

Sandstones Precinct (Education Building) 35-39 Bridge Street,
Sydney

Extension of Hours Construction Noise and Vibration
Management Plan

SYDNEY

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1 INTRODUCTION

Acoustic Logic has been engaged by Built Constructions Pty Ltd to conduct an assessment of noise impacts associated with proposed internal works of Sandstones Precinct (Education Building) located at 35-39 Bridge Street, Sydney.

Specifically, this report addresses works proposed to be conducted outside of standard construction hours. This assessment exclusively addresses the Education Building of the Sandstones Precinct; the Lands Building is not subject to the extension of hours assessment.

Noise emissions have been assessed against the acoustic criteria with reference to the City of Sydney's "Construction Hours/Noise within the Central Business District" Code of Practice (1992).

2 SITE DESCRIPTION

The Sandstones Precinct Education Building is bound by Bridge Street on the northern boundary of the site, Young Street to the East and Loftus Lane to the west.

At present, the permitted construction hours as per Condition D1 are as follows:

Hours of Work:

D1. *All work, including demolition, excavation and building work, and activities in the vicinity of the site generating noise associated with preparation for the commencement of work (e.g. loading and unloading of goods, transferring of tools etc.) in connection with the proposed development must only be carried out:*

- a) *Between 7:00am and 7:00pm on Mondays to Fridays inclusive*
- b) *Between 7:00am and 5:00pm on Saturdays*
- c) *No works must be undertaken on Sundays and Public Holidays.*

Note: works may be undertaken outside of these hours with prior written approval from the Secretary, where:

- i) *It is required by a works authorisation deed executed with the RMS, or*
- ii) *The delivery of materials is required outside these hours by the Police or occasional works are required outside these hours by other authorities, or*
- iii) *It is required in an emergency to avoid the loss of life, damage to property and/or to prevent environmental harm.*

D2. *The Applicant shall schedule rock breaking, rock hammering, sheet piling, pile driving and similar activity only between the following hours unless otherwise approved by the Secretary:*

- a) *9:00am to 12:00pm, Monday to Friday*
- b) *2:00pm to 5:00pm, Monday to Friday*
- c) *9:00am to 12:00pm, Saturday.*

Approval is sought for fitout works contained within the building shell to be 24-hours per day Monday to Sunday (ie after hours).

Works proposed to be conducted during the extended hours will be limited to work in internal areas, and only on Sandstone levels where the façade is intact (creating an enclosed space). It is not proposed to use the works/unloading zones during the extended hours period.

The proposed internal works:

- Partition Walls
- Wall Sheeting
- Painting
- Joinery
- Installation of wall and floor coverings
- Lights fitting
- Services fit off including electrical and sanitary fixtures/fittings

The hoist is located internally within the building.

As the works proposed between the 7pm to 7am period, the nearest noise sensitive development to the site are the residential developments. These residential properties are located at 38 Bridge Street, which is diagonally north of the site and at 29 Macquarie Place, located to the northwest.

Figure 1 below outlines the location of the subject site, adjacent properties and noise measurement locations.

