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| **Date** | Wednesday 27 November 2019 | **Meeting No** | 19 |
| **Chair** | Jeni Coutts | **Time** | 7.30am – 9.30am |
| **Location** | Garden Room, Seasons Botanic Gardens | **Minutes** | Alana Clarke |

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| **Members and attendees** |  |  |
| *Present*   * Jeni Coutts [**Chair**] * Karen Baynes, Domain Hill, * Andrea Coote, The Domain * Trevor Sutherland, Hallmark Apartments * Bernadene Voss, City of Port Phillip * Neil Hutchinson, City of Melbourne * Jane Pickworth, Albert Road Clinic * Jan Swinburne, local resident * Fraser Read-Smith, G12+ * Dean Nightingale, G12+ * Colin Stuckey, Melbourne Grammar School * Gary Buck, The Botanica Apartments | *Present*   * Michael Butcher, Melbourne South Yarra Residents Group * Gary Gilmour, Shrine of Remembrance * John Bartels, City of Port Phillip * Rob Mair, CYP * John Goding, CYP * Remy Fowler, CYP * Jordan Turner, CYP * Camila Eviston, CYP * Anna Anderson, CYP * Tim Fullerton, RPV * Rethi Scaife, RPV * Paula Williams, RPV * Alana Clarke [**Secretariat**] | *Apologies*   * Lili Rosic, City of Port Phillip * David MacGowan, Royal Domain Tower * Christian Lawless, Melbourne Girls Grammar School * Toni Meath, Mac Robertson Girls High School * Sarah Potter, Entrecote * Jamie McBride, Domain Road Traders * Andrew Bennett, South Yarra Residents Association * Dean Lee, Shrine of Remembrance * Clare Hart, Royal Botanic Gardens |

