

Waterloo Metro Quarter

Community Communication Strategy: Station Construction and Over Station Development

July 2024



Document and Revision History

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Table of contents

1	Glossary	5
2	Introduction	6
2.1	Sydney Metro overview	6
2.2	Waterloo Metro Quarter overview	6
3	This Plan	8
4	Compliance Requirements	9
5	Structure and Interface with Other Management Plans	10
6	Accountabilities	11
7	Document Distribution and Revisions	12
8	Communications Approach	13
8.1	Strategic approach.....	13
8.2	Key messages.....	13
8.3	Key issues and mitigation measures	14
9	Stakeholder and Community Liaison Team	17
9.1	Stakeholder and Community Liaison team structure	17
9.2	Roles and responsibilities	18
9.3	Stakeholder and Community Liaison team interfaces	19
9.3.1	A cross-discipline project team approach	19
9.3.2	Planning, monitoring, and reporting	19
9.3.3	Coordination with Sydney Metro and station operator communications team.....	19
10	Protocols, Processes, and Procedures	21
10.1	Approvals and communication timeframes	21
10.2	Communication management system (Consultation Manager database).....	22
10.3	Issues management and crisis communication	22
10.3.1	Incident management	22
10.4	Complaint and enquiry management	23
10.4.1	The complaints handling protocols are:	24
10.4.2	The enquiry handling protocols are:.....	24
10.5	Complaint escalation.....	24
10.5.1	Unreasonable conduct from a complainant.....	25
10.5.2	Preventing reoccurrence of complaints.....	25
10.6	Reporting and record keeping.....	25
10.7	Compliments	25
10.8	Lessons learnt.....	25
10.9	Media and government relations.....	25
10.10	Access to private property	26
11	Public Communication	27
11.1	Public communications material and engagement tools.....	27
12	Branding and Logos	33
12.1	Construction hoardings and fences	33
12.1.1	Graffiti and billposters	33
12.2	Marketing and promotional opportunities.....	33
12.3	Station Design and Precinct Plan	33
12.4	Privacy policy	34
12.5	Local business management strategy	34
12.6	The approach	34
12.7	Business Management Construction Strategy.....	34
12.8	Shop local initiative	35

12.9	Business management construction complaints escalation	42
13	Homeless Communities and Rough Sleepers	43
13.1	Community programs.....	43
14	Training and Inductions	44
15	Milestones and Events Collaboration with Sydney Metro	45
16	Monitoring and Reporting.....	46
17	Compliance Matrix.....	47
17.1	Conditions of Approval – CSSI	47
17.2	Conditions of approval over station development (OSD CoA)	49
Appendix A – Stakeholder Analysis and Communication Tools.....		52
Appendix B – Department of Planning, Housing and Infrastructure approval letters		58

1 Glossary

Term/acronym	Definition
CCS	Community Communication Strategy – Waterloo Integrated Station Development or this Plan
CEMP	Construction Environmental Management Plan
CM	Consultation Manager database
CMS	Complaints Management System
CSSI	Critical State Significant Infrastructure
ISD	Integrated Station Development
CoA	Conditional of Approval
CNVIS	Construction Noise and Vibration Impact Statements
CTMP	Construction Traffic Management Plan
S&CLT	Stakeholder and Community Liaison Team
S&CLM	Stakeholder and Community Liaison Manager
DA	Development Application(s)
OCCS	Sydney Metro Overarching Community Communication Strategy
OSD	Over Station Development
Sydney Metro	Transport for New South Wales
WCAG 2.0	Web Content Accessibility Guidelines 2.0
WISD	Waterloo Integrated Station Development
WMQ	Waterloo Metro Quarter - Waterloo Integrated Station Development John Holland Mirvac joint venture
SSD	State Significant Development

2 Introduction

2.1 Sydney Metro overview

Sydney Metro is Australia's biggest public transport project. Services started in May 2019 in the city's North West with a train every four minutes in the peak. Metro rail will be extended into the CBD in 2024, with new metro railway stations at Crows Nest, Victoria Cross, Barangaroo, Martin Place, Gadigal and Waterloo, and new metro platforms at Central, and then onto Bankstown in 2025.

The growing Sydney Metro network is illustrated in Figure 1.



Figure 1 – Sydney Metro alignment map

The over station development precinct is known as the Waterloo Metro Quarter (WMQ).

2.2 Waterloo Metro Quarter overview

John Holland delivered the Waterloo metro station while a joint venture between John Holland and Mirvac will deliver the WMQ. Both companies will draw on expertise in major transport infrastructure and community-oriented design and development.

Construction of the underground station started in October 2020 while work began on the WMQ in 2023, Sydney Metro services start in August 2024.

The Waterloo metro station will provide greater capacity and more rail services to the Waterloo, Redfern, Alexandria, and Green Square locality, and provide a new fast, safe, and reliable metro rail link to key employment areas in the CBD, North Sydney and Barangaroo. It will contribute to the transformation of Waterloo and Redfern and provide additional connectivity to the Australian Technology Park.

Main features of Waterloo Station include:

- new pedestrian crossings on Raglan and Cope streets
- new taxi bays on Raglan Street
- new bike parking within the precinct
- new kiss-and-ride bays on Cope Street
- existing bus stops retained northbound along Botany Road
- relocation of the bus stops southbound on Botany Road closer to Raglan Street
- relocation of the bus stop on Cope Street to Wellington Street
- enhancement of pedestrian infrastructure around the WMQ, including footpath widenings and through-site links.

The WMQ will have two high-rise and two mid-rise buildings, providing a mix of commercial and residential premises, including affordable and social housing, and student accommodation. There will be new community facilities, retail and office space, landscaping, gardens, and a public plaza on Cope Street.

The CSSI (**Critical State Significant Infrastructure**) was approved on 9 January 2017 (SSI 15_7400) (Project Planning Approval). Following approval, eight modifications have been approved by the NSW Department of Planning, Housing and Infrastructure.

In June 2021, Department of Planning, Housing and Infrastructure, granted concept approval for the development, and in November 2021 the final State Significant Development Approval (SSD) was granted for the over station developments.

The CSSI related works do not form part of the scope of the State Significant Development Approval (SSD) for the over station development, unless otherwise specified in the SSD.

The WMQ will be a catalyst for significant urban renewal within the suburb of Waterloo bringing new opportunities for work, living and transport connections. WMQ will provide sustainable job creation and an integrated mix of community facilities, commercial space, and new homes, including social and affordable housing.

The WMQ site is located within Sydney's suburb of Waterloo, as shown in Figure 2. The site is bounded by Botany Road, Raglan Street, Cope Street and Wellington Street, but excludes the Waterloo Congregational Church. It is situated about three kilometres from the Sydney CBD and surrounded by established residential and commercial land uses.

Waterloo is a culturally diverse suburb which has shaped its identity and contributes to the economic, social, political, and cultural life of the community. Aboriginal people have strong links with Waterloo and the surrounding suburbs, as the original inhabitants of the land. The Redfern-Waterloo area has a significant place in Sydney's history as the birthplace of Aboriginal activism for civil and land rights and continues to be a gathering place for Aboriginal people in Sydney.

Waterloo also has a rich multicultural heritage, stretching back to Chinese immigrants during Australia's gold rush era. Evidence of Chinese people living in the area was found in artefacts uncovered on the site of the new Waterloo metro station, during heritage investigations in 2018.

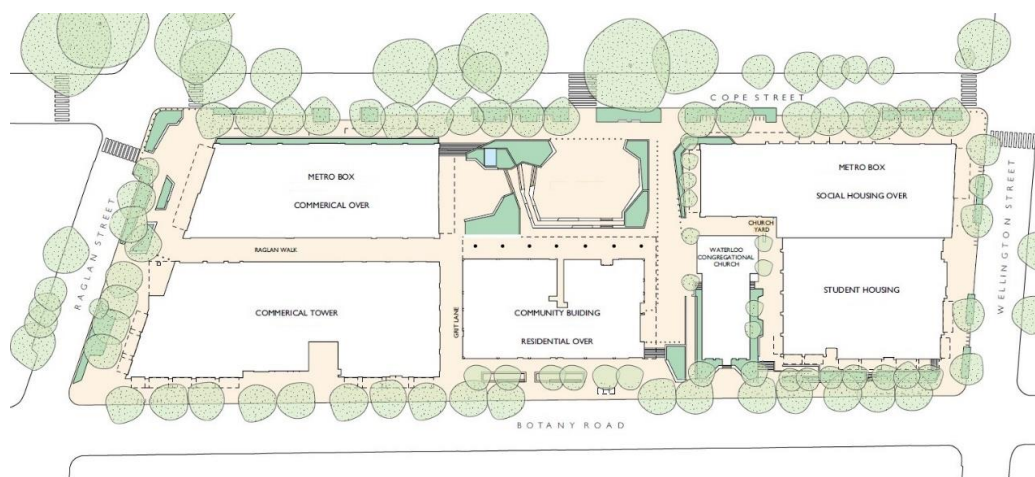


Figure 2 - Location of Waterloo Metro Quarter

The Stakeholder and Community Liaison Manager (S&CLM) is committed to active community and stakeholder engagement, including developing opportunities to leave a broader, tangible social legacy as we build the metro station and WMQ.

3 This Plan

This plan outlines how the WMQ team will deliver communication and stakeholder engagement to respond to potential stakeholder and community enquiries or concerns about design, planning and construction impacts.

The S&CLM is committed to actively engaging with stakeholders throughout the design, planning and construction stages of the station and over station development. Our approach to communications, stakeholder engagement and consultation will:

- ensure engagement activities are appropriate, accessible, and organised at times and places convenient for stakeholders
- provide online options for engagement, where possible
- consider and respond to reasonable requests from the community and stakeholders for additional engagement activities and information
- acknowledge and understand diverse views
- use feedback to positively influence the project design and delivery.

This strategy will also consider:

- how WMQ will work with businesses to enable them to continue with minimal disruption during construction, engagement, communications mechanisms, including protocols and procedures management to swiftly resolve community concerns
- how the project team will coordinate to deliver effective community relations an understanding of the roles, lines of communication and responsibilities procedures and strategies to manage community liaison issues, including enquiries and complaints stakeholders, community, and businesses with an interest in the project implementation of engagement tools to ensure the community and stakeholders receive timely and relevant information about project activities monitoring and reporting measures to ensure continuous improvement.
- The CCS is available on the WMQ website at www.wisd.com.au.

4 Compliance Requirements

The WMQ CCS aligns with the OCCS prepared by Sydney Metro.

This CCS will be implemented for the duration of the station construction and over station development and will continue for a minimum of 12 months following completion of the station and over station development as required under the CSSI Conditions of Approval (ISD CoA) and OSD Conditions of Approval (OSD CoA).

Prior to commencement of the over station development precincts, the CCS was submitted to NSW Department of Planning, Housing and Infrastructure Secretary for approval. Approval was received in December 2022 refer to Appendix B.

All complaints regarding station construction and fit out will be managed in line with Sydney Metro's Construction Complaints Management System (CCMS) including escalating complaints where appropriate to Sydney Metro and, if requested, to the Community Complaints Mediator. Section 10.5 provides further details on the management of enquiries, complaints, and compliments.