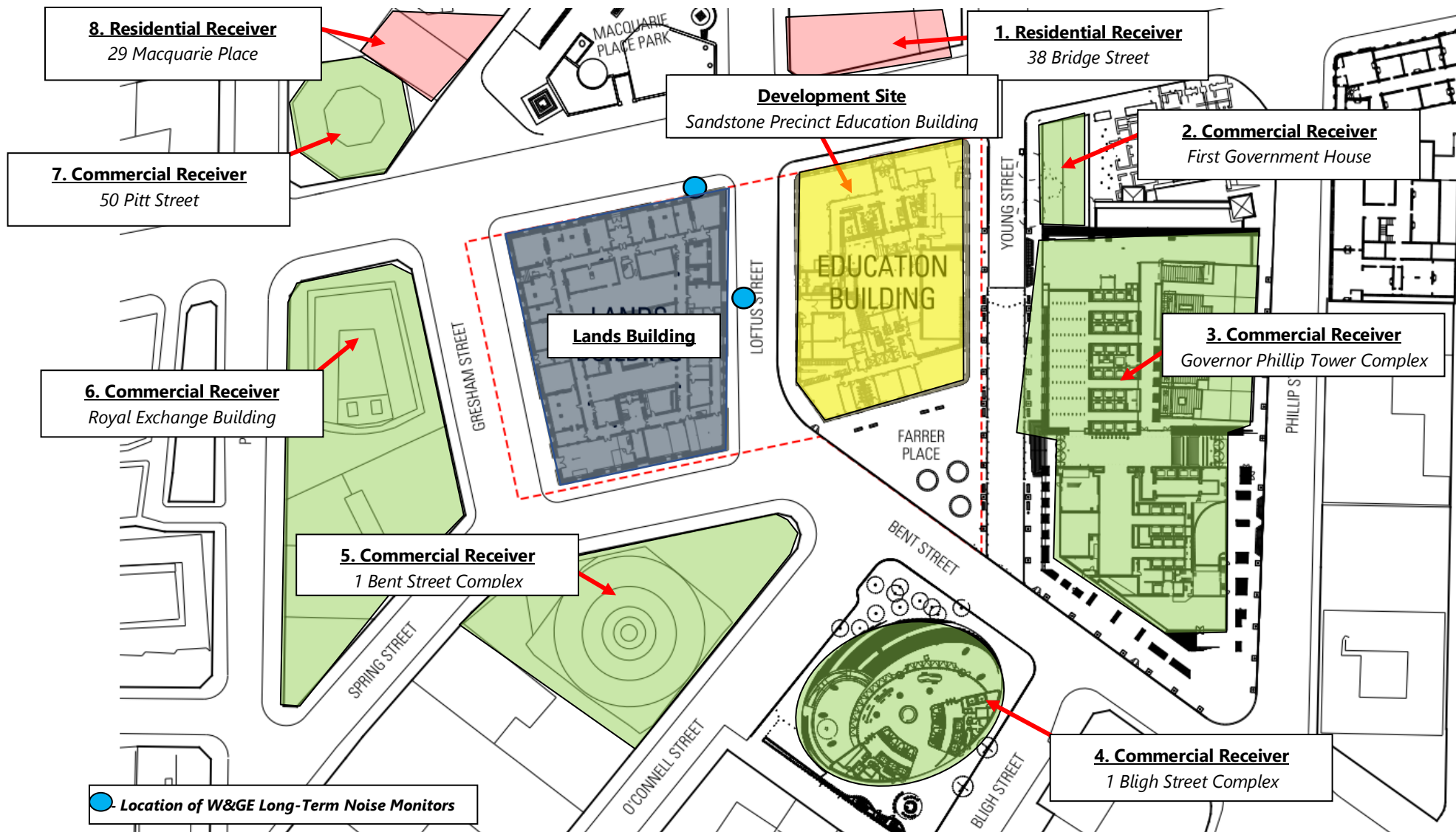


Figure 1 – Sandstones Precinct Re-Development - 23-33 & 35-39 Bridge Street

2.1 CONSTRUCTION NOISE

2.1.1 Construction Noise criteria

Criteria relating to construction noise within the City of Sydney are outlined in the City of Sydney "Construction Hours/Noise Within the Central Business District" Code of Practice (1992). Construction noise during all periods of the day as detailed in the code are as follows:

Table 1 - Categories of Working Hours and Noise Criteria

Day	Time Zone	Category	Noise Criteria
Monday to Friday	00.00 – 07.00	4	Background + 0dB(A)
	07.00 – 08.00	1	Background + 5dB(A)
	08.00 – 19.00	1	Background + 5dB(A) + 5dB(A) To be determined on a site basis
	19.00 – 23.00	2	Background + 3dB(A)
	23.00 – 24.00	4	Background + 0dB(A)
Saturday	00.00 – 07.00	4	Background + 0dB(A)
	07.00 – 08.00	1	Background + 5dB(A)
	08.00 – 17.00	1	Background + 10dB(A)
	17.00 – 23.00	2	Background + 3dB(A)
	23.00 – 24.00	4	Background + 0dB(A)
Sundays and Public Holidays	00.00 – 07.00	4	Background + 0dB(A)
	07.00 – 17.00	3	Background + 3dB(A)
	17.00 – 24.00	4	Background + 0dB(A)

In addition, Australian Standard 2436-1981 "Guide to Noise Control on Construction Maintenance and Demolition Site" has been adopted. The requirements stipulated in Section 3 of the standard will be followed.

Section 3 of AS 2436 states that care shall be taken in applying criteria that normally would be used to regulate noise emitted from industrial, commercial and residential premises to construction, particularly for those activities which are transitory and of short duration. For the control and regulation of noise from construction sites AS2436 nominates the following:

- That reasonable suitable noise criterion is established.
- That all practicable measures be taken on the building site to regulate noise emissions, including the siting of noisy static processes on parts of the site where they can be shielded, selecting less noisy processes, and if required regulating construction hours.
- The undertaking of noise monitoring where non-compliance occurs to assist in the management and control of noise emission from the building site.

Based on these criteria the following procedure will be used to assess noise emissions:

- Predict noise levels produced by typical construction activities at the sensitive receivers.
- Noise emissions will then be assessed with reference to Council's construction noise code. Noise from particular construction activities will be assessed with reference to the particular noise emission requirement for the time of day that they will be conducted.

2.1.2 Background Noise Measurements

The background noise levels surrounding the site were determined in the development proposal phase of the project and nominated in the noise impact assessments titled “*The Sandstone Precinct, Sydney – Acoustic Report, Design Development Report (Lands)*” dated 27th June 2017 (Ref: 29212-SYD-N), and “*The Sandstone Precinct, Sydney – Acoustic Report, Design Development Report (Education)*” dated 27th June 2017 (Ref: 29212-SYD-N).

The background noise levels established from the unattended noise monitoring are presented in the table below.

Table 2 - Measured Background Noise Levels - Bridge Street

Time of Day	Background Noise Level dB(A)L₉₀
Night (12am to 7am)	53

2.1.3 Construction Noise Objectives

The construction noise objectives for this assessment have been established from background noise monitoring at the site and the applicable noise emission criteria from City of Sydney Council construction noise guidelines (as per Table 1).

Table 3 - Construction Noise Objectives – 38 Bridge Street and 29 Macquarie Place

Time/Category	Criteria	Background Noise Level dB(A)L₉₀	Construction Noise Objective dB(A)L_{Av max}
12am to 7am (Category 4)	Background+0dB(A)	53	53

Noise emissions from the internal works have been assessed against the most stringent time period criterion of background L₉₀ = 0dB(A).

2.2 CONSTRUCTION VIBRATION

Vibration guidelines, both with respect to potential building damage and amenity impacts are presented below.

2.2.1 Structure Borne Vibration (Damage Criteria)

German Standard DIN 4150-3 (1999-02) provides vibration velocity guideline levels for use in evaluating the effects of vibration on structures. The criteria presented in DIN 4150-3 (1999-02) are presented in Table 4.

It is noted that the peak velocity is the absolute value of the maximum of any of the three orthogonal component particle velocities as measured at the foundation, and the maximum levels measured in the x- and y-horizontal directions in the plane of the floor of the uppermost storey.

Table 4 - DIN 4150-3 (1999-02) Safe Limits for Building Vibration

TYPE OF STRUCTURE		PEAK PARTICLE VELOCITY (mms ⁻¹)			
		At Foundation at a Frequency of			Plane of Floor of Uppermost Storey
		< 10Hz	10Hz to 50Hz	50Hz to 100Hz	All Frequencies
1	Buildings used in commercial purposes, industrial buildings and buildings of similar design	20	20 to 40	40 to 50	40
2	Dwellings and buildings of similar design and/or use	5	5 to 15	15 to 20	15
3	Structures that because of their particular sensitivity to vibration, do not correspond to those listed in Lines 1 or 2 and have intrinsic value (e.g. buildings that are under a preservation order)	3	3 to 8	8 to 10	8

Project specific vibration limits have been developed based on:

- The recommendations in Table 4.
- The vibration sources producing the highest vibration levels would not generate significant vibration at frequencies of less than 10Hz.

The recommended conservative vibration limit for the surrounding buildings is below 5mm/s PPV for the residential buildings located at 38 Bridge Street and 29 Macquarie Place.

2.2.2 Amenity Impacts.

The NSW EPA document "Assessing Vibration: A Technical Guideline" (Feb 2006) is based on the guidelines contained in BS 6472:1992 and AS2670. This guideline provides procedures for assessing tactile vibration and regenerated noise within potentially affected buildings.