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| 1. | Welcome |
|  | Matters arising:   * The Community Reference Group (CRG) discussed the Outstanding Actions and Issues Register. * In relation to D15-1, Andrea Coote raised a noisy truck carrying large boulders away from site that seemed to be underpowered. CYP agreed to discuss this further with Andrea and raise this with its truck contractor. * In relation to D17-1, Gary Buck suggested the light tower at the Albert Road pedestrian crossing be moved to the other side of the road. CYP confirmed it is working with Citipower to arrange more permanent lighting solutions in this area, which will remove the need for the light tower. |
| 2. | Presentation from Cross Yarra Partnership |
|  | Presentation by Rob Mair (CYP) and John Goding (CYP) on current and upcoming works, traffic changes, and tunnelling.  Presentation by Camila Eviston (CYP) on environment.  Matters arising:   * Michael Butcher asked what the spoil removed from site is used for. CYP confirmed the dirt is mostly reused for projects such as quarry rehabilitation and landfill capping. * Michael Butcher queried the height of the acoustic shed. CYP confirmed the height of the shed is informed by the size of the Tunnel Boring Machine (TBM) and the equipment required to assemble it, including the overhead gantry crane. * Michael Butcher asked about the challenges faced in 2019. CYP confirmed piling works and diaphragm wall construction were initially challenging due to unexpected ground conditions. * Michael Butcher asked how deep excavation on site was. CYP confirmed it has excavated to 19m below surface and approximately 17.5m below the roof slab. * The CRG discussed tunnel boring machine (TBM) construction and launch. CYP confirmed the TBMs will launch before excavation in the south and middle station boxes is complete. The TBMs will mine through the south box area. This section of tunnel will later be demolished. This sequencing has a number of benefits, including reducing TBM launch dependency on other works and tram occupations, allowing works to be concentrated in one area ahead of launch, and removing the need to build an acoustic shed in front of The Botanica. * Andrea Coote asked when the acoustic shed would be dismantled. CYP confirmed the shed will remain in place as long as 24/7 underground works need to take place. This will be at least until tunnelling is complete and is likely to extend to TBM dismantling and cross-passage construction. * The CRG discussed night-time deliveries of TBM parts. Gary Buck commented that the mitigation strategies seem to be working well and confirmed he has received no complaints from residents in The Botanica. Karen Baynes confirmed she has had some noise comments from residents on the lower levels of Domain Hill. CYP confirmed it is implementing every mitigation measure possible for these deliveries. * Fraser Read-Smith raised disruptive noise from the crane used to install gantries and other large equipment and asked if use of this equipment could be limited in the evening. CYP thanked Fraser for the feedback and confirmed it works to minimise use of noisy equipment out of hours. CYP confirmed it is working to help members of the tunnelling team understand the needs of the community in the precinct to ensure they are informed about how to make the experience better for community members, such as through limiting use of certain equipment to restricted hours. * Trevor Sutherland and Gary Buck raised that noise and environment reports have not been regularly circulated ahead of CRG meetings as agreed. CYP apologised for the delay in releasing the reports and committed to providing the reports ahead of the next CRG meeting. * Fraser Read-Smith asked how much of Albert Road Reserve will be re-established as a public area. CYP confirmed Albert Road Reserve will be reinstated as public space for approximately 2.5 years after CYP takes down its site sheds. CYP is finalising detail of the reinstatement, including turfing and the location of the pedestrian crossing to the park, which may include possibility to reduce pedestrian interface with driveways. * Michael Butcher raised the Domain Road pop-up park and queried whether the park was intended to be in place for longer than the stated five months. CYP confirmed the park will be installed for a five-month trial period and confirmed it may continue for longer if it is well received by the community. CYP clarified this is also a trial of the concept of the carpark-pod pop-up parklets, not just the location on Domain Road during construction of the Metro Tunnel, and clarified these parklets are designed to be easily transferred to other carpark locations. City of Melbourne confirmed it has other potential locations in mind if the concept isn’t successful in Domain. City of Melbourne confirmed these parklets are not intended to be permanently installed in Domain. Any permanent changes to road configurations in Domain will be subject to an open and transparent consultation process with full community involvement. * Karen Baynes raised the issue of the pole in front of Domain Hill. CYP confirmed this pole is slated for removal but is unable to provide a removal date. |
| 3. | General feedback and items for future discussion |
|  | Matters arising:   * The CRG discussed dust and mitigation measures, particularly for high-wind days. CYP confirmed dust mitigation is a priority. The CRG members commented that the community perspective is that dust mitigation is not being applied consistently. CYP thanked the CRG for the feedback and committed to continually improve its efforts to manage dust. * Dean Nightingale asked for a map of the tunnel alignment. CYP agreed to circulate this with the meeting minutes. * Fraser Read-Smith asked if business vouchers given by the project can be redeemed for a longer period. CYP confirmed the timeframes for redeeming vouchers are set by participating businesses and agreed to raise this feedback with businesses in future. * Fraser Read-Smith raised ground movement monitoring and reporting. Gary Buck confirmed he has received ground movement reports from the project team in the past. CYP confirmed it is currently monitoring ground movement for background, seasonal shifts as none of its current construction activities are considered high-risk for ground movement. When it undertakes more risky works, it will monitor movement more closely and provide reports to affected buildings. CYP agreed to share a report with context about what ground movement means. * Fraser Read-Smith asked if the height difference between St Kilda Road and the old road reserve would be maintained in the legacy layout. CYP agreed to present further on this at the next CRG. * Andrea Coote thanked the project team for the work put into the CRGs and said they are very useful, particularly with the presence of the City of Melbourne and the City of Port Phillip. * Karen Baynes raised the garden beds in front of Domain Hill and requested they be cleaned before Christmas. CYP agreed to clean the barriers. * Karen Baynes raised feedback from residents of the Domain Hill regarding difficulty loading and unloading from the building. CYP confirmed it cannot do much to mitigate this in the short term but agreed to investigate mitigation strategies that could be implemented in the legacy arrangement. * Gary Buck asked if dates for Domain CRG meetings for 2020 are available. RPV confirmed a calendar of dates will be distributed with the meeting minutes. * Bernadene Voss raised concrete truck movements on Dorcas Street and asked if the project team can communicate community concerns to these truck drivers. CYP confirmed these trucks are not associated with the project and confirmed project trucks are instructed to take major arterial roads. * Colin Stuckey thanked the project team for the high level of communication and effort in building relationship with Melbourne Grammar through 2019. * Michael Butcher raised the upcoming closure of Toorak Road. The CRG discussed detour options for the left turn movement during this closure. |
| **D19-1** | Present further on height difference between St Kilda Road and the old road reserve in legacy arrangements. |
| **D19-2** | Circulate tunnel alignment diagrams with the minutes. |
| **D19-3** | Share ground movement reports with context and reinstate circulation of noise and environment reports ahead of CRG meetings. |
| **D19-4** | Circulate Domain CRG 2020 calendar with minutes. |
| 4. | Meeting Close |
|  | Matters arising:   * The next meeting of the CRG is scheduled for 7.30am-9.30am, Wednesday 12 February 2020, in the Garden Room at the Seasons Botanic Gardens. |

**NEW ACTIONS AND ISSUES**

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| # | ACTION | OWNER | STATUS |
| D19-1 | Present further on height difference between St Kilda Road and the old road reserve in legacy arrangements. | CYP | Open |
| D19-2 | Circulate tunnel alignment diagrams with the minutes. | CYP | Open |
| D19-3 | Share ground movement reports with context and reinstate circulation of noise and environment reports ahead of CRG meetings. | CYP | Open |
| D19-4 | Circulate Domain CRG 2020 calendar with the minutes. | CYP | Open |