as plans develop. |
| 6. | **Next Steps** |
|  | Matters arising:   * An independent Chair for the Domain Community Reference Group is still in the process of being appointed * Next meeting is 29 November 2017 * An annual calendar for the Domain Community Reference Group will be produced * First meeting for 2018 is currently scheduled for 24 January 2017 |
| 7. | **Meeting Close** |
|  | Closing remarks from James Tonkin (MMRA).  Matters arising: Nil |

**ACTION ITEMS**

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| # | ACTION | OWNER |
| 2–1 | Email key issues for discussion. A list will be provided at the next meeting. | All Members |
| 2–2 | Provide a timeline for Property Condition Surveys. | CYP |
| 2–3 | Presentation on the Virtual Superintendent System. | CYP |
| 2–4 | Provide further detail on construction methodology. | CYP |