The recommendations of this guideline should be adopted to assess and regulate vibration within the site.

Table 5 - Vibration Goals

		RMS acceleration (m/s²)		RMS velocity (mm/s)		Peak velocity (mm/s)	
Place	Time	Preferred	Maximum	Preferred	Maximum	Preferred	Maximum
Continuous Vibration							
Residences	Night	0.007	0.014	0.14	0.28	0.20	0.40
Impulsive Vibration							
Residences	Midnight	0.10	0.20	2.0	4.0	2.8	5.6

3 ACTIVITIES TO BE CONDUCTED AND ASSOCIATED NOISE LEVELS

Primary construction activities and the associated sound power levels are presented below. These sound power levels are then used to predict the noise level generated by the construction works at nearby development.

The noise levels presented in the above table are derived from the following sources:

- Table A1 of Australian Standard 2436-2010.
- Data held by this office from other similar studies.

Table 6 - Sound Power Levels of the Proposed Equipment

EQUIPMENT /PROCESS	SOUND POWER LEVEL dB(A)
Powered Hand Tools*	100
Materials Handling	90

*Powered hand tools include cordless hammer drills, manual tile cutter, cordless grinder, drop saw, and various hand tools.

4 CONSTRUCTION NOISE EMISSION ASSESSMENT

Construction noise can consist of structure borne noise and airborne noise:

- Structure borne noise impacts:
 - Noise from vibrating machinery (typically impact drills or similar) can generate vibration within the building structure which is in turn audible in other development that is physically connected (either other levels of the same development, or buildings that are physically connected).
 - Given that all receivers are structurally disconnected and separated by Bridge Street (and bearing in mind that the proposed activities are not high generators of vibration in any event) no further assessment of vibration impacts is necessary as all predicted vibration levels are compliant with the PPV recommendation of 5mm/s.
- Airborne Noise Impacts
 - Airborne noise from construction activities will be transmitted to nearby development (outside of the building shell). This does not rely on there being any physical connection between the buildings. Work conducted in external areas, or in internal areas when parts of the façade have been removed, have the greatest potential for noise impacts as a result of airborne noise.
 - Given neither of the above activities are proposed, the primary concern to be addressed will be noise transmitted from internal areas, through the building façade of the site, to the nearest noise sensitive development (38 Bridge Street and 29 Macquarie Place)

4.1 ASSESSMENT OF AIRBORNE NOISE

Predictions take into account:

- The typical sound power generated by the equipment/activity (Table 2).
- The distance between the activity and the noise receiver.
- The acoustic benefit provided by the building facade on site (existing heritage façade with acoustically upgraded glazing internally)

For the purpose of calculation, it is assumed that there are:

- 10 powered hand tools (in use at any one time)

These are likely to be conservatively high assumptions regarding equipment use.

Predictions at the residential façade of both 38 Bridge Street and 29 Macquarie Place.

Table 7 - Predicted Noise Levels at 38 Bridge Street (After Hours Works)

Activity	Time of Day	Predicted Noise Level dB(A) L_{av} max 15min	Construction Noise Criteria dB(A) L_{av} max 15min	Complies?
Materials Handling	Night (12am to 7am)	37dB(A)	53dB(A)	Yes
Hand tools	Night (12am to 7am)	42dB(A)	53dB(A)	Yes
Cumulative Noise Level	Night (12am to 7am)	44dB(A)	53dB(A)	Yes

Table 8 - Predicted Noise Levels at 29 Macquarie Place (After Hours Works)

Activity	Time of Day	Predicted Noise Level dB(A) L_{av} max 15min	Construction Noise Criteria dB(A) L_{av} max 15min	Complies?
Materials Handling	Night (12am to 7am)	33dB(A)	53dB(A)	Yes
Hand tools	Night (12am to 7am)	40dB(A)	53dB(A)	Yes
Cumulative Noise Level	Night (12am to 7am)	42dB(A)	53dB(A)	Yes

Noise emissions from the proposed after-hours works are predicted to comply with City of Sydney construction noise requirements.

4.2 VIBRATION IMPACTS

All receivers are structurally disconnected and separated by Bridge Street. The proposed activities are not high generators of vibration, and no further assessment of vibration impacts is necessary as all predicted vibration levels are compliant with the PPV recommendation of 5mm/s.

No vibration mitigation is warranted.

5 NOISE MANAGEMENT

5.1 NOISE MANAGEMENT RECOMMENDATIONS

Predicted noise indicate that construction noise emissions will comply with the Sydney City Council noise criteria.

To ensure ongoing compliance with construction noise limits: Site point of contact should be clearly displayed in the event of complaint from adjoining sites. In the event of complaint, procedure outlined in section 5.2 is to be adopted.

- Works must be limited to internal areas, and limited to:
 - Partition Walls
 - Wall Sheeting
 - Painting
 - Joinery
 - Installation of wall and floor coverings
 - Lights fitting
 - Services fit off including electrical and sanitary fixtures/fittings
- All work must only be conducted where the façade is intact (ie windows and doors installed and closed)
- Deliveries and waste removal or use of work zones is not permitted during the extended hours period.
- In the event of complaint, the procedures outlined in section 5.2 must be adopted.

5.2 DEALING WITH COMPLAINTS

Should ongoing complaints of excessive noise / vibration criteria occur immediate measures shall be undertaken to investigate the complaint, the cause of the exceedances and identify the required changes to work practices. In the case of exceedances of the noise / vibration limits all work potentially producing noise/vibration shall cease until the exceedance is investigated.

The effectiveness of any changes shall be verified before continuing. Documentation and training of site staff shall occur to ensure the practices that produced the exceedances are not repeated.

If a noise complaint is received the complaint should be recorded on a Noise Complaint Form. The complaint form should list:

- The name and address of the complainant (if provided);
- The time and date the complaint was received;
- The nature of the complaint and the time and date the noise was heard;
- The name of the employee who received the complaint;
- Actions taken to investigate the complaint, and a summary of the results of the investigation;
- Required remedial action, if required;
- Validation of the remedial action; and
- Setup vibration monitoring system at the location represents the nearest vibration receiver location with alarm device which can inform the project manager on site if the vibration exceedance happened.
- Summary of feedback to the complainant.

A permanent register of complaints should be held.

All complaints received should be fully investigated and reported to management. The complainant should also be notified of the results and actions arising from the investigation.

