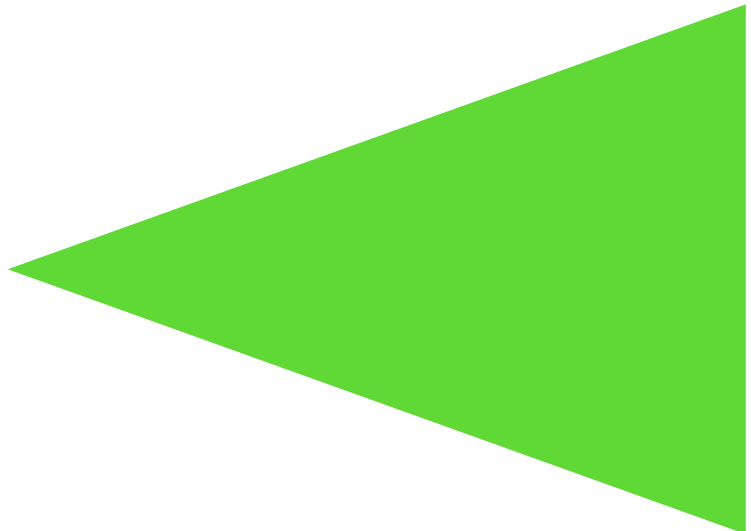




AMITY COLLEGE SCHOOL SSD 9227

PT. LOTS 1 & 2 DP 525996 No. 85 BYRON ROAD & No. 63 INGLEBURN ROAD,
LEPPINGTON, NSW

Community Communication Strategy: Early Works and Stage 1



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AMITY COLLEGE SCHOOL PROJECT SSD-9227

Community Communication Strategy: Early Works and Stage 1

Details	
Project Name	Amity College New School
Project Application Number	SSD 9227
Description of Project	New Primary School and Secondary School
Project Address	No. 85 Byron Road & No. 63 Ingleburn Road, Leppington
Proponent	Amity College
Title of Report	Amity College School SSD 9227 Community Communication Strategy
Date	June 2021



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1. Introduction

1.1 Overview

This Community Communication Strategy has been prepared by Outline Planning Consultants Pty Ltd on behalf of Amity College Australia. It outlines a proposed approach for stakeholder and community communications and engagement throughout the construction of the various approved stages of the new school campus Development Consent SSD-9227 at Leppington, to be operated by Amity College. The new school will ultimately accommodate up to 1,000 students.

This Community Communication Strategy has been prepared to meet the requirements of condition C7 of the development consent for SSD 9227 and is submitted to the Planning Secretary for information purposes only.

The focus here is on the Community Communication Strategy relating to the early works tender package (to be completed by late 2021) as well as the accelerated Stage 1 of the project (to be completed prior to school Term 1 in 2023). Further refinements will be made in regard to later stages of the project.

Due to COVID restrictions face-to-face meetings or like forums are not encouraged. The Strategy will be amended accordingly to include such forums once COVID restrictions are lifted.

The early works tender package comprises the following:

- Clearing of vegetation on the site.
- Re-shaping the site, bulk earthworks.
- Construction of sediment and erosion control devices and stormwater drainage measures.
- Excavation work including Primary School basement car park area.
- Creation of stockpiles and importation of approved fill to the site. Provision for construction parking and construction compound.

The revised Stage 1 of the School project involves accelerating Stages 1-4 of the following:

- Construction of a new Primary School building complex, fronting Pluto Avenue.
- Construction of basement car park under the Primary School building.
- Provide accommodation for up to 300 students in a new primary School building complex.
- Provide 45 car parking spaces in a basement car park.
- Provide 17 pick up/drop off area at the front of the new Primary School.
- Provision of substantial areas dedicated to open space, landscaping, and school student play areas.
- Parking area for construction compound.

The Community Communication Strategy provides mechanisms to facilitate communication between the Amity College, Camden 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 of each relevant stage. Refer to **Figures 1.1 and 1.2**.



