

# ETHOS URBAN

Our Ref: 17068  
Council Ref: D538-18

22 November 2018

17068

The Secretariat  
NSW Independent Planning Commission  
Level 3, 201 Elizabeth Street  
SYDNEY NSW 2000

Attention: Matthew Todd Jones

Dear Matthew

## **LOCOMOTIVE WORKSHOP, AUSTRALIAN TECHNOLOGY PARK SSD 8517 AND SSD 8449 REQUEST TO AMEND CONDITIONS OF CONSENT**

On behalf of Mirvac Projects Pty Ltd (Mircac), we write to request the deletion of Condition C13 and a minor amendment to condition E6 that apply to the set of draft conditions for both SSD 8517 and SSD 8449.

Condition C13 relates to the Community Communication Strategy and Condition E6 relates to future applications and their consistency with the Stage 2 Heritage Interpretation Plan.

The justification for our requests are set out below.

### **1.0 Condition C13**

#### **1.1 Background**

Under SSD 7317 (that relates to the development of Buildings 1,2 and 3 on the site), Condition B14 required the Community Liaison Group (CLG) to be formed and Condition C9 required a Community Communications Plan to be submitted to the Secretary before work could commence on Site. The SSD 7317 approved Community Communications Plan is included for your reference.

It is noted that the SSD 7317 development consent did not require the Community Communications Plan to be 'approved' before work could commence on site.

#### **1.2 SSD 8517 and SSD 8449 Conditions**

We note that Condition B10 within the draft development consent for SSD 8517 and SSD 8449 requires the Community Liaison Group that was established for SSD 7317 to be used for SSD 8517 and 8449 to ensure that the community is kept informed of the development.

Conditions C10 and C11 require the Community Communication Strategy to be updated and Condition C12 requires the updated Community Communication Strategy to be submitted to the Planning Secretary one month prior to commencement of work.

Mircac is happy to accept all of these conditions.

However, Condition C13 does not allow work to commence on site until the Community Communications Strategy has been approved, or within another timeframe agreed with the Planning Secretary.

### 1.3 Request and justification

Whilst Condition C13 provides some flexibility in terms of the timing for commencement of work, Mirvac requests the Condition C13 is deleted in its entirety for the following reasons:

- development was able to commence on Site before the Secretary issued approval of the Community Communication Strategy under SSDA 7317; and
- the CLG has successfully been operating for the past two years and the meetings have provided updates in regard to the Locomotive Workshop development applications during its preparatory phases. Whilst the Community Communications Strategy will be updated for the Locomotive Workshop development, terms of reference, approach, CLG members, public information and contact channels, processes and procedures will all be the same or similar.
- Mirvac will continue to provide updates in regard to the Locomotive Workshop redevelopment at the meetings that are scheduled for early 2019 and through the public information channels irrespective of whether the updated Community Communications Plan has been approved by the Secretary.

## 2.0 Condition E6

Condition E4 within the draft development consent for SSD 8517 and SSD 8449 requires the Stage 2 Heritage Interpretation Plan to be prepared and submitted to the Planning Secretary for approval prior to the issue of the first Occupation Certificate for the Locomotive Workshop.

However, Condition E6 requires future development applications to be consistent with the approved Stage 2 Heritage Interpretation Plan.

In order to provide an orderly and efficient construction programme, tenants within the Locomotive Workshop will prepare and submit their fit-out and operation development applications to the Council prior to the approval of the Stage 2 Heritage Interpretation Plan and the issue of the first Occupation Certificate for the base build works.

As currently worded, Condition E6 will not enable tenants to be able to submit development applications prior to the approved Stage 2 Heritage Interpretation Plan being approved, as the applicants would not otherwise, be able to demonstrate consistency with the 'approved' Plan.

It is noted that Condition B44 (in SSD 8517) and B37 (in SSD 8449), which relates to the preparation of the tenancy fit-out guidelines requires the guidelines to be informed by the 'final' or 'draft' Stage 2 Heritage Interpretation Plan.

Therefore, in order to enable the tenants to be able to prepare their fit-out and operation development applications in a timely manner, but also provide a requirement that ensures that the detailed fit-out plans are consistent with the proposals and recommendations within the Stage 2 Heritage Interpretation Plan, Mirvac request that the wording of Condition E6 be amended as follows:

*E6. Future development applications must ensure that fit out works are consistent with the **approved final or draft** Stage 2 Heritage Interpretation Plan.*

We thank you for the opportunity to meet to discuss the Locomotive Workshop development and your consideration of this request.

