

16 November 2018

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SSDA Application Number: SSD16_8114
Lindfield Learning Village – Conditions B21 – Community Communication Strategy

Dear Rebecca,

SSD Condition:

B21. A Community Communication Strategy must be prepared 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.

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.

The Community Communication Strategy must be submitted to the Planning Secretary for approval no later than two weeks before the commencement of any work.

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.

Document Reference:

Document	Dated	Issued to DPE
Community Communication Strategy V1	October 2018	25 October 2018
Community Communication Strategy Final	October 2018	Attached to this letter

Savills Review:

Savills has reviewed the documents as submitted, and appended, in conjunction with the scope required as outlined in the SSD Conditions of Consent, Condition B21. In our opinion, the information provided adequately addresses the condition.

Please confirm the Department's concurrence with the above, after which, please forward on to DPE if required as noted below.

Conditions Compliance:

School Infrastructure NSW have prepared a Community Communication strategy which addresses the items as set out in this condition.

Issue to:

Department of Education					
For Approval	YES				
Planning Secretary					
For Approval:	YES				
Private Certifying Authority					
For Information:	N/A				

RESPONSE TO DPE Comments:

DPE response 29 October 2018:

General:

- a) The CCS needs to include a table that lists the requirements of the condition and where these are addressed in the document. This will help you ensure all parts of the relevant conditions are addressed and assist the Department in quickly reviewing the submitted document.
- b) There is no commitment that the CCS would be implemented for a minimum of 12 months following the completion of construction.
- c) Tables and figures should be numbered throughout the document.
- d) Section 1, 2 and 3 - Past activities should be removed or summarised.
- e) Section 3.1 – Project Status – typo – rood instead of roof/ commended? Instead of commenced?
- f) section 3.4 – is this accurate or just out of date? Has the SSDA been completed? Or is this only referencing what is required for the next stage?
- g) Section 3.5 – Past activities should be summarised or removed. The information provided here needs to be up to date and relevant to this stage of the Project.

Section 4

- a) Who attends the PRG and how often they are run is not stated.

Section 5

- a) Procedures for when and how regular information would be disseminated are not included.
- b) Appendix B is missing

Section 6

- a) The CCS lists communications tools to be used but it is not clear if these would be used or when.
- b) Section 6 table should include only what is going to be used. ie. Consultation Manager row states all projects SHOULD be created.... Will/has this be done for this project?
- c) Timing is not provided for activities listed in Section 6 table. ie. Monthly, at least twice during construction, as required/requested etc... This is stated for the newsletters and works notifications.
- d) Section 6 table does not include the actual phone number, email address or web address.

Section 7

- a) Section 7 Table doesn't indicate any ongoing or regular notification/consultation activities for construction apart that completed indicatively July 2018.

Section 8

- a) Section 8 does not identify the timing for when the community/council would receive the information. ie. 2 weeks prior to the activity commencing?
- b) Section 8 The Works Notification process and requirements need to be included.
- c) Flowchart procedures and mechanisms for the community to discuss and provide feedback are included but the actual phone number, email address and web address is not included.
- d) The CCS does not include any procedures or mechanisms to explain how escalated issues will be resolved or how or when mediation would occur.
- e) The CCS was submitted on 26 October 2018 - please clarify in the document the works that had commenced. It is our understanding that works completed were completed as exempt/complying works and not covered by the approval.
- f) Condition B21 allows you to seek a different timeframe in agreement with the Planning Secretary.

Savills Response (date of this letter):

General:

- a) Page 4: Table 1
- b) Information added throughout that phone number and email address will be available for enquiries for contact 12 months past project completion.
- c) Done throughout
- d) Section 1 shortened and rejigged slightly.
Section 2 doesn't contain any past activity references
Section "3.5.2 removal of hazardous materials" deleted
- e) Corrected on page 7
- f) Has been removed
- g) Former section "3.5.2 Removal of hazardous materials" deleted

Section 4

- a) Participants now specified (unnamed)
Frequency added

Section 5

- a) Types of engagement and timing added to table 2
- b) Changed to Appendix A and added on page 20

Section 6

- Please note section 6 has been moved to section 9 as Appendix A
- a) Only relevant tools are mentioned in table 3. Another column added to highlight when the specific tools will be used
- b) Updated to reflect that it has been set up
- c) Use and timing of tools is specified in table 2 and 3
- d) Added where relevant

Section 7

- a) Additional dates added

Section 8

- a) Table 5 updated to reflect timing of community engagement rather than SINSW approval timeline.
- b) Works notification process is specified with separate headline in section 7 (formerly section 8). Timing of the works notification is highlighted in table 4 in section 7.
- c) Specific email addresses and phone number added in figure 2
- d) Added the sub-section "Process for resolving community enquiries" in section 7.
- e) Current Status and next steps added to section 1.
- f) Noted. no action required

Yours sincerely,



Stephanie Edmondson

Project Manager

Savills Project Management

CC: Andrew Kyraicou – Department of Education
Jim Lewis - Department of Education
Robert Walker – Savills Project Management
Stewart Boyce – BCA Logic Pty Ltd
Sarita Ellison - BCA Logic Pty Ltd