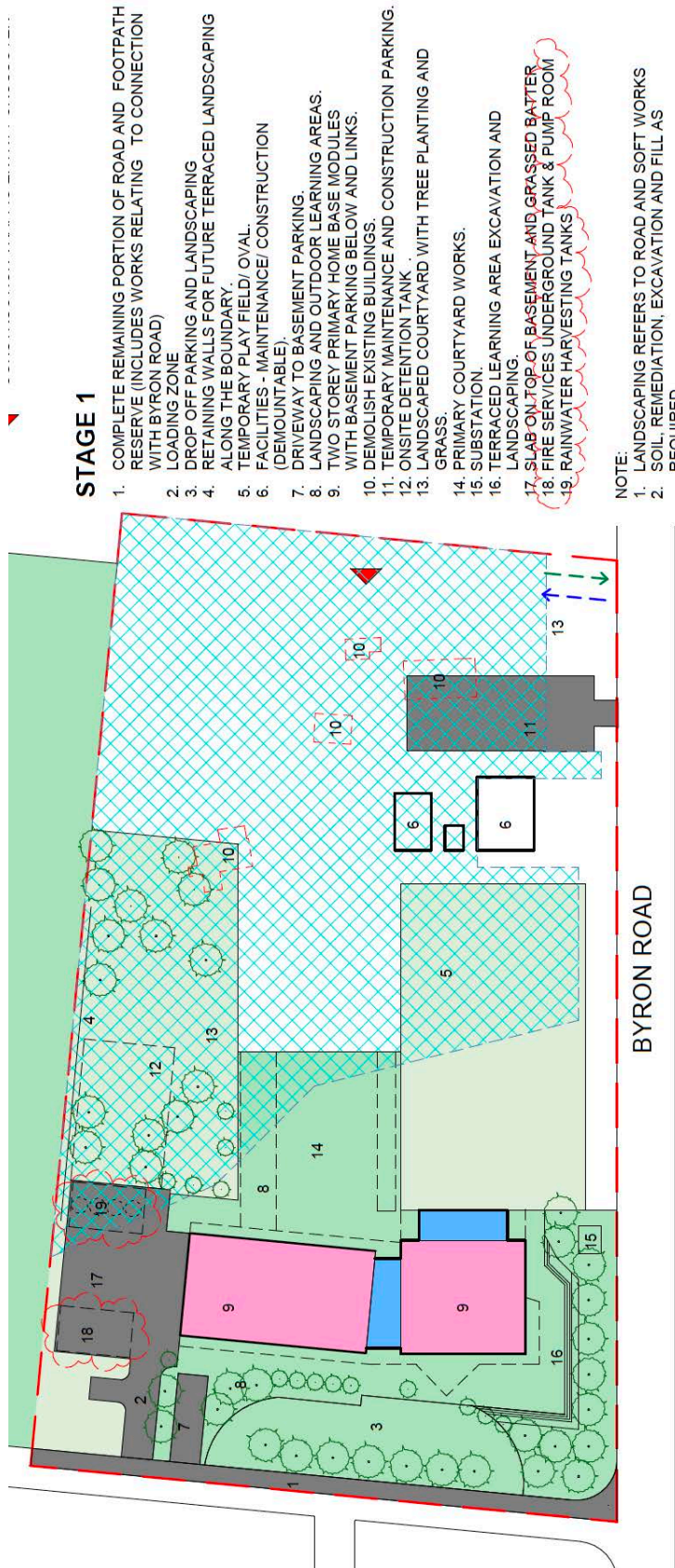


FIGURE 1.2: Accelerated Stage 1 works proposed

1.2 Features of this Community Communication Strategy

The Community Communication Strategy has the following features:

- It will be updated to include the revised scope of works prior to the commencement of works of each stage of the development and include additional communication strategies, where relevant. In this regard, the school development has been approved over a number of stages which will take 10 or more years before completion. This Strategy focuses on the early works and revised Stage 1 (basically accelerated stages 1-4) of the project.
- The Strategy identifies people to be consulted during the various stages of the Amity College school project.
- The Strategy sets out procedures and mechanisms for the regular distribution of accessible information about or relevant to the Amity College school project.
- SSD 9227 consent condition C7(d) provides for the formation of community-based forums, if required, that focus on key environmental management issues for the development.
- The Strategy sets out procedures and mechanisms:
 - through which the community can discuss or provide feedback to Amity College;
 - through which Amity College will respond to enquiries or feedback from the community; and
 - 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.
- SSD 9227 consent condition C7(f) provides that the the Strategy is to include any specific requirements around traffic, noise and vibration, visual impacts, amenity, flora and fauna, soil and water, contamination, heritage.

Community involvement does not just not stop there, as Amity College intends to not only to involve the community during the construction of the school, but also aims to allow the use of its school facilities by the community. Refer to Section 1.6 for further details.

The following Table 1.1 summarises where each of the requirements of SSD 9227 consent condition C7 are addressed in this document.

Table 1.1: Community Communication Checklist

<i>SSD 9227 condition C7 Community Communication Strategy provision</i>	<i>Where addressed in this Community Communication Strategy document</i>
<i>“a) be updated to include the revised scope of works prior to the commencement of works of each subsequent stage of the development and include additional communication strategies, where relevant”</i>	<i>Refer Section 1.1</i>
<i>“b) identify people to be consulted during the design and construction phases;”</i>	<i>Refer Section 4</i>
<i>“c) set out procedures and mechanisms for the regular distribution of accessible information about or relevant to the development;”</i>	<i>Refer Section 5</i>
<i>“d) provide for the formation of community-based forums, if required, that focus on key environmental management issues for the development;”</i>	<i>Refer Section 5</i>

FIGURE 1.2: The approved Amity College School Campus : overall layout

(Michael Siu Landscape Architects)



<p>“(e) set out procedures and mechanisms:</p> <p>(i) through which the community can discuss or provide feedback to the Applicant;</p> <p>(ii) through which the Applicant will respond to enquiries or feedback from the community; and</p> <p>(iii) to resolve any issues and mediate any disputes that may arise in relation to construction and operation of the development, including disputes regarding rectification or compensation;</p>	Refer Sections 7 & 8
<p>“(f) include any specific requirements around traffic, noise and vibration, visual impacts, amenity, flora and fauna, soil and water, contamination, heritage.”</p>	Refer Section 2.3

1.3 A Community in Transition to Urban Uses

The Community Communication Strategy will be strongly influenced by the nature of the surrounding neighbourhood and development, both now and into the future. The Amity College school site and the surrounding area forms a part of the Leppington Priority Precinct, rezoned in 2015 as a part of *State Environmental Planning Policy (Sydney Region Growth Centres) 2006*. Refer **Figure 1.3**. This rezoning not only specifically rezoned the Amity College site for the specific purpose of a school, it also set in place new zonings that would allow for the transformation of what was a rural area on the urban fringe of South-West Sydney into one accommodating up to 2,500 new homes and an population of more than 7,700 residents (Stage 1 only).