Section 17 of this CCS outlines how this plan aligns CSSI Conditions of Approval (ISD CoA) and OSD Conditions of Approval (OSD CoA).

5 Structure and Interface with Other Management Plans

This CCS has been prepared in line with Sydney Metro’s OCCS, CSSI Conditions of Approval (ISD CoA) and OSD Conditions of Approval (OSD CoA). The figure below shows the hierarchy of stakeholder and community communication plans:



Figure 3 - Hierarchy of strategies and management plans

This CCS also forms part of the integrated project management framework of other management plans developed for the station and over station construction stages. The framework provides a blueprint for the way each discipline will function and summarises the systems, standard methods and processes used to deliver the WMQ.

The CCS should be read in conjunction with the other project plans and strategies. The key plans that interface with the CCS are listed in **below**:

Table 1 - Other strategies and project management plans

Management plan	ISD	OSD
Waterloo Metro Quarter Placemaking and Activation Strategy		✓
Construction Environmental Management Plan (CEMP)	✓	✓
Sustainability Management Plan	✓	
Project Health and Safety Management Plan (Workplace Emergency Response)	✓	
Construction Noise & Vibration Management Sub-Plan	✓	✓
Air Quality Management Sub-Plan	✓	✓
Construction Waste Management Sub-Plan	✓	✓
Construction Traffic Management Plan	✓	✓

6 Accountabilities

The WMQ Project Director is accountable for this CCS, including authorising and monitoring the document, and delegating responsibilities to implement the plan.

The WMQ Project Director has entrusted the Stakeholder and Community Liaison Manager (S&CLM) with the task of implementing the CCS to ensure its execution.

The S&CLM holds accountability for ensuring that the requirements of the CCS are implemented within their designated area of responsibility. These specific responsibilities are detailed in Section 9 and address the requirements stated in the OCCS.

7 Document Distribution and Revisions

The Waterloo CCS for Station Construction was approved by Sydney Metro prior to station construction commencement in June 2020. The CCS for station construction and over station development was submitted to Sydney Metro and Department of Planning, Housing and Infrastructure Secretary in December 2022, for approval prior to over station development works commencement.

The Waterloo CCS will be reviewed and submitted to Sydney Metro every twelve months, and will be updated as required to address:

- any changes in station construction and over station development program
- changes to stakeholder and community needs
- changes to stakeholder and community information requirements.

The S&CLM will progressively review, monitor, and evaluate this plan as required to ensure it remains relevant and effective for managing project activities. Updates to the station construction and over station development CCS will be submitted to Sydney Metro for approval.

The master 'controlled' CCS document will be held on the site network where personnel can access it when necessary. All paper copies of the CCS will be considered as 'uncontrolled' as verification of the latest revision cannot be confirmed.

8 Communications Approach

8.1 Strategic approach

The S&CLM recognises that meaningful engagement with our stakeholders throughout planning and construction stages, contributes greatly to building relationships, minimising construction impacts and resolving issues. Our approach to communications and stakeholder engagement aims to provide information about the project status to local businesses and residents located near the site, key stakeholders, and other members of the public to minimise disruption.

We use a highly integrated, strategic, and collaborative approach to working with communities and stakeholders. The project team draws on experience gained on numerous major infrastructure projects in Australia and around the world. A key element of our strategy is to work with key stakeholders during the design and planning stages to address any concerns, where possible.

The S&CLM is the single point of contact for residents, businesses, and the public during construction of the station, however the team will be supported by other roles during the WMQ construction. The S&CLM will closely interact with residents and affected businesses to understand their needs, the likely environmental and social impacts during the design and planning stages, and throughout construction.

The following principles will guide our approach with stakeholders and the community:

- Proactive – identify issues and build solutions into the project where possible.
- Accessible – ensure the team is accessible for the duration of the project.
- Responsive – respond in an effective way to individual concerns. Resolve issues to the satisfaction of all involved in the shortest time possible.
- Sensitive – understand the needs of stakeholders and the community and minimise disruptions and impacts where possible.
- Transparent – record, publish and make information easily accessible to the community.

8.2 Key messages

The S&CLM will work collaboratively with Sydney Metro, Station Operator and its contractors to disseminate key messages about the WMQ activities. Key messages include:

- John Holland delivered the new Waterloo metro station while a joint venture between John Holland and Mirvac will deliver the WMQ, including four buildings above and next to the station.
- The WMQ will have two high-rise and two mid-rise buildings, providing a mix of commercial and residential premises, including affordable and social housing, and student accommodation. There will be new community facilities, retail and office space, landscaping, gardens, and a public plaza on Cope Street.
- The Waterloo metro station is designed to deliver a high-quality metro customer experience by providing a safe, seamless interchange and a range of retail offerings.
- The WMQ will be a catalyst for significant urban renewal within the suburb of Waterloo bringing new opportunities for work, living and transport connections.
- The project team is committed to engaging with the local community and minimising construction impacts, wherever possible.

The key messages will be revised, updated, and tailored accordingly as the project progresses.

The stakeholder management and communication approach may vary depending on the complexity of environmental impact or stakeholder concerns. Appendix A outlines the stakeholder analysis and accompanying communication tools.

Not all stakeholders will interface with the community and stakeholder team. Some stakeholders, such as public authorities or utility service providers, may involve separate interface agreements

that are managed by other members of the project team with assistance from the S&CLM, where required.

8.3 Key issues and mitigation measures

Our aim during construction works is to minimise impacts to the community, nearby businesses, and residents. Our engagement strategies will provide opportunities to receive feedback throughout the construction stages.

The S&CLM will respond to the below issues by ensuring teams are briefed and aware of the local stakeholders, provide timely and transparent information and, where possible, reschedule noisy activities.

The issues management objectives are to:

- establish and maintain ongoing interfaces with internal stakeholders to identify potential issues or emerging concerns
- evaluate community feedback and/or complaints on a regular basis to identify emerging trends
- train personnel to be able to identify and resolve issues in consultation with the S&CLM
- respond in a timely manner to internal and external stakeholder concerns to prevent the escalation of an issue.

Table 2 - Key issues and mitigation measures

Issues	Communication and mitigation measures during construction
Community concerns about the over station development	<ul style="list-style-type: none"> • Reinforce the concept plan approval • Reinforce improvements to the concept design • Implementation robust engagement strategy and accompanying communication material to support the development approval, placemaking strategy and subsequent start to construction
Cumulative impacts of other metro contractors, concurrent private or public local developments and Waterloo Estate social housing redevelopments	<ul style="list-style-type: none"> • Coordinate communications with Homes NSW and other government agencies via contractor interface meetings • Community notifications and email updates, wherever possible, to include other private or public contractors working in the area • Interface meetings with Waterloo Redevelopment Group about the Waterloo Estate social housing redevelopment • One-on-one meetings and doorknocks, as required • Attend key stakeholder meetings to communicate project information
Changes to pedestrian, parking, and customer access for businesses	<ul style="list-style-type: none"> • Construction Traffic Management Plan • Construction Environmental Management Plan • Include information in induction packs and toolbox meetings to ensure customer parking on private property is unaffected • One-on-one consultation about business operations and requirements • Regular notifications about pedestrian, parking, or customer access • Wayfinding and directional signage
Construction traffic	<ul style="list-style-type: none"> • Construction Traffic Management Plan • Construction Environmental Management Plan • Implement site-specific traffic management plans • Construction traffic minimised in peak times, where possible • Heavy vehicle specific access and egress locations and routes to minimise local congestion • Truck driver inductions and toolbox meetings on localised conditions • Out-of-hours deliveries to minimise impacts of oversized vehicles on local roads • Traffic and Transport Liaison Group attendance • 24-hour community information line

Issues	Communication and mitigation measures during construction
	<ul style="list-style-type: none"> Community notifications and newsletters to include any changes to construction traffic levels
Construction noise and vibration	<ul style="list-style-type: none"> Construction Environmental Management Plan & Construction Noise and Vibration Impact Statements Noise minimised through use of appropriate plant, tools selection, and construction techniques Regular notifications and newsletters about upcoming work Community site signage displaying 24-hour community information line Early engagement with neighbouring stakeholders on likely noise and vibration impacts with specific focus on noise sensitive stakeholders High impact noise staged with respite periods, as required Staff induction and toolbox meetings before noisy activities to highlight acceptable workforce behaviour Noise and vibration monitoring, as required
Dust from worksite activities	<ul style="list-style-type: none"> Construction Environmental Management Plan Minimise dust using water carts, street sweepers, water hoses, hard stands, shade cloth and limiting activities on windy days, where possible Community site signage displaying 24-hour community information line
Out-of-hours construction work (ISD CoA)	<ul style="list-style-type: none"> Construction Environmental Management Plan Regular notifications and newsletters about upcoming work One-on-one meetings, as required Doorknocks, as required Community contact information Noise and vibration monitoring Respite offers e.g. alternative accommodation or vouchers, as required
Out-of-hours construction work (SSD 10437 CoA)	<p>WMQ APPROVED HOURS OF CONSTRUCTION</p> <p>Construction, including the delivery of materials to and from the site, may only be carried out between the following hours:</p> <ul style="list-style-type: none"> (a) between 7am and 6pm, Mondays to Fridays inclusive; and (b) between 7:30am and 6pm, Saturdays. <p>Except as permitted in Condition D5, no work may be carried out on Sundays or public holidays.</p> <p>Work/activities may be undertaken outside of the hours specified in Conditions D3 and D4 under the following circumstances:</p> <ul style="list-style-type: none"> (a) if required by the Police or a public authority for the delivery or removal of vehicles, plant or materials, or (b) in an emergency to avoid the loss of life, damage to property or to prevent environmental harm, or (c) if a relevant utility service operator has advised the Applicant in writing that carrying out the works and activities would result in a high risk to the operation and integrity of the utility network, or (d) concrete pours or finishing works may finish after 6pm and no later than 10pm Monday to Friday on a maximum of two occasions per calendar month, or (e) hoist and crane climbing or dismantling between 8am and 5pm on Sunday for a maximum of two Sundays over the duration of the project where it can be demonstrated that the work cannot be undertaken during the standard construction hours. (f) internal fit-out and services installations/commissioning up to 24 hours a day (excluding Sunday and public holidays) behind a closed façade capable of achieving a minimum of 30dB(A) noise reduction from the equipment used and subject to the use of the goods lifts only.

Issues	Communication and mitigation measures during construction
	<ul style="list-style-type: none"> • Construction Environmental Management Plan • Regular notifications and newsletters about upcoming work • One-on-one meetings, as required • Doorknocks, as required • Community contact information • Noise and vibration monitoring
Duplication of information by Sydney Metro contractors working at Waterloo	<ul style="list-style-type: none"> • Coordinate communications, public materials, work notifications and activities • One-on-one meetings, on request
Changes to the designs since consultation i.e. changes to road configuration or transport arrangements	<ul style="list-style-type: none"> • Regular notifications and newsletters about design elements and upcoming work • One-on-one meetings, as required.

