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| **Date** | Monday, 16 April 2018 | **Meeting No** | 8 |
| **Chair** | Chris Lovell | **Time** | 7.30am – 9.30am |
| **Location** | Victoria Room, Queen Victoria Women’s Centre 210 Lonsdale Street, Melbourne | **Minutes** | Will McNamara |

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| **Members** |  |  |
| *Present*   * Chris Lovell, MMRA [**Chair**] * Melanie Ashe, Flinders Quarter * Dave Gundy, St Paul’s Cathedral * Emily Kropf, St Paul’s Cathedral * Wendy Miller, ACMI * Fiona Van, RMIT * Michael Griffiths, Ross House Association * Sharon Pollard, Federation Square * Maria Groner, Travellers Aid * Eamonn Fennessy, City of Melbourne * Natalie Siragusa, City of Melbourne * Simon Cozens, The Practical Man Scott Alley * Peter Brown, Manchester House * Graeme Blackman, Westin Owners Corporation * Dev Kevat, Bible House * Matthew Harrington, Buildspect Consulting * John Dall’Amico, Residents 3000 * Brendan Ryan, MBCM City | * Pin Ng, 238 Flinders Street (UniLodge) * Don Shipway, ALE Group * Anushia Bleazby, CityWest Water * Lina Baullo, MMRA * Jess Foulds, MMRA * Emmett Ahern, MMRA * Barry McGuren, MMRA * Jodie Barrington, CYP * Fran Woodruff, John Holland * Bec Rowe, John Holland   *Apologies*   * Michelle Land, Yarra Trams * Brian Maddock, Yarra Trams * Graham Jephcott, ACMI * Murray Walls, 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 * Rob Moore, City of Melbourne * Anthony LoGiusto, Brady Hotel * Adam Tanner, Victoria Police Melbourne East Station * Megan Herring, Young and Jackson Hotel * Doug Thomson, Bible House * Faruk Deliac, Verve and Milano Residential Buildings * Anna Manarczyk, Melcorp Strata * Paul Dennis, Ashdowne House * Jessica Cerejo, 238 Flinders Street (UniLodge) * Andrew Milward-Bason, Nicholas Building Association * Tye Norman, MMRA |
| **In attendance** |  |  |
| *Present*   * James Tonkin, MMRA * Ayllie White, CYP * Stephen Singline, CYP | * Matt Reid, CYP * Ben Day, CYP * Vincent Lay, CYP | * Kate Master, CYP * Jeremy Smith, DELWP * Will McNamara [**Secretariat**] |

