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| **Date** | Tuesday 10 December 2019 | **Meeting No** | 16 |
| **Chair** | Jeni Coutts | **Time** | 7.30am – 9.00am |
| **Location** | Gallery Four, The Olsen | **Minutes** | Alana Clarke |

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| **Members** |  |
| *Present** Jeni Coutts [**Chair**]
* Malcolm Ninnis, local resident
* Graham Hoy, South Yarra Residents Association
* Nadia Ford, City of Stonnington
* Nic Thomas, local resident
* Ruth Speedy, Toorak Road South Yarra Business Association
* Gillian Fraser, local resident
 | *Apologies** Tom Howgate, local resident
* Kathy Dalton, local resident
* Tennessee Leeuwenburg, local resident
* Jonathan Forbes, local resident
* James Robinson, local resident
* Paul Bellette, Café Republic
* Christopher Blain, South Yarra Village Residents Group
* Joy Manners, local resident
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| **In attendance** |  |
| *Present** Steve Denton, CYP
* Remy Fowler, CYP
* Camila Eviston, CYP
* Lee Evans, RIA
* Dean Valentic, RIA
* Tom Betts, RIA
* Paula Williams, RPV
 | * Matilda Tonkin, RPV
* Dusk Johnston, RPV
* Sharon Campbell, RPV
* Tim Fullerton, RPV
* Vinnie Gopakumar, RPV
* Alana Clarke [**Secretariat**]
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| 1. | Welcome and introduction |
|  | Welcome from Jeni Coutts (Chair).Matters arising: * The Community Reference Group (CRG) discussed the Outstanding Actions and Issues Register.
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| 2. | Presentation from project contractors |
|  | Presentation by Steve Denton (CYP) and Dean Valentic (RIA) on current and upcoming works.Presentation by Tom Betts (RIA) on community engagement, traffic and transport.Presentation by Camila Eviston (CYP) Tom Betts (RIA) and Lee Evans (CYP) on environmental management.Matters arising:* Nic Thomas raised truck access routes during the January 24/7 works. RIA confirmed trucks will access the site either via William Street or Arthur Street, similar to the current route configuration.
* Nic Thomas asked whether trains running through the Metro Tunnel will stop at Hawksburn Station. RPV confirmed at this stage trains are not intended to stop at Hawksburn Station in normal operations but clarified Hawksburn Station may be used for service recovery. The timetable has not yet been finalised.
* Nic Thomas raised dewatering in the tunnel boring machine (TBM) retrieval shaft. CYP confirmed it has sufficiently dewatered the area to enable works to proceed safely.
* Ruth Speedy raised the Christmas shutdown. CYP confirmed it will take a break from works on site from 20 December 2019 to 13 January 2020. RIA noted RIA works will commence again on 1 January for major 24/7 works including a shutdown of rail lines at various times.
* Malcolm Ninnis asked how much of the TBM will be extracted at the Eastern Portal. CYP confirmed the TBM cutter head and eight adjoining pieces will be removed but clarified the majority of the machine will be transported back through the tunnel towards Domain. The TBM is expected to launch in May 2020.
* Ruth Speedy asked where soil excavated from site is taken. CYP confirmed spoil from site is transported to sites around Victoria for treatment and reuse.
* Ruth Speedy asked that steps be taken to ensure serviced apartments receive disruption notifications over the summer period. RIA agreed to work with RPV to determine the best way to consolidate and distribute information about traffic and transport changes to these apartments.
* The CRG discussed communication around disruptions associated with the upcoming summer 24/7 works. CRG members provided feedback about past disruption communications, including issues with accurate journey suggestions in PTV Journey Planner, and asked to ensure all staff on the ground have up to date information about disruptions. The project team thanked the CRG members for their feedback. RIA confirmed it is working with RPV to deliver highly targeted notifications to affected areas to ensure local residents and businesses are appraised of the most relevant impacts. Nadia Ford suggested distributing these targeted notifications at affected stations. RIA agreed to investigate this option.
* Nadia Ford asked whether Metro Trains would also be conducting works during the summer 24/7 works. RIA confirmed this is likely and confirmed it will incorporate any Metro Works occurring within RIA’s works corridor into its notifications to the community.
* Ruth Speedy raised carpark losses to roadworks signage across the precinct and asked about coordination of works that impact parking arrangements across the suburb. City of Stonnington confirmed it coordinates works that impact parking as far as is practicable, but clarified that utility works can be conducted without express permission from the council.
* Gillian Fraser raised unofficial gatherings at Lovers Walk outside of work hours. City of Stonnington agreed to investigate.
* Graham Hoy raised the seat at the former Arthur Street tram stop and asked why this had not yet been moved. RIA noted this was an action for it to address agreed to follow up.
* Gillian Fraser asked if vibration monitoring was being conducted on William Street. RIA confirmed it is not currently conducting vibration monitoring on William Street and clarified its monitors are at the old post office on the corner of Osborne Street Toorak Road, and on Arthur Street. RIA thanked Gillian for raising this and agreed to investigate installing monitoring equipment on William Street.
* Gillian Fraser asked whether works in South Yarra are being delivered to program. CYP confirmed its works at South Yarra are ahead of program. RIA confirmed its works at South Yarra are also on program. RPV confirmed it has not received any formal advice from CYP about the progress of the tunnel boring machines to support suggestions in recent media coverage.
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| S16-1 | Follow up placement of Arthur Street tram stop seat.  |
| S16-2 | Monitor and present on vibration on William Street.  |
| 3. | General feedback and items for future discussion |
|  | Matters arising:* Nic Thomas raised the reforestation of the South Yarra Siding Reserve. City of Stonnington confirmed it is actively working with RIA and RPV on reinstatement of the Reserve. RIA confirmed it will be some time before soil turning and tree planting can occur, despite most works moving underground, to allow for supporting surface activities. The design for the Siding Reserve will be shared with the CRG when available.
* Malcolm Ninnis raised cleaning under parked cars on Osborne Street. City of Stonnington confirmed it has requested CYP to manually clean this area. CYP confirmed it will conduct this cleaning.
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| S16-3 | Conduct manual cleaning under parked cars on Osborne Street.  |
| 4. | Meeting close |
|  | Matters arising:* Next meeting of the South Yarra CRG is Tuesday 4 February 2020 at The Olsen.
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**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | ACTION | OWNER | STATUS |
| S16-1 | Follow up placement of Arthur Street tram stop seat.  | RIA | Open |
| S16-2 | Monitor and present on vibration on William Street.  | RIA | Open |
| S16-3 | Conduct manual cleaning under parked cars on Osborne Street. | CYP | Open |