Yours sincerely,

*Claire Burdett*

**Claire Burdett**  
Associate Director  
02 9956 6962  
cburdett@ethosurban.com

## Annexure - Extracts of Relevant Conditions

### SSD 7317 – Condition B14.

*B14. Prior to the issue of the first Construction Certificate, the Applicant shall establish a Community Liaison Group (CLG) in consultation with Council, comprising representatives of potentially affected properties, local residents, businesses and the Alexandria Child Care Centre. The Applicant will ensure that the Group:*

- a) Established a terms of reference at its first meeting, including purpose, size and membership, quorum, meeting frequency and duration, procedures for meetings (including chairing), recording/ distributio of comments and outcomes;*
- b) Meets at least once prior to finalising the CFEMP and then monthly during construction (or as agreed by the CLG);*
- c) Recieves 24 hour contact details and location of site offices and a 24 hour phone number;*
- d) Provides comment on the community consultation and engagement plan (Condition C9) and the CFEMP (Condition B15);*
- e) Has access to the Site Manager to raise concerns and bring to his attention any complaints;*
- f) Is kept up to date on the progress of construction and resolution of all complaints through a complaints register;*
- g) Prepares a record of each meeting, which is sent to Council; and*
- h) Ensures that site clearing/ demolition and construction related issues and impacts are raised and dealt with expeditiously and cooperatively.*

### SSD 7317 – Condition C9

*C9. Prior to the commencement of work, a community consultation and engagement plan shall be prepared, in consultation with Council and the Community Liaison Group (Condition B14), and submitted for approval to the Secretary. The plan is to include details of how surrounding properties will be notified and complaints handles during construction.*

### SSD 8517 and SSD 8449 – Condition B10

*B10. The Community Liaison Group established under SSD 7317 is to be used for SSD 8517, to ensure that the community is kept informed and has an opportunity to feedback on the construction of the Locomotive Workshop. All complaints are to be recorded on a complaint register and reported regularly to the Community Liaison Group.*

### SSD 8517 and SSD 8449 – Conditions C10 - C14

*C10. The Community Communication Strategy prepared and approved under SSD 7317 shall be updated in consultation with the Community Liaison Group (Condition B10) to provide mechanisms to facilitate communication between the Applicant, the relevant Council and the community (including adjoining affected landowners and businesses, and others directly impacted by the development), during the design and construction of the development and for a minimum of 12 months following the completion of construction.*

*C11. The Community Communication Strategy must:*

- (a) identify people to be consulted during the design and construction phases;*
- (b) set out procedures and mechanisms for the regular distribution of accessible information about or relevant to the development;*
- (c) provide for the formation of community-based forums, if required, that focus on key environmental management issues for the development;*
- (d) set out procedures and mechanisms:*
  - (i) through which the community can discuss or provide feedback to the Applicant;*

*(ii) through which the Applicant will respond to enquiries or feedback from the community; and  
(iii) to resolve any issues and mediate any disputes that may arise in relation to construction and operation of the development, including disputes regarding rectification or compensation.*

*C12. The Community Communications Strategy must be submitted to the Planning Secretary for approval no later than one month prior the commencement of any work.*

*C13. Work for the purposes of the development must not commence until the Community Communication Strategy has been approved by the Planning Secretary, or within another timeframe agreed with the Planning Secretary.*

*C14. The Community Communication Strategy, as approved by the Planning Secretary, must be implemented for a minimum of 12 months following the completion of construction.*

#### **SSD 8517 and SSD 8449 – Condition E4 and Condition E6**

*E4. Prior to the issue of the first Occupation Certification for the Locomotive Workshop, the Applicant shall submit the Stage 2 Heritage Interpretation Plan for the Locomotive Workshop for approval by the Planning Secretary. This plan shall be prepared in accordance with the Stage 1 Heritage Interpretation Plan, the Applicant's Heritage Impact Statement, the ATP Conservation Management Plan and relevant NSW Heritage Division guidelines. Stage 2 shall be prepared in consultation with the Heritage Council and Council, and other stakeholders, including former workers, Aboriginal stakeholders, volunteers, the local community and relevant railway associations, and document the findings and recommendations raised.*

*E6. Future development applications must ensure that fitout works are consistent with the approved Stage 2 Heritage Interpretation Plan.*

## AUSTRALIAN TECHNOLOGY PARK

### COMMUNITY CONSULTATION AND ENGAGEMENT PLAN – DECEMBER 2016

## Contents

1.0	introduction	1
1.1	Purpose of the Plan	1
1.2	Consultation on the Plan	2
2.0	approach	2
2.1	Objectives	2
2.2	Principles that guide communications and engagement	2
3.0	Local community and stakeholders	3
4.0	Communications and engagement approach	3
4.1	Dedicated resources	3
4.2	Regular forums	3
4.3	Public information channels	4
4.4	Contact and communication channels	5
4.5	Management processes	5
4.6	Engagement activities	6
5.0	appendix	8
5.1	Community liaison group – draft terms of reference	8
5.2	Letterbox Drop Map	10

## 1.0 INTRODUCTION

### 1.1 PURPOSE OF THE PLAN

The Community Consultation and Engagement Plan (the Plan) provides an overview of how communications and engagement will be undertaken between Mirvac and the community throughout construction on the Australian Technology Park site (the Project). The Plan is intended to provide guidance in the development of an evolving communication and engagement approach.

