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| **Date** | Tuesday 8 September 2020 | **Meeting No** | 21 |
| **Chair** | Jeni Coutts | **Time** | 7.30am – 9.00am |
| **Location** | Zoom | **Minutes** | Mathew Collum |

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| **Members** |  |
| *Present** Jeni Coutts [**Chair**]
* Nic Thomas, local resident
* Jonathan Forbes, local resident
* Nadia Ford, City of Stonnington
* Gillian Fraser, local resident
* Graham Hoy, South Yarra Residents Association
* Kathy Dalton, local resident
 | *Apologies** Tennessee Leeuwenburg, local resident
* Tom Howgate, local resident
* Ruth Speedy, Toorak Road South Yarra Business Association
* James Robinson, local resident
* Paul Bellette, Café Republic
* Christopher Blain, South Yarra Village Residents Group
* Malcolm Ninnis, local resident
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| **In attendance** |  |
| *Present** Dan Young, CYP
* Camila Eviston, CYP
* Neil Bracken, CYP
* Rob Mair, CYP
* Jordan Turner, CYP
* Sam Armstrong, CYP
 | * James Hamilton, CYP
* Brett Purcell, RIA
* Dean Valentic, RIA
* Sophie Buchanan, RIA
* Paula Williams, RPV
* Matilda Tonkin, RPV
 | * Stephanie Makin, RPV
* Sarah Haines, RPV
* Tim Fullerton, RPV
* Sharon Campbell, RPV
* Mathew Collum [**Secretariat**]
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| 1. | Welcome and introduction |
|  | Welcome and introductions from Jeni Coutts (Chair). Matters arising: * Jeni Coutts advised that letter box drops are not an allowable activity during Victoria’s Stage 4 Lockdown restrictions. Jeni requested that Community Reference Group (CRG) members forward Metro Tunnel Project (MTP) information to the community groups which they represent or direct community members to visit the MTP website.
* The CRG discussed the Outstanding Actions and Issues Register.
* In relation to S16-1, the CRG discussed the relocation of the tram stop seat at the corner of Arthur Street and Chapel Street. RIA confirmed that the tram stop seat has been moved.
* In relation to S20-1, CYP confirmed it will present the CYP Development Plan and how it ties in with the RIA Eastern Portal Development Plan at the next CRG meeting.
* In relation to S20-2, the CRG discussed street sweepers on Osborne, Arthur, William and Chambers streets. Gillian Fraser advised that additional street sweeping has been observed. CYP and RIA confirmed it will continue to monitor the situation and coordinate additional street sweeping when required.
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| 2. | Presentation from project contractors |
|  | Presentation by Sophie Buchanan (RIA) on COVID-19 update.Presentation by Dean Valentic (RIA), Rob Mair (CYP), Neil Bracken (CYP), and Sam Armstrong (CYP) on current and upcoming works. Presentation by Sam Armstrong (CYP) and Rob Mair (CYP) on traffic and transport changes update. Presentation by James Hamilton (CYP) and Camila Eviston (CYP) on environment and airborne noise modelling for tunnel boring machine (TBM) retrieval works.Presentation by Neil Bracken (CYP) on cross passage construction between the Eastern Portal and Domain Station. Presentation on Sophie Buchanan (RIA) and Rob Mair (CYP) on community and communications.Presentation by Brett Purcell (RIA) on air quality and noise monitoring. Matters arising:* In relation to the ongoing COVID-19 Stage 4 Restrictions, RIA confirmed that all community engagement and resident notifications have been moved online. Residents are encouraged to sign up for online updates via the MTP website.
* Gillian Fraser asked about the progress of TBM 3 Millie. CYP confirmed that TBM3 Millie has just progressed past the junction of Toorak Road and Punt Road. CYP advised that monitoring works are currently being undertaken in the area. CYP advised that it has not yet received any concerns or complaints from residents along the tunnel alignment.
* Jeni Coutts asked about community engagement with residents living along Darling Street with regard to truck movements carrying parts of the TBM during the night. CYP confirmed that trucks will use this route for four nights in total. CYP confirmed it has needed to rely on electronic communications with residents due to COVID-19 Stage 4 Restrictions. CYP advised that it has consulted with the City of Stonnington about potentially sharing information by using the council’s electronic engagement methods and it is also considering placing information boards on Darling Street.
* In relation to truck movements to transport parts of the TBM, Nic Thomas asked if low loaders will need to reverse from Toorak Road backwards down Osbourne Street. CYP confirmed that low loaders will reverse down Osbourne Street to the site, during which time traffic control will be required along Toorak Road.
* Nadia Ford (City of Stonnington) asked if attended monitoring for noise and vibration would be conducted as the TBMs travel beneath Darling and Osborne Streets. CYP advised that attended monitoring follows the TBMs as they progress. CYP confirmed that a monitor is currently set up on Osborne Street for the Eastern Portal works and CYP is also in the process of identifying a location to install an additional monitor at a residential property on the street. Jonathan Forbes advised that he is keen to have the opportunity to host a noise monitoring device at his house.
* The CRG discussed noise impacts on residents. Graham Hoy raised airborne noise experienced by residents located on the south side of Arthur Street. Graham advised that during late July 2020 there was substantial noise after 11pm which sounded like a generator, and during August 2020 he experienced a loud noise from a jack hammer. during the day. RIA acknowledged the increased impacts of noise from site works due to the increased number of people currently working from home as a result of COVID-19 restrictions. RIA confirmed it has undertaken a site-wide campaign to ensure all staff are aware of the impacts of noise on site and has adjusted work programs to start high-impact works later in the morning.
* Jonathan Forbes raised the significant impacts which the 24-hour works has had on his ability to conduct work from home and asked about the available relocation and respite options. CYP confirmed that respite opportunities are available when noise limits are exceeded during the evening. CYP acknowledge the day-time noise impacts on residents and advised that its key focus is on limiting the amount of works operating on the surface and increasing communications with residents about when noisier works will occur. CYP confirmed it would follow up with Jonathan after the meeting to discuss respite and relocation options.
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| 3. | General feedback and items for future discussion |
|  | Matters arising: * Graham Hoy raised concern regarding some of the community members’ ability to access communications and notifications electronically online and asked if this communication method would be implemented permanently. Jeni Coutts advised that the reason for the change is entirely COVID-19 related and the project would return to letter box drops once it is able to do so.
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| 4. | Meeting close |
|  | Matters arising:* The next meeting will be held on 20 October 2020.
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**OUTSTANDING ACTIONS AND ISSUES REGISTER**

*There were no additional actions recorded.*