

AUSTRALIAN TECHNOLOGY PARK

COMMUNITY LIAISON GROUP – TERMS OF REFERENCE

January 2017

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 approved by the Planning Assessment Commission in December 2016.

Mirvac has established 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.
- Extraordinary meetings may be required throughout the duration of the project to discuss specific issues. Appropriate notice will be given for these meetings.