

Memo

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| Title | Application for Minor Ancillary Facility – Waterloo Congregational Church Annex |
| Date | 22 September 2021 |
| Doc Number | SMCSWSWL-JHG-SWL-EM-MEM-000002 |
| To | Tim Solomon (Sydney Metro); George Kollias (Environmental Representative) |
| From | Sally Reynolds (JH Environment & Sustainability Manager) |

1.1. Introduction

This memo relates to the establishment of a minor ancillary facility associated with Waterloo ISD located within the Annex to the Congregation Church which is located adjacent to the Waterloo ISD Construction Site. The minor ancillary facility is required to provide necessary crib facilities or COVID-19 Rapid Antigen Testing facilities.

The need for additional crib facilities is a result of adhering to the COVID-19 workplace restrictions (e.g. 1 person per 4m²) to allow sufficient separation of work crews at the Waterloo ISD Construction Site. In addition, an opportunity to implement COVID-19 Rapid Antigen Testing is being reviewed and the Church Annex is being considered as a location to set this up as this would facilitate the workforce being tested with sufficient separation of personnel while results are processed. The testing would be done in accordance with NSW Government “*Framework for the Provision of Rapid Antigen Screening for COVID-19 in Clinical and Non-Clinical Settings*”, August 2021.

This minor ancillary facility will utilise the Annex to the Church with access created from within the Waterloo site. The proposed minor ancillary facility is in addition to those approved under the EIS. A minor ancillary facility application form is located in Annexure A, in accordance with Condition of Approval (CoA) A18.

Discussions are in occurring with the Church Representative, as the landowner, to come to an agreement for its use.

The Congregation Church is a Local Government listed heritage item. The Church is listed in the State Heritage Inventory, ID 2420461

(<https://www.hms.heritage.nsw.gov.au/App/Item/ViewItem?itemId=2420461>).

Management of the church requires the building to be retained and conserved. No major works to the Church form part of the scope proposed by JHG. There shall be no vertical additions to the building and no alterations to the façade of the building other than to reinstate original features. The principal room layout and planning configuration as well as significant internal original features including ceilings, cornices, joinery, flooring and fireplaces should be retained and conserved. This approval is only for the use of the Church Annex and not the remainder of the Church by the work force.

1.2. Compliance

The approval pathway for minor ancillary facilities is identified in the Planning Approval:

- Minor ancillary facilities not identified in the EIS. Minor ancillary facilities would be of minimal environmental impact and may be approved by the Environmental Representative (ER) in accordance with CoA A18.

The use of the Church Annex as a minor ancillary facility is not identified in the EIS. Therefore, if approved by the Environment Representative (ER) the minor ancillary facility can be established where it satisfies the criteria of Condition of Approval (CoA) A18.

Table 1 Compliance requirements of CoA A18

| CoA | Requirement | Compliance |
|--------|--|---|
| A18 | Minor ancillary facilities comprising lunch sheds, office sheds, and portable toilet facilities, or the like, that are not identified in the EIS as amended by the documents listed in A1 and which do not satisfy the criteria set out in Condition A16 of this approval must satisfy the following criteria: | This memo and an Application for Minor Ancillary Facility (Annexure A) has been prepared and provided to the ER to allow the assessment of the impacts of the proposed minor ancillary facility located within the Congregational Church. |
| A18 a) | (a) have no greater environmental and amenity impacts than those that can be managed through the implementation of environmental measures detailed in the CEMP required under Condition C1 of this approval; and | This memo and an Application for Minor Ancillary Facility (Annexure A) has been prepared and provided to the ER to review the impacts of the proposed minor ancillary facility. |
| A18 b) | have been assessed by the ER to have: | There will be no environmental impact with respect to surrounding residences and businesses, in relation to noise, traffic and access, dust and odour and visual impacts as described in Annexure A. |
| | i. minimal amenity impacts to surrounding residences and businesses, after consideration of matters such as compliance with the Interim Construction Noise Guideline (DECC 2009), traffic and access impacts, dust and odour impacts, and visual (including light spill) impacts; | |
| | ii. minimal environmental impact with respect to waste management and flooding; and | |
| | iii. no impacts on biodiversity, soil and water, and heritage items beyond those already approved under other terms of this approval. | There will be minimal environmental impact with respect to waste management and no impact with respect to flooding as described in Annexure A. |
| | | There will be no environmental impact with respect to biodiversity, soil and water, and heritage as described in Annexure A. Previously completed dilapidation reports and photograph records will be undertaken prior and post use. |

