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| **Date** | Tuesday 3 July 2018 | **Meeting No** | 5 |
| **Chair** | James Tonkin (Acting Chair) | **Time** | 7.30am – 9.00am |
| **Location** | Punthill South Yarra Grand | **Minutes** | Will McNamara |

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| **Members** |  |  |
| *Present*   * James Tonkin [**Acting Chair**] * Georgie Birch, City of Stonnington * Lisa Wilson, City of Stonnington * Jonathon Forbes, South Yarra * Kathy Dalton, South Yarra * Malcolm Ninnis, South Yarra * Tennessee Leeuwenburg, South Yarra * Ruth Speedy, Toorak Road South Yarra Business Association * Joy Manners, South Yarra Residents Association * Clare Robertson, MTM * Camilla Heatherson, CYP | * Steve Denton, CYP * David Glossop, CYP * Kate Walshe, CYP * Mary Parker, CYP * Hannah Martin, RPV * Sharon Campbell, RPV * Daniel McKenna, RPV * Nina Michaelides, RPV * Barry McGuren, RPV * Dave Kristy, RPV * Will McNamara [**Secretariat**] | *Apologies*   * Tom Howgate, South Yarra * Nic Thomas, South Yarra * James Robinson, South Yarra * Amanda Walsh, South Yarra * Paul Bellette, Café Republic * John Lotton, Chapel Street Precinct Association * Graham Hoy, South Yarra Residents Association * Christopher Blain, South Yarra Village Residents Group * Stefan Hanke, CYP * John Goding, CYP * Rob Mair, CYP * Luis Narvaez, CYP |

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| 1. | Welcome and Metro Tunnel Update |
|  | Welcome from James Tonkin (Acting Chair).  Matters arising:   * The Community Reference Group (CRG) noted the open actions and issues register. |
| 2. | Presentation from Rail Infrastructure Alliance (RIA) |
|  | Presentation by Daniel McKenna (RPV) on RIA procurement, update on Eastern Portal development and draft Early Works Plan.  Matters arising:   * The CRG discussed tree removal and the potential for existing trees to be used as barriers to sound and dust. * Georgie Birch raised the occupation of South Yarra Siding to support project works. RPV confirmed that the target date for occupation is early September 2018. The project is working with council to identify possible alternative open space. * Jonathan Forbes raised site access. RPV confirmed that site access for spoil removal is planned from William Street and Arthur Street onto Chapel Street. |
| 3. | **Presentation from Cross Yarra Partnership (CYP)** |
|  | Presentation by Steve Denton (CYP) on current and upcoming work, including site establishment, tree removal, service relocation and delineation fencing. Presentation by David Glossop (CYP) on tree removal and Environmental Performance Requirements (EPR) modelling. Presentation by Mary Parker (CYP) on the creative strategy.  Matters arising:   * Georgie Birch queried when temporary fencing around the worksite will be replaced by barriers. CYP confirmed that the barriers, including visual treatment will be installed at the time the main works commence in August 2018. * Jonathan Forbes commented he had observed jersey barriers with screens overseas that are higher than 2.4 metres. CYP confirmed that the wind loading under Australian Standards would require a second set of jersey barriers to facilitate hoardings greater than 2.4 metres high which would limit access to Osborne Street. * Kathy Dalton queried when the gantry crane would be installed. CYP confirmed that February 2019 is the target date. * Tennessee Leeuwenburg raised upcoming works and dust management, commenting that a high volume of trucks will generate dust. CYP confirmed that the wetter weather this time of year often assists with dust management and that street sweepers and water carts will be used. * Tennessee Leeuwenburg raised EPR monitoring and commented stakeholders should receive alerts when EPRs are noncompliant. CYP confirmed it will take the matter under advisement. * Jonathan Forbes raised EPR guidelines and monitoring. CYP confirmed real time monitoring will be conducted using equipment located in the precinct. Hand held equipment and visual monitoring will also be conducted. Warning limits will be set so that impacts can be mitigated before EPR exceedance. * The Community Reference Group discussed the Residential Impact Mitigation Guidelines (RIMG). Joy Manners queried if the guidelines provide respite for residents who might be home during the day when noisy works are planned. Ruth Speedy commented that there’s an opportunity for the council to get involved in this space. CYP confirmed it is working with local stakeholders. * Joy Manners queried if the CYP hoarding treatment proposed as part of the creative strategy on Osborne Street would also be used on hoardings in other areas in the precinct. RPV confirmed that other sites in the precinct are not CYP sites but this is an opportunity that will be discussed with RIA. * Joy Manners commented on the amount of graffiti evident in the local area. CYP confirmed this is an issue across the project alignment. City of Stonnington confirmed it is engaged with the issue. Hoarding treatments can assist in deterring such behaviour. |
| 4. | Presentation from Metro Trains Melbourne (MTM) |
|  | Presentation by Clare Robertson (MTM) on upcoming rail disruptions and train replacement services.  Matters arising:   * Joy Manners commented there is often congestion caused by vehicles turning right into Yarra Street from Toorak Road. MTM confirmed project teams work with councils to better understand local traffic conditions required for rail service disruptions and bus replacement services. The City of Stonnington confirmed that this intersection is a known issue currently being considered by council. * Tennessee Leeuwenburg queried if MTM maintenance and renewal works will be conducted during the July 2018 occupations for the Metro Tunnel Project. MTM confirmed some tree cutting and rail scrubbing will be conducted on the Sandringham Line between South Yarra Station and Windsor Station. * Tennessee Leeuwenburg expressed dissatisfaction with MTM maintenance works notifications and MTM customer service. Clare Robertson noted this sentiment. |
| 5. | Discussion and other business |
|  | Matters arising:   * Joy Manners queried when RIA contractor representatives would attend CRG meetings. RPV confirmed this is likely at the next meeting of the CRG. * Jonathan Forbes raised the RIMG and requested that information be provided on the process for assessing matters raised under the RIMG. RPV confirmed that all matters should be raised via the Metro Tunnel Project Information Line (1800 105 105) and further details on RIMG can be provided at a future meeting of the CRG. * Tennessee Leeuwenburg commented that case managers for stakeholder matters could provide a personal connection while resolving issues. * Jonathan Forbes raised the monitoring of Environmental Performance Requirements (EPRs) commenting on the possibility of sustained and accumulated impacts within the EPR guidelines rather than exceedance. * Kathy Dalton raised property condition surveys. CYP confirmed that offers for assessments have been issued. Inspections have commenced and are being completed progressively. Reports will be provided to property owners and another inspection will be completed following the completion of CYP works. * Kathy Dalton commented she had recently noticed glass being swept in the street and was concerned the site had been broken into. CYP confirmed glass screen on a machine was being adjusted and shattered. * Malcolm Ninnis raised EPR noise and vibration modelling. CYP confirmed modelling has been completed and that equipment will be installed in the precinct to assist with monitoring. CYP will present noise and vibration monitoring including equipment location at the next Community Reference Group meeting. |
| **S5-1** | Provide further details on the Residential Impact Mitigation Guidelines. (RPV/CYP) |
| **S5-2** | Present on noise and vibration monitoring including equipment locations. (CYP) |
| 7. | Meeting Close |
|  | Matters arising:   * The next Community Reference Group meeting is planned for 28 August 2018. |

**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | ACTION | OWNER | STATUS |
| S5-1 | Provide further details on the Residential Impact Mitigation Guidelines. | RPV/CYP | Open. |
| S5-2 | Present on noise and vibration monitoring including equipment locations. | CYP | Open. |