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| **Date** | Friday, 15 December 2017 | **Meeting No** | 4 |
| **Chair** | Chris Lovell | **Time** | 7.30am – 9.00am |
| **Location** | QV Women’s Centre, Melbourne | **Minutes** | Will McNamara |

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| **Members** |  |  |
| *Present*   * Chris Lovell [**Chair**] * David Gundy, St Paul’s Cathedral * Michael Griffiths, Ross House Association * Luke Taylor, Poolhouse Coffee * Paul Jeffries, The Westin Melbourne * Paul Dennis, Ashdowne House * Rob Moore, City of Melbourne * Peter Brown, Manchester House * Simon Pockley, Bible House * Matthew Harrington, Buildspect Consulting * Brendan Ryan, MBCM City * Pin Ng, UniLodge on Flinders OC * Jess Foulds, MMRA * Barry McGuren, MMRA * Jodie Barrington, CYP * Vesna Newman, John Holland | * Murray Walls, RMIT * Fiona Van, RMIT * Simon Were, Melbourne City Baths * Sharon Pollard, Federation Square * Maria Groner, Travellers Aid * Eamonn Fennessy, City of Melbourne * Graeme Blackman, Westin Owners Corporation * Eugenie Austin, UniLodge on Flinders OC * John Dall’Amico, Residents 3000 * Don Shipway, ALE Group * Lina Baullo, MMRA * Tye Norman, MMRA * Emmett Ahern, MMRA * Fran Woodruff, John Holland * Alastair Gowing, City West Water | *Apologies*   * Melanie Ashe, Flinders Quarter * Michelle Land, Yarra Trams * Graham Jephcott, ACMI * Wendy Miller, ACMI * Hanh Chau, State Library of Victoria * Debra Watts, The Westin Melbourne * Brett Webster, The Practical Man, Scott Alley * Anthony LoGiusto, Brady Hotel * Adam Tanner, Victoria Police, Melbourne East Station * Megan Herring, Young and Jackson Hotel * Lina Lee, LR Reed City * Mary Poulakis, Collins Street Precinct Association * Carl Nave, City Precinct Association * Robert Savage, Melcorp Strata * Anna Manarczyk, Melcorp Strata * Faruk Delalic, Verve and Milano Residential Building * Alan Drew, Ashdowne House * Andrew Milward-Bason, Nicholas Building Association * Evan Stamatopolous, CYP * Anushia Bleazby, CityWest Water |
| **In attendance** |  |  |
| *Present*   * James Tonkin, MMRA * Adam Winder, CYP * Ayllie White, CYP * Matt Telfer, John Holland * Richard Buckingham, CYP * Ken Muir, CYP | * Dave Kristy, MMRA * David Thek, John Holland * Kate Walshe, CYP * Alex Keppell, John Holland * Mark Gill, John Holland * Will McNamara [**Secretariat**] |  |

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| 1. | Introductions and Welcome |
|  | Welcome from Chris Lovell (Chair) and introductions by attendees.  Matters arising:   * An open (live) action item list will be included as part of the minutes. * Current action items included acoustic shed design, oversite development, truck and pedestrian movements. |
| 2. | Presentation from MMRA |
|  | Presentation by James Tonkin (MMRA) on the Metro Tunnel station naming competition.  Matters arising: Nil |
| 3. | **Presentation from John Holland** |
|  | Presentation by Matt Telfer, Mark Gill and David Thek (John Holland) on current and upcoming Early Works.  Matters arising:   * Simon Were asked if trucks were to be used for shaft construction in the CBD. Start date is targeted for late January/early February and will continue through to mid-July. The A'Beckett Street acoustic shed will be complete around mid-February. * Simon Pockley raised protection for Scott Alley during demolition of Port Phillip Arcade. A scaffold protection gantry will be required at the end of Scott Alley. Business stakeholders have been notified. |
| 4. | Presentation from Cross Yarra Partnership |
| **Action [4-1]** | Presentation by Richard Buckingham (CYP) on truck movements  Matters arising:   * The CRG discussed truck routes. * Don Shipway raised truck staging sites. CYP is investigating areas outside the CBD grid for truck stabling to reduce the need for any potential trucking at night. A Virtual Superintendent will be used to manage truck movements and there is no intention to have trucks parked in the street. * Peter Brown raised truck routes from City Square. Modelling is still being undertaken to determine the best route for the City Square construction site but trucks will not be directed west of Swanston Street. Once truck routes are confirmed these will be provided to the CRG. * Graeme Blackman commented that trucks heading east on Collins Street was not something considered in the Environmental Effects Statement. The Westin residents want it noted they are concerned about trucks heading east on Collins Street. If trucks went west on Collins and left into Swanston Street this would reduce impacts for Westin residents. * The CRG discussed the truck figures provided in the CYP presentation. The figures include trucks to and from site but do not include trucks for oversite development or adjacent projects in the precinct. CYP will coordinate with other projects where possible. Oversite development will commence as station works near completion so there shouldn't be a compounding effect for the number of trucks in the CBD. * David Gundy raised project communications. MMRA has the 1800 number which is available 24/7 and should be utilised, as discussed in previous CRG meetings. CYP is still developing its Communications Plan. * Don Shipway asked about pedestrian modelling and movements during construction. Overall pedestrian modelling is still being worked through and is being used to determine truck routes and station entrances. This will be presented at a future CRG.   Provide average daily truck data broken down by site and precinct. |
| 5. | Presentation from City West Water |
|  | Presentation by Alastair Gowing (CWW) on current and future City West Water projects in the CBD, including Swanston Street.  Matters arising:   * Graeme Blackman commented on recent City West Water works near the corner of Swanston and Flinders Street, adjacent to Metro Tunnel works. There was confusion about who was undertaking the works. It is important that residents know who the appropriate points of contact are. |
| 6. | Discussion and other business |
|  | Matters arising:   * James Tonkin raised significant upcoming works along St Kilda Road. Works in January to prepare for the reconfiguration of tram tracks in April 2018. Grattan Street between Royal Parade and Leicester Street will be occupied in mid-February 2018. Changes to the local road network, including lane changes, signalling upgrades and installation of CCTV and Bluetooth technology have been undertaken across the city to help mitigate impacts from road closures. * Rob Moore spoke in response to a question raised by Alan Drew at the previous November CRG that he is not aware of works happening on Flinders Lane between Swanston and Elizabeth streets. * Submissions for Development Plans close at 5pm today (15/12). * 2018 calendar has been circulated. The next meeting is 19 January 2018 at The Grand Chancellor. |
| 7. | Meeting Close |
|  | Closing remarks from Chris Lovell (Chair).  Matters arising: Nil |

**ACTION ITEMS**

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| # | ACTION | OWNER |
| 4-1 | Provide average daily truck data by site and precinct. | CYP |