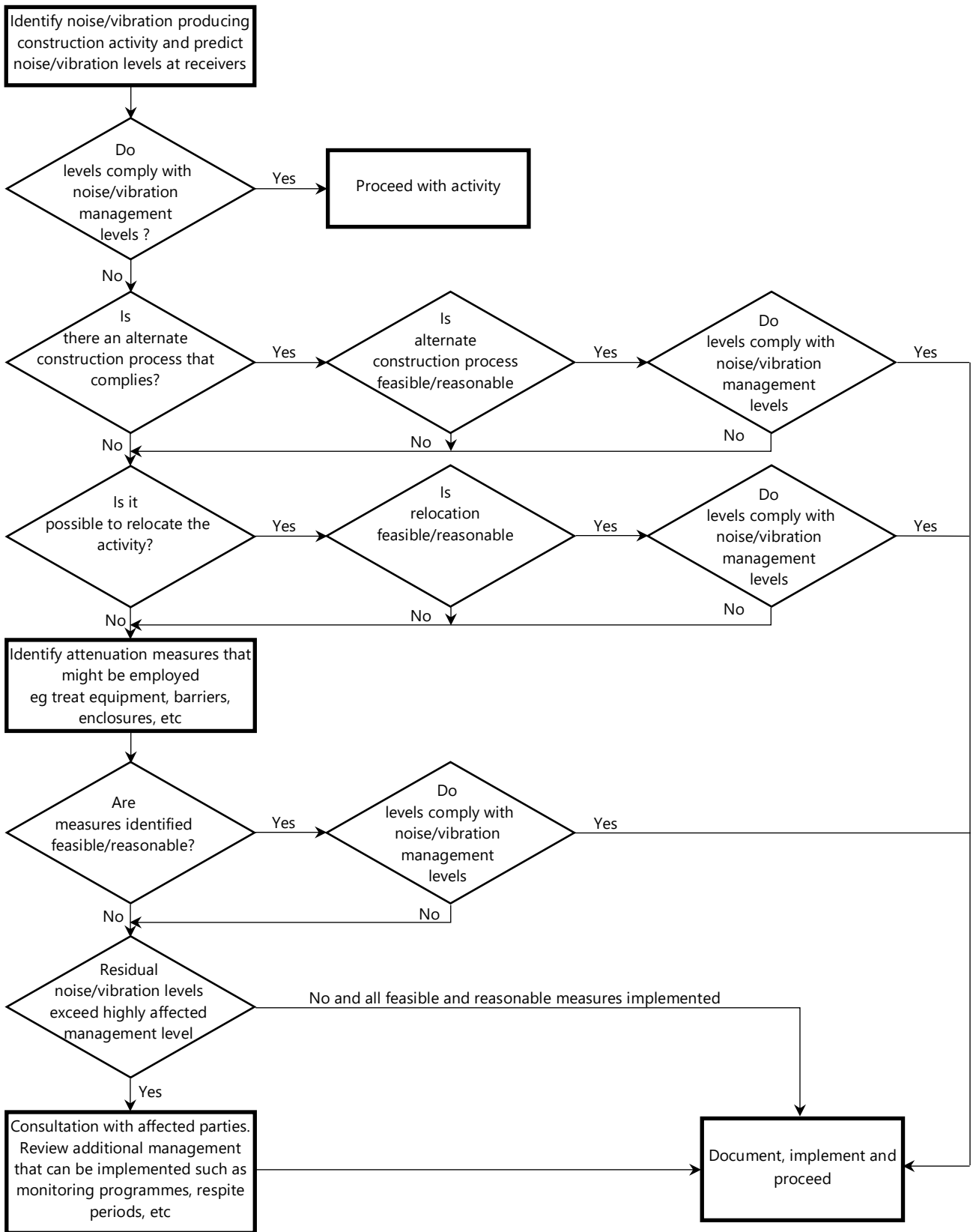
The investigation of a complaint shall involve where applicable;

- Noise measurements at the affected receiver;
- An investigation of the activities occurring at the time of the incident;
- Inspection of the activity to determine whether any undue noise is being emitted by equipment; and
- Whether work practices were being carried out either within established guidelines or outside these guidelines.

Where an item of plant is found to be emitting excessive noise, the cause is to be rectified as soon as possible. Where work practices within established guidelines are found to result in excessive noise being generated then the guidelines should be modified so as to reduce noise emissions to acceptable levels. Where guidelines are not being followed, the additional training and counselling of employees should be carried out.

Measurement or other methods shall validate the results of any corrective actions arising from a complaint where applicable. The flow chart below presented below illustrates the process that will be followed in assessing construction activities.

In addition to the above, the community liaison plan which satisfies Condition C18 is to be implemented during the proposed extension of hours works. This plan is appended to this report.



6 CONCLUSION

This report presents the assessment of noise emissions associated with the proposed after hours internal fitout works of Sandstones Precinct (Education Building) located at 35-39 Bridge Street, Sydney.

An assessment of the proposed internal after hours of work for different construction activities has been undertaken to ensure that the works will be compliant with Council's construction noise emission requirements.

Noise management recommendations are set out in section 5

Provided that the recommendations in section 5 are adopted, all works in the after hours period are predicted to comply with typical City of Sydney noise emission requirements for after hours (Category 4) construction.

We trust this information is satisfactory. Please contact us should you have any further queries.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Thomas Aubusson', written in a cursive style.

Acoustic Logic Pty Ltd
Thomas Aubusson

APPENDIX ONE

COMMUNITY LIAISON PLAN

Built.

Sandstone Precinct for Pontiac Land (Australia) Pty Ltd.

SUB-PLAN-CONSTRUCTION LIAISON COMMITTEE



Client: Pontiac Land (Australia) Pty Ltd

Contractor: Built Pty Ltd

Distribution:


Adrian Topping	Built NSW Pty Ltd	Design Manager
Ben Adams	Essence Project Management	Project Manager
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Tanya Lim	Built NSW Pty Ltd	National Brand & Marketing Manager
Stacey Morgan	Built NSW Pty Ltd	Marketing & Communications Manager

Project Estimated Commencement Date: 15/11/2018

Project Estimated Completion Date: 04/05/2021

Prepared By: Linda Armstrong

KJA Project Director – Construction


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Signature

18/10/2018
.....
Date

Approved By: Michael Hamilton
Built - Project Manager


.....
Signature

18/10/18
.....
Date

REVISION HISTORY

Revision	Date	Purpose of Issue
A		
B		
C		

REVISION APPROVALS (INTERNAL USE ONLY)

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1.0 OVERVIEW

1.1 Project Overview

Pontiac Land is bringing forward its vision for the future of the Sandstone Precinct, Sydney, which will be delivered with Built. The vision seeks to use the historic buildings, where the foundation blocks of settlement were quite literally laid, for new tourist and visitor accommodation. Substantial but sensitive improvements and alterations will give the buildings a new lease of life, creating one of the finest luxury hotels in the world at the heart of Sydney city.

