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| **Date** | Wednesday 12 February 2020 | **Meeting No** | 20 |
| **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
* Gary Gilmour, Shrine of Remembrance
 | *Present** Michael Butcher, Melbourne South Yarra Residents Group
* John Bartels, City of Port Phillip
* Kate Blackwood, Yarra Trams
* Rob Mair, CYP
* John Goding, CYP
* Jordan Turner, CYP
* James Hamilton, CYP
* Anna Anderson, CYP
* Mary Parker, CYP
* Dan Young, CYP
* Tim Fullerton, RPV
* Rethi Scaife, RPV
* Paula Williams, RPV
* Elliott Searle, 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
* Clare Hart, Royal Botanic Gardens
* Camila Eviston, CYP
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| 1. | Welcome  |
|  | Matters arising:* The Community Reference Group (CRG) discussed the Outstanding Actions and Issues Register.
* Jeni Coutts noted this is Elliott Searle’s last Domain CRG meeting and introduced Dan Young as a new member of the CYP communications team.
* The CRG discussed ground movement reports for buildings in the precinct. CYP confirmed these reports are generated on a six-monthly basis and confirmed it will provide these reports to relevant buildings when available. CYP agreed to investigate whether an interim report could be produced and circulated before tunnelling commences. CYP also agreed to present on ground movement at the April CRG meeting.
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| D20-1 | Circulate ground movement reports to relevant buildings when available and investigate whether these can be provided before tunnelling commences. |
| D20-2 | Present on ground movement at the April CRG meeting. |
| 2. | Presentation from Cross Yarra Partnership |
|  | Presentation by James Hamilton (CYP) on environment management.Presentation by John Goding (CYP) on current and upcoming worksPresentation by Rob Mair (CYP) on Cross Passage 15 ground improvement works.Presentation by Mary Parker (CYP) on pop-up parks and creative program.Matters arising:* Fraser Read-Smith asked what the difference between attended and unattended monitoring is. CYP explained that attended monitoring is conducted with a supervising staff member who can monitor live results and corroborate them with observations about the environment, such as whether a spike in noise could be attributed to a tram horn rather than works on site. Unattended monitoring is conducted remotely without active supervision by a staff member.
* The CRG discussed dust mitigation measures. Gary Buck raised streetsweepers venting and returning collected dust to the atmosphere. Fraser Read-Smith raised the use of hoses to suppress dust in the middle box and asked if this approach could be applied to a larger area. CYP thanked members for their feedback and agreed to review the points raised.
* Fraser Read-Smith raised complaints he has received from residents about grinding and squealing noises produced by d-wall rigs. CYP thanked Fraser for the feedback and confirmed it has investigated options to reduce this noise including oiling. CYP confirmed it will take the feedback to the machine supplier and determine whether further action can be taken to reduce the noise.
* Fraser Read-Smith raised the voids in the southern box. CYP confirmed these voids will be used to support construction and excavation works. These voids will be used during normal construction hours.
* Andrea Coote queried the composition of the team assembling the Tunnel Boring Machines (TBMs). CYP confirmed the bulk of the assembly is being conducted locally with support from some specialists from the German manufacturer.
* Gary Buck asked if TBM spoil is expected to generate dust. CYP confirmed TBM spoil is a damp product that does not generate dust.
* The CRG discussed truck routes for TBM spoil removal. CYP confirmed that at night trucks would take Birdwood Ave, and travel along the back of the Shrine. During the day, trucks will take Park Street and Toorak Road west to Kings Way and continue on to the freeway from there. CYP confirmed there will be a traffic controller at the gate to site but clarified trucks will form part of general traffic from there. CYP confirmed the extraction site, day routes, and night routes are all paved and confirmed there is a wheel wash on site to mitigate dust tracking.
* Andrea Coote asked if the palm trees slated for removal for Cross Passage 15 ground improvement works could be reused. CYP confirmed these trees are unlikely to be relocated due to soil contamination.