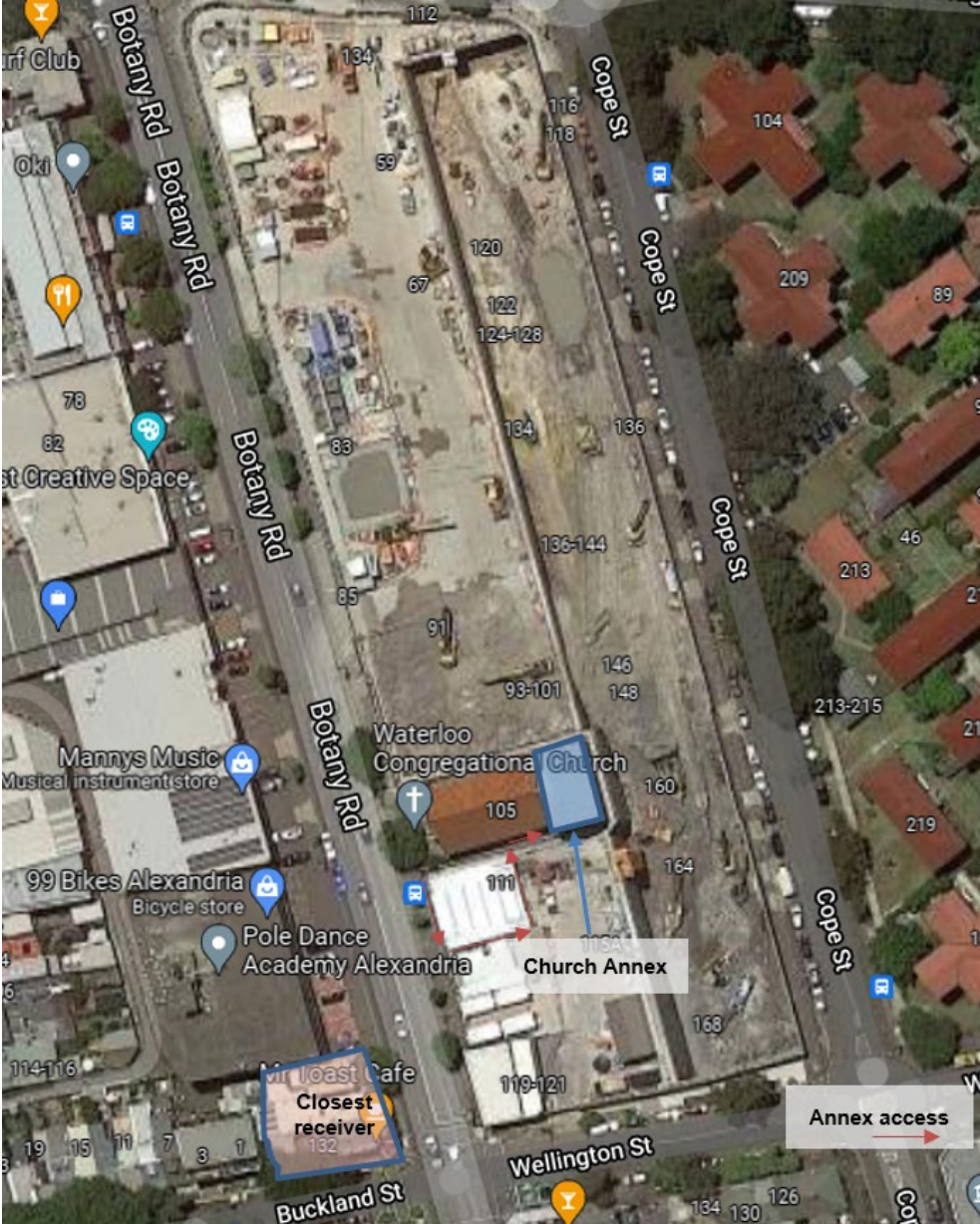
Annexure A Application for Minor Ancillary Facility