9 Stakeholder and Community Liaison Team

The Stakeholder and Community Liaison Manager (S&CLM) is supported by the management team of experts in the environmental, design, construction, safety, quality, and scheduling disciplines. These experts will provide the latest construction information to the S&CLM

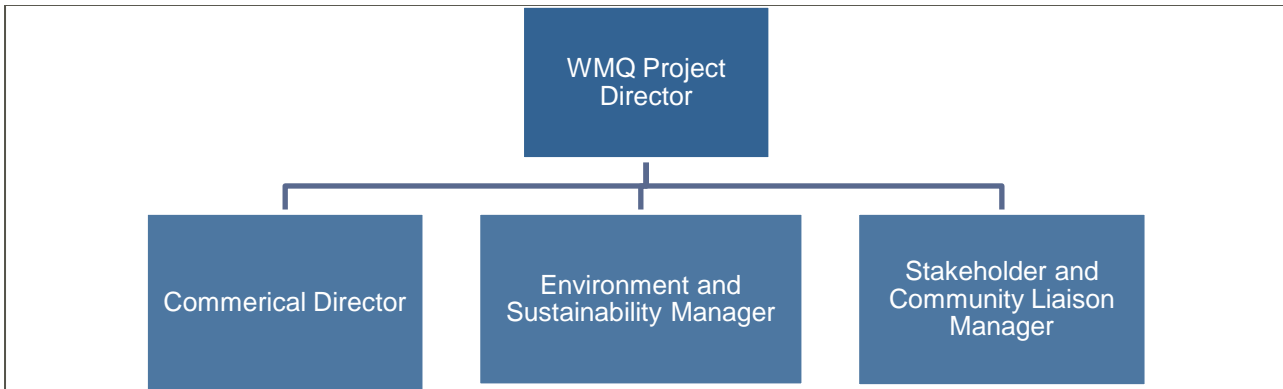
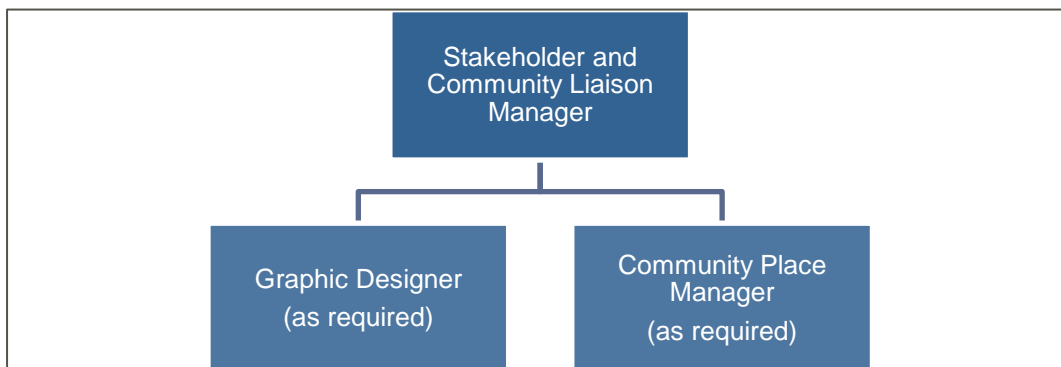


Figure 4 - WMQ organisational chart

The S&CLT structure has been formed to ensure information is coordinated and stakeholder engagement activities for the WMQ are implemented.

9.1 Stakeholder and Community Liaison team structure

Figure 5 - Stakeholder and Community Liaison team



9.2 Roles and responsibilities

The following table outlines the responsibilities of each role within the S&CLT.

Table 3 - Key stakeholder and community liaison personnel

Role	Responsibilities include (but not limited to):
Stakeholder and Community Liaison Manager	<ul style="list-style-type: none"> • Develop and oversee implementation of the Community Communications Strategy, including interface with other contractors and stakeholders • Ensure the community liaison plan and key activities are integrated into the project program • Develop and oversee implementation of integrated internal and external communication programs to support and strategically position the project. • Meet with Sydney Metro, as required, and provide details of project activities and programs • Attend all Communications Management Control Group and interface meetings and provide relevant information • Attend meetings with stakeholders and the community and provide details of project activities and progress as required • Attend community information sessions as required and requested by Sydney Metro • Approve Stakeholder and Community Liaison team roles and responsibilities • Provide strategic direction and hands-on implementation of media, public affairs, and other external communication activities • Proactively identify positive opportunities to promote the project and Sydney Metro, both internally and externally • Manage all internal and Sydney Metro approval processes for all public material • Monitor and report and provide strategic advice on communication activities, status, and issues • Prepare and issue copy for media releases and holding statements to Sydney Metro as requested • Ensure all external materials and branding comply with Sydney Metro guidelines
Community Place Manager – As Required	<ul style="list-style-type: none"> • Support implementation of the Community Communications Strategy • Support the project team on stakeholder and community liaison issues and contribute to the effective planning of site activities to minimise impacts as the project progresses • Record and report all stakeholder and community contact within Consultation Manager (CMS) database • Write notifications, newsletters and community updates as required • Coordinate site visits and inductions in relation to community and stakeholder issues • Undertake research, fact checking and drafting communication collateral, including notifications, newsletters, and reports, to assist in the implementation of communication and stakeholder engagement strategies and plans. • Support preparation, delivery logistics and evaluation of community engagement activities to ensure the timely distribution of up-to-date project information. • Maintain project documentation and databases.
Graphic Designer - As Required	<ul style="list-style-type: none"> • Arrange production of newsletters, advertisements, displays, site branding, diagrams and maps, and promotional materials in line with Sydney Metro branding guidelines.

9.3 Stakeholder and Community Liaison team interfaces

The foundation of the communications management framework will include a range of protocols, processes, and procedures to ensure internal and external interfaces are created and maintained to share information with Sydney Metro, Station Operator, the local community, key stakeholders, and the public.

The framework, including a stakeholder analysis outlined in Appendix A, will set out approaches and tools to address stakeholder enquiries and complaints, and pre-identify potential issues and stakeholder interest likely to emerge during the design, planning and construction stages.

9.3.1 A cross-discipline project team approach

The S&CLM will interface with other project team members to facilitate cross-discipline interactions to support all stages of the planning, design and construction progress and help develop timely and accurate public communication and stakeholder engagement activities. These interfaces include:

- Project team meetings – with design, planning, construction and environment team members, consultants, and subcontractors to discuss all stages of the WMQ potential community interests or impacts.
- Stakeholder and community team meetings – to share information, identify emerging trends and manage timeframes. The meetings will monitor, review, and address any stakeholder and community issues or concerns as they emerge.
- Daily construction site meetings – to share information about the construction activities taking place on the site or adjacent streets on that day.

9.3.2 Planning, monitoring, and reporting

Regular meetings and communications with Sydney Metro and the Station Operator will help manage the flow of communication and tasks. Information will be provided about progress on the project, current and upcoming activities and associated impacts, implementation of communications strategies, recent stakeholder contacts and potential community impacts.

The reporting framework includes:

- two-week and four-week lookaheads of key program and communications activities during construction.
- key dates for commencement and conclusion of construction activities
- associated impacts on stakeholders and the community
- strategies for minimising impacts
- production and distribution of other public communication materials
- media milestones
- monthly reports during construction

9.3.3 Coordination with Sydney Metro and station operator communications team

WMQ S&CLM will deliver communications during station construction and will also deliver communications for the WMQ. This will ensure a consistent and coordinated approach to communications with stakeholders, management of impacts and continued coordination with other contractors.

Recognising the complexities in delivering an integrated station development under five different planning conditions, the Critical Significant State Infrastructure (CSSI) and the State Significant Development Application (SSD), the S&CLM will apply key messages outlined in section 6 to ensure consistency of messaging throughout the project lifecycle.

There will be genuine engagement processes in place to develop trust and build strong, long-term relationships with stakeholders and the community.

The WMQ, Sydney Metro and Station Operator communications teams will interface at multiple levels to ensure the coordination of public communication approvals, engagement activities, and responses to community complaints or media requests.

The S&CLM will meet as required with Sydney Metro and Station Operator to consider:

- key milestone dates of planning and progress activities
- updates to strategies and plans
- production and distribution of all other public communication material
- planning materials and approvals
- community information sessions
- media milestones
- stakeholder and media events
- crisis communications procedures
- education programs
- enquiries and complaints management
- associated impacts on stakeholders and the community
- strategies for minimising construction impacts.

10 Protocols, Processes, and Procedures

10.1 Approvals and communication timeframes

The below table lists the communications tools that will be used, their purpose and frequency. These communications tools comply with the OCCS. This list will be updated to reflect project changes and feedback received.

Table 4 - Communication timeframes

Communication activity	Timeframes
Planning – Community Communications Strategy	Uploaded on the WMQ website before major construction
Project contact details (1800-number, email and mailing address) hoardings, email updates, community notifications and newsletters	Available 24 hours a day, seven days a week during construction until 12 months after completion of the project
<p>Letterbox notifications to potentially affected stakeholders and community about:</p> <ul style="list-style-type: none"> • investigations (surveys, drilling, potholing) • vegetation clearing or tree removal • site establishment works including installing environmental controls • start of construction • significant milestones • changes to scope of work • noisy work • changes to traffic conditions • partial or full road closures • modifications to pedestrian routes, cycleways, and bus stops • out-of-hours work • disruption of residential or business access • changes to parking arrangements • changing or disrupting utility services 	<p>Delivered monthly during construction to a 200m radius.</p> <p>Uploaded on Sydney Metro’s website on the day notification is distributed – as required.</p> <p>Email updates to distribution list regarding external works and monthly lookahead.</p>
<p>Traffic signage advising:</p> <ul style="list-style-type: none"> • changes to pedestrian routes • impacts on cycleways • changing traffic conditions • disrupted access to bus stops 	Installed seven days before change
<p>Traffic alert email advising of changes to traffic and access arrangements to transport and traffic stakeholders:</p> <ul style="list-style-type: none"> • relevant authorities • transport operators (bus, coach, and point-to-point) 	Issued seven days before change
Community email progress updates	At regular intervals according to the work activities, generally at least monthly
Condition surveys for eligible property owners	Reports provided to property owners no later than one month before construction commences
Utility service investigations and works – notification to utility authorities	Issued seven days before starting work
Emergency works – door knocks with written notice	Within two hours of starting emergency work

Communication activity	Timeframes
Project advertisements – as required to comply with approvals and advise of significant traffic management changes, detours, traffic disruptions or work outside of working hours contained in the environmental documents	As required, seven (7) days in advance of work
Project update newsletters	As required
Project website	Updated as required

10.2 Communication management system (Consultation Manager database)

A web-based communication management system has been established by Sydney Metro to capture stakeholder contact, feedback, and interactions. Complaints are managed in line with Sydney Metro's Construction Complaints Management System (CMS).

All stakeholder and community interactions with the S&CLM will be entered into the Consultation Manager database for the duration of the station construction and for a minimum of 12 months following construction completion. The register records:

- the number of complaints received
- the number of people affected in relation to a complaint
- the nature of the complaint
- how the complaint was addressed and whether resolution was reached, with or without mediation.