The Plan aims to:

- Set out the communication and engagement objectives and principles for the project;
- Describe the proposed communication tools and engagement techniques used to disseminate information and provide feedback; and
- Outline how enquiries and complaints will be received and responded to during construction.

Although this Plan sets out approaches to communications and engagement practices between Mirvac and the community, a number of authorities and agencies such as the NSW Department of Planning and Environment, City of Sydney, WorkCover NSW and the Environmental Protection Authority have statutory obligations to investigate and perform necessary enforcement and complaint resolution in relation to compliance with consent conditions and the state's environmental, safety, road traffic, and other relevant laws. This Plan does not affect the rights or abilities of the community to raise matters of compliance, environmental management, safety, or other matters to the relevant agency or authority.

## 1.2 CONSULTATION ON THE PLAN

The Plan was developed in consultation with the Project's Community Liaison Group (see Section 4.2) and the City of Sydney Council and will be submitted for approval to the Secretary of the Department of Planning and Environment.

The communication and engagement activities outlined within the Plan have been developed in compliance with the Project's Conditions of Approval, which include the following requirements:

"Prior to the commencement of works, a community consultation and engagement plan shall be prepared, in consultation with Council and the Community Liaison Group, and submitted for approval to the Secretary. The plan is to include details of how surrounding properties will be notified and complaints handled during construction."

The Project's full Conditions of Approval can be viewed on the Department's Major Projects Planning Portal.

The companion documents for this Plan include:

- Construction Framework Environmental Management Plan;
- Construction Noise and Vibration Management Sub-Plan; and
- Heritage Interpretation Plan.

## 2.0 APPROACH

### 2.1 OBJECTIVES

The key objectives of the Plan are to:

- Keep the local community and stakeholders informed about progress and major works relating to the Project;
- Be a good neighbour to local communities, businesses and stakeholders during construction;
- Raise awareness of potential disturbances and provide advance notice of impactful works;
- Ensure the project is adaptable to construction methodology changes or refinement to minimise impacts on affected stakeholders;
- Minimise unnecessary disturbances to the local community; and
- Ensure that community and stakeholder enquiries and complaints are managed and resolved effectively.

### 2.2 PRINCIPLES THAT GUIDE COMMUNICATIONS AND ENGAGEMENT

The principles that will guide communications and engagement on the Project include:

- Proactive - communicate with affected properties, including local residents, businesses, the Alexandra Child Care Centre and individuals from the local community who have a demonstrable interest in the project. Ensure they remain informed through the provision of timely, relevant and targeted information.
- Accessible - the team will be accessible to potentially affected members of the community.
- Responsive - respond in an effective manner to individual concerns. Ensure every reasonable effort is made to resolve issues to the satisfaction of all involved in the shortest time possible.
- Inclusive - ensure those from non-English speaking backgrounds have easy access to information about the project to ensure there are 'no surprises'.
- Organised - record engagement activities to ensure that issues are properly dealt with and documented.

### 3.0 LOCAL COMMUNITY AND STAKEHOLDERS

The local community and stakeholders who will may be impacted or affected by the Project, and will therefore be engaged through the Plan, are listed below. These stakeholders have been identified through the Project's planning and early community engagement phases during the production of the Environmental Impact Statement (EIS) process and include:

- Residential owners / tenants
- Existing ATP owners / tenants
- Local businesses
- Local Aboriginal Land Councils and groups
- Educational facilities
- Sporting facilities
- Community Action Groups and other community groups
- Members the public / ATP tenant customers
- Local heritage / arts / cultural organisations
- Local media outlets
- Private transport operators
- Private vehicle users
- Couriers and delivery vehicles
- Elected representatives
- Government agencies and departments
- Other interested parties

It is recognised that stakeholders and level of interest may vary at different stages of the project. Some of the stakeholders will maintain an interest throughout all stages of the project, while others may only have an interest at specific times.

### 4.0 COMMUNICATIONS AND ENGAGEMENT APPROACH

A range of different communication tools and engagement techniques will be used by Mirvac to disseminate information, raise awareness of construction activities and invite feedback. These will allow the project team to distribute information on construction progress and management, provide the mechanisms to respond to enquiries and allow the community to discuss and raise any concerns.