| Step 1 – Ancillary facilities information | |
|---|---|
| Site location (attach map for reference): | Waterloo Congregational Church 103 Botany Road, Waterloo, NSW, Refer to site location plan on page 7. |
| Date works to commence: 5 th October 2021 | Date works to finish: May 2022 |
| Minor Ancillary Facilities in accordance with A18: | |
| Crib facilities: chairs and tables, small kitchen appliances (e.g microwave), waste facilities Rapid Antigen Testing: chairs and tables, waste facilities and any other requirements identified in the NSW Government “Framework for the Provision of Rapid Antigen Screening for COVID-19 in Clinical and Non-Clinical Settings”, August 2021 | |


| Step 2 – Environment and Sustainability Manager (or delegate) review | |
|--|--|
| Can the environmental and amenity impacts associated with the proposed minor ancillary facility be managed through the implementation of environmental measures detailed in the CEMP? | The minor ancillary facility will be located in the Waterloo Congregational Church property, adjacent to the Waterloo ISD construction site. Mitigation and management measures to be implemented for these works have been identified in the sub-plans and procedures in the CEMP (see Section 6.1), approved by the Secretary on 31/07/2020. These mitigation measures will also be incorporated into an ECM for the ancillary facility. There are no other additional environmental and amenity impacts than those that can be managed through the implementation of environmental measures detailed in the CEMP, approved by the Secretary on 31/07/2020. |
| Is the proposed minor ancillary facility within the Project boundary? | The minor ancillary facility is located adjacent to the Waterloo Station Construction site. |
| Is the ancillary facility included in the EIS? | No. The minor ancillary facility was not assessed as part of the EIS. |
| Provide a brief discussion regarding the following environmental issues associated with the proposed minor ancillary facility: | |
| <ul style="list-style-type: none"> compliance with the Interim Construction Noise Guidelines (DECC, 2009) | <p>The new ancillary facility is compliant with this guideline. The proposed facility is located approximately 68 metres away from the closest residential receivers on the corner of Botany Road and Buckland Street.</p> <p>The noise impact from the new facility has been assessed qualitatively and determined to be negligible due to the access location and the use of the enclosed Annex. The access for the facility is via the rear of the Church grounds directly from within the site boundary. Therefore, no impact from the workforce entering or leaving the facility would be created.</p> <p>The small appliances will be powered using mains power supply and therefore no additional noise source as a result of the facility.</p> <p>Based on these results it is expected that the noise impact will be below RBL during the standard, evening and night period.</p> |
| <ul style="list-style-type: none"> traffic and access impacts (in accordance with CoA E57) | No change to traffic or access from the minor ancillary facility as entry/exit is from within the site boundary. |
| <ul style="list-style-type: none"> dust and odour impacts | The facility is to be established within an existing structure and the use is only for additional crib facilities or Rapid Antigen Screening, which does not generate dust or |