The Sandstones Precinct is subject to the highest level of statutory heritage protection in NSW. The proposed redevelopment plans seek to preserve the Precinct's character by carefully protecting its historically significant features.

The final design is the culmination of more than two years of collaboration between Pontiac Land, its project team, stakeholders and expert consultants, to realise the NSW Government's vision.

The new hotel will be genuinely world class, and an outstanding asset to Sydney.

It is subject to the conditions associated with DA SSD 7484 (issued on 24 April 2018).

1.2 Project Scope

The Sandstone Precinct comprises:

- Lands Building: 23-33 Bridge Street, Sydney
- Education Building: 35-39 Bridge Street, Sydney
- Loftus Street, between Bridge Street and Bent Street

More specifically, the development consent secured by Pontiac Land enables the following:

- Demolition of recent non-heritage alterations and not state significant structures to the Lands and Education Buildings
- Over 250 hotel rooms and suites in total across the Lands and Education Buildings
- Fit out of ancillary and guest visitor facilities
- Improvements to the existing roof of the Lands Building
- Construction of a roof extension to the Education Building
- Excavation and construction of three basement levels and a subterranean link between the two buildings beneath Loftus Street
- Provision of loading bay facilities and 60 bicycle parking spaces
- Signage zones
- Landscaping

Lands Building main features:

- A carefully curated retail destination at the Bridge Street level with reinstatement of the original carriage loop, opening up this space to the city and the public
- Direct lift access to the magnificent rooftop
- Grandly proportioned heritage suites
- Strong room at the centre of the Lands Building is preserved and restored

- The iconic Clock Tower, Domes and Tempietti will be carefully restored and reinforced. The roof's curvature and geometric diagrid design takes inspiration from the building's existing roof forms, complementing the rich Victorian architecture
- The unified roof facilitates public access for the very first time. It will include a lounge area with indoor and outdoor seating, where guests can enjoy the wonders of historical architecture while overlooking the magnificent Sydney skyline. The space is also ideal for hosting events

Education Building main features:

- Main entry to the hotel from Farrer Place leading to the grand entrance and courtyard area at the heart of the building, adjoined by an elegant restaurant, lobby lounge and event salons
- The main entrance will include an upgrade and revitalization of Farrer Place, benefiting the wider surrounding area
- A contemporary roof extension that defers to the heritage sandstone façade's grandeur and beauty. The extension will resemble a faceted jewellery box, rising clean and seamlessly above the original building
- A world-class health and wellness destination with holistic lifestyle offerings including spa suites and fitness facilities
- Over 190 hotel rooms seamlessly integrated into the existing building

Both buildings celebrate the fifth façade, with new roofscapes presenting an iconic Sydney Harbour view.

2.0 BACKGROUND

2.1 Purpose of the Construction Liaison Committee

The Construction Liaison Committee (CLC) is a requirement of the development of this precinct as specified in *C18 of the Development Consent* document Section 89E of the *Environmental Planning and Assessment Act 1979*.

The CLC will be established to ensure that demolition and construction related impacts can be dealt with effectively, from a communications perspective. For clarity, these impacts can include; construction noise and vibration, loading, issues associated with construction workers and vehicles, traffic issues and management of the construction site.

The CLC is intended to establish good working relationships with local stakeholders and effective information sharing. It is important to state that it will operate as a consultative forum. It is not a decision-making or regulatory body, and government agencies will be responsible for ensuring compliancy with statutory obligations.

The intention is that the Committee will be comprised of interested parties representing potentially affected properties adjacent to and surrounding the site, and interested groups. The Committee is required to meet prior to construction to address initial matters of interest. Subsequently, Committee meetings are provisionally intended to be monthly but this may change according to the interests of the committee. This will be determined as part of the first meeting and finalisation of the Terms of Reference.

3.0 RECRUITMENT

A recruitment strategy is vital to ensuring the CLC will attract and include relevant members that are affected by and/or have an interest on the Project.

The Recruitment Strategy requires a Terms of Reference (included in Annexure 7.1), which outlines the requirements for any application to the CLC. The Terms of Reference will be applicable to the recruitment process.

The intention is that Committee members will come from a range of backgrounds, which requires different levels of engagement to maximise awareness and interest. The recruitment strategy will include:

3.1 Targeted Doorknock

Residents from the surrounding properties will be invited to apply for the CLC through a targeted doorknock. The doorknock, which will be undertaken by KJA, will be used as a way of informing those in nearby addresses (also including relevant strata and building owners) about the CLC verbally and a letter with more information will be left behind, whether or not it has been possible to speak to a person at the address in question. A template of the accompanying letter is included in Annexure 7.2

The doorknock is to include immediate neighbours in Bent Street, Loftus Street, Bridge Street, Gresham Street and Governor Phillip & Macquarie Towers. It will also include other construction projects in the vicinity.

3.2 Letter to City Of Sydney Council

The letter will be addressed to City of Sydney Council, inviting two (2) representatives to join the CLC. This may include an employee of the Council and a representative from a local committee, as determined by the Council. The format of this letter is included in Annexure 7.3.

3.3. Letter to Property NSW

This letter will be addressed to Property NSW inviting a representative to join the CLC. The format of this letter is included in Annexure 7.4.

3.4 Local Newspaper Advert

An advert will be placed in the Central Sydney newspaper. A template for the advert is included in Annexure 7.5.

4.0 APPLICATION PROCESS

All interested parties will be able to complete an application form via the website at <http://www.built.com.au/sandstone-precinct-construction-updates/>, or can request that one is mailed to them by phoning 1300 500 836 or emailing sandstones@built.com.au.

Completed application forms (refer application Annexure 6.6) will be sent directly to the Independent Chairperson, Linda Armstrong of KJA, by no later than 25 May 2018.