#### 4.1 DEDICATED RESOURCES

Mirvac has appointed a dedicated ATP Communications Specialist for the duration of the project. They will coordinate engagement activities and be the single point of contact for the community and stakeholders, with the ability to escalate issues within the Mirvac's project team to ensure they are resolved in a timely manner. The table below includes details below about the complaints handling process.

#### 4.2 REGULAR FORUMS

Mirvac has established a Community Liaison Group and is continuing the dedicated briefings for existing ATP tenants.



Tool / technique	Description	Target Audiences
<b>Community Liaison Group</b>	<p>The CLG will meet regularly during construction and act as a forum for providing information about the type and timing of construction works. It will also ensure the community has a direct line of contact to the project team to ask questions and raise issues.</p> <p>Relevant plans will be presented to members for comment as outlined in the project's conditions of approval or as amended.</p> <p>The draft Terms of Reference for the Group which includes objectives, membership, operation and meeting details is included in the Appendix.</p>	<p>Members will be chosen through Expression of Interest process and include representatives of potentially affected properties, including local residents, businesses, the Alexandra Child Care Centre and individuals from the local community who have a demonstrable interest in the project.</p> <p>Meeting Summaries will be sent to the City of Sydney and the Department of Planning and Environment.</p> <p>CLG members will circulate these summaries through their own networks.</p>
<b>Tenant Briefings / Events</b>	Mirvac will continue the regular briefings and events for existing ATP tenants.	Existing ATP tenants

#### 4.3 PUBLIC INFORMATION CHANNELS

Mirvac will utilise a variety of public information channels to raise awareness of the construction works and ensure the public and nearby stakeholders have advance notice of potential impacts as well as an understanding of ongoing progress on the Project.

Tool / technique	Description	Target Audiences
<b>Notifications / Newsletter / Project update</b>	<p>Notifications describing the type, location and duration of significant construction works (such as installation of tower cranes, road closures etc) will be provided to potentially impacted properties.</p> <p>The initial project update newsletter will be issued via a letterbox drop to all properties indicated on the map in the appendix to this plan and will provide details for receipt of future notifications.</p> <p>Ongoing notifications shall be provided on the Project Website or issued via email to those who have registered their details. This will also be provided to CLG members and targeted neighbours such as Alexandria Child Care Centre. Hard copies will be available at the Mirvac project office. Only those who have requested a written copy shall be letter box dropped.</p> <p>Notifications will be issued with a target notice period of seven days prior to any major work commencing. In addition, approval for out of hours wide load deliveries will be obtained from relevant authorities.</p>	Stakeholders, local communities, tenants and businesses.
<b>Letters</b>	Additional targeted letters to inform community and stakeholders will be used to communicate other issues related to the project, such as dilapidation surveys.	Stakeholders and local communities
<b>Flyers</b>	Distribution to local communities on project issues, invitations to events, etc.	Local communities and businesses
<b>Website</b>	A dedicated area of the ATP website will include the latest project information and background material including: project description, program info, latest notifications and updates. Website will be advertised on all communication materials.	Stakeholders, local communities and businesses. General public and interested stakeholders.
<b>Variable Message Signs (VMS) on site</b>	For any major changes to pedestrian or vehicle access through site.	Local communities and businesses. Road and footpath users.

Tool / technique	Description	Target Audiences
Site hoardings	Signage and posters on hoardings to communicate works and contact details for enquiries.	Local communities and businesses.
Media releases	As required for major events, aspects of the works and project progress.	General public, interested stakeholders and the community
Advertising	Local newspaper adverts will be placed for any change of public access arrangements on site. Plus, as required for public engagement activities (see below).	General public, interested stakeholders and the community
Radio	Radio adverts on local radio such as Koori radio and FBI will be explored as an optional tool where appropriate.	Local community; local Indigenous population.
Translation service on request	Advertised on notifications and project newsletters. Materials will be translated upon request.	General public, interested stakeholders and the community

#### 4.4 CONTACT AND COMMUNICATION CHANNELS

Tool / technique	Description	Target Audiences
Project email	A dedicated project email ( <a href="mailto:atp.communications@mirvac.com">atp.communications@mirvac.com</a> ) has been established by Mirvac as a means of contacting the project to source information, provide feedback and lodge complaints. Advertised on all materials. Auto-acknowledgement, response within 2 working days.	Stakeholders, local communities and businesses.
1800 phone number	A dedicated 24-hour phone number has been established for general enquiries and construction complaints 1800 870 549. The line will be operated by project office during construction hours (including Saturdays) established in the Project's Conditions of Approval and a message service provided outside of these construction hours. The phone number will be advertised on all communication materials.	Stakeholders, local communities and businesses.
Community emails	Emails will be issued regularly to update the community and interested stakeholders about the project. Sign up to the mailing list will be available through the project website and information and engagement events.	Stakeholders, local communities and businesses.
CLG Members Email Group	CLG members will receive direct email notifications and updates to circulate through their own networks.	CLG member networks.
Social media	ATP Facebook page used to communicate latest updates and respond to enquiries.	General public and interested stakeholders and the community.
Mirvac project office	Open from Monday to Friday from 9:00am to 5:00pm. Drop in meetings can be arranged via email, social media and phone. Located at Suite 7006, Loco Workshop from November 2016, Suite 9101 prior to that date.	Interested stakeholders, local communities and businesses.