| Step 2 – Environment and Sustainability Manager (or delegate) review | |
|--|---|
| | odour. |
| <ul style="list-style-type: none"> ▪ visual (including light spill)impacts | <p>The facility will not have visual impacts as the use of the facility is within the Church Annex which is accessed from within the site boundary.</p> <p>If the facility is to be used out of hours, the internal lights of the Church Annex will not result in light spill to residential receivers as it is situated at the rear of the Church site with the lights facing into the construction site.</p> |
| <ul style="list-style-type: none"> ▪ waste management | <p>All general waste such as food waste will be removed via a licenced contractor overseen by JH and will be managed in accordance with theWaterloo ISD Waste & Recycling Procedure.</p> <p>Waste generated from Rapid Antigen Screening will be disposed as Biohazard Waste and will be disposed into appropriate facilities.</p> |
| <ul style="list-style-type: none"> ▪ flooding | <p>No flooding impacts have been identified as the use of the facility is within the Church Annex accessed from within the Waterloo Construction site boundary. Stormwater drains will remain unobstructed from the use of the facility.</p> |
| <ul style="list-style-type: none"> ▪ biodiversity | <p>There will be no vegetationclearing/impacts to biodiversity as a result of the additional ancillary facility. No additional assessment will be required.</p> |
| <ul style="list-style-type: none"> ▪ soil and water | <p>There will be no soil and water impacts as there are no changes to the Church Annex to facilitate the use of the facility No additional assessment will be required.</p> |
| <ul style="list-style-type: none"> ▪ heritage items | <p>There will be no impacts to heritage items as a result of the use of the facility. No structural changes are required of the Church Annex to enable the use as a crib facility or Rapid Antigen Screening area. No additional assessment will be required. Previously completed dilapidation reports and photograph records will be undertaken prior and post use.</p> <p>Note: No fixtures and fittings, including air conditioning units, will be installed or affixed to the Church or Church Annex as part of this Minor Ancillary Facility.</p> |

Location Map



| Step 3 – Internal sign off | | |
|---|--|----------------------------|
| Project Director | | |
| Name: Andrew Knispel | Signature:  | Date: 05/10/2021 |
| Environment and Sustainability Manager | | |
| Name: Sally Reynolds | Signature:  | Date: 05/10/2021 |

| Step 4 – Environmental Representative sign off | | |
|--|---|-----------------------------|
| Have the environmental and amenity impacts of the minor ancillary facility been considered and appropriate management measures identified in the CEMP can be implemented? | | Yes |
| Does the proposed minor ancillary facility meet the requirements of Condition of Approval A18? | | Yes |
| Name: George Kollias Environmental Representative | Signature:  | Date: 6 October 2021 |
| Additional comments / notes: | | |
| <p>No fixtures and fittings including air conditioning units, will be installed or affixed to the Church or Church Annex as part of this Minor Ancillary Facility.</p> <p>Use should only commence once agreement with landowner is finalised. Final agreement should be provided to Sydney Metro and the ER as soon as practicable.</p> | | |

From: [Andrew Knispel-JHG](#)
To: [Julian Paul-JHG](#)
Subject: FW: WCCI - Use of Annex by John Holland
Date: Friday, 1 October 2021 12:53:59 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[image013.png](#)

Regards,

Andrew Knispel
Project Director, Waterloo Station

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Alexandria NSW 2017
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W johnholland.com.au



Make flexibility work – if you receive an email from me outside of normal business hours, it's because I'm sending it at a time that suits me. I'm not expecting you to read it or reply until normal business hours.

From: Paul Yousseph-JHG <Paul.Yousseph@jhg.com.au>
Sent: Thursday, 30 September 2021 4:03 PM
To: Thomas Lai-JHG <Thomas.Lai@jhg.com.au>
Cc: Andrew Knispel-JHG <Andrew.Knispel@jhg.com.au>
Subject: FW: WCCI - Use of Annex by John Holland

Thomas

Can you please send the draft licence agreement to:

John Koolman & Joanne Cho
joanne.cho7@hotmail.com

Cheers

Paul Yousseph
Waterloo ISD Executive Project Director

m: 0400 362 287
e: paul.yousseph@jhg.com.au
a: L1, 2 Davy Rd
Eveleigh NSW 2015 Australia

signature_788243857



From: Paul Yousseph-JHG
Sent: Thursday, 30 September 2021 4:01 PM
To: Thomas Lai-JHG <Thomas.Lai@jhg.com.au>
Cc: Andrew Knispel-JHG <Andrew.Knispel@jhg.com.au>
Subject: RE: WCCI - Use of Annex by John Holland

Apologise guys, but I missed this email.
My response below

Paul Yousseph
Waterloo ISD Executive Project Director

m: 0400 362 287
e: paul.yousseph@jhg.com.au
a: L1, 2 Davy Rd
Eveleigh NSW 2015 Australia

signature_788243857



From: Thomas Lai-JHG <Thomas.Lai@jhg.com.au>
Sent: Monday, 27 September 2021 2:00 PM
To: Paul Yousseph-JHG <Paul.Yousseph@jhg.com.au>
Cc: Andrew Knispel-JHG <Andrew.Knispel@jhg.com.au>
Subject: RE: WCCI - Use of Annex by John Holland

Hi Paul

I have updated the licence to reflect the email trail below (please find attached).

