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| **Date** | Tuesday 10 September 2019 | **Meeting No** | 6 |
| **Chair** | Vince Haining | **Time** | 8.00am – 9.30am |
| **Location** | Bill Vanina Pavilion | **Minutes** | Alana Clarke |

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| **Members** |  |
| *Present** Vince Haining [**Chair**]
* Karen Snyders, City of Melbourne
* Karen Hammarberg, community representative
* Therese Fitzgerald, Kensington Association
* Matt Hammond, Kensington Association
* Deb Wilson, Unison Housing
* Bruce Dickinson, Friends of Newell’s Paddock
* Guilliano Andy, City West Water
* Melanie Del Monaco, City of Melbourne
* Sam Hurst, Lloyd Street Business Estate
 | *Apologies** Clive Gartner, Friends of Newell’s Paddock
* Helaine Stanley, The Venny
* Richard Reilly, Kensington & Flemington Junior Sports Clubs
* Sally Cunnington, community representative
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| **In attendance** |  |  |
| *Present** Kim Norton, Cross Yarra Partnership (CYP)
* James Hamilton, CYP
* Adam Gorny, CYP
* Jarrod Scurry, Rail Infrastructure Alliance (RIA)
* Scott Brown, RIA
* Brett Purcell, RIA
* Andrew Bressanutti, RIA
 | * Shane Brown, Rail Projects Victoria (RPV)
* Ben Savona, RPV
* Greg O’Farrell, RPV
* Eli Firestone, RPV
* Matilda Tonkin, RPV
* Alana Clarke, RPV
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| 1. | Introduction and Welcome |
|  | Matters arising: * Welcome by Vince (Chair) and introduction of Community Reference Group (CRG) members.
* The Chair raised the Terms of Reference and Code of Conduct for the Community Reference Group and reminded all present to be respectful in how they engage with one another. Matt Hammond raised the importance of providing community members with straightforward answers. The Chair confirmed he expects the project team to be clear and direct in its answers but clarified that the project should take the time necessary to review and appropriately respond to address arising items.
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| 2.  | **Outstanding Actions and Issues Register** |
|  | Matters arising:* The CRG discussed the Outstanding Actions and Issues Register.
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| 3. | Presentation from Rail Projects Victoria |
|  | Presentation by Greg O'Farrell on the Metro Tunnel contact centre and enquiries from the Kensington precinct. Matters arising:* Karen Hammarberg raised that the contact centre is not always able to give detailed answers to community queries about specific sources of noise or dust, particularly late at night. RPV confirmed that it is not able to provide real-time advice about specific disruption sources as they may not be related to Metro Tunnel works. However, RPV confirmed contact centre staff are advised of upcoming works scheduled to assist them in giving timely and accurate advice to callers. RPV confirmed there is an escalation process to ensure high-priority complaints are transferred to contractors on the ground.
* Matt Hammond commented there should be scope for stronger communication between call centre staff and site managers. RPV confirmed there are already communication channels from contractors on site into the contact centre and thanked Matt for the feedback.
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| 4. | Community Update and Discussion Items |
|  | Presentation by Kim Norton (CYP) and Jarrod Scurry (RIA) on community engagement. Matters arising:* Karen Hammarberg asked whether a site tour was planned for students at Kensington Primary School. The project contractor confirmed it is planning a tour but has had difficulty maintaining a contact at the school. Karen and the project contractor agreed to discuss the contact for the Kensington Primary School after the CRG meeting.
* Sam Hurst thanked the project contractor for its efforts in communicating disruptions with tenants at the Lloyd Street Business Estate.
* Matt Hammond commented that the community forum conducted ahead of the Tennyson Street closure was useful. The key feedback from the meeting was that Tennyson Street should only be used by delivery vehicles for the Lloyd Street business estate, not by construction vehicles.
* The CRG discussed parking in the precinct, including the gradual movement of cars from street to street as restrictions have changed. City of Melbourne (CoM) confirmed it is continually reviewing parking restrictions in the precinct to ensure they are appropriate for the changed conditions.
* Therese Fitzgerald raised an increase in station drop-off traffic on Ormond Street. Matt Hammond commented he has noticed an increase in vehicles parking in the no standing zone at the end of Ormond Street. CoM agreed to follow up activity in this area with its on-street compliance team.
* Therese Fitzgerald raised the pedestrian crossing at Derby Street. CoM confirmed it has raised this crossing with its traffic team directly.
