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| **Date** | Friday 3 April 2020 | **Meeting No** | 10 |
| **Chair** | Chris Lovell | **Time** | 7.30am – 9.30am |
| **Location** | Zoom | **Minutes** | Alana Clarke |

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| **In attendance** |  |
| *Present*   * Chris Lovell [**Chair**] * Rachael Palmer, North Melbourne Residents/North & West Melbourne Association * Robert Moore, Parkville Association * Peter Gerrand, North & West Melbourne Association * Peter Roberts, North Melbourne resident * Michelle Fink, North Melbourne resident * Felicity Jack, North Melbourne resident * Robert Seear, City West Water * Karen Snyders, City of Melbourne * Adam Gorny, CYP * Kim Norton, CYP * Kate Walshe, CYP | * Stef Calati, CYP * James Hamilton, CYP * Mary Parker, CYP * Kate Masters, CYP * Danielle Smits, CYP * Jordan di Stefano, RPV * Eli Firestone, RPV * Tim Fullerton, RPV * Shane Brown, RPV * Sarah Haines. RPV * Matt van der Peet, RPV * Alana Clarke, RPV [**Secretariat**] |

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| 1. | Introductions and welcome |
|  | Matters arising:   * Chris Lovell welcomed members to the first virtual meeting of the Community Reference Group (CRG) and discussed the new format of the meeting. Chris Lovell provided an overview of the CRG Terms of Reference and reminded attendees that the purpose of the CRG is to discuss community issues rather than personal issues. * The CRG discussed the Outstanding Actions and Issues Register. |
| 2. | Metro Tunnel Project Health and Safety |
|  | Presentation by Tim Fullerton (RPV) on COVID-19 and the Metro Tunnel Project.  Matters arising:   * Rachael Palmer queried if works on the project would stop, similar to the Cross Rail Project in the UK. RPV confirmed construction is currently continuing across the Metro Tunnel Project sites and that health and safety protocols are in place. RPV confirmed it is taking advice from the Director-General and the State Government and confirmed that current advice is that construction should continue. If that advice changes, the status of the project could change with it. RPV will continue to engage the community as the matter progresses. |
| 3. | Presentation from project contractors |
|  | Presentation by Danielle Smits (CYP) on current and upcoming works in the Parkville precinct.  Presentation by Adam Gorny (CYP) on current and upcoming works in the North Melbourne precinct.  Presentation by James Hamilton (CYP) on environmental management.  Presentation by Kate Walshe (CYP) and Kim Norton (CYP) on communications and community engagement.  Presentation by Mary Parker (CYP) on creative program.  Matters arising:   * Chris Lovell queried Parkville truck routes for excavated material removal. CYP confirmed trucks carrying excavated material are exiting via Barry Street. * Rachael Palmer asked whether the project is proposing to change traffic arrangements and haulage routes in response to reduced traffic in the precinct. CYP confirmed it is not proposing to change its traffic arrangements or haulage routes at this stage. * Peter Gerrand queried stormwater run-off at Parkville Station. RPV confirmed that the street-level stormwater system will be reinstated at the end of the project, which will capture the bulk of stormwater. Parkville Station itself is likely to capture very little water due to its small above-ground footprint. RPV confirmed any water that is captured by the station canopy will be stored in a stormwater tank and treated for reuse in the station, such as for flushing toilets. If the tank is over capacity, water will be released into the street-level stormwater system. * Chris Lovell raised the Grattan Street west road configuration during site demobilisation. RPV confirmed it will be temporarily handing that portion of the road back to the City of Melbourne, pending advice about The Royal Melbourne Hospital’s preferred configuration. Updates will be provided to the community as available. * Robert Moore commented that the traffic configuration around Parkville’s Grattan Street west site has been working well and has not been noticeably disruptive. * Peter Gerrand asked if the project has found evidence of PFAS contamination at the Parkville and Arden sites. CYP confirmed there was evidence of PFAS contamination in the first 1-1.5 metres of soil in the station box and ancillary areas of the Arden site. CYP confirmed the contaminated material has been removed and the site is now clean. CYP confirmed it has not found evidence of PFAS contamination at the Parkville