When the Amity College project was approved in July 2020 the surrounding area comprised small rural acreages with small pockets of land being developed for urban residential purposes. Since that time, a residential housing estate adjoining the school site to the south, fronting Pluto Avenue, has been developed, with further pockets of land being further developed for residential housing to the south and to the east of the Amity College school site. The message is clear: the area is being rapidly transformed into a residential housing area, with an increasing residential population surrounding the Amity College school site. Refer **Photograph 1**.

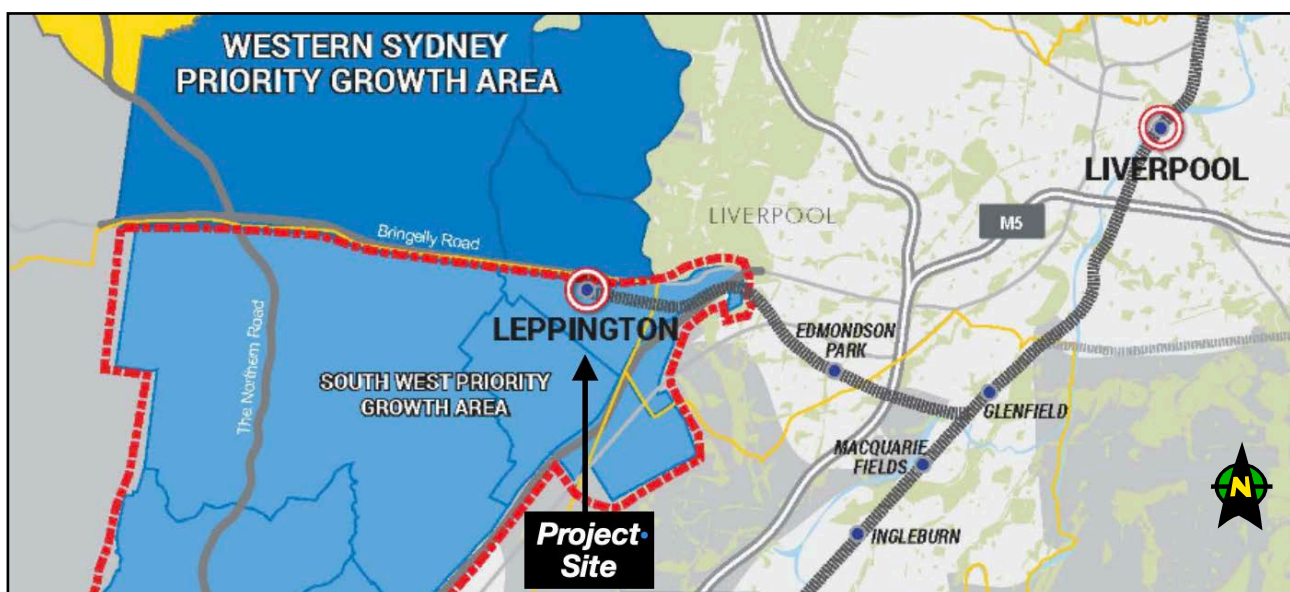


FIGURE 1.3: The Project Site is located at Leppington, in Sydney’s South West Priority Growth Area



Community Communication Strategy Amity College SSD 9227, Leppington NSW

Outline Planning Consultants Pty Ltd

Town Planners & Project Managers



PHOTOGRAPH 1: Leppington Priority Precinct is a rapidly growing urban area. When the DA was lodged for the Amity College project, in August 2019, the land adjoining to the south was a 'greenfields' site with no housing development. By the time the SSD 9227 DA was approved, in July 2020, a new housing estate was well established, sharing a common frontage with the school to Pluto Avenue. These dwellings are the most proximate to Stage 1 of the school project. (Drone photography January 2021)

Add to this the fact that at the southern end of Byron Road is another approved school campus, to be run by the Sydney Anglican Schools Corporation, with an ultimate school population of 894 students. The influence of both schools will be felt on the local community. Once the two schools are completed there will be two large school campuses located at either end of Byron Road, with Byron Road is likely to become a transport artery heavily used by school students, parents and teachers alike, with cycleways planned to run along the entire length of this road.

The above presents both challenges and opportunities in terms of devising an appropriate strategy for Amity College in communicating with this growing community.

1.4 1.4 About the Overall Amity College School Project

Amity College is building a new school at 85 Byron Road, Leppington. The project will deliver the staged construction and operation of a new kindergarten, primary school and high school, including the following:

- Construction of multiple school buildings (two to four storeys) for up to 1,000 primary and secondary students (Kindergarten – Year 12).
- Construction of two multi-purpose halls, one serving the primary school, the other serving the secondary school.
- Playing courts, open spaces and covered outdoor learning areas (COLAs).
- Library and administration block, including canteen.
- Bus bay located on Byron Road.
- On-site car parking spaces, including basement car parking for the secondary school and primary school buildings.
- Stormwater, landscaping works and external roadworks, the latter including widening of Pluto Avenue, Byron Road and construction of a new local street on the northern perimeter of the site.

Refer **Figure 1.4**, which shows the overall layout of the approved school.

NOTE: This Strategy focusses on the early works and revised Stage 1 of the project.

Designed by leading architectural firm, Gran Associates Australia, with input from specialist consultants and informed by the latest thinking in the design of modern teaching and learning spaces, the purpose-built school that will deliver a quality learning and working environment for both students and staff. This project was granted approval in July 2020 as State Significant Development SSD 9227.

