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| **Date** | Wednesday, 7 March 2018 | **Meeting No** | 5 |
| **Chair** | James Tonkin (Acting) | **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**]
* Neil Hutchinson, City of Melbourne
* Rebecca Doherty, City of Port Phillip
* Craig McLean, City of Port Phillip
* Colin Stuckey, Melbourne Grammar School
* Toni Meath, Mac Robertson Girls High School
* Jane Pickworth, Albert Road Clinic
* Gary Buck, The Botanica Apartments
* Karen Baynes, Domain Hill
* Fraser Read-Smith, G12+
* Lou Raunik, G12+
* Andrea Coote, The Domain
 | * Michael Butcher, Melbourne South Yarra Residents Group
* Michelle Land, Yarra Trams
* Kathleen Picone, GusTax Consulting
* Kate Walshe, CYP
* Rob Mair, CYP
* Sarah MacNish, CYP
* David Glossop, CYP
* Bec Rowe, John Holland
* Hannah Martin, MMRA
* Barry McGuren, MMRA
* Ai-Lin Chang, MMRA
* Nina Michaelides, MMRA
* Will McNamara, MMRA [**Secretariat**]
 |  *Apologies** Eamonn Fennessy, City of Melbourne
* Daniel Mulqueen, Shrine of Remembrance
* Christian Lawless, Melbourne Girls Grammar School
* Christopher Cole, Royal Botanic Gardens
* Kalyan Shrestha, VicRoads
* Garry Brennan, Bicycle Network Victoria
* Alfred de Bruyne, The Domain
* Karen McLeod Adair, Hallmark Apartments
* Sarah Potter, Entrecote
* Jamie McBride, Domain Road Traders
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| 1. | Introductions and Welcome |
|  | Introduction and Welcome from James Tonkin (A/g Chair). Matters arising: * The CRG noted the Outstanding Actions and Issues Register.
* The CRG discussed the appointment of an independent Chair.
* James Tonkin asked the CRG to advise what additional information and collateral can be provided to assist members to communicate with their local community groups.
* Based on feedback from CRG members, additional time has been provided at the end of the meeting agenda for general discussion.
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| 2. | Presentation from MMRA |
|  | A presentation by Lachlan Lee-Archer (MMRA) on the Traffic and Transport Working Group has been delayed until the next meeting of the CRG. |
| 3.  | **Presentation from John Holland** |
|  | Presentation by Stephen Millar and Bec Rowe (John Holland) on current and upcoming Early Works. Matters arising: * Toni Meath queried when Kings Way would be reduced to 40km per hour. John Holland advised that plans were still being finalised and that this would occur in the coming months.
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| 4. | Presentation from Cross Yarra Partnership |
|  | Presentation by Sarah MacNish, Rob Mair and John Goding (CYP) on current and upcoming works, planning and design. Matters arising:* Gary Buck raised asbestos management. CYP noted feedback, confirmed that a recent incident was appropriately managed and will review communication processes in regard to alerting local residents to actions underway.
* Kathleen Picone requested that additional information be proactively provided to building managers regarding evacuation plans. CYP will be contacting building managers in the coming weeks.
* Gary Buck praised arborists who provided cuttings to local residents during recent tree removal.
* Fraser Read-Smith queried when Bowen Lane would be reopened. Mid-late 2019 is the best case. Additional design work is required – once complete CYP will identify when Bowen Lane can be reopened.
* Gary Buck raised waste management. A precinct waste management plan is in development.
* Fraser Read-Smith queried when residents would be notified of disruptive works. CYP will provide letters to residents detailing upcoming disruptive works in the next week.
* The CRG discussed traffic management and building access for specific buildings in the precinct.
* James Tonkin (A/g Chair) asked if piles for the station would be bored or driven piles. CYP confirmed the diaphragm walls will be constructed with precast sections placed in an excavated trench with specialist equipment. These works will be low impact.
* The CRG discussed site access for trucks. During all works, the primary truck routes will be via St Kilda Road and Kings Way. During the April works Domain Road and Toorak Road West will be required as a secondary route only. From September for approximately 12 months Albert Road south and Bowen Crescent will be required as a secondary route only.
* Lou Raunik queried if ground anchors would be used to construct the station box diaphragm wall. CYP confirmed that ground anchors will not be used. Temporary struts will be installed until the roof slab is constructed.
* The CRG discussed the legacy tram alignment for St Kilda Road.
* The CRG discussed traffic management for Albert Road, specifically driver behaviours at zebra crossings. A construction gate with a full-time traffic controller will be used to separate construction vehicles and local residents’ vehicles. Some feedback has already been received by CYP. Additional feedback can be provided via enquiry channels. Information will be provided back to the CRG prior to the next meeting.
* Toni Meath commented she is especially concerned for the safety of students and vulnerable road users during periods of changed traffic conditions.
* Karen Baynes raised bicycle use on Albert Road and cyclists not dismounting when entering the footpath. CYP can instruct traffic controllers to request that cyclists dismount.
* Gary Buck raised dust management. Airborne quality modelling has been completed. Water carts will be used to manage dust.
* Michael Butcher raised truck driver behaviour. CYP will utilise a GPS system, ‘virtual superintendent’ to monitor trucks. Subcontractor obligations will be clearly communicated and managed within contracts as appropriate.
* The CRG discussed reversing beepers on trucks and measures by CYP to ensure compliance with the use of broadband beepers.
* Karen Baynes raised a recent incident of contractors playing loud music on site. All incidents should be reported to the Project Information Line or website email. CYP will investigate.
* Karen Baynes queried if the palm tree at the northern end of Albert Reserve had been successfully transplanted. CYP reported that options were investigated – due to contaminated soil the palm tree could not be relocated.
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| **D5-1** | Notify CRG members of steps taken to improve traffic management on Albert Road.  |
| 5. | General feedback and items for future discussion |
|  | Matters arising: Nil |
| 7. | Meeting Close  |
|  | Closing remarks from James Tonkin (A/g Chair).Matters arising: Nil  |

**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | ACTION | OWNER | STATUS |
| D5-1 | Notify CRG members of steps taken to improve traffic management on Albert Road. | CYP | Open |