#### 4.5 MANAGEMENT PROCESSES

Tool / technique	Description	Target Audiences
Enquiry and complaint register	A contact database will be maintained by the ATP Communications Specialist. Details of person, time, location, nature of contact (request for information, complaint, enquiry) action taken and close out details will be included. Complaints and enquiries will be closed out within 7 days.	Stakeholders, local communities and businesses.
Considerate contractor training and toolbox talks	All workers and visitors attending the site will be required to complete a project induction, which will clearly set out obligations and requirements in relation to health, safety, environmental and	Stakeholders, local communities and businesses.

Tool / technique	Description	Target Audiences
	<p>community issues.</p> <p>The Principal Contractor is also responsible for properly training all necessary staff on the procedures required by the CFEMP. All employees, Sub-contractors and consultants will be required to provide evidence of appropriate licences or permits to operate machinery or other equipment required to perform their works on the Site.</p> <p>The Principal Contractor or Principal Contractor's agent will retain Site induction records, evidence of appropriate licenses or permits and other documents as necessary as training records for the project. In addition, toolbox talks will be undertaken on a regular basis and will include, where required, information on the environmental aspects of the construction. Where required, specific training will be provided to the relevant personnel on hazards associated with specific tasks and the controls to be implemented to minimise environmental harm and community impact.</p>	
<p><b>Complaints handling process</b></p>	<p>Acknowledgement within 24 hours. The ATP Communications Specialist to liaise with the project team on a response and provide an initial update to the enquirer within 2 working days. The ATP Communications Specialist will then aim to achieve close out within 7 days. Close out would include the Communications Specialist to provide details to the complainant on what action has been taken immediately or on an ongoing basis.</p> <p>Mirvac is committed to addressing environmental impacts and the Communications Specialist and project team representatives will meet to discuss adjustments to work methodology/practices when an environmental impact relating to dust, noise, traffic, etc. arises. All standing complaints will be reported to the CLG.</p>	<p>Stakeholders, local communities and businesses.</p>

#### 4.6 ENGAGEMENT ACTIVITIES

Tool / technique	Description	Target Audiences
<p><b>Stakeholder briefings</b></p>	<p>Will be undertaken regularly as required to ensure key stakeholders receive timely, accurate and relevant information about the project and activities taking place on site. Both proactive and reactive.</p>	<p>Key Stakeholders including government agencies</p>
<p><b>Door knocking</b></p>	<p>Where impacts are greater or where there are sensitive neighbours, the letterbox drop will be combined with a door knock to ensure any concerns can be discussed face to face.</p>	<p>Local residents and businesses</p>
<p><b>Community information sessions</b></p>	<p>Public information sessions with attendance from representatives of the project team. To take place at the start of each major phase of works.</p>	<p>Stakeholders, local communities and businesses.</p>
<p><b>Consultation workshops</b></p>	<p>Consultation with stakeholders and the community to take place as required on particular aspects, including heritage interpretation plan and detailed design of community building.</p>	<p>Stakeholders, local communities and businesses.</p>
<p><b>Business engagement and supply chain</b></p>	<p>Commitment from Mirvac to "shop local" to support local businesses. Local businesses will be engaged where possible, examples are catering for retail at</p>	<p>Local businesses and community</p>

Tool / technique	Description	Target Audiences
	ATP, sausages from local butcher, Heritage Day using local artists.	
<b>Annual Community Day</b>	Mirvac's commitment to support the local community by dedicating staff to help at local schools, child care, etc.40 staff dedicate 1 day to the local school/childcare and provide supplies to complete works (gardening, cleaning, etc)	Local community organisations
<b>Community Events</b>	Heritage Open Day and other events such as Community Housing events will be organised intermittently, and advertised where appropriate.	General public and interested stakeholders and the community, community housing residents.
<b>Education program</b>	Program to engage with the local primary, secondary and further education providers in addition to local youth support services. A primary focus of this program will be to support initiatives focused on technology, innovation and financial literacy.	Local education providers Not-for-Profit providers Mirvac's National Charity Partner The Smith Family.