Site preparation will involve site remediation followed by clearing of trees & vegetation and earthworks. The construction of the school will be carried out in stages which will result in a campus comprising buildings of variable height from two storeys on the southern side (primary school), up to three storeys for the secondary school, and a maximum of four storeys for the main administration building. These buildings will be arranged around two north facing play courtyards, opening to the north west towards a larger play area and the future recreation reserve, the latter intended to be co-shared with Council for passive and active play, linked to the school's central open space area.

The bus bay fronting Byron Road, will be constructed in an early stage of the project, capable of accommodating up to five (5) buses or four (4) coaches.

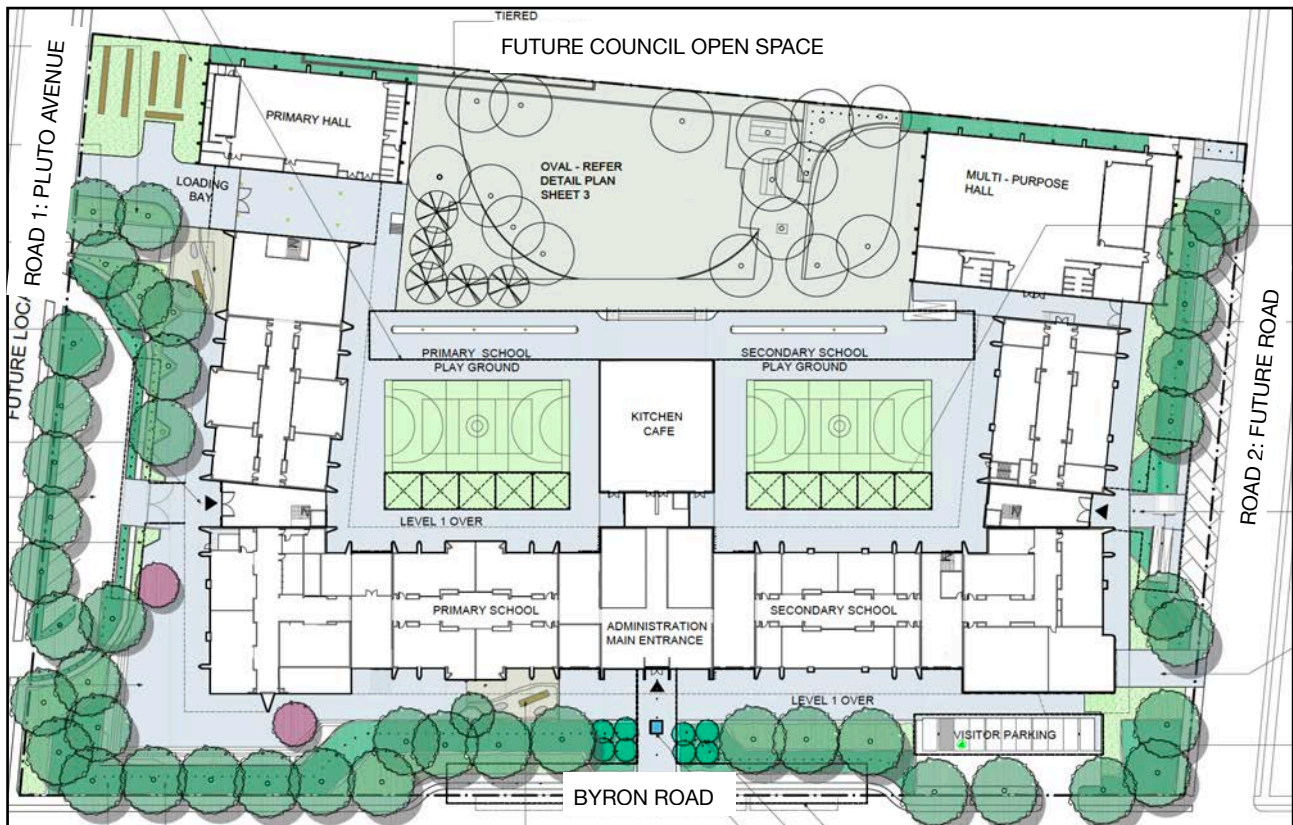


FIGURE 1.4: Approved Amity College School Project Site

(Source: Michael Siu Landscape Architects)



Vehicular access also to be available from two local roads, one that is currently partially constructed (Pluto Avenue, designated as Road 1) and one which is yet to be constructed (designated as Road 2).

Once the school development is fully developed, it will have capacity to accommodate a total of 104 on-site car parking spaces (94 basement parking spaces plus 10 drop-off spaces), plus parallel bays capable of accommodating a further 7 cars. A further 15 angled on street car parking spaces are proposed on the northern local road (Road 2).

Landscaping of the school campus incorporates formal and informal outdoor learning areas, general congregation and circulation areas, an 'inner green' and 'outer green' lawn areas, canopy shade trees, perimeter mass planting and canopy tree plantings, and seating.

The general hours of operation for the school for all stages will be between 7.00am and 9.00pm (source: the hours of operation of educational establishments as specified in Section 4.4.3 of *Camden Growth Centre Precincts Development Control Plan*). These operating hours will cover almost all school-related activities, including out-of-hours community use of school facilities.

1.5 Physical Site Address

Amity College has approval to establish a new primary and secondary school campus on land covering part Lots 1 and 2 in Deposited Plan 525996 No. 85 Byron Road and No. 63 Ingleburn Road, at Leppington (Project Site or Site).

The approved school is located approximately 39km south-west of the Sydney CBD and forms a part of the NSW Government's South West Priority Growth Area within the Camden Local Government Area. The Project Site lies approximately 1.2km away from the Leppington railway station.