Complaints received for the over station development will be maintained in a separate Construction Complaints Management System to comply with the separate planning approvals.

Registers will be provided to the Planning Secretary upon request, within the timeframe stated in the request.

The information recorded is solely used for project purposes and includes contact details, reason for the contact and the actions or outcomes. The system will operate as a compliance tracking mechanism to assess the performance of the complaints management processes and verify complaints are handled within the required timeframes and closed.

10.3 Issues management and crisis communication

Issue management strategies and crisis communication to respond to issues, incidents or events that may attract the attention of the community, media, political or community interest groups, include:

- maintaining a project risk register that identifies issues or risks, potential impacts, likelihood, mitigation strategies and recommendations
- reviewing emerging issues at Sydney Metro stakeholder and community weekly meetings
- having the WMQ Project Director or a senior representative from Waterloo Team to support the Sydney Metro spokesperson, if required
- facilitating regular crisis planning sessions to establish best practice procedures
- enacting the emergency response and crisis communication, as required
- making suitably qualified and experienced WMQ personnel available to support Sydney Metro to respond to the community, media, and other stakeholders
- providing all necessary communications materials that may need to be disseminated because of such incidents
- having the Stakeholder and Community Liaison Manager support Sydney Metro with public or media enquiries.

10.3.1 Incident management

The incident management process will support the effective management of any incident or event that may disrupt the community, businesses, and road network or transport services. The Incident Management Plan will outline the processes and procedures to manage all incidents.

The WMQ S&CLM will provide timely notification to Sydney Metro and Station Operator of any major incident or issue that may have an impact on the community, environment, personnel, subcontractors, or other stakeholders, or attract the attention of the media, the Minister for Transport, a local MP, council, or the broader community. The timely notification will allow media strategies to be put into place to minimise community disruption as much as possible.

- A verbal notification will be provided to the nominated Sydney Metro and Station Operator communications representatives within 10 minutes of the incident, where:
- the incident causes any delays to public transport, traffic, or pedestrian flows
- the incident severely has/could cause harm to people or property
- access to businesses or residences are disrupted
- damage is caused to heritage-listed buildings, items, or places.
- A verbal notification is provided within one hour where the incident has minimal disruption.

10.4 Complaint and enquiry management

Sydney Metro has established a dedicated 24-hour telephone line for construction enquiries and complaints. Enquiries may be received directly or indirectly via Sydney Metro's Community Information Line, postal address, and email address. The S&CLM will encourage local residents and businesses to register all complaints and enquiries with the Sydney Metro call centre to ensure a timely response.

An on-call roster of WMQ stakeholder and community personnel will respond to enquiries, concerns and/or complaints outside business hours.

The S&CLM is responsible for managing all enquiries and complaints relating to the project. They will seek input and assistance from key senior members of the project team as needed but will remain the main point of contact until the enquiry is answered.

The procedures for responding to enquiries and complaints will be covered in the project induction for all staff and contractors.

All stakeholder and community contacts are recorded in the relevant communications management system, including the name of the caller and nature of the call (i.e. complaint or enquiry), and comply with the AS 4269: 1995 Complaints Handling and Sydney Metro Construction Complaints Management System SM CE-PW-303.

Following completion of station and over-station construction, Sydney Metro will maintain the project's central phone, mail and email contact points for a minimum of 12 months.

Sydney Metro will review enquiries and complaints and direct as appropriate, including sending any complaints and enquiries related to over station development construction, or for activities undertaken by the WMQ team related to the station directly to S&CLM.

Sydney Metro will manage responses to enquiries and complaints regarding station operation and the activities of its operator and contractors other than.

WMQ S&CLM will then respond to complaints and enquiries as soon as practicable and in compliance with any planning approval requirements that apply following completion of construction.

Any enquiries or complaints that are determined by S&CLM to not relate to WMQ activities for the station and over-station development will be directed to Sydney Metro or the Station Operator for resolution.

Key messages about the project will be incorporated within enquiry and complaint responses to explain the strategies implemented to reduce community impacts and the importance of the WMQ to the local community and NSW economy. Key messages may include:

- WMQ is committed to engaging with the local community and minimising construction impacts, wherever possible.
- A CEMP has been prepared, which outlines the processes and procedures to manage and mitigate construction impacts.
- All complaints will be dealt with in a responsive and efficient manner to ensure that stakeholders see their concerns are being managed effectively and promptly.

10.4.1 The complaints handling protocols are:

- If it does not relate to the WMQ work, the complaint will be passed to Sydney Metro for their investigation and action.
- after receiving a complaint, it will be immediately investigated.
- all complaints received on weekends or public holidays will be reported the following business day
- complaints not related to WMQ activities are referred to Sydney Metro or a third party (if known)
- all complaints are recorded in the CMS
- a verbal response is made to call centre complainants within two hours from the time of the complaint to the call centre
- a response is provided to email complaints within 24 hours from the time the complaint email is received, if no telephone number is provided
- a response is provided to letter complaints within one week from the time the complaint letter is received, if no telephone number is provided.
- complaints that cannot be resolved are escalated by S&CLM to Sydney Metro or the Community Complaints Mediator to resolve, where appropriate.
- all complaints are recorded on the database within 24 hours.

10.4.2 The enquiry handling protocols are:

- record enquiry details into the CMS
- provide a verbal response within two hours (if telephone number is available) from the time of the enquiry during standard construction hours or the next business day at other times.

Complaints received for the over station development will be maintained in a separate register to comply with the separate planning approvals.

Both registers will be provided to the Department of Planning, Housing and Infrastructure Secretary upon request, within the timeframe stated in the request.

10.5 Complaint escalation

Complaints that cannot be resolved are escalated by WMQ to Sydney Metro or the Community Complaints Mediator to resolve, where appropriate. WMQ will comply with any directions from Sydney Metro which may incorporate recommendations from the Community Complaints Mediator in relation to resolving escalated complaints related to the CSSI.

- Any member of the public that has lodged a complaint which is registered in the Complaints Management System may ask the Community Complaints Mediator to review Sydney Metro's response.

- This must be submitted in writing and the Community Complaints Mediator must respond within 28 days of the request being made or other specified timeframe agreed between the Community Complaints Mediator and the member of the public.

10.5.1 Unreasonable conduct from a complainant

Unreasonable conduct by a complainant is any behaviour by a current or former complainant which, because of its nature or frequency raises substantial health, safety, resource or equity issues for our organisation, our staff, other service users and complainants or the complainant themselves.

Unreasonable behaviour is conduct that is unreasonable in all circumstances (regardless of how stressed, angry, or frustrated a complainant is) because it unreasonably compromises the health, safety, and security of WMQ Personnel.

WMQ has a zero-tolerance towards any harm, abuse or threats directed towards all project personnel. Complainants who engage in unreasonable behaviour will be escalated to Sydney Metro to determine an agreed approach in managing the complaint to ensure the safety of all personnel.

10.5.2 Preventing reoccurrence of complaints

The S&CLM has oversight of complaints to analyse, monitor issues and identify their underlying nature, emerging issues, or hot spots. Where appropriate, modifications to sub-plans and communication activities will be made to address complaints and where necessary, issues and mitigation measures will be discussed at site inductions, construction team meetings, toolbox talks and daily pre-start meetings.

The S&CLM will work with the project team to identify opportunities to manage issues to prevent reoccurrence. Lessons learned will be shared with the wider S&CLM and Sydney Metro at team meetings.

10.6 Reporting and record keeping

Details of each enquiry or complaint is entered into the CMS. Complaint details will include nature of the complaint, how it was investigated, managed and resolved. Complaint details are provided to Sydney Metro as part of its daily complaints reporting requirements.

10.7 Compliments

Any compliments received about the project, personnel or activities will be shared amongst the WMQ team and/or the individual worker (where known). Compliments will also be shared with Sydney Metro to acknowledge the team's successes.

Compliments will also be recorded in CMS.

10.8 Lessons learnt

Lessons learnt will be identified and shared within S&CLM as appropriate. This is an opportunity to improve our relationships and improve project outcomes. WMQ will work with relevant contractors to apply these lessons learnt including process changes.

10.9 Media and government relations

The WMQ team acknowledges there is an interest in transport projects and will work with Sydney Metro to provide information or updates to the media, government agencies or elected officials about the progress of the WMQ. Sydney Metro is responsible for managing all media and government relations about the Sydney Metro City & Southwest, including the WMQ.

The S&CLM will support Sydney Metro with relevant information and availability of senior staff, where required.

As part of workforce training, all staff and subcontractors will participate in the project induction and made aware of procedures about contact with media and government officials and representatives.

The media management protocols are:

- the S&CLM will assist Sydney Metro in the management of media and government relations, as required
- refer any media requests or contact by elected representatives to Sydney Metro when received and inform Sydney Metro if any media or elected representatives visit the worksite
- WMQ personnel and subcontractors will not make any statement, media release or commentary about their activities or Sydney Metro work unless at the direction of/ or approved by Sydney Metro
- media protocols are incorporated into the WMQ project induction and reinforced at site-specific inductions or daily toolbox talks, as required.

10.10 Access to private property

Private property access will be limited to the period necessary to complete any work i.e. noise and vibration monitoring or property condition surveys.

The private property access protocols are:

- the S&CLM will make initial contact with landowners or occupants
- all contact with the property owners will be entered into the CMS
- a letter of offer will be sent to eligible landowners for pre- and post-construction property condition surveys
- site personnel will always be courteous and polite to property owners, tenants, and neighbours
- site personnel will provide project contact details to any person contacting the worksite requesting project information.

11 Public Communication

11.1 Public communications material and engagement tools

The following communication tools, methods and activities will be used throughout the life of the project. The S&CLM will implement a range of communication and engagement approaches to recognise the relative strengths of different communication tools to support the planning, development, and construction stages. The tools will be matched to stakeholders to support interaction and the dissemination of accurate information. We will capitalise on opportunities created by new technology, wherever possible, to better inform, receive and respond to feedback. It is noted that the tools, methods, and activities outlined in this section will be used in conjunction with the procedures outlined in Section 6, to resolve any issues and mediate any disputes that may arise in relation to environmental management and delivery of the project. Noise and vibration complaints that remain unresolved will be reported to the Secretary, Department of Planning, Housing and Infrastructure, by the Acoustic Advisor in accordance with CSSI (ISD CoA).

Where project activities are adjacent to work by other contractors, we will coordinate the distribution of public communication to identify opportunities to incorporate information within each other's material to reduce duplication, wherever possible.

All public communication material will comply with the Web Content Accessibility Guidelines (WCAG 2.0) and be uploaded onto the Sydney Metro website during station construction, WMQ notifications will be uploaded to wisd.com.au post station opening.