* Karen Baynes asked if from-surface ground improvement works will be necessary for any other cross passages in the Domain precinct. CYP confirmed the remaining cross passages in the Domain precinct can be constructed underground. CYP clarified ground improvement works for Cross Passage 15 will be undertaken prior to the TBM passing through, while the remaining cross passages will be constructed after tunnelling is complete.
* The CRG discussed the Domain Road pop-up parks. Karen Baynes passed on positive feedback on the parks from the G12. CYP confirmed a decision on the possible extension of the park pop-up will be made in May 2020.
* Colin Stuckey expressed Melbourne Grammar’s appreciation for the opportunity to be involved in the jersey barrier artwork outside the school and commented that the students appreciated the chance to display their artwork in public. CYP thanked Colin for the feedback.
* Andrea Coote asked who is responsible for the ongoing maintenance of Albert Road Reserve and when the transition from reinstatement works to maintenance works will occur. CYP agreed to confirm this with City of Port Phillip.
* Trevor Sutherland raised the pedestrian crossing to Albert Road Reserve. CYP confirmed the pedestrian crossing will remain in its current location.
* Andrea Coote asked whether community representatives would be included on the panel for station artworks. CYP confirmed there is an expert panel in place to evaluate station artworks, which includes prominent members of the Melbourne arts industry alongside RPV representatives. These panellists will receive extensive briefings about the site, the precinct, stakeholders and community submissions on the art as part of the decision-making process.
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| **D20-3** | Investigate further actions to reduce noise produced by d-wall rigs. |
| **D20-4** | Confirm when maintenance responsibility for Albert Road Reserve will be handed over to City of Port Phillip.  |
| 3. | General feedback and items for future discussion |
|  | Matters arising:* Karen Baynes raised lighting mitigation, particularly for lower level apartments experiencing issues with light pollution. CYP thanked Karen for the feedback and agreed to investigate options to adjust lighting.
* Karen Baynes asked whether the freestanding toilet cubicle near the intersection of St Kilda Road and Toorak Road is a permanent fixture or whether it will be included in the facilities at Anzac Station. Yarra Trams and RPV agreed to follow up.
* Karen Baynes queried the legacy arrangement of tram services in the precinct. RPV confirmed this is in development.
* Karen Baynes raised loading at Albert Road as a safety issue for the Domain Hill, as trucks are using the area and parking in no-parking zones. Andrea Coote confirmed this is also an issue at the Domain. CYP confirmed it is increasing signage in the area to help mitigate the issue.
* Gary Buck raised late notification of Yarra Trams works.
* Gary Buck raised the condition of the footpath in front of the Botanica Apartments. CYP agreed to follow up with Gary.
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| **D20-5** | Investigate adjustments to lighting to mitigate impact on apartments in the precinct, particularly at the Domain Hill. |
| **D20-6** | Confirm whether the toilet cubicle near the intersection of St Kilda Road and Toorak Road is permanent.  |
| 4. | Meeting Close  |
|  | Matters arising: * The next meeting of the CRG is scheduled for 7.30am-9.30am, Wednesday 8 April 2020, in the Garden Room at the Seasons Botanic Gardens.
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**NEW ACTIONS AND ISSUES**

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| # | ACTION | OWNER | STATUS |
| D20-1 | Circulate ground movement reports to relevant buildings when available and investigate whether these can be provided before tunnelling commences. | CYP | New. |
| D20-2 | Present on ground movement at the April CRG. | CYP | New. |
| D20-3 | Investigate further actions to reduce noise produced by d-wall rigs. | CYP | New. |
| D20-4 | Confirm when maintenance responsibility for Albert Road Reserve will be handed over to City of Port Phillip. | CYP | New. |
| D20-5 | Investigate adjustments to lighting to mitigate impact on apartments in the precinct, particularly at the Domain Hill. | CYP | New. |
| D20-6 | Confirm whether the toilet cubicle near the intersection of St Kilda Road and Toorak Road is permanent. | RPV/Yarra Trams | New. |