## 5.0 APPENDIX

### 5.1 COMMUNITY LIAISON GROUP – DRAFT TERMS OF REFERENCE

#### INTRODUCTION

The Australian Technology Park (ATP) has been continuously developed since its establishment in 1996, founded on a vision to sustain a thriving, technology-focused, growth-oriented business park producing leading products and services. A consortium led by Mirvac acquired the Australian Technology Park site from the NSW Government in November 2015. Mirvac has taken over management of the site and the existing Locomotive Sheds. A State Significant Development Application for three new buildings on the site was lodged with the NSW Department of Planning and Environment in December 2015.

Mirvac will be establishing a Community Liaison Group (CLG) that will meet regularly during construction on site. This Group will act as a forum for providing information about the type and timing of construction works. It will also ensure the community has a direct line of contact to the project team to ask questions and raise issues.

The CLG will draw members comprising representatives of potentially affected properties, including local residents, businesses, the Alexandra Child Care Centre and individuals from the local community who have a demonstrable interest in the project. It is intended that the CLG will run until the completion of project construction. The CLG's focus will be in line with all relevant approvals for the site and will be guided by these Terms of Reference.

#### OBJECTIVES

The objectives of the Community Liaison Group are to provide a forum through which:

- The needs of potentially affected communities are represented as the project progresses including communication about the construction of the project in a clear, consistent and timely manner;
- Recommendations can be made to the project team, including the Site Manager, regarding potential initiatives to mitigate the works-related impacts on communities through the construction of the project;
- Community concerns and complaints can be raised and the project team to demonstrate resolution of all complaints through a complaints register;
- Relevant plans including the Community Consultation and Engagement Plan (CCEP) and Construction Framework Environmental Management Plan (CFEMP) can be presented for comment to occur as outlined in the project's conditions of approval or as amended. Comments will need to be received to coincide with the commercial and project delivery requirements of the project.

#### MEMBERSHIP

- The Chair of the CLG will be appointed by Mirvac.
- The CLG will draw members comprising representatives of potentially affected properties, including local residents, businesses, the Alexandra Child Care Centre and individuals from the local community who have a demonstrable interest in the project.
- Members will be chosen by Mirvac through an Expression of Interest process.
- Members should commit to attend all meetings and if unable to attend, provide appropriate notice where possible.
- Alternate delegates are permissible, but attendance should be notified in advance to the secretariat.
- No quorum for the CLG is required.
- The number of CLG members may vary over time. The Chair will ensure there is appropriate representation of affected communities and stakeholders amongst the group's members. Membership may change including the appointment of additional representatives based on skills or experience.
- As well as nominated Group members, meetings may be attended by senior representatives of the project team or appointed contractors. Specialist advisors or consultants may also be invited to attend meetings as required.
- From time to time, individual members of the Group may be called upon to provide advice and comment on particular issues as they arise between scheduled meetings.