Table 5 - Public communication and engagement tools

Tool	Purpose	Responsibility	Frequency/ milestone
Community contact			
Sydney Metro Community Information Line 1800 171 386	All enquiries and complaints to the 1800 number will be referred to the WMQ S&CLM. Provides access to the WMQ S&CLM and included on all public communication material.	Sydney Metro S&CLM	Ongoing 24/7 on-call roster to respond to complaints
Sydney Metro project email address	All enquiries and complaints to the project email will be referred to the WMQ S&CLM at waterloometro@transport.nsw.gov.au. Provides access to the S&CLM and included on all public communication material.	Sydney Metro S&CLM	Ongoing
Community post box	Postal addresses: Sydney Metro, PO Box K659, Haymarket, NSW 1240 WMQ postal address: 78 – 82 Wyndham Street, Alexandria NSW 2015 Public communication materials to include postal address.	Sydney Metro S&CLM	Ongoing
Social media	Social media posts, including upcoming activities, construction progress and unexpected changes to the construction program.	Sydney Metro S&CLM	As required As required
Information tools			
Newsletter	Newsletters will include the progress of planning and construction works, such as key milestones and planned activities during the next six months, community contact details, relevant photos, maps, and illustrations. Newsletters distributed within a 500-metre radius of the site.	S&CLM	As required
Community emails	Email updates to inform the community of the progress of the Waterloo Station, WMQ planning approvals, and key milestones or upcoming activities. Stakeholders and community will register to receive these updates. Stakeholders registered in the Consultation Manager database will receive the community email updates.	S&CLM	As required

Tool	Purpose	Responsibility	Frequency/ milestone
Photography, time-lapse photography, and videography	Record construction progress and use to explain the works in consultation forums, publications, and media. S&CLM to coordinate, provide access and escort photographers and videographers on site to capture images and videos.	S&CLM	As required
Animation	Use animation to explain construction staging and works in consultation forums, publications, and media.	S&CLM	As required for project status updates
Site signage and hoarding	Site signage used to identify the project, provide contact information, and explain why the project is needed. Signage to advise of activities that could potentially impact stakeholders, for example, changes to pedestrian routes and traffic conditions.	S&CLM	Site establishment, then as required
Online tools			
Sydney Metro website	Sydney Metro website www.sydneymetro.info will be referenced in all communication materials as a source of information during station construction Updates provided in pdf format to be uploaded onto the Sydney Metro website e.g. community notifications and newsletters during station construction	Sydney Metro S&CLM	Throughout the project and 12 months after completion of the project
WMQ contractor website	WMQ website www.wisd.com.au will be referenced in WMQ communication materials as a source of information for the over station development. Updates provided in pdf format to be uploaded onto the WMQ website e.g. community notifications and newsletters during WMQ construction. WMQ also provides information about the project's activities along with required for compliance with Conditions of Approval or other planning requirements, including the approved CCS. Contractor website will display: <ul style="list-style-type: none"> • management plans and CCS • Contact information • artist's impressions of the WMQ • information provided to comply with the Minister's Conditions of Approval 	S&CLM	Ongoing and available for 12 months after completion of the project

Tool	Purpose	Responsibility	Frequency/ milestone
	<ul style="list-style-type: none"> executive summaries of publicly available reports about WMQ activities employment or supplier opportunities. 		
John Holland and Mirvac corporate communications	Approval of marketing and promotional material and project updates displayed on parent company's online or print media.	S&CLM	Updates as required and approved
Microsoft Teams, Skype, Zoom, etc.	Use of Skype, Microsoft Teams and Zoom will be considered for stakeholders unable to meet face to face for health or other personal reasons.	S&CLM	On request
Face-to-face interactions			
Education programs	Provide site personnel with construction knowledge to support the education program. Provide site-specific information and photographs to include in the school education program.	Sydney Metro S&CLM	On request
Door-knocks	Used to discuss potential high-impact activities of the project and primarily focused on neighbouring residents and businesses directly impacted by construction activities. Opportunity to provide written project information updates and proactive engagement.	S&CLM	As required
Meetings with individuals and groups	Discuss project activities, including work in progress, upcoming activities, and any associated issues. Meetings will also be used to discuss potential impacts and proposed mitigation measures.	S&CLM	As required
Site visits	Site visits planned and coordinated by S&CLM for key stakeholders and local community. WMQ to provide safe access to site and personal protective equipment as required.	Sydney Metro S&CLM	As required
Presentations and forums	Inform stakeholders about the progress of the project and any key milestones or activities being carried out. Collateral for forums and presentations will be developed and appropriate project personnel / subject matter experts will attend and/or participate as requested.	S&CLM	As required

Tool	Purpose	Responsibility	Frequency/ milestone
Community events	Opportunities to participate in or provide information at local community events. Provide site-specific information at community events with appropriate personnel or subject matter experts from the project in attendance.	Sydney Metro S&CLM	As required
Notifications			
Community notification	Written notifications provided about upcoming work likely to impact stakeholders, residents, businesses, and relevant utility service authorities. Project contact details will be referenced within communication material to inform readers on how to contact the project team. Notifications will confirm construction commencement, out-of-hours work, work locations, changes to pedestrian or traffic conditions, any planned disruption to business services or property access.	S&CLM	Monthly construction update during construction distributed to 200m radius When required task specific notifications will be distributed 7 days prior to an activity commencing as a minimum.
Emergency works notification	Written and verbal notification provided to properties immediately adjacent to or impacted by emergency works.	S&CLM	Two hours prior
Authority notification	Notification to relevant authorities before commencement of any utility services work.	S&CLM	Five business days prior
Traffic communication			
Community signage	Signage that identifies changes to traffic and access arrangements before: <ul style="list-style-type: none"> making changes to pedestrian routes making changes to platforms or concourses impacting on cycle ways changing traffic conditions disrupting access to bus stops. 	S&CLM	Five business days prior
Traffic alert email	Traffic alert emails advising of traffic and access arrangements must be sent to relevant authorities and transport operators, including bus, coach, and taxi operators.	S&CLM	Five business days before changes

Tool	Purpose	Responsibility	Frequency/ milestone
Advertisements	Traffic notice in local print newspaper to inform the local community of detours, road closures or major changes to the existing traffic conditions.	S&CLM	Five business days before changes
Briefings and media			
Members of Parliament briefings	Provides project updates. Briefings and updates at Sydney Metro's request.	Sydney Metro S&CLM	As required
Media briefings or events	Provides project updates and/or access to site. Briefing and updates at Sydney Metro's request.	Sydney Metro S&CLT	As required
Training			
Site inductions/toolbox talks/training	Used to present information to workers about the project's stakeholder and community liaison requirements and obligations. Relevant hand-outs will be provided.	WMQ Project Team	Before worker commences with the project

12 Branding and Logos

All public communication material for Waterloo Station will comply with the relevant Sydney Metro branding and style guides. Communication for the over station development will be under the separate branding post station opening.

12.1 Construction hoardings and fences

City of Sydney compliant graphics will be installed on the hoardings or site fences. The branding will be determined by the placement/location of the hoarding or fence.

Hoarding and fences will be maintained free of unauthorised advertising or signage.

12.1.1 Graffiti and billposters

Graffiti, billposters, or any unauthorised advertising will be removed from site hoarding, fences, or gates.

Regular inspections for graffiti will be carried out and material removed.

12.2 Marketing and promotional opportunities

Any marketing or promotional prospects being considered by the WMQ, or parent companies will be undertaken in consultation with Sydney Metro. This includes dissemination of project photographs, conference papers, presentations or information uploaded to John Holland Group and Mirvac websites for publicity purposes.

12.3 Station Design and Precinct Plan

Sydney Metro received planning approval for Waterloo Station in January 2017.

John Holland carried out community consultation on the Waterloo Station Design and Precinct Plan (SDPP) in June and July 2020. The Waterloo SDPP was lodged in early 2021 to meet the conditions of this Critical State Significant Infrastructure approval for Sydney Metro City & Southwest.

The Department of Planning, Housing and Infrastructure approved the SDPP in April 2021. The SDPP outlines the urban, landscaping and architectural design for Waterloo metro station and shows how it will integrate with the WMQ and surrounding precinct. It identifies the design objectives and principles, and discusses opportunities to improve public spaces, connectivity, transport and access. A copy of the SDPP can be found on the WMQ website www.wisd.com.au. Other major projects and influences around the construction site

Waterloo, Redfern, and Alexandria have become vibrant and diverse suburbs through urban renewal. These suburbs will continue to renew as new development and transport projects emerge – resulting in cumulative impacts to neighbouring communities.

Other transport projects and/or building developments delivered concurrently to the WMQ include, but are not limited to:

- other Sydney Metro contractors working at the WMQ site
- Waterloo public housing estate redevelopment
- other major residential or commercial developments
- other road and utility works by third parties.

Effective communication management requires interface with other project contractors to resolve issues. The S&CLM will work closely with third parties to minimise the impact to the local community.

Enquiries and complaints not related to WMQ will be referred to the relevant contractors.

Section 8.4 Key issues and mitigation measures outlines the potential impacts and influences from other major projects and communication strategies.

12.4 Privacy policy

Any information stakeholders share will be managed in line with the *Privacy and Personal Information Protection Act 1988 (NSW)*. The stakeholder will be referred to the Sydney Metro website for more information on how personal information is managed.

12.5 Local business management strategy

The expansion of Sydney Metro will transform Waterloo and neighbouring suburbs. During the construction, the S&CLM will build relationships with a range of small and medium businesses near the WMQ site.

The S&CLM will work with these businesses to provide information about construction progress, and maintain access for customers, deliveries, and other services, and manage disruption from noise and vibration. Consideration of their concerns and understanding of their operations will inform the approach to minimising impacts and disruption to these stakeholders.

A range of tools and techniques will be used including public communication material, newsletters, fact sheets and email updates to keep these businesses informed and consulted. The frequency of communication will recognise that many businesses have their own stakeholders and customers and require timely and accurate information.

Business stakeholder management objectives include:

- ensuring a high degree of awareness of the WMQ
- capturing and managing business feedback and/or their issues
- issuing updates about the WMQ on a timely and regular basis
- ensuring efficient and timely management of enquiries and complaints
- reinforcing the 'shop local' initiative amongst the WMQ workforce.

12.6 The approach

The S&CLM will engage with business groups such as the local chamber of commerce, as required, and continually update the relevant CMS to ensure contact details of local businesses are current. The database will be used to register stakeholder engagement and interaction, including enquiries and complaints, to identify re-emerging complaints and their resolution.

Local businesses will be encouraged to participate in community and stakeholder engagement opportunities to provide feedback on the WMQ design, planning and construction stages.

All businesses will be encouraged to subscribe to email updates.

12.7 Business Management Construction Strategy

The WMQ will consider construction methodology before activities commence to minimise impacts to businesses and their customers, as feasibly possible. The site team will collaborate to ensure the best construction management is implemented to minimise impacts. The S&CLM will provide site-specific information to businesses about upcoming works, likely impacts and potential changes.

The S&CLM will participate in construction site meetings to share feedback from businesses and any complaints received via the 1800 number or project email.

12.8 Shop local initiative

The Waterloo project induction for all team members, contractors, and subcontractors includes communicating the importance to shop locally and support local businesses. The S&CLM will reinforce and champion this initiative wherever possible throughout the construction stages.