Successful applicants will be informed that the initial CLC meeting will occur between the 12 and 15 June, all other associated dates are contained within the mobilisation schedule (Annexure 6 of this sub-plan).

5.0 MEMBERSHIP

5.1 Membership

Built recommends a maximum of eight (8) members for the CLC. This provides scope to accommodate stakeholders of various backgrounds and levels of interest.

It is proposed that the CLC comprises the following representatives;

- 3 x business representatives from the immediate vicinity of the project (including Governor Phillip & Macquarie Towers)
- 1 x Sydney Business Chamber representative
- 2 x City Of Sydney Council – note one from a Council nominated Committee
- 1 x Property NSW representative
- 2 x community/resident representatives from the immediate vicinity of the project

5.2 Assessment Committee

All committee members will be pre-approved by an assessment committee. This is proposed to consist of representatives from Built, Pontiac Land and KJA.

The Assessment Committee will refer to the Terms of Reference when assessing the applicants and will meet after the applications close (25 May) to process the submissions.

The Assessment Committee will advise all applicants of the outcome by mail.

6.0 MOBILISATION SCHEDULE

Recruitment for the CLC requires a mobilisation schedule to cover the advertisement and application periods, and other requirements of the general recruitment process.

The Mobilisation Schedule is outlined below:

Engagement activity and Stakeholders	Details	Responsibility	Timing (2018)
Contact Details	Email, website, 1300 and PO Box need to be confirmed and provided to KJA	Built	19 April
Draft of Sub-Plan for CLC to be approved by Built	Submit Draft of Sub-Plan for CLC	KJA	20 April
Sub Plan Draft sent to Council by Built for approval	Council needs to approve the sub plan	Built/Pontiac Land	Week of 30 April
Approval required	Formal approval from Council required	Built/Pontiac Land	9 May
Advertising	Book advertising space in News section of local Central Sydney M3x4 (70mm x 262mm), Approximately \$700 + GST	KJA	9 May (KJA to confirm deadline in w/c 30 April)
Targeted door knock for surrounding residents	Stakeholders surrounding the construction site will be doorknocked and delivered a letter CLC	KJA	Week of 14 May
Send Letter to Council	Local council will receive a letter inviting for two representatives of Council to be nominated for CLC	KJA	Week of 14 May
Send letter to Property NSW	Property NSW will receive a letter inviting a representative to be nominated for the CLC	KJA	Week of 14 May
Advertisement	Application for the CLC will be advertised in local Central Sydney, M3x4 (70mm x 262mm), Approximately \$700 + GST (TBC)	KJA	Week of 14 May
Application process	Interested stakeholders will be allowed to submit their application for the CLC	KJA	Closes 25 May
Collate Applications	Applications to be submitted to Built	KJA	28 May
Confirmation of Members	Members will be confirmed after the application process. It is proposed there will be 8 members.	KJA/Built/Pontiac	30 May

Internal meeting with Built	<ul style="list-style-type: none"> To finalise the list of committee members Determine date, time and location of initial meeting 	KJA/Built/Pontiac Land	30 May
Letter sent out	<ul style="list-style-type: none"> Letters to be sent out to successful and unsuccessful applicants. Successful applicants will be informed of the time and place of the initial committee meeting 	KJA	1 June
Initial Committee Meeting	Will involve clarifying the terms of reference for the committee including purpose, size, membership, quorum, meeting frequency, duration, procedures for meetings, recording/distribution of comments and outcomes	KJA/Built/Pontiac Land	Between 12-15 June
Start of construction	Start of major works	Built	2 July

7.0 ANNEXURE

7.1 Terms of Reference

Representatives will be selected from the local community, businesses and/or stakeholder groups. Positions are also made available to City Of Sydney Council and Property NSW.

Employees or contractors of Built and their associated partners are not eligible to apply.

Community representatives must:

- Be current residents or landowners within 200m of the project site
- Are not directly related and/or in partnership with any employee or sub-contractor to Built
- Demonstrate involvement in local community groups they can represent
- Have knowledge and awareness of the project and related issues of concern to the local community
- Be able to represent and communicate the interests of the affected local community
- Must adhere to the committee's code of conduct

Business representatives

- Be a current operator and/or owner of a business within 200m of the project site
- Are not directly related and/or in partnership with any employee or sub-contractor to Built
- Will not be a supplier and/or sub contractor to Built during the duration of the Project
- Have knowledge and awareness of the project and related issues of concern to the local business community
- Be able to represent and communicate the interests of the affected local business community
- Must adhere to the committee's code of conduct

Stakeholder Group

- Be a member of a stakeholder group with an interest in the project, including an industry, community, environment or Aboriginal group
- Have knowledge and awareness of the project and related issues of concern
- Be able to represent and communicate the interests of the group or community
- Must adhere to the committee's code of conduct

7.2 Construction Liaison Committee Code of Conduct

As a condition of engagement, all members of the CLC must adhere to the following code of conduct:

Accepted behaviour

As a member to the Sandstone Precinct's CLC, I understand I will need to:

- Attend committee meetings, at dates and times set by the committee's independent chairperson
- Advise the independent chairperson in advance if I am unable to attend meetings
- Respectfully engage with other members of the Committee
- Contribute to an atmosphere of open and constructive listening
- Actively work with the members of the committee to try and constructively resolve any disputes that may arise during the committee's activities
- Ensure confidential matters handled by the committee are kept confidential, and refrain from discussing these matters with other parties outside meetings
- Not interrupt another member when they are speaking
- Not speak publicly on behalf of the committee
- Not misrepresent the views of other members of the committee outside meetings
- Immediately advise the independent chairperson during meetings of any potential or actual conflict of interest relating to matters under discussion
- Abide by the directions of the independent chairperson

I understand that if I miss three consecutive meetings I may be replaced on the Committee.

Signed Declaration:

I agree to abide by this code of conduct.

Name

Address:

Phone: Email:

Stakeholder group (if relevant):

Signature: Date

7.3 Template for Targeted Doorknock letter

[Date]

Sandstones Precinct – Community Notice

Dear neighbour,

The Sandstone Precinct, comprising the Lands and Education buildings 23 – 33 Bridge Street, Sydney, will be reinvigorated into one of the finest luxury hotels in the world.