## OPERATION

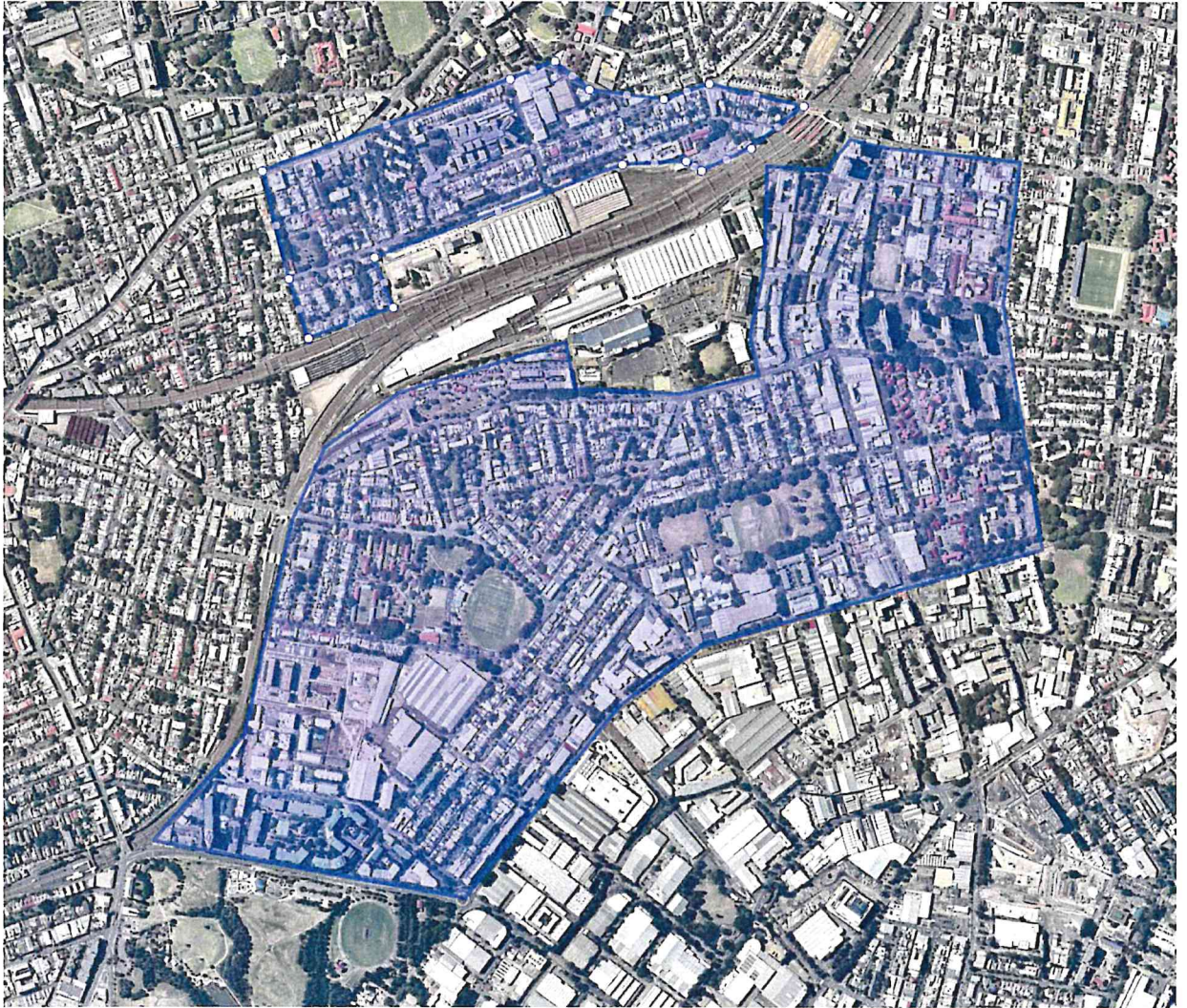
The Community Liaison Group will operate in the following way:

- Meetings are to be conducted constructively, and with respect towards and between all participants.
- Members will be encouraged to bring to the meetings feedback they have received, and subsequently brief their local community or organisation on what was discussed at the meetings.
- Any real or potential conflict of interest should be declared by members.
- The project team will provide secretariat support.
- Where a response cannot be given at the meeting, questions shall be taken on notice and a reply provided within seven working days subsequent to the session.
- The project team will consider all advice and feedback provided by the CLG.
- Members will have access to 24-hour contact details, location of site offices and a 24-hour phone number for construction related issues.
- General out of session enquires can be directed to the secretariat.
- Members of the general public are permitted to attend meetings as observers when approval has been sought in advance from the secretariat.
- Members of the CLG are not authorised to provide written or verbal statements to the media about CLG matters, including items discussed at meetings and comments made by members during a meeting.
- Members are not permitted to record meetings using electronic devices.