Refer **Figure 1.5**.

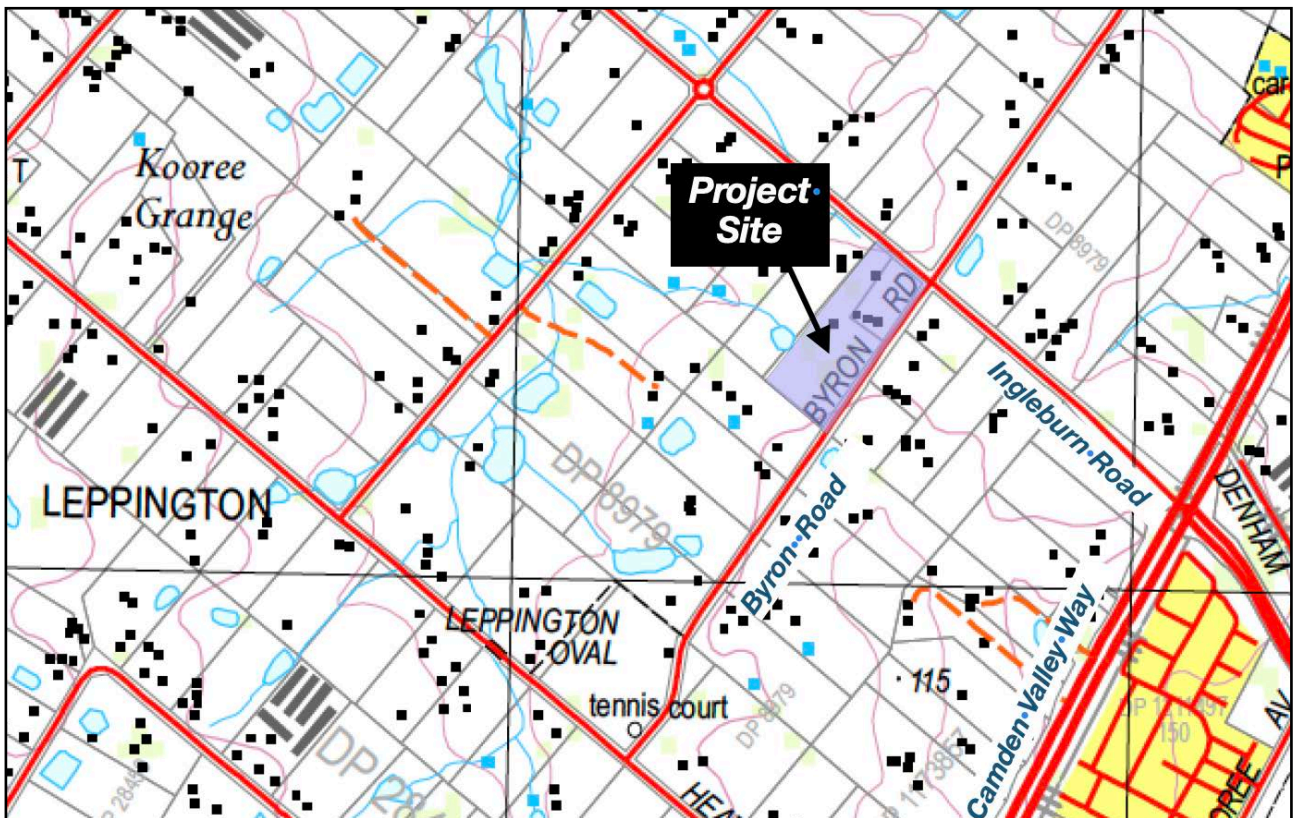


FIGURE 1.5: Location of Amity College School Project Site- shaded

(Map Base Source: excerpt Land and Property Information Liverpool 9030-2S 1:25,000 online map 1km grid)



1.6 Community Use of School Facilities

Amity College already offers the use of its facilities at its Prestons and Auburn campuses to the community- principally the use of the multi-purpose hall for sporting and exercise pursuits. A range of school facilities will be made available for use by the wider community outside of normal school hours at the proposed school campus at Leppington, as described in the EIS accompanying the development application, referred to in the issued consent.

Similar to existing arrangements at Amity College's Prestons school campus, the facilities that will be made available to individuals and groups will be only for purposes that are appropriate for a school site. Not-for-Profit organisations will receive preference in facility hire applications.

Amity College school facilities proposed for community use

The following school facilities at the Leppington campus are planned to be made available for community use (refer to **Figure 1.6**):

- Multipurpose School Hall – Secondary (main community use facility). Site 1 on Figure 1.6.
- Primary School Hall – (minimal use). Site 2 on Figure 1.6.
- Lecture Room – Secondary. Site 3 on Figure 1.6.
- Community rooms - Administration building. Site 4 on Figure 1.6.
- General Learning areas – Primary & Secondary. (Most of the primary School to be constructed in Stage 1)
- The drop off/pick up zone at the front of the primary school (Stage 1).