Any menus which local businesses provide will be made available at the site workforce facilities, wherever possible.

Table 6 - Businesses near the Waterloo Metro Quarter site

Business	Operations/requirements	Communication Management Strategy	Site proximity
Raglan Street			
Café Japonon 129 Raglan Street	Open Monday to Sunday 6am–2.30pm Daily deliveries at front entry Staff travel by public transport Busiest in the morning Attract business from site construction employees	Regular contact by S&CLM Notifications Doorknock Email updates Newsletter 24-hour community information line	50m
Convenience Store 125 Raglan Street	Open Monday to Friday 6am–midnight Daily deliveries at front entry High reliance on visibility with most customer access on foot	Regular contact by S&CLM Notifications Doorknock Email updates Newsletter 24-hour community information line	50m
Convenience Store 131 Raglan Street	Open Monday to Friday 6am–midnight Daily deliveries at front entry High reliance on visibility with most customer access on foot	Regular contact by S&CLM Notifications Doorknock Email updates Newsletter 24-hour community information line	50m
Botany Road			
Aboriginal Housing Cooperation 29 Botany Road	Business hours Customers access by car, foot, and public transport	Regular contact by S&CLM Notifications Doorknock Email updates Newsletter 24-hour community information line Member of Waterloo Metro Quarter Steering Committee	50m
Alexandria Launderette	Weekdays and weekend Customers mainly local	Regular contact by S&CLM	50–55m

Business	Operations/requirements	Communication Management Strategy	Site proximity
36 Botany Road	No issues with worksite	Notifications Doorknock Email updates Newsletter 24-hour community information line	
Yen's Vietnamese 29 Botany Road	Operations 12pm to 9pm No issues with worksite	Contact by S&CLM Notifications Doorknock Email updates Newsletter 24-hour community information line	50–55m
Waterloo Superior Meats 29A Botany Road	Weekdays 7.30am to 6pm Saturday 7am – 4.30am No issues with worksite	Contact by S&CLM Notifications Doorknock Email updates Newsletter 24-hour community information line	50–55m
Daily French Hot Bread 39 Botany Road	Standard retail hours No issues	Community notifications Doorknock Newsletter	50–55m
Waterloo Discounts 31 Botany Road	Standard retail hours No issues	Community notifications Doorknock Newsletter	50–55m
Kirby's Pharmacy 43 Botany Road	Open Monday to Friday 9am–6pm and Saturday 9am–1pm Deliveries 10am–11am Monday to Saturday via Raglan Street or IGA in Botany Road Busiest times are around lunch and from 4pm–6pm Power disruptions a critical issue due to storage of medications	Regular contact by S&CLM Notifications Doorknock Email updates Newsletter 24-hour community information line	50m
Business Centre 44–54 Botany Road	3 small businesses located within building DA proposal exhibited	Notifications Doorknock Email updates Newsletter 24-hour community information line	50m

Business	Operations/requirements	Communication Management Strategy	Site proximity
Abbotts Hotel and Bottleshop 45–47 Botany Road	Open Monday to Saturday 10am–12am and Sunday 10–10pm Deliveries Monday to Friday via Raglan Street loading zone, occasionally from 6.30am Busiest from 4pm–8pm Customer access by foot and car (bottleshop)	Regular contact by S&CLM Notifications Doorknock Email updates Newsletter 24-hour community information line	50m
ProExhibit 6/44–54 Botany Road	Open Monday to Saturday 9am–5pm Rely on on-street parking as most customers access via car No issues with site work	Notifications Doorknock Email updates Newsletter 24-hour community information line	50m
Improv Theatre Sydney 44–54 Botany Road	Theatre Improv classes and shows Varied hours	Notifications Doorknock Email updates Newsletter 24-hour community information line	50m
Austral Security 44–54 Botany Road	Shopfront open by appointment only No issues with site work	Notifications Doorknock Email updates Newsletter 24-hour community information line	50–55m
Sydney Toner Supplies 66 Botany Road	Standard business hours Customers mostly via online sales Foot traffic on occasions Deliveries via Botany Road, mostly small vans.	Notifications Doorknock Email updates Newsletter 24-hour community information line	50m
Yum Yai Thai 72 Botany Road	Open Monday to Sunday 10am–9pm Deliveries via front entrance Staff travel by public transport Busiest times are around lunch on weekdays Customer access by foot and car Outdoor seating Food service delivery drivers park at front of restaurant	Regular contact by S&CLM Notifications Doorknock Email updates Newsletter 24-hour community information line	50m

Business	Operations/requirements	Communication Management Strategy	Site proximity
The Nest 76 Botany Road	Artist creative spaces Operates primarily during standard business hours but functions are held during the evenings and weekends Minimise impact to customer parking Issues for artists and artwork if noise and dust not managed	Regular contact by S&CLM Notifications Doorknock Email updates Newsletter 24-hour community information line	50m
No Quarter Boxing 100 Botany Road	Gymnasium Mostly customers arrive very early or evenings. Minimise dust and noise No impact to customer parking	Regular contact by S&CLM Notifications Doorknock Email updates Newsletter 24-hour community information line Online forum	50m
Aurora Project 100 Botany Road	Office of non-profit organisation Open regular business hours Deliveries via front entrance Customers Park at front of property	Regular contact by S&CLM Notifications Doorknock Email updates Newsletter 24-hour community information line	50m
Manny's Music Shop 108 Botany Road	Open Monday to Sunday 8.30am–6.30pm Tutoring held upstairs weekdays between 10am–8pm Deliveries occur weekdays via loading dock on Botany Road All staff travel on 355 bus routes Busiest on weekends Most customers travel by car and park in front of business High reliance on visibility	Notifications Doorknock Email updates Newsletter 24-hour community information line	50m
Business Centre 110 Botany Road	Commercial office building above shopfronts 18 small business suites Regular business hours Monday to Friday 8am–6pm Recent visit to businesses confirmed no impact from site to date Includes a training centre which uses EFFE and 99 Bikes parking	Regular contact by S&CLM Notifications Doorknock Email updates Newsletter 24-hour community information line	50m
99 Bikes	Open Monday to Sunday 9am–6pm with late trading on Thursday	Regular contact by S&CLM	50m

Business	Operations/requirements	Communication Management Strategy	Site proximity
1/110 Botany Road	<p>Deliveries via front entrance between 9am–12pm</p> <p>Equal split of customers accessing on foot and by car</p> <p>Customers Park at the front of the shop</p> <p>Busiest on weekends and around Christmas</p>	<p>Notifications</p> <p>Doorknock</p> <p>Email updates</p> <p>Newsletter</p> <p>24-hour community information line</p>	
EFFO 2/110 Botany Road	<p>Open Monday to Friday 9am–5pm, Saturday 9am–3pm and Sunday 10am–3pm</p> <p>Deliveries via front entrance</p> <p>Busiest during weekday lunch and around Christmas</p> <p>Equal split of customers accessing on foot and by car</p> <p>Customers Park at front of shop</p>	<p>Regular contact by S&CLM</p> <p>Notifications</p> <p>Doorknock</p> <p>Email updates</p> <p>Newsletter</p> <p>24-hour community information line</p>	50m
The Cauliflower Hotel 123 Botany Road	<p>Open Monday to Saturday 10am–12am and Sunday 10am–10pm</p> <p>Deliveries received between 8am–12pm via loading zone on Wellington Street</p> <p>Busiest time is trivia on Wednesday evening</p> <p>Live music on Saturday and Sunday evenings</p> <p>High reliance on visibility with most customer access on foot</p> <p>No accommodation</p> <p>Outdoor seating on Wellington Road</p>	<p>Regular contact by S&CLM</p> <p>Notifications</p> <p>Doorknock</p> <p>Email updates</p> <p>Newsletter</p> <p>24-hour community information line</p>	50m
Red Rose Dream Girl Massage 130 Botany Road	<p>Open Monday to Sunday 10am–midnight</p> <p>Equal split of customers accessing on foot and by car</p> <p>Customers Park in surrounding streets as there is no parking directly in front of business</p> <p>High reliance on visibility for foot traffic</p>	<p>Regular contact by S&CLM</p> <p>Notifications</p> <p>Doorknock</p> <p>Email updates</p> <p>Newsletter</p> <p>24-hour community information line</p>	50m

Business	Operations/requirements	Communication Management Strategy	Site proximity
Dermal Boutique 130 Botany Road	Open Tuesday to Saturday 9am – 4pm Customer Park in surrounding streets	Regular contact by S&CLM Notifications Doorknock Email updates Newsletter 24-hour community information line	50m
Mr Toast Café 132 Botany Road	Open Monday to Saturday 6.30am–3.30pm Deliveries received between 5.30am–11.30am via Buckland Street Busiest times are 8am–10am and 12pm–2pm High reliance on visibility with most customers accessing on foot	Regular contact by S&CLM Notifications Doorknock Email updates Newsletter 24-hour community information line	50m
Style Timber Flooring 133 Botany Road	Open weekdays and weekends Sales office only Courier deliveries No issues with site	Regular contact by S&CLM Notifications Doorknock Email updates Newsletter 24-hour community information line	50–55m
Lekker Bikes 136 Botany Road	Open Monday to Friday 10am – 6pm, Saturday 10am – 5pm and Sunday 10am – 4pm No issues with site	Community notifications Doorknock Newsletter 24-hour community information line	50–55m
Darkstar Digital 3/138 Botany Road	Online screen print business Open Monday to Friday 6am–6pm Frequent deliveries via both front entrances on Botany Road and rear entrance Truck deliveries between 11am–2pm Customers visit by appointment only	Notifications Doorknock Email updates Newsletter 24-hour community information line	50m

Business	Operations/requirements	Communication Management Strategy	Site proximity
Alexandria Vet Hospital AMS 1/138–142 Botany Road	Open Monday to Friday 8am–8pm, Saturday 9am–5pm and Sunday 1.30pm–5pm	Notifications Doorknock Email updates Newsletter 24-hour community information line	50m
Dens in Dente Dental Care 2/138–142 Botany Road	Open Monday to Friday 8am–8pm, Saturday and Sunday 8am–4pm Deliveries via Botany Road Busiest between October and December Customers access by car, foot, and public transport	Notifications Doorknock Email updates Newsletter 24-hour community information line	50m
Hargrave Motor Repairs 144 Botany Road	Monday to Saturday 8am–4pm No issues with site work	Notifications Doorknock Newsletter	50–55m
FBI Radio and associate stations Corner Botany and Henderson roads	Community radio station Concerned about noise and vibration	Regular contract with S&CLM Notifications Doorknock Email updates Newsletter 24-hour community information line	50m
Cope Street			
Aztec Office National 176–178 Cope Street	Sales and repair centre Open Monday to Friday 8am–6pm Frequent deliveries via Cope Street Busiest times are frequent courier deliveries between 10.30am–3.30pm and during school holidays Customers travel by car and park onsite	Notifications Doorknock Email updates Newsletter 24-hour community information line	50m
Wellington Street			
Ethnic Communities Council 223 Wellington Street	Day operations only Occasional board meeting in the evenings	Notifications Email updates Newsletter 24-hour community information line	50m

Business	Operations/requirements	Communication Management Strategy	Site proximity
Vental 116 Wellington Street	Office and warehouse Standard business hours No issue with site work	Notifications Doorknock Email updates Newsletter 24-hour community information line	55m
Henderson Road			
Australian Railway Historical Society 7 Henderson Road	Weekdays and weekends Offers light meals Library and reading space available No issues with worksite	Regular contact by S&CLM Notifications Doorknock Email updates Newsletter 24-hour community information line Online forum	50m
Beauty Avenue 11 Henderson Road	Weekdays and weekends No issues with worksite	Notifications Email updates Newsletter 24-hour community information line Online forum	50–55m
Lord Raglan Hotel 12 Henderson Road	Weekdays and weekend till late Owner of Abbott Hotel No issues with worksite Currently closed due to fire damage	Notifications Email updates Newsletter 24-hour community information line Online forum	50–55m

12.9 Business management construction complaints escalation

All complaints management will follow the complaints handling protocols in section 10. Any matters not able to be resolved through the WMQ complaint's resolution process will be escalated to Sydney Metro.