I have a few queries to finalise the licence:

1. Do we have a plan of the Licensed Area we can attach? (I don't have one. Is there one in the title docs)
2. To ensure that the Licence does not required FIRB approval, I have chosen an arbitrary

maximum term for the licence, being an end date of 3 January 2025 – please confirm that this date is appropriate. Please note that the licence remains terminable by either JH on one month's notice or the Church on 3 months' notice. (Fine by me. AK to confirm)

3. Pls review and confirm works in Schedule 1. (Fine by me)
4. Pls confirm that Church retains access to toilets (but not kitchen). Confirmed
5. Pls confirm that JH is paying the Church's entire electricity bill for the period of the licence. Confirmed

Regards

Tom

Thomas Lai
Senior Legal Counsel
Major Projects



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From: Paul Yousseph-JHG <Paul.Yousseph@jhg.com.au>
Sent: Friday, 24 September 2021 1:31 PM
To: Joanne <joanne.cho7@hotmail.com>
Cc: Thomas Lai-JHG <Thomas.Lai@jhg.com.au>; Andrew Knispel-JHG <Andrew.Knispel@jhg.com.au>
Subject: RE: WCCI - Use of Annex by John Holland

Hi John / Joanne,

Just confirming a follow up conversation and agreement with John K at approx. 10am today

- i. In relation to Item (d) from the email at 9.46am, WCC request the existing fridge remain in place and WLD provide a lockable panel in front of the fridge, therefore no need to relocate or replace. WLC to provide it's own fridges and microwaves.
- ii. WLC to remove the existing microwave and keep in safe storage. WLC to provide it's own microwave and then reinstall WCC's microwave upon vacating.
- iii. WLC to ensure the same key is used for the locks to the toilets , cupboard , panels etc...
- iv. WLC to check and rectify any problems with the kitchen sink taps.

Please confirm acceptance (via a return email) of the content in this email (both recent and historical) so that we can complete the licence agreement

Cheers

Paul Yousseph

Waterloo ISD Executive Project Director

m: 0400 362 287

e: paul.yousseph@jhg.com.au

a: L1, 2 Davy Rd
Eveleigh NSW 2015 Australia

signature_788243857



From: Paul Yousseph-JHG

Sent: Friday, 24 September 2021 9:16 AM

To: Joanne <joanne.cho7@hotmail.com>

Cc: Thomas Lai-JHG <Thomas.Lai@jhg.com.au>; Andrew Knispel-JHG
<Andrew.Knispel@jhg.com.au>

Subject: RE: WCCI - Use of Annex by John Holland

Hi John / Joanne,

Further to my conversation with John at 6pm on 23 Sept I wish to confirm the following verbal agreement and changes to the summary below.

- a. In relation to Item 20 (d) below (in yellow highlight) it was agreed that WLC to provide 1 month notice and WCC to provide 3 month notice.
- b. In relation to Item 12 & 14 below (in blue highlight) it was agreed that WLC wish to use the kitchen area and it's not practical to partially close it off.
- c. WLC propose to provide WCC with a separate lockable cabinet for WCC to store all kitchen utensils and cutlery etc for the use by WCC on Sunday's.
- d. WLC will also either relocate the existing fridge and microwave next to the proposed lockable cabinet and also place a lock on the fridge for sole use by WCC only. WLC will replace the fridge when WLC vacate.
- e. WLC will also prepare a detailed dilapidation report on the kitchen and if any damage is caused to the kitchen (including the oven and stove top) WLC will replace upon vacating the premises.
- f. WLC also confirm that the kitchen is still available for use by the church on Sunday's regardless of the proposal noted in (a) to (e) above.
- g. WLC will also ensure the kitchen and Annex area is cleaned on Saturday so that WCC can use it on Sunday.