The new precinct, across two city blocks, includes a roof extension to the Education Building and a subterranean link beneath Loftus Street. This development will, for the first time ever, make two of Sydney's most important public buildings open and accessible to the public, while preserving heritage assets that are rich in social and economic significance.

The proposed development includes:

- Retention and refurbishment of internal and external heritage features of both structures, including their grand loggias and famed sandstone facades
- A roof extension with curved glass bays on the Education Building
- A new curved steel and glass diagrid roof on the Lands Building, plus a new lift and viewing platform for its clock tower
- Over 250 rooms and suites in total across the Lands and Education Buildings, with shared luxury spa facilities, and a curated selection of shops, cafes and cultural offers

I write today to inform you that we will keep you up to date over the months ahead, as construction works are scheduled to commence early July 2018, and also about the establishment of a new Construction Liaison Committee. This committee is being created to provide an opportunity for open dialogue with representatives of the local community and businesses, and other stakeholders on matters directly relating to the Sandstones Precinct. Committee members will be given information updates on the project and provide feedback as the project progresses. The first meeting is scheduled to occur the first time between 12 and 15 June 2018.

Invitation to Join Construction Liaison Committee (CLC)

We are looking for a mix of representatives who live locally, who are members of a stakeholder group (community, environment, Aboriginal or industry), or who are part of a business within the vicinity of the project, to join the Committee. Members will be expected to contribute constructively to committee discussions, including for the first six months (June to December 2018). They should be available for monthly meetings, with the understanding that the frequency of meetings will be reassessed by the CLC in December 2018. The committee members will assist in communicating information about the development to your wider networks. The role of committee members is voluntary.

If you would like to apply, please download a copy of the relevant nomination form at <http://www.built.com.au/sandstone-precinct-construction-updates/>. Please contact Jared Ingham (j.ingham@kjassoc.com.au / 0452 661 050) at KJA for more information.

Applications must be lodged by 25 May and sent to the independent chairperson, Linda Armstrong (l.armstrong@kjassoc.com.au / 0457 736 815).

Yours sincerely

Adrian Topping
Design Director, Built

7.4 Template for Invitation Letter for Local Council

[Date]

Maria Pavlides
Stakeholder Relations Manager
City of Sydney Council

Via email to: mpavlides@cityofsydney.nsw.gov.au

Dear Maria,

Sandstones Precinct – Construction Liaison Committee

I write to update you about the above and would be very grateful if you would be able to assist, on behalf of the Council, as we work to establish the Construction Liaison Committee (CLC) referred to.

As you are aware the Sandstone Precinct, comprising of the heritage listed Lands and Education Buildings on Bridge Street, will be reinvigorated into one of the finest luxury hotels in the world. The development is being undertaken by Built Pty Ltd on behalf of Pontiac Land (Australia) Pty Ltd and is anticipated to be complete by July 2021.

Construction works are scheduled to commence early July 2018 and establishment of the Construction Liaison Committee (CLC) needs to occur prior to construction commencing.

The CLC is being created to provide an opportunity for open dialogue with representatives of the local community, local businesses and other stakeholders on matters directly relating to the Sandstones Precinct. Committee members will be given information updates on the project and provide feedback as the project progresses. The CLC will be an important forum for information sharing on this significant project. The first meeting is scheduled to occur between 12 and 15 June 2018.

We are looking for a mix of representatives who live locally, who are members of a stakeholder group (community, environment, Aboriginal or industry), or who are part of a business within the vicinity of the project, to join the Committee. Members will be expected to contribute constructively to committee discussions, including for the first six months (June to December 2018). They should be available for monthly meetings, with the understanding that the frequency of meetings will be reassessed by the CLC in December 2018. They will assist in communicating information about the Sandstones Precinct development to your wider networks.

We are seeking two nominations, a City of Sydney Council representative/employee and a representative of a local community group or Council Committee, as determined advised by the Council. **Applications must be lodged by 25 May** and sent to the independent chairperson, Linda Armstrong (l.armstrong@kjassoc.com.au / 0457 736 815).

We will be in contact shortly to discuss the above further but I enclose a copy of the CLC code of conduct, terms of reference, nomination forms and pre-paid envelopes for your information in the meantime. If you would like to discuss any of the above immediately, please contact my colleague Jared Ingham (j.ingham@kjassoc.com.au / 0452 661 050) at KJA.

Yours sincerely

Adrian Topping
Design Director, Built

Enc.

7.5 Template for Invitation Letter for Property NSW

[Date]

Brett Newman
CEO
Property NSW

Via email to: brett.newman@property.nsw.gov.au

Dear Brett,

Sandstones Precinct – Invitation to Join Construction Liaison Committee

I write to update you about the above, and in particular the Construction Liaison Committee (CLC) referred to.

The Sandstone Precinct, comprising of the heritage listed Lands and Education Buildings on Bridge Street, will be reinvigorated into one of the finest luxury hotels in the world. The development is being undertaken by Built Pty Ltd on behalf of Pontiac Land (Australia) Pty Ltd and is anticipated to be complete by July 2021.

Construction works commence are scheduled to commence early July 2018. As part of the DA conditions (SSD 7484 issued on 24 April 2018) a Construction Liaison Committee (CLC) is required to be established. The initial meeting is scheduled to occur between 12 and 15 June 2018.

The CLC is being created to provide an opportunity for open dialogue with representatives of the local community, local businesses and other stakeholders on matters directly relating to the Sandstones Precinct. Committee members will be given information updates on the project and provide feedback as the project progresses. The CLC will be an important forum for information sharing on this significant project.

We are looking for a mix of representatives who live locally, who are members of a stakeholder group (community, environment, Aboriginal or industry), or who are part of a business within the vicinity of the project, to join the Committee. Members will be expected to contribute constructively to committee discussions, including for the first six months (June to December 2018). They should be available for monthly meetings, with the understanding that the frequency of meetings will be reassessed by the CLC in December 2018. They will assist in communicating information about the Sandstones Precinct development to your wider networks.

We would like to invite a representative from Property NSW to join the CLC. **Applications must be lodged by 25 May** and sent to the independent chairperson, Linda Armstrong (l.armstrong@kjassoc.com.au / 0457 736 815).

We will be in contact shortly to discuss the above further but I enclose a copy of the CLC code of conduct, terms of reference, nomination form and pre-paid envelopes for your information in the meantime. If you would like to discuss any of the above immediately, please contact my colleague Jared Ingham (j.ingham@kjassoc.com.au / 0452 661 050) at KJA.

