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|  **Date** | Wednesday 24 July 2019 | **Meeting No** | 16 |
| **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,
* Gary Buck, The Botanica Apartments
* Suzane Becker, City of Port Phillip
* Bernadene Voss, City of Port Phillip
* Jane Pickworth, Albert Road Clinic
* Jan Swinburne, local resident
* Fraser Read-Smith, G12+
* Trevor Sutherland, Hallmark Apartments
* Colin Stuckey, Melbourne Grammar School
* Michael Butcher, Melbourne South Yarra Residents Group
* Dean Lee, Shrine of Remembrance
* Clare Hart, Royal Botanic Gardens
 | *Present** Thanasinh Boupha, MRPV
* Emma Wiggan, MRPV
* Emma Ross, MRPV
* David Glossop, CYP
* John Goding, CYP
* Rob Mair, CYP
* Remy Fowler, CYP
* Jordan Turner, CYP
* Charles Danet, CYP
* Shane Brown, RPV
* Raphael Symons, RPV
* Vanessa Williams, RPV
* Paula Williams, RPV
* Alana Clarke [**Secretariat**]
 | *Apologies** Andrea Coote, The Domain
* 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
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| 1. | Welcome  |
|  | Matters arising:* The Community Reference Group (CRG) discussed the Outstanding Actions and Issues Register.
* Trevor Sutherland raised an error in the minutes from Meeting 15, regarding the heritage approval status of the above-ground design for Anzac Station. RPV clarified that further heritage approvals will be required for the built form above ground elements of the station design. When the permit applications are received, they will be advertised in accordance with s94 of the Heritage Act 2017 and there will be an opportunity to provide formal comments at that stage.
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| 2. | Presentation from Cross Yarra Partnership |
|  | Presentation by John Goding (CYP) on current and upcoming works.Presentation by Charles Danet (CYP) on north box excavation works.Presentation by David Glossop (CYP) on environment. Matters arising:* Fraser Read-Smith raised operating hours for ventilation machines on site. CYP confirmed the machines will run 24 hours a day once tunnelling starts. At present, the machines operate only when there are workers underground, ending at 10pm in current work arrangements. The machines are housed in an acoustically sensitive enclosure and are relatively quiet.
* Fraser Read-Smith raised the on-site substation. CYP confirmed this substation will be used to power the Tunnel Boring Machines (TBM).
* The CRG discussed the sequence of works on the south box diaphragm wall. CYP confirmed that part of the wall has been demolished to allow for tram track realignment throughout the project, and confirmed this part of the wall will be re-filled once the trams have been returned to their legacy position.
* Gary Buck raised traffic movements on Bowen Lane during excavation works. CYP confirmed there will be a full-time traffic controller stationed to manage movements out of the Botanica Apartments for the duration of these works.
* Gary Buck requested more notice when hydro-demolition is planned due to the noisy nature of the activity.
* The CRG discussed truck routes for spoil removal during excavation works. CYP confirmed there are different routes for day and night movements. Most spoil removal is planned for night and will be removed via the Royal Botanic Gardens route.
* Michael Butcher thanked John Goding for his clear explanations and his contribution to the CRG.
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| 3. | Presentation from RPV |
|  | Presentation by Paula Williams (RPV) on the delineation of government agencies in the Domain Precinct.Matters arising:* The CRG discussed details of the maps presented and suggested changes for clarity.
* Colin Stuckey queried the Project Land boundary within Melbourne Grammar School land. RPV agreed to confirm whether this is correct.
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| D16-1 | Confirm Project Land boundary in relation to Melbourne Grammar School.  |
| 4. | Presentation from Major Roads Projects Victoria (MRPV) |
|  | Presentation by Thanasinh Boupha and Emma Wiggan (MRPV) on the St Kilda Road bike lanes project.Matters arising:* Bernadene Voss raised St Kilda Junction. MRPV confirmed consultation on the design outcome for St Kilda Junction is ongoing.
* Michael Butcher raised transitions on and off the new infrastructure corridor. MRPV confirmed smooth transitions are a priority.
* Trevor Sutherland raised the safety and public health impacts of having traffic lanes closer to footpaths. MRPV confirmed this is being considered as part of the social impacts study.
* Trevor Sutherland raised the project interface with Anzac Station. MRPV confirmed it is considering options for two-lane and three-lane traffic outcomes and confirmed that effectively managing this interface is a key consideration for the project.
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| 5. | Presentation from City of Port Phillip |
|  | Presentation by Suzane Becker (CoPP) on community engagement for the Domain Master Plan.Matters arising:* The Chair clarified that the
* CRG is a forum to discuss matters directly relating to the Metro Tunnel Project and the project area. Other queries about the Domain Master Plan should be raised directly with the City of Port Phillip.
* Trevor Sutherland queried the purpose of conducting consultation on the Domain Master Plan while design elements in the Metro Tunnel Project Area have not been finalised. City of Port Phillip confirmed it is prioritising the continued development and improvement of the broader precinct alongside the Metro Tunnel Project.
* Jane Pickworth raised concerns about lack of pedestrian access around Bowen Crescent, Bowen Lane, and Albert Road. City of Port Phillip agreed to follow up with Jane.
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| 6. | General feedback and items for future discussion |
|  | Matters arising:* Michael Butcher expressed concern about the Domain Road pop-up park, and particularly the loss of parking to accommodate the park footprint. CYP confirmed the park is a temporary installation that will be monitored closely for effectiveness.
* Gary Buck raised an increase in graffiti in the precinct. CYP acknowledged it has also observed this increase and is monitoring this situation.
* Karen Baynes raised that she has observed an increase in contractors parking in Albert Road which is interfering with resident parking. CYP agreed to investigate the matter.
* Karen Baynes commented that the photos on the hoardings facing the Shrine have been positively received. CYP thanked Karen for passing on the feedback.
* Fraser Read-Smith raised extended working hours and queried the process for having extended working hours approved. CYP confirmed that out of hours works are classified either as avoidable or unavoidable works, which are terms defined in the Environment Performance Requirements. CYP must obtain a permit from an independent body to conduct unavoidable works. Avoidable works are assessed and approved internally and have more stringent restrictions on noise and disruption levels. Approvals for avoidable works are audited by RPV and the Independent Environmental Auditor. The noise limits on avoidable works make it difficult for work to go beyond 10pm.
* Fraser Read-Smith raised TBM works. CYP confirmed TBMs will operate 24/7 a day. There are specific guidelines for TBM and TBM support works that allow for 24/7 works, which include measures to make these works less impactful such as the acoustic shed and installation of a substation to replace generator power. CYP confirmed TBM works are on time.
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| **D16-2** | Investigate workers parking on Albert Road. |
| 7. | Meeting Close  |
|  | Matters arising: * The next meeting of the CRG is scheduled for 7.30am-9.30am, Wednesday 4 September 2019, in the Garden Room at the Seasons Botanic Gardens.
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**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | ACTION | OWNER | STATUS |
| D16-1 | Confirm Project Land boundary in relation to Melbourne Grammar School. | RPV | Open |
| D16-2 | Investigate workers parking on Albert Road. | CYP | Open |