Other potential facilities that may also be available for hire at the School include: Cafeteria, Library, Wood Technology room, Food Technology room, and sports playground areas,

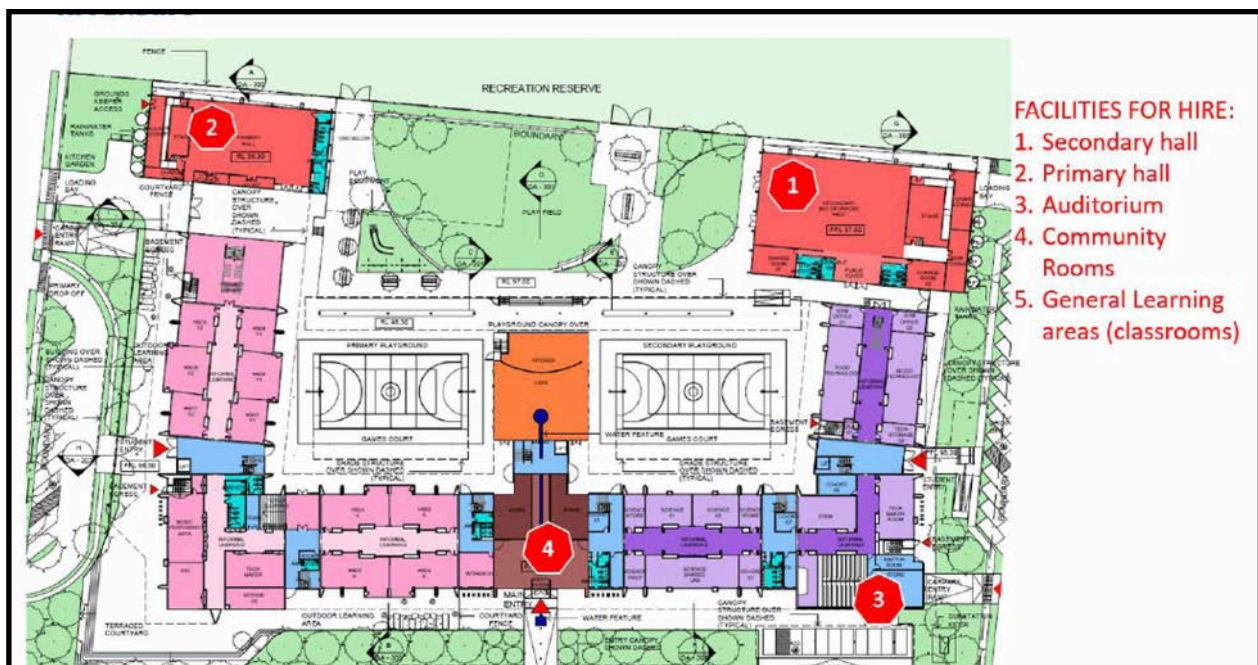


FIGURE 1.4: School Facilities Proposed for Community Use

(Source: Gran Associates Australia, architects)



Currently at both Prestons and Auburn campuses of Amity College the school halls are used by the community two evenings per week for martial arts classes, parent group sport nights one evening per week, Alumni Sports events several times a year, community lectures and professional development training days by not-for-profit local groups several times a year.

Prestons Campus has Urdu language classes on Saturday mornings and Auburn Campus has Afghan language classes on Saturday mornings run by community groups at peppercorn rents.

Criteria for use of Amity College's school facilities

School facilities can be used for any activities that are compatible with the ethos of the School. These include cultural, educational, recreational, sporting and other uses.

Educational programs must take priority when determining use. Some discretion will also need to be exercised in decision making about applications for use which appear to be incompatible with the efficient running of the school or which pose a danger to persons or property.

Respect for neighbourhood amenity

Amity College is aware of the of the school's growing residential neighbourhood. The School will be an alcohol and tobacco free environment and will not approve excessively noisy or disorderly hire activities on campus. Facility hire will be restricted to not exceed 9pm at all times. Specifically, the hours of use of school facilities used by the community will be restricted to the following times:

- Monday to Friday 6.00pm to 9.00pm.
- Saturdays 10.00am to 9.00pm.
- Sundays 12.00pm to 7.00pm.

■ 2. Community Engagement Objectives

2.1 2.1 Overview

This Community Communication Strategy has been prepared to support and enable the planning and delivery of the various approved stages of the approved Amity College SSD 9227 school project, **but in particular the early works and accelerated Stage 1 stages of the project. Further refinements will be made in regard to later stages of the project.** This Community Communications Strategy will be implemented through the construction phases of the school project, and extend for 12 months following construction completion. **Given the projected life of the project (10+ years), the local population surrounding the school is likely to significantly increase from that now existing.** Refer to Figure 2.1, showing the current extent of housing estates surrounding harmoniously with the community, Camden Council and the Department of Planning Industry and Environment throughout the completion of this school project. In particular, it has regard for the fact that residential development will, in time, surround the school site on its southern, eastern and northern flanks, with a Council open space reserve adjoining its western flanks. Amity College will undertake regular reviews and updates of the Community Communications Strategy to address any changes in the relating to the management of the project, or in response to comments and feedback by relevant stakeholders, or any other changes identified and deemed necessary as a result of the operation of the Strategy.

2.2 2.2 Community Engagement Objectives

The key objectives of Amity College's Community Communication Strategy will be to:

- Keep the local community and stakeholders informed in a timely and transparent manner about the progress with and works relating to the Amity College school project through the construction phases of the project and (12 months) beyond.
- Amity College will aim to advise neighbours of potential disturbances and provide advance notice of any major works to be undertaken on or adjoining the school site during any construction stage likely to have the potential to affect local neighbourhood amenity eg road works on Pluto Avenue in Stage 1. A recently developed residential housing estate lies adjoining the school site, sharing a common frontage to Pluto Avenue. More immediate neighbours will be the focus of consultation where impacts are more likely to be of a more localised nature, whereas a wider community will be consulted in the case of works that have a wider impact eg. road works on Byron Road.
- Promote the benefits of the project to the School and students, as well as to interested local residents and stakeholders.
- Outline interfaces with other disciplines, including safety, construction, design and environment, to ensure all activities are co-ordinated and drive best practice project outcomes.
- Address and correct misinformation about the project in the public domain.
- Amity College will aim to minimise disturbance to local amenity.
- Amity College will endeavour to ensure that community and stakeholder enquiries and complaints are managed and resolved effectively. In so doing, the risk of project delays caused by third-party intervention or complaint will be minimised.
- Leave a positive legacy of the Amity College school project from a wider community perspective.