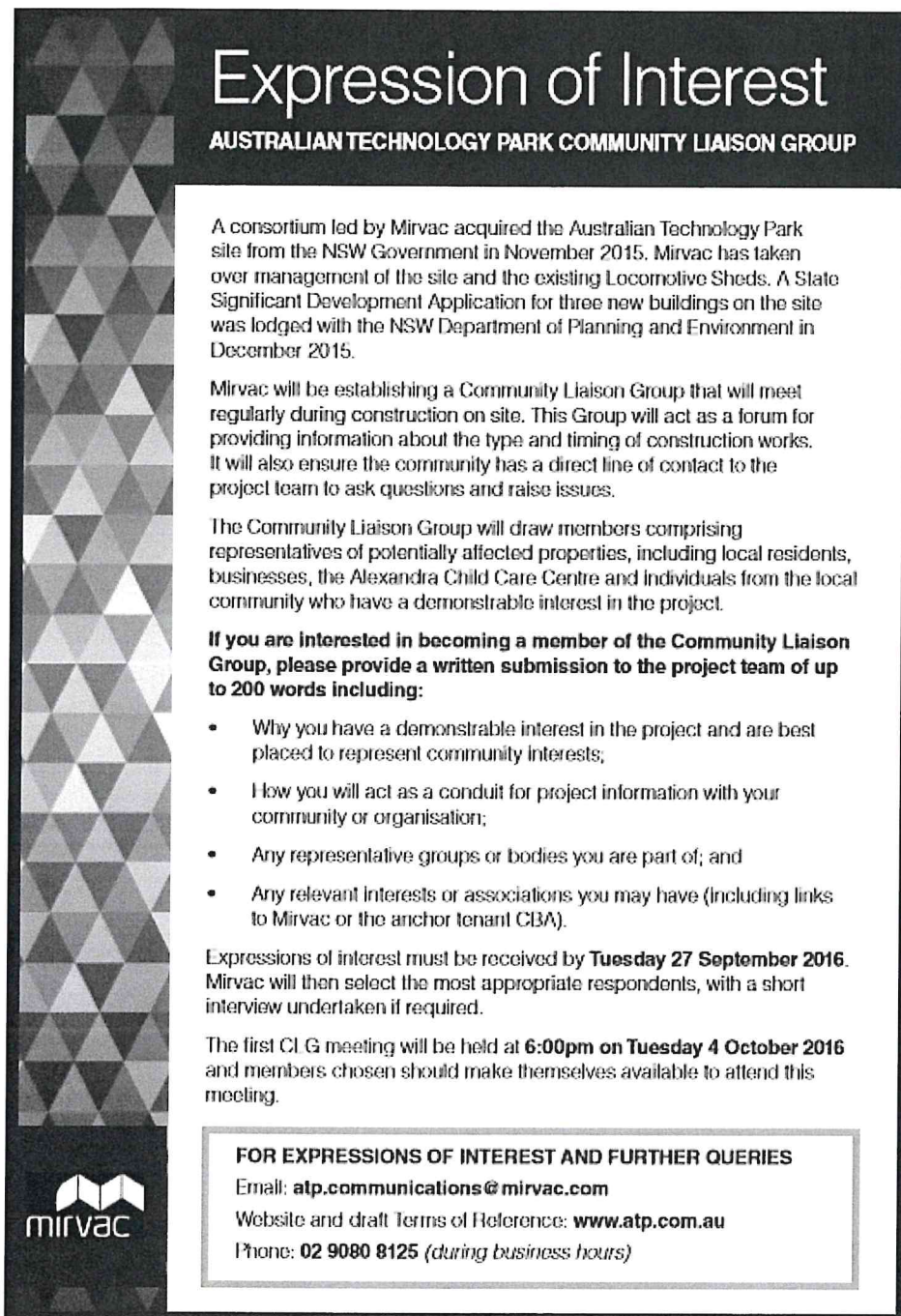
## MEETINGS

- The CLG will meet at least once prior to finalising the CFEMP and then monthly during construction, or as otherwise required and notified by the Chair.
- Meetings will run for approximately 1-2 hours and occur on a weekday evening after 6pm.
- Agendas will be issued one week before each meeting.
- A Meeting Summary will be circulated within two weeks of the meeting and sent to the City of Sydney and the Department of Planning and Environment.
- Members to circulate important information through their own networks.
- Extraordinary meetings may be required throughout the duration of the project to discuss specific issues. Appropriate notice will be given for these meetings.

## 5.2 LETTERBOX DROP MAP



ADVERT PUBLISHED IN CENTRAL SYDNEY PUBLICATION



# Expression of Interest

## AUSTRALIAN TECHNOLOGY PARK COMMUNITY LIAISON GROUP

A consortium led by Mirvac acquired the Australian Technology Park site from the NSW Government in November 2015. Mirvac has taken over management of the site and the existing Locomotive Sheds. A State Significant Development Application for three new buildings on the site was lodged with the NSW Department of Planning and Environment in December 2015.

Mirvac will be establishing a Community Liaison Group that will meet regularly during construction on site. This Group will act as a forum for providing information about the type and timing of construction works. It will also ensure the community has a direct line of contact to the project team to ask questions and raise issues.

The Community Liaison Group will draw members comprising representatives of potentially affected properties, including local residents, businesses, the Alexandra Child Care Centre and individuals from the local community who have a demonstrable interest in the project.

**If you are interested in becoming a member of the Community Liaison Group, please provide a written submission to the project team of up to 200 words including:**

- Why you have a demonstrable interest in the project and are best placed to represent community interests;
- How you will act as a conduit for project information with your community or organisation;
- Any representative groups or bodies you are part of; and
- Any relevant interests or associations you may have (including links to Mirvac or the anchor tenant CBA).

Expressions of interest must be received by **Tuesday 27 September 2016**. Mirvac will then select the most appropriate respondents, with a short interview undertaken if required.

The first CLG meeting will be held at **6:00pm on Tuesday 4 October 2016** and members chosen should make themselves available to attend this meeting.

**FOR EXPRESSIONS OF INTEREST AND FURTHER QUERIES**  
Email: [atp.communications@mirvac.com](mailto:atp.communications@mirvac.com)  
Website and draft Terms of Reference: [www.atp.com.au](http://www.atp.com.au)  
Phone: **02 9080 8125** (during business hours)