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| 1. | Introductions and Welcome |
|  | Welcome from Chris Lovell (Chair).  Matters arising:   * Outstanding Actions and Issues Register. * The CRG discussed the timing and timeframes for the Planning Scheme Amendment. The purpose of the PSA is to account for refinements in design and has been supported by direct stakeholder engagement. The timeframe for public display of the PSA has been extended to account for Easter and school holidays falling within this period. |
| 2. | **Presentation from John Holland (Early Works Managing Contractor)** |
|  | Presentation by Fran Woodruff & Bec Rowe (John Holland) on current and upcoming works.  Matters arising:   * Pin Ng raised the relocation of the Port Phillip Arcade King Neptune sculpture. The ultimate location of the sculpture has not yet been finalised. |
| 3. | Presentation from Cross Yarra Partnership (CYP) |
|  | Presentation by Stephen Singline (CYP) on property condition surveys. Presentation by Matt Reid (CYP) on environmental modelling and monitoring. Presentation by Ben Day (CYP) on truck safety and management. Presentation by Jeremy Smith (Heritage Victoria) on archaeological investigations.  Matters arising:   * Michael Griffiths queried the difference between property surveys completed by the Early Works Managing Contractor (John Holland) and those to be completed by CYP. Property surveys prior to and post construction are required to be undertaken by each contractor. The completion report for John Holland and the commencement report for CYP will coincide - where possible these surveys will be conducted simultaneously. Due to the nature of the works being undertaken, the property surveys conducted by CYP will be more thorough than what has previously been completed. * Matthew Harrington commented that the costs incurred by building owners undertaking independent property reports can be significant and cannot be recovered from the project. * The CRG discussed building protection works and Matthew Harrington commented there is an existing issue for the southern boundary wall at Ashdowne House. * Dev Kevat commented that early John Holland correspondence for property condition reports required a 7-day response and that further stakeholder engagement regarding the process for property condition surveys is required. * Rob Moore commented that the City of Melbourne shares concerns regarding the timing and extent of property condition surveys. * Graeme Blackman requested that building owners be provided with the inspection protocols/guidelines describing how properties will be inspected. CYP will provide these guidelines at the next CBD meeting. * David Gundy requested a timeline for construction activity including property condition surveys. A high-level program for 2018 has been previously presented to the CRG. CYP has already approached some building owners regarding property surveys. Properties closest to the stations will be the first to be surveyed and CYP would like to complete all property surveys at least 4-5 weeks prior to the commencement of construction. CYP will provide the updated 2018 program and include timing for property condition surveys at the next CRG meeting. * Dev Kevat raised location for noise modelling monitors. CYP is currently considering the location of noise and vibration monitors. In addition to location, timing for baseline monitoring will be important to ensure a representative model - night time monitoring and weekends will be included. Where possible and with agreement from building owners, internal monitoring will be included for modelling. * The CRG discussed EPR guidelines for noise and vibration. * Pin Ng queried how complaints will be managed. Matters can be referred to the Metro Tunnel 1800 number - hand held monitors will be used to investigate. * Rob Moore requested that CYP provide a diagram that indicates the location of previous monitoring sites used by the Early Works Managing Contractor and CYPs preferred monitoring sites. This will be taken as an action and presented at the next CRG meeting. * Peter Brown raised the proposal to use audible left-turn announcements for trucks and requested that a lower volume be used at night. This is currently being considered by CYP. * Graeme Blackman raised public awareness of safety around construction. MMRA is currently progressing a number of safety initiatives including ways to increase public awareness of safety around construction vehicles and sites. * Graeme Blackman raised confirmed truck routes for the CBD precincts. Construction methodology is driving vehicle entrances and exits to sites which in turn will inform truck routes. CYP will continue to engage with stakeholders on truck routes and provide further information to the CRG once finalised. * Melanie Ashe commented that traffic management will need to account for visitors to Melbourne given the high number of tourists in this part of the CBD. CYP is aware of this issue and is considering options. * Rob Moore raised construction worker parking. Workforce parking will not be provided - CBD site workers will use public transport. * Dev Kevat raised fatigue management for truck drivers. The national standard will be applied and monitored through the virtual superintendent. * Pin Ng raised pedestrian behaviour around construction sites. Way-finding will be used to support safety control measures. * Michael Griffiths commented that way-finding and detours need to comply with accessibility standards ie: ramps in footpaths at new crossing locations etc * Maria Groner raised way finding and making sure that it considers visitors to Melbourne. * Don Shipway raised truck identification. There isn’t an intention to identify trucks. It was considered but due to large number of works trucks will be working on multiple projects. Virtual superintendent will be used to identify trucks if there are issues. Can be reported to Metro Tunnel 1800 number. * Dev Kevat asked whether there will be permanent display of any artefacts discovered during the archaeological investigations occurring at sites in the CBD. Short, medium and long-term exhibitions will be considered. Museum, state library or at the stations. This is being explored.   Graeme Blackman raised whether there is any possibility to conduct archaeological investigations on adjacent properties. JS advised that discoveries will inform the future management of sites, but as this is one of the largest investigations of its type undertaken in Victoria, they won't be looking for additional investigations to occur outside of the 10 project sites. |
| **C8-1**  **C8-2**  **C8-3** | Provide inspection guidelines and an indicative timeline for property condition surveys.  Provide an updated timeline for construction throughout 2018.  Provide location of previous and preferred Environmental Performance monitoring sites. |

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| 4. | General feedback, other business and items for future discussion |
|  | Matters arising:   * Next meeting Friday 18 May 2018 - Chancellor Two Room, Hotel Grand Chancellor Melbourne, 131 Lonsdale Street, Melbourne. |
| 5. | Meeting Close |
|  | Closing remarks from Chris Lovell (Chair).  Matters arising: Nil |

**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | ACTION | OWNER | STATUS |
| C8-1 | Provide inspection guidelines and an indicative timeline for property condition surveys. | CYP | Open |
| C8-2 | Provide an updated timeline for construction throughout 2018. | CYP | Open |
| C8-3 | Provide location of previous and preferred Environmental Performance monitoring sites. | CYP | Open |