Please confirm that you accept the above adjustments

Thanks

Paul Yousseph

Waterloo ISD Executive Project Director

m: 0400 362 287

e: paul.yousseph@jhg.com.au

a: L1, 2 Davy Rd

signature_788243857



From: Joanne <joanne.cho7@hotmail.com>
Sent: Thursday, 23 September 2021 11:15 AM
To: Paul Yousseph-JHG <Paul.Yousseph@jhg.com.au>
Subject: WCCI - Use of Annex by John Holland

Hi Paul

Agreed conditions as requested.
Any problems call us.

- 1 The John Holland Station team , known as Waterloo Contractor (WLC), require adequate space to accommodate upto 40 people based on a 1 person in 4 square metre requirement imposed by the current Public Health Order.
- 2 This area will be used for lunch facilities for the workforce.
- 3 Use of the space by WLC is for 6 days only, ie Monday – Saturday (inclusive)
- 4 WCC require this space or the potential use of this space on Sundays based on the hope that Sunday services may commence. Therefore the use of this space by WLC is limited to Mon – Sat.
- 5 The rear Annex is defined as both upstairs and downstairs.
- 6 Entry to the Annex is to be via an opening in the WLC hoarding on the south side of WCC and entry into the rear Annex via the south western door of WCC. **WLC is to also ensure that the entry way on the southern side of the church is also blocked off to ensure there is no public access to the annex.**
- 7 WLC is required to change the lock on this door, whilst keeping the existing lock to be reinstated at the end of the lease period.
- 8 WLC to install 2 new Air Conditioners , one down stairs and one upstairs. Both to be centred on the Western wall. All costs associated with this supply and installation of these units are a WLC cost.
- 9 WLC to leave the A/C units in place when the lease expires and WCC to take ownership at no cost to WCC.
- 10 WLC to remove all furniture and items in the ground floor area of the Annex and store them in the main church area which is to be locked off from the Annex at all times.
- 11 WLC to move and store all furniture and items in the 1st floor Annex area up onto the stage and secure them adequately to ensure that are safe and not accessible by the occupants of the space.
- 12 **WLC to build a 2m high wall around the kitchen in the ground Floor Annex to prohibit use of the kitchen by the occupants. This wall is to have a door and lock that allows access to the kitchen by WCC as and when required.**
- 13 WLC to install locks on both toilets in the ground floor Annex to ensure no access by the

occupant during the lease period, but allows WCC to access to the toilet facilities as and when required.

- 14 WCC is to ensure both the kitchen and toilet facilities are locked following use.
- 15 WLC will provide it's own tables and chairs.
- 16 WLC will undertake a "COVID" clean prior to occupancy and upon lease expiry.
- 17 WLC will maintain regular daily cleaning of the Annex during the lease term.
- 18 WLC will undertake a dilapidation report before and at the end of the lease to ensure any damage it rectified if caused by WLC.
- 19 WLC to change the carpet on the ground floor at the end of the lease period. WCC wish to replace it with vinyl instead of carpet. WLC to provide a price to replace with carpet or vinyl. If vinyl is more expensive then WCC to be provided with the opportunity to pay the difference and have the vinyl installed instead of the carpet.
- 20 Financial Terms.
 - a Rental agreed at \$2,500 / month (plus gst). This includes for all utilities except for electricity. Rent to be paid 1 month in advance.
 - b WCC to furnish the Electricity Bill upon receipt and WLC to pay the amount in full for the Lease term.
 - c Initial Lease term to be 3 months, with a month to month extension.
 - d Each party to this agreement will provide to the other 1 month notice to affect the termination of the lease.
 - e Rental to increase by 4% after 1 year for a further 1 year period (if required). Another 4% increase after that.
 - f WLC Public Liability to cover the duration of the lease as well as the period preceding the lease to commence where WLC require to undertake the works to set up.
 - g Lease commencement on 4 Oct 2021
 - h Period preceding lease commencement where WLC will undertake works is 24 Sept to 3 Oct 2021.

Regards

John Koolman and Joanne Cho