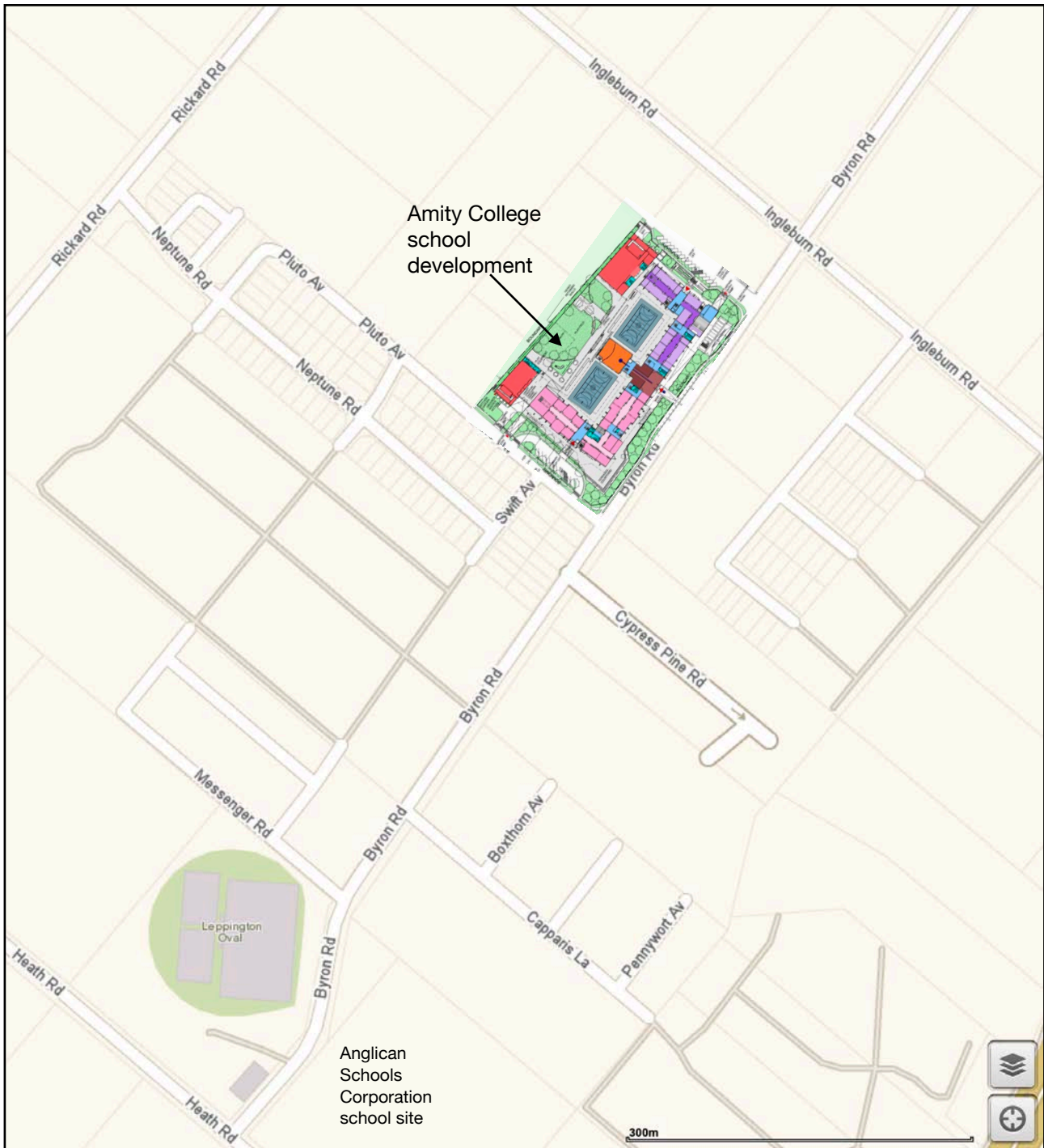


FIGURE 2.1: Amity College development and existing surrounding residential housing estates included in this Strategy. The School forms a part of the Leppington Priority Precinct, planned to accommodate 2,500 new homes and a population of more than 7,700 residents over the next 10 years or so (Stage 1 only). Further commercial, industrial and medium density residential development is planned for lands north of Ingleburn Road
 (Source: Whereis website, with overlay showing approx. location and extent of Amity College school project)

2.3 Higher Level Messages

Through each stage of construction of the Amity College Leppington project, the key messages and means of engagement will be regularly reviewed, refined and updated. Information that is currently in the public domain is outlined below.

For instance, the approved school abuts land zoned for future public open space, at No. 69 Ingleburn Road, yet to be acquired by Camden Council. There is the potential to be 'shared-use' of this open space area, that is, used by both Amity College and by the broader community, once this open space zoned land is acquired and developed by Council for this purpose.