site. * Chris Lovell raised the North Melbourne Intake Substation and its interface with Moonee Ponds Creek. CYP confirmed site establishment is some way off and confirmed it will continue to provide updates including a construction program and timing. * The CRG discussed Tunnel Boring Machine (TBM) extraction methodologies. CYP explained extraction methodologies need to maintain pressure around the skin of the TBM, which is primarily achieved through a seal around the exit point. Back-up pressure can either be ensured through high quality or improved ground conditions, such as at Parkville, or through flooding the extraction chamber, such as at Kensington. * Rachael Palmer queried if doorknocking will continue in light of current physical distancing advice. CYP confirmed it is evaluating the role of doorknocking during the COVID-19 pandemic and considering alternatives where possible. CYP confirmed it successfully conducted its most recent health check via phone. * Peter Roberts asked if any Kensington residents took up offers of relocation while the TBMs passed through. CYP confirmed it made offers to seven premises, of which two accepted. CYP confirmed its relocation offers are open and can be taken up in advance of the works or during the works if needed. * Rachael Palmer asked what the timeline is for relocation offers made to North Melbourne residents during tunnelling. CYP confirmed the first section of the North Melbourne to Parkville alignment is through a business estate and confirmed it will use data collected during this portion to better estimate the likely impacts to the residential portion of the alignment. CYP advised this includes whether impacts will be such that relocation offers should be made. CYP confirmed it will continue conversations about relocation open and update the community as more information is available about the likely impacts. * Robert Moore expressed approval for the Parkville Storytelling program. * Robert Moore offered to share his collection of DVDs and VHSs detailing historical aspects of the Parkville community with the project to aid in the development of the legacy art program. CYP agreed to discuss logistics with Robert. |
| 3. | **General feedback and items for future discussion** |
|  | Matters arising:   * Rachael Palmer raised property condition survey logistics during the COVID-19 pandemic and highlighted concerns that people who would otherwise have taken up survey offers will not due to health concerns. CYP confirmed the health and safety of the community, the project team and its subcontractors is its highest priority. CYP confirmed it is reviewing protocols for the surveys and updating its procedures as more information about the pandemic becomes available. CYP confirmed it is working with its property condition reporting subcontractor to ensure additional protective measures are in place, including enhanced personal protective equipment including single-use face masks and gloves, screening to ensure the surveyor or the property occupier have not recently travelled overseas and do not have flu-like symptoms, and protocol to observe social distancing rules. CYP confirmed property condition surveys are voluntary and do not have to be taken up by the property occupier. Rachael Palmer observed that although the surveys are optional, they serve an important purpose and there may be members of the community who should be having surveys done but don’t feel comfortable doing so under the circumstances. This advice will be provided in the letters of offer. Rachael Palmer raised the need to further discuss options for high-risk groups. CYP confirmed there will be a number available for people to call and discuss case-by-case needs for each survey. Rachael Palmer commented that she appreciates CYP’s work to ensure property condition surveys can continue safely. * Peter Gerrand raised the renaming of Arden Station and asked whether the State Government intends to create a new suburb in the precinct. RPV confirmed the Victorian Planning Authority (VPA) and the City of Melbourne (CoM) has a plan for the Arden Precinct. There is a document called the ‘Arden Vision’ detailing this plan which is available to view on VPA’s and CoM’s websites. RPV confirmed this is being led by the VPA under its Arden Vision and confirmed further information in the form of a Draft Structure Plan will be available for further public consultation later this year. |
| 4. | Meeting close |
|  | Matters arising:   * Next meeting 7.30am-9.30am, Friday 29 May 2020. |

**NEW ACTIONS AND ISSUES**

*No new actions arising.*