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| 5. | Presentation from Project Contractors |
|  | Presentation by Scott Brown (RIA) and Adam Gorny (CYP) on current and upcoming works. Presentation by James Hamilton (CYP) on environment management and EPR NV6. Presentation by Andrew Bressanutti (RIA) on the Spring Blitz construction program.  Matters arising:* Therese queried the ongoing trenching works crossing Kensington Road. The project contractor confirmed new signalling and other services are being installed crossing beneath the road at this location and confirmed the road will be reinstated shortly.
* The CRG discussed Environment Performance Requirement (EPR) NV6, relating to current out of hours works (OOHW).
	+ Matt Hammond raised concern about the activities being undertaken in current out of hours works and questioned how the guidelines set out in NV6 were being applied to these activities. Matt Hammond also raised concern about the amount of work being conducted in the precinct out of hours and asked for assurance that these works are not being conducted out of hours unnecessarily.
	+ Matt Hammond asked what the noise standard is for avoidable OOHW and asked whether OOHW activities being undertaken were considered inaudible among background noise for nearby residents. The project contractor clarified that it was modelling audibility to be at 50dBa outside the residence, which allows for 35dBa background levels through a 15dBa loss across the house façade. This is a project wide level at which the project contractor believes works may be audible above background. As the upcoming works were predicted to be audible, modelling data has been shared with potentially affected residents along with recent ambient noise levels to gauge likely impacts and where models indicated noise may exceed 50dBa, additional mitigation measures were put in place at the source or offered to affected residents, such as the offer of temporary relocation.
	+ Matt Hammond asked whether RPV has a role in reviewing permits for avoidable OOHW. The project contractor confirmed permits for avoidable OOHW are approved internally by the contractor in accordance with the projects approved OOHW procedure. The Independent Environmental Auditor undertakes a quarterly audit of OOHW across the project to review compliance against the Environmental Performance Requirements.
	+ Vince Haining requested RPV’s position with regards to the current ongoing OOHW. RPV confirmed it does not review individual CYP permits, rather reviews the compliance of CYP’s management processes and procedures. Further, RPV continually reviews these processes against how they are being implemented. For example, RPV monitors contractor noise data and is committed to working with the contractors to report any extraordinary results to the CRG. For the current works CYP has worked to actively mitigate impacts to affected residents. The noise measurements as presented are consistent with what RPV have reviewed. Given the critical nature of these limited specific shaft excavation and strutting works, RPV requests that the specific residents affected continue to engage with the project until these works are completed by the end of September.
	+ Matt Hammond queried the process for ensuring noise mitigation measures designed by the environment management team are fully implemented on site. The project contractor confirmed noise mitigation measure design and implementation is continually reviewed and improved to ensure new activities and site configurations are adequately protected.
	+ Matt Hammond questioned the rationale for contractors internally approving avoidable OOHW and raised a desire for more community input around whether OOHW works are being effectively mitigated. The project contractor confirmed it actively encourages members of the community to meet with project representatives one on one to discuss impacts, personal needs during disruptions, their experiences with disruption to date, and discuss further mitigation measures the project can implement to improve their experience.
* Matt Hammond asked whether acoustic-rated hoarding would be installed around the worksite. The project contractor confirmed the current hoarding arrangement offers an appropriate level of protection. As works are being undertaken below ground level, additional hoarding around the worksite will not provide significant improvement.
* Matt Hammond asked how carpark users will be notified of disruptions during the Spring Blitz. The project contractor confirmed it will implement variable message signage boards at the carpark and confirmed it is contacting local sport groups to discuss impacts.
* The CRG discussed precinct legacy design. RIA confirmed it will be hosting engagement sessions on legacy design with the broader community outside of the CRG.
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| K6-1 | Provide and update on RIA legacy design community engagement sessions.  |
| 5. | General feedback and items for future discussion |
|  | Matters arising:* Therese Fitzgerald raised that a bike detour sign in the precinct has been stolen. The project contractor thanked Therese and agreed to follow up.
* CoM raised upcoming refurbishment works on the Kensington Recreation Centre. Information on these works is available on the CoM Participate website. CoM invited members of the CRG to give feedback on these works.
* Karen Hammarberg raised the poor condition of the path in JJ Holland Park. CoM confirmed it is conducting site inspections to determine which areas of the path need additional work to maintain. CoM is conducting ongoing maintenance efforts but confirmed recent rains have presented challenges.
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| 6. | Meeting close |
|  | Matters arising:* Next meeting 8.00am-9.30am, Tuesday 22 October 2019 at Bill Vanina Pavilion.
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**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | ACTION | OWNER | STATUS |
| K6-1 | Provide and update on RIA legacy design community engagement sessions. | RIA | Open |