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| **Date** | Friday 26 October 2018 | **Meeting No** | 15 |
| **Chair** | Chris Lovell | **Time** | 7.30am – 9.30am |
| **Location** | Victoria Room  Queen Victoria Women’s Centre, Melbourne | **Minutes** | Alana Clarke |

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| **Members** |  |  |
| *Present*   * Chris Lovell [**Chair**] * Melanie Ashe, Flinders Quarter * Emily Kropf, St Paul’s Cathedral * Nazzareno Marchionda, Ross House Association * Fiona Van, RMIT * Michael Griffiths, Ross House Association * Sharon Pollard, Federation Square * Maria Groner, Travellers Aid * Robert Moore, Brady Hotel * Rob Moore, City of Melbourne * Graeme Blackman, Westin Owners Corporation * Simon Pockley, Bible House * Faruk Delalic, Verve and Milano Residential Buildings * Alex Romanic, Verve and Milano Residential Buildings * Marg Dennis * Pin Ng, UniLodge * Denise Nakis, Dangerfield Building * Rob Richards, Dangerfield Building | *Apologies*   * Brian Maddock, Yarra Trams * Graham Jephcott, ACMI * Elizabeth Beal, ACMI * Paul Kanally, Federation Square * David Gundy, St Paul’s Cathedral * Doug Thomson, RMIT * Simon Were, Melbourne City Baths * Hanh Chau, State Library of Victoria * Luke Taylor, Poolhouse Coffee * Debra Watts, The Westin Melbourne * Paul Jeffries, The Westin Melbourne * Simon Cozens, The Practical Man Scott Alley * Peter Brown, Manchester House * Adam Tanner, Victoria Police Melbourne East Station * Megan Herring, Young and Jackson Hotel * Dev Kevat, Bible House * Eugenie Austin, UniLodge | * Jessica Cerejo, UniLodge * Anna Manarczyk, Melcorp Strata * Artur Hadja, Residents 3000 * Brendan Ryan, MBCM City * Andrew Milward-Bason, Nicholas Building Association * Don Shipway, ALE Group * Anushia Bleazby, CityWest Water * Chee Wei, UEM Sunrise * Toni Magor, Currie and Richards Building * Jenna Weber, Scape |
| **In attendance** |  |  |
| *Present*   * Bec Rowe, John Holland * Joe Mansell, John Holland * Jodie Barrington, CYP * Ben Day, CYP | * Stephen Singline, CYP * Mary Parker, CYP * Kristina Gorman, CYP * Matt Reid, CYP | * Libby Rule, RPV * Jordan di Stefano, RPV * Barry McGuren, RPV * Alana Clarke, [**Secretariat**] |

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| 1. | Introductions and Welcome |
|  | Welcome from Chris Lovell (Chair).  Matters arising:   * The Community Reference Group (CRG) discussed the outstanding actions and issues register. * The CRG requested an update on the precinct waste management strategy (C6-4). CYP and the City of Melbourne acknowledged community concerns about waste management in the precinct. CYP confirmed that the precinct waste management strategy is still being developed and agreed to provide a timeline for the strategy to the CRG. |
| 2. | **Presentation from Early Works Managing Contractors (John Holland)** |
|  | Presentation by Bec Rowe (John Holland) and Joe Mansell (John Holland) on current and upcoming works.  Matters arising:   * The CRG raised site work hours, including concerns about machinery and preparatory works being carried out in the early morning. John Holland confirmed that machinery works should not commence prior to 7am and that no work should commence prior to 6am. John Holland agreed to investigate the issue and clarified that affected residents will be notified of unavoidable out-of-hours works. * Melanie Ashe raised special workforce training for working in high density residential areas. John Holland confirmed that its onboarding procedures emphasise the need to consider increased noise sensitivity for high density residential areas but acknowledged that some issues were raised during the installation of the pedestrian gantry on Flinders Lane. * Melanie Ashe raised wayfinding for businesses on Flinders Lane. John Holland confirmed that it is discussing signage on the pedestrian gantry with affected business and agreed to provide an update to the CRG. * Graeme Blackman queried the purpose of the groundwater monitoring wells. CYP confirmed that the wells form part of a groundwater control system. CYP confirmed that the monitoring wells will be in place for approximately 12 months. * Pin Ng queried management of noise impacts for businesses and landlords. CYP confirmed that Environment Performance Requirements (EPRs) provide noise level guidance for day and night works. CYP confirmed that it has extensive noise monitoring equipment to manage compliance with EPRs. CYP confirmed that it is open to discussions about noise impact management even while EPRs are being met. Chris Lovell encouraged stakeholders requiring further assistance to contact the project. |
| **C15-1** | Investigate the issue of unauthorized out-of-hours works. |
| **C15-2** | Provide an update on wayfinding signage for Flinders Lane businesses. |
| 3. | Presentation from Cross Yarra Partnership |
|  | Presentation by Mary Parker (CYP) on creative program.  Presentation by Ben Day (CYP) on current and upcoming works.  Matters arising:   * Marg Dennis queried whether bluestone found during the archaeological digs could be reused in the final Town Hall station design. CYP confirmed that it has a bluestone recycling program in place. CYP confirmed that it has conveyed similar feedback to the design team and agreed to provide an update to the CRG. * The CRG discussed methodology to remove loose soil from piling rig drill bits. CYP clarified that noisier soil removal methods will be required for stubborn soil. |
| C15-3 | Provide further information on the bluestone recycling program. |
| 4. | General feedback and items for future discussion |
|  | Matters arising:   * Melanie Ashe queried why an acoustic shed will not be erected on the Flinders Quarter site. CYP confirmed that an acoustic shed on site would have to be demolished soon after construction to enable over site development works. CYP also confirmed that acoustic sheds are required on the Federation Square and City Square sites to enable 24-hour excavation works. Excavation at the Flinders Quarter site is only scheduled during the day. CYP further clarified that once excavation has reached a suitable depth an acoustic deck will be installed. * Graeme Blackman requested that notifications be issued further in advance of disruptive works and should include specific dates. CYP agreed to provide more specific notifications to affected stakeholders ahead of disruptive works. |
| **C15-4** | Provide further information on acoustic treatments for the Flinders Quarter site. |
| 5. | Meeting close |
|  | Matters arising:   * Chris Lovell raised merging meetings 16 and 17 of the CBD CRG. The CRG agreed to hold the next meeting on Friday 14 December 2018. * Chris Lovell raised scheduling meetings on a six-weekly basis for 2019. Melanie Ashe and Graeme Blackman expressed a preference for four-weekly meetings. Chris Lovell agreed to further discuss the matter with RPV. * Next meeting – 7.30am-9.30am, Friday 14 December 2018 at the Queen Victoria Women’s Centre. |

**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | ACTION | OWNER | STATUS |
| C15-1 | Investigate the issue of unauthorized out of hours works. | John Holland | Open |
| C15-2 | Provide an update on wayfinding signage for Flinders Lane businesses. | John Holland | Open |
| C15-3 | Provide further information on the bluestone recycling program. | CYP | Open |
| C15-4 | Provide further information on acoustic treatments on the Flinders Quarter site. | CYP | Open |