13 Homeless Communities and Rough Sleepers

The WMQ is located within an area where vulnerable and homeless people live, with the city investing millions to fund services to reduce homelessness.

A diverse range of construction hours and activities will be carried out across the site and some activities have the potential to affect homeless people and rough sleepers at different times and to varying degrees.

The S&CLM has previous experience with the locality and neighbouring communities. The team will work with City of Sydney Council to reduce site impacts, as well as support those experiencing homelessness, treat them respectfully, and not discriminate against individuals based on their homeless status.

The S&CLM engage regularly with local services in the area, Mission Australia, Oz Harvest Counterpoint, Sydney Local Health District and NSW Police to support locals affected by homelessness and mental health. Relevant information and awareness are passed on to project team and workers.

13.1 Community programs

The S&CLM recognises the importance of community engagement and consultation for the project's success. During the WMQ delivery, the S&CLM will actively engage with local schools and community services to create educational opportunities for students to learn about the industry. This initiative aims to foster engagement and encourage students to pursue subjects related to science, technology, engineering, and mathematics (STEM). Additionally, the S&CLM will represent the WMQ team at community events to provide regular updates and support to the local community throughout the construction process.

14 Training and Inductions

An inclusive site induction will be prepared for the WMQ, incorporating project overview, environmental, safety and community requirements.

All team members, contractors and subcontractors will undertake the Sydney Metro Orientation Training (SMOT) and Waterloo site induction. The induction will focus on:

- stakeholder engagement and obligations
- incident management
- use of social media
- how to manage community enquiries and/or complaints
- media and government enquiries received by site personnel.

15 Milestones and Events Collaboration with Sydney Metro

Sydney Metro City & Southwest is a high-profile project of considerable interest to a broad range of audiences. The S&CLM will support Sydney Metro with the coordination and management of events, site visits, media or promotional activities associated with the WMQ.

These events and activities will promote the WMQ and highlight the associated key features and benefits. They will:

- build awareness of the Sydney Metro City & Southwest and WMQ
- be scheduled in advance to support media and publicity timeframes
- be delivered safely and professionally.

The S&CLM will work with Sydney Metro and provide support during the planning and delivery of milestone events by providing access, escorts, and site inductions for an event.

The media and event meeting with Sydney Metro will provide the forum to identify and plan key elements for milestone events, such as the most appropriate entrance, viewing or site location, and support infrastructure such as facilities and power. Milestone events may be attended by VIP visitors such as members of parliament, media, Transport for NSW and Sydney Metro representatives, or key stakeholders.

16 Monitoring and Reporting

Communications and stakeholder engagement activities will be monitored to ensure they continue to be applicable and effective. A six-monthly review will be carried out to refine this plan and incorporate any lessons learnt into the strategy.

We will review stakeholder and community feedback registered within the CMS, including contact via the 1800 number, email, face-to-face contact, and feedback forms at events. This review will identify trends, key issues and sentiment and use this information to improve any communication tools.

CMS will be used to register stakeholder engagement including enquiries, complaints, and their resolution. The database can generate a wide range of real-time daily, weekly, or monthly reports that highlight response times, levels of stakeholder satisfaction and any developing trends or issues with the project.

17 Compliance Matrix

17.1 Conditions of Approval – CSSI

Critical State Significant Infrastructure (CSSI) approval documents relating to the integrated station development (ISD) can be found at the NSW Department of Planning, Housing and Infrastructure Major Projects website.

Table 7 - Critical State Significant Infrastructure (CSSI) Conditions of Approval

Condition	Requirements	Reference
B1	A Community Communications Strategy must be prepared to facilitate communication between the Proponent, and the community (including relevant councils, adjoining affected landowners and businesses, and others directly impacted by the CSSI), during the design and construction of the CSSI and for a minimum of 12 months following the completion of construction of the CSSI	Section 3
B2	The Community Communications Strategy must:	Appendix A
	(a) identify people or organisations 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 CSSI;	Section 11
	(c) identify opportunities to provide accessible information regarding regularly updated site construction activities, schedules and milestones at each construction site including use of construction hoardings to provide information regarding construction, specific to the location;	Section
	(d) identify opportunities for the community to visit construction sites (taking into consideration workplace, health, and safety requirements);	Section 8
	(e) involve construction personnel from each construction site in engaging with the local community	Section 8
	(f) provide for the formation of issue or location-based community forums that focus on key environmental management issues of concern to the relevant community(ies) for the Critical State Significant Infrastructure;	Section 8
	(g) set out procedures and mechanisms:	
	i. through which the community can discuss or provide feedback to the Proponent.	Section 8
	ii. through which the Proponent will respond to enquiries or feedback from the community; and	Section 10
	iii. to resolve any issues and mediate any disputes that may arise in relation to environmental management and delivery of the CSSI	
B3	The Community Communications Strategy must be submitted to the Secretary for approval no later than three months from the date of this approval or one (1) month before commencement of any work, whichever is the later	This Strategy Section 4
B4	Work for the purposes of the CSSI must not commence until the Community Communications Strategy has been approved by the Secretary, or within another timeframe agreed with the Secretary	This Strategy Section 4
B5	The Community Communications Strategy, as approved by the Secretary, must be implemented for the duration of the work, and for 12 months following the completion of construction	Section 4
B6	A Complaints Management System must be prepared before the commencement of any works in respect of the CSSI and be implemented and maintained for the duration of works and for a minimum for 12 months following completion of construction of the CSSI.	Section 4 Section 10

Condition	Requirements	Reference
B7	<p>The Complaints Management System must include a Complaints Register to be maintained recording information on all complaints received about the CSSI during the carrying out of any works associated with the CSSI and for a minimum of 12 months following the completion of construction. The Complaints Register must record the:</p> <ul style="list-style-type: none"> (a) number of complaints received. (b) number of people affected in relation to a complaint; and (c) nature of the complaint and means by which the complaint was addressed and whether resolution was reached, with or without mediation. 	Section 10
B8	The Complaints Register must be provided to the Secretary upon request, within the timeframe stated in the Request	Section 6
B9	<p>The following facilities must be available within one (1) month from the date of this approval and for 12 months following the completion of construction and appropriately broadcast to collect community enquiries and complaints:</p> <ul style="list-style-type: none"> (a) a 24-hour telephone number for the registration of complaints and enquiries about the CSSI; (b) a postal address to which written complaints and enquires may be sent; (c) an email address to which electronic complaints and enquiries may be transmitted; and (d) place-based community manager for each of the station locations available to meet with community members on request. 	Section 4 Section 6 Section 11
B10	The telephone number, postal address and email address required under Condition B9 of this approval must be published in a newspaper circulating in the local area and on-site hoarding at each construction site before commencement of construction and published in the same way again before commencement of operation. This information must also be provided on the website required under Condition B15 of this approval.	Section 11
B11	A Community Complaints Commissioner that is independent of the design and construction personnel must be nominated by the Proponent, approved by the Secretary, and engaged during all works associated with the CSSI. The nominated Community Complaints Commissioner must be submitted to the Secretary for approval within one month of the date of this approval or within another timeframe agreed with the Secretary.	Section 6 Section 10
B12	The role of the Community Complaints Commissioner is to follow up on any complaint where a member of the public is not satisfied by the Proponent's response. Any member of the public that has lodged a complaint which is registered in the Complaints Management System identified in Condition B6 may ask the Community Complaints Commissioner to review the Proponent's response. The application must be submitted in writing and the Community Complaints Commissioner must respond within 28 days of the request being made or other specified timeframe agreed between the Complaints Commissioner and the member of the public.	Section 6
B13	<p>The Community Complaints Commissioner will:</p> <p>review the Proponent's unresolved disputes between the project and members of the public if the procedures and mechanisms under Condition B2(g)(iii) do not satisfactorily address complaints; and make recommendations to the Proponent to satisfactorily address complaints, resolve disputes or mitigate against the occurrence of future complains or disputes.</p>	Section 6
B14	The Community Complaints Commissioner will not act before the Proponent has provided an initial response to a complaint and will not consider issues such as property acquisition where other dispute processes are provided for in this approval, or clear government policy and resolution processes are available, or matters which are not within the scope of the CSSI.	Section 6

Condition	Requirements	Reference
B15	A website providing information in relation to the CSSI must be established before commencement of works and maintained for the duration of construction, and for a minimum of 12 months following the completion of construction or other timeframe as agreed with Secretary. The following up-to-date information (excluding confidential, private, and commercial information) must be published prior to the relative works commencing and maintained on the website or dedicated pages.	Section 3
	Information on the current implementation status of the CSSI; A copy of the documents listed in Condition A1 and Condition A2 of this approval, and any documentation relating to any modifications made to the CSSI or the terms of this approval; A copy of this approval in its original form, a current consolidated copy of this approval (that is, including any approved modifications to its terms), and copies of any approval granted by the Minister to a modification of the terms of this approval; A copy of any Environment Protection Licence required and obtained in relation to the CSSI; and A current copy of each document required under the terms of this approval and any endorsements, approvals or requirements from the ER and Secretary, all of which must be published before the commencement of any works to which they relate or before their implementation.	Section 3
E101	Before commencement of permanent built surface works and/or landscaping, the Proponent must prepare Station Design and Precinct Plans (SDPP) for each station. The SDPP must be prepared by a suitably qualified and experienced person(s), in collaboration and consultation with relevant stakeholders including but not limited to relevant council(s), UrbanGrowth NSW, the Department, Chambers of Commerce and the local community. The SDPP(s) must present an integrated urban and place making outcome for each station or end state element. The SDPP(s) must be approved by the Secretary following review by the Design Review Panel and before commencement of permanent aboveground work.	Section 12

17.2 Conditions of approval over station development (OSD CoA)

State Significant Development approval (SSD) documents relating to the over station development can be found at the NSW Department of Planning, Housing and Infrastructure Major Projects website. These include:

- Waterloo Metro Quarter OSD – Southern Precinct SSD 10437
 - Waterloo Metro Quarter OSD – Southern Precinct SSD 10437 MOD-3
- Waterloo Metro Quarter OSD – Basement SSD 10438
- Waterloo Metro Quarter OSD – Central Precinct SSD 10439
- Waterloo Metro Quarter OSD – Northern Precinct SSD 10440
- Waterloo Metro Quarter OSD – Amending SSD 10441

Table 8 – Conditions of Approval - Waterloo Metro Quarter over station development

Condition	Requirements	Reference
C13	Prior to the commencement of works, the Applicant must either:	This Strategy Section 3

Condition	Requirements	Reference
	<p>(a) amend, or prepare an addendum to, the Community Consultation Strategy (CCS) applicable to the CSSI approval (CSSI 7400) to apply to the development; or</p> <p>(b) prepare a CCS for the development, independent of the CCS applicable to the CSSI approval, 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 CCS for the development must:</p> <p>(i) identify people to be consulted during the design and construction phases;</p> <p>(ii) set out procedures and mechanisms for the regular distribution of accessible information about or relevant to the development;</p> <p>(iii) provide for the formation of community-based forums, if required, that focus on key environmental management issues for the development;</p> <p>(iv) set out procedures and mechanisms:</p> <ul style="list-style-type: none"> • through which the community can discuss or provide feedback to the Applicant; • through which the Applicant will respond to enquiries or feedback from the community; and • 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. 	
C14	The CCS must be submitted to the Planning Secretary for approval no later than one month before the commencement of construction.	This Strategy Section 3 Appendix B
C15	Construction must not commence until the CCS has been approved by the Department of Planning, Housing and Infrastructure Secretary, or within another timeframe agreed with the Secretary.	This Strategy Section 3 Appendix B
C16	The CCS, as approved by the Planning Secretary, must be implemented for a minimum of 12 months following the completion of construction.	This Strategy Section 3
D3	<p>HOURS OF CONSTRUCTION</p> <p>D3. Construction, including the delivery of materials to and from the site, may only be carried out between the following hours:</p> <p>(a) between 7am and 6pm, Mondays to Fridays inclusive; and</p> <p>(b) between 7:30am and 6pm, Saturdays.</p>	This Strategy Section 8.3
D4	Except as permitted in Condition D5, no work may be carried out on Sundays or public holidays.	This Strategy Section 8.3
D5	<p>Work/activities may be undertaken outside of the hours specified in Conditions D3 and D4 under the following circumstances:</p> <p>(a) if required by the Police or a public authority for the delivery or removal of vehicles, plant or materials, or (b) in an emergency to avoid the loss of life, damage to property or to prevent environmental harm, or (c) if a relevant utility service operator has advised the Applicant in writing that carrying out the works and activities would result in a high risk to the operation and integrity of the utility network, or (d) concrete pours or finishing works may finish after 6pm and no later than 10pm Monday to Friday on a maximum of two occasions per calendar month, or</p> <p>(e) hoist and crane climbing or dismantling between 8am and 5pm on Sunday for a maximum of two Sundays over the duration of the project where it can be demonstrated that the work cannot be undertaken during the standard construction hours in Condition D#, or</p> <p>(f) internal fit-out and services installations/commissioning up to 24 hours a day (excluding Sunday and</p>	This Strategy Section 8.3

Condition	Requirements	Reference
	public holidays) behind a closed façade capable of achieving a minimum of 30dB(A) noise reduction from the equipment used and subject to the use of the goods lifts only	

Appendix A – Stakeholder Analysis and Communication Tools

Table 9 - Stakeholder analysis and communication tools

Stakeholder	Interest	Tools	Indicative timing
Government (elected)			
NSW Premier Minister for Transport	Successful project delivery	Briefings via Sydney Metro	Ongoing as required
Minister for Planning and Public Spaces	Project planning approval compliance	Briefings via Sydney Metro	Ongoing as required
Minister for Energy and Environment	Effective management of environmental or heritage impacts	Briefings via Sydney Metro	Ongoing as required
State Member for Heffron Federal Member for Sydney	Community consultation during planning stages Constituents experiencing impacts during construction	Briefings via Sydney Metro	Ongoing as required
State government (departments, agencies, corporations)			
Department of Planning, Housing and Infrastructure	Project planning approval compliance	Briefings via Sydney Metro	Ongoing as required
Transport for NSW including Roads and Maritime Services	Successful project delivery Impacts on road network Approval's compliance	Meetings, briefings, and reporting Traffic and Transport Liaison Group Contractor interface meetings	Ongoing as required
NSW Environment Protection Authority	Managing environmental and heritage impacts of construction works	CEMP consultation Reporting, as required	Ongoing as required
Home NSW	Consultation during development of over station development Environment Impact Statement Consultation during construction in relation to impact to Waterloo Housing Estate Construction impacts to Waterloo Housing Estate residents	Monthly interface meetings, briefings, and reporting Attendance at Waterloo Redevelopment Group Meetings	Ongoing as required

Stakeholder	Interest	Tools	Indicative timing
Utility stakeholders: Ausgrid Endeavour Energy Sydney Water Jemena Telco providers	Impacts on existing infrastructure Consultation for access to and protection of services Emergency work	Interface agreements Written correspondence Notification of planned and emergency work	During design stages and ongoing as required
Emergency services	Impacts on roads Emergency access Incident response	Written correspondence Updates via Traffic and Transport Liaison Group	Ongoing as required
Media			
TV, print, radio, online, industry publications	Project status Project milestones Local interest pieces Industry news Construction activities	Via Sydney Metro	Ongoing as required
Local government			
City of Sydney	Over-station development application Impacts on council infrastructure/facilities/events Impacts on constituents e.g., traffic, dust, noise, vibration Effective engagement including homeless communities Approval's compliance	Briefings via Sydney Metro Development application lodgement consultation/ submission Participate in Traffic and Transport Liaison Group Regular progress updates Notifications Newsletters	Ongoing as required
Local community			

Stakeholder	Interest	Tools	Indicative timing
Traditional Owners, leaders, and Indigenous community groups	Preserving cultural landscape Archaeological findings Ongoing consultation Aboriginal participation across whole of project	One-to-one meetings Newsletters Email updates Ongoing Metro Quarter consultation during design, placemaking and wayfinding strategy Yarns with Elders	Ongoing as required
Waterloo Congregational Church	Disruption to church services Impacts e.g., noise, vibration, dust, traffic Property protection Pedestrian and vehicle access and changes Precinct integration and landscaping	Pre- and post-construction property visual survey Regular progress updates Notifications Newsletters Ongoing detailed design meetings in relation to church operations and impacts	During design stages, and ongoing as required
Sensitive receivers	Impacts e.g., noise, vibration, dust, traffic Property protection Pedestrian and vehicle access and changes Construction fatigue	One-on-one meetings Regular progress updates Notifications Newsletters 24-hour community information line Development application public exhibition	Before work starts and ongoing as required

Stakeholder	Interest	Tools	Indicative timing
Residents nearby	Impacts e.g., noise, vibration, dust, traffic Property protection Pedestrian and vehicle access and changes Construction fatigue Project progress	One-on-one meetings, community information sessions, doorknocks Out-of-hour works notification distributed to 200m Day work notifications distributed to 100m Newsletter distributed to 500m Signage 24-hour community information line Email updates Development application public exhibition	Before work starts and ongoing as required
Businesses nearby Refer to Business Management chapter for more detail	Impacts e.g., noise, vibration, dust, traffic Property protection Pedestrian and vehicle access and changes Construction fatigue Project progress Minimise disruption to business	One-on-one meetings, community information sessions, doorknocks Out-of-hour works notification distributed to 200m Day work notifications distributed to 100m Newsletter distributed to 500m Signage 24-hour community information line Email updates Development application public exhibition	Before work starts and ongoing as required
Local community groups e.g. Waterloo Connect Inner City Alexandria Resident's Action Group RedWatch	Impacts e.g., noise, vibration, dust, traffic Property protection Pedestrian and vehicle access and changes Construction fatigue Project progress	Email updates Newsletter Development application public exhibition Presentations and updates, as required	Before work starts and ongoing as required

Stakeholder	Interest	Tools	Indicative timing
Waterloo Redevelopment Group	Impacts e.g., noise, vibration, dust, traffic on tenants Property protection Pedestrian and vehicle access and changes Construction fatigue Project progress	Email updates Newsletter Notifications Attendance at Waterloo Redevelopment Group Meetings Presentations and updates, as required	Before work starts and ongoing as required
General public/road users Visitors to the area/business customers Taxis, couriers, transport operators/users	Traffic changes Pedestrian and vehicle access	Signage Traffic and Transport Liaison Group Sydney Metro website Advertisements Sydney Coordination Office	As required before changes

**Appendix B – Department of Planning,
Housing and Infrastructure approval
letters**

Ryan Thomas
Project Director
Mirvac
Level 28/200 George Street
Sydney, NSW, 2000

13/12/22

Subject: Southern Precinct Detailed Design SSDA – Waterloo Metro Quarter

Dear Mr Thomas,

I refer to your submission dated 22 November 2022, requesting approval of the Waterloo Metro Quarter Community Communication Strategy Station Construction and Over Station Development (the CCS) (revision 5.1, 5 December 2022). I also acknowledge your response to the Department's review comments and request for additional information.

The Department has carefully reviewed the document and is satisfied that it has been prepared in accordance with the requirements of the conditions of approval SSI 7400 and conditions of consent SSD 10437.

Accordingly, as nominee of the Planning Secretary, I approve the CCS (revision 5.1, 5 December 2022).

You are reminded that if there are any inconsistencies between the CCS and the conditions of approval, the conditions prevail.

Please ensure you make the document publicly available on the project website at the earliest convenience.

If you wish to discuss the matter further, please contact Ellena Tsanidis at ellena.tsanidis@planning.nsw.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read "Grant Rokobauer".

Grant Rokobauer
Acting Team Leader – Rail
Infrastructure Management

As nominee of the Planning Secretary

Ryan Thomas
Project Director
Level 28/200 George Street
Sydney, NSW, 2000

13/12/22

Subject: Waterloo Metro Quarter – Basement Car Park Community Communications Strategy

Dear Mr Thomas,

I refer to your submission dated 22 November 2022, requesting approval of the Waterloo Metro Quarter Basement Car Park Community Communication Strategy (the CCS) (revision 5.1, 5 December 2022). I also acknowledge your response to the Department's review comments and request for additional information.

The Department has carefully reviewed the document and is satisfied that it has been prepared in accordance with the requirements of the conditions of approval SSI 7400 and conditions of consent SSD 10438.

Accordingly, as nominee of the Planning Secretary, I approve the CCS (revision 5.1, 5 December 2022).

You are reminded that if there are any inconsistencies between the CCS and the conditions of approval, the conditions prevail.

Please ensure you make the document publicly available on the project website at the earliest convenience.

If you wish to discuss the matter further, please contact Ellena Tsanidis at ellena.tsanidis@planning.nsw.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read "Grant Rokobauer".

Grant Rokobauer
Acting Team Leader – Rail
Infrastructure Management

As nominee of the Planning Secretary

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