Yours sincerely

Adrian Topping
Design Director, Built

Enc.

7.6 Template for Local Paper Advertisement

Invitation to join the Sandstones Precinct – Construction Liaison Committee

The Sandstone Precinct, comprising of heritage listed Lands and Education Buildings on Bridge Street, will be reinvigorated into one of the finest luxury hotels in the world. The development is being undertaken by Built Pty Ltd on behalf of Pontiac Land (Australia) Pty Ltd and is anticipated to be complete by July 2021.

A Construction Liaison Committee is being created to provide an opportunity for open dialogue with representatives of the local community, local businesses and other stakeholders on matters directly relating to the Sandstones Precinct. Committee members will be given information updates on the project and provide feedback as the project progresses.

We are looking for a mix of people who live locally, who are members of a stakeholder group (community, environment, Aboriginal or industry), or who are part of a business within the vicinity of the project, to join the Committee.

Selection criteria: You will be expected to contribute constructively to committee discussions, including for the first six months (June to December 2018). You should be available for monthly meetings, with the understanding that the frequency of meetings will be reassessed by the CLC in due course. You will assist in communicating information about the Sandstones Precinct development to your wider networks.

The role of committee members is voluntary.

Construction works commence early July 2018 and the Construction Liaison Committee will meet for the first time between 12 and 15 June 2018.

If you would like to apply, please download a copy of the relevant nomination form at <http://www.built.com.au/sandstone-precinct-construction-updates/>. Please contact Jared Ingham (j.ingham@kjassoc.com.au / 0452 661 050) at KJA for more information.

Applications must be lodged by 25 May and sent to the independent chairperson, Linda Armstrong (l.armstrong@kjassoc.com.au / 0457 736 815).

7.7 Template of the Application Form

Nomination details

I would like to be a local (*tick one of the boxes below*) representative of the Sandstone Precinct Construction Liaison Committee.

- Community
- Business
- Stakeholder Group Name of Group:

I accept that selection and appointment to the committee will be subject to my:

- Being a current resident, business operator/owner or landowner within 200m of the project site
- Being able to demonstrate my involvement in local community/business groups or activities
- Having knowledge and awareness of the project and related issues of concern to the local community and/or businesses
- Being able to represent and communicate the interests of the affected local community and/or businesses
- Being willing to adhere to the committee's code of conduct
- I understand that the initial committee meeting is scheduled to occur between the 12 and 15 of June 2018 and I must attend. The initial meeting is scheduled for 1.5 hours and the time and location will be provided at time of appointment. My preferred time is (tick one)

- Daytime (9am to 5pm) Evening (5pm-8pm) Additional Comments:

You must attach a supporting letter demonstrating how you meet the criteria for membership.

Signed declaration:

If appointed to the committee, I:

- Confirm that I am aware of my responsibilities as a local community representative on the Sandstone Precinct Construction Liaison Committee
- Accept that the position is voluntary with no entitlement to remuneration
- Agree to sign and comply with the committee's code of conduct agreement
- Agree to sign a declaration of pecuniary and non-pecuniary interests and keep this declaration to date.

Name

Contact details:

Address:

Stakeholder group (if relevant):

Signature and date:

This signed nomination form and supporting letter must be sent directly to the independent chairperson of the Construction Liaison Committee. The independent chairperson's details can be found on the advertisement/letter of invitation calling for nominations.

7.8 Local Council Representative Form

Nomination details

I would like to be a local council representative for the Sandstone Precinct Construction Liaison Committee.

I accept that selection and appointment to the committee will be subject to my:

- Having knowledge and awareness of the project and related issues of concern to the local community and/or businesses
- Being able to represent and communicate the interests of the affected local community and/or businesses
- I understand that the initial committee meeting is scheduled to occur between the 12 and 15 of June 2018 and I must attend. The initial meeting is scheduled for 1.5 hours and the time and location will be provided at time of appointment. My preferred time is (tick one)

Daytime (9am to 5pm)

Evening (5pm-8pm) Additional Comments:

I understand that the initial committee meeting is scheduled to occur between the 12th and 15th of June 2018 and I must attend.

I have attached a supporting letter demonstrating how I meet the criteria for membership.

Signed declaration:

If appointed to the committee, I:

- Confirm that I am aware of my responsibilities as a local council representative on the Sandstone Precinct Construction Liaison Committee
- Accept that the position is voluntary with no entitlement to remuneration
- Agree to sign and comply with the committee's code of conduct agreement
- Agree to sign a declaration of pecuniary and non-pecuniary interests and keep this declaration to date.

Name

Contact details:

Address:

Stakeholder group (if relevant):

Signature and date:

This signed nomination form and supporting letter must be sent directly to the independent chairperson of the Construction Liaison Committee. The independent chairperson's details can be found on the advertisement/letter of invitation calling for nominations.

7.9 Property NSW Representative Form

Nomination details

I would like to be a local council representative for the Sandstone Precinct Construction Liaison Committee.

I accept that selection and appointment to the committee will be subject to my:

- Having knowledge and awareness of the project and related issues of concern to the local community and/or businesses
- Being able to represent and communicate the interests of the affected local community and/or businesses
- I understand that the initial committee meeting is scheduled to occur between the 12 and 15 of June 2018 and I must attend. The initial meeting is scheduled for 1.5 hours and the time and location will be provided at time of appointment. My preferred time is (tick one)

Daytime (9am to 5pm)

Evening (5pm-8pm) Additional Comments:

I understand that the initial committee meeting is scheduled to occur between the 12th and 15th of June 2018 and I must attend.

I have attached a supporting letter demonstrating how I meet the criteria for membership.

Signed declaration:

If appointed to the committee, I:

- Confirm that I am aware of my responsibilities as a local council representative on the Sandstone Precinct Construction Liaison Committee
- Accept that the position is voluntary with no entitlement to remuneration
- Agree to sign and comply with the committee's code of conduct agreement
- Agree to sign a declaration of pecuniary and non-pecuniary interests and keep this declaration to date.

Name

Contact details:

Address:

Stakeholder group (if relevant):

Signature and date:

This signed nomination form and supporting letter must be sent directly to the independent chairperson of the Construction Liaison Committee. The independent chairperson's details can be found on the advertisement/letter of invitation calling for nominations.