The potential for this co-sharing of use was specifically identified in the Department's *Leppington (Stage 1) Finalisation Report* dated October 2015, in Section 4.6.1 where it stated, inter alia: "*that adjoining public open space will be co-shared with Council for passive play...*"

The new school will be built in accordance with current sustainability principles. These measures are outlined in detail in the EIS prepared by Outline Planning Consultants accompanying the development application for SSD 9227, and which now forms a part of the consent (condition A2(c)).

Construction Environmental Management Plan

A Construction Environmental Management Plan has been prepared for the project, currently relating to what is described as the 'early works construction' package, being preparatory works associated with Stages 1-4 of the project. It includes but is not limited to the following:

- Clearing of vegetation on the site.
- Re-shaping the site, bulk earthworks.
- Construction of sediment and erosion control devices and stormwater drainage measures.
- Excavation work including Primary School basement car park area.
- Creation of stockpiles and importation of approved fill to the site.

The purpose of the early works Construction Environmental Management Plan document is to broadly outline how the above early works will be managed, including nature of measures likely to be used, control measures and environmental responsibilities. It will assist in ensuring:

- Best practice environmental management procedures are applied.
- Environmental risks associated with the project are properly identified and managed, and provide protection to workers, visitors and the general public from traffic and environmental hazards and risks that may arise as a result of the construction activity.
- To ensure that corrective actions, when required, are completed in a timely manner.
- Provide a safe environment for all surrounding residents, road users and workers on-site.
- Compliance with all current, relevant environmental legislation.
- Compliance with the requirements of the development consent.

The early works will be undertaken from mid 2021 onwards. Stage 1 is predicted to be completed by 2023.

The Construction Environmental Management Plan contains various sub-plans relating to noise, traffic, waste, soil and water management, as well as unexpected finds protocols and waste classification and validation requirements.

Traffic Management: Construction Stages

A Traffic and Pedestrian Management Sub-Plan has been prepared, to ensure that vehicle movements are managed with minimal disruption to the local community. All construction vehicles (excluding worker vehicles) are to be contained wholly within the site, and vehicles must enter the site before stopping. A primary school pick up and drop off zone is being constructed in Stage 1 of the project, as well as a basement car parking facility serving the primary school. The combined effect of these project initiatives will be to minimise parking congestion on local streets.

Noise, Vibration and Dust Management: Construction Stages

Any activity that could exceed approved construction noise management levels will be managed in strict accordance with the *Protection of the Environment Operations Act 1997*.

Mitigation measures will be in place during construction to manage noise and dust levels, including acoustic and traffic controls to minimise the effects of noise and dust, to ensure the safety of the school and local community. Community consultation required per condition C25(h) of eh SSD 9227 consent- refer **Appendix A** for copy of recent letter sent to nearby residents, seeking their comments relating to noise.

Construction works, including the delivery of materials to and from the site, will only be carried out between 7.00am & 6.00pm from Monday to Friday (excluding public holidays) and 8.00am to 1.00pm on Saturdays. No works will be carried out on Sundays or public holidays without a specific permit.

In accordance with the Amity College Development Consent (SSD 9227), condition D6 construction activities may be undertaken outside of the above hours if required:

- by the Police or a public authority for the delivery of vehicles, plant or materials; or
- in an emergency to avoid the loss of life, damage to property or to prevent environmental harm; or
- where a variation is approved in advance in writing by the Planning Secretary or nominee if appropriate justification is provided for the works.

Where out of hours works are required, permits shall be sought in accordance with the requirements of Camden City Council. It is anticipated that permits shall only be required sporadically for items such as service shutdowns and connections, transport, using canes, of large plant items, delivery & removal of piling rigs, or for other reasons that we may not be able to anticipate at this stage.

In accordance with the Amity College Development Consent (SSD 9227), condition D7, notification of such construction activities as referenced above must be given to affected residents before undertaking the activities or as soon as is practical afterwards.

In accordance with the Amity College Development Consent (SSD 9227), condition D8, rock breaking, rock hammering, sheet piling, pile driving and similar activities will only be carried out between the following hours:

- 9:00am to 12:00pm (noon), Monday to Friday;
- 2:00pm to 5:00pm Monday to Friday; and
- 9:00am to 12:00pm (noon), Saturday

■ 3. Project Governance

Amity College strives to engage with stakeholders, school communities and neighbours from planning, design and delivery, through to maintenance.

As part of this process, a Project Control Group (PCG) has been established. The current membership includes the Director of Finance, Director of Property, Architect and other casual members from time to time to represent particular project aspects.

The permanent members of the PCG are as follows:

- Amity College Director of Finance representing the executive branch of Amity College.
- Amity College Director of Property with responsibility for school assets and facilities.
- Architect with responsibility for management of design and project delivery.

Casual members will attend meetings from time to time to represent particular project aspects. These members would include:

- School Principal to advise on academic and pedagogical matters.
- Building Contractor to assist with construction matters.
- Specialist consultants to provide input where required.

The PCG meets regularly. Input will be sought from the community at major milestones. Specifically to communications and engagement related matters, the PCG will also:

- Provide a forum for discussion and exchange of information relating to the planning and delivery of the project.
- Identify local issues and concerns to assist the project team with the development of mitigation strategies – to manage and minimise construction impacts to the schools communities and residents.
- Act as a two-way communication link between the school community and the project team to provide feedback at meetings.
- Provide an opportunity for advice on school engagement activities.

4. Stakeholders

The accompanying Table 4.1 provides a list of stakeholders who will be consulted during the design and construction stages of the School project, including a further 12 month period once construction has been completed. The table also indicates likely interests, as well as the potential methods of engagement, the latter to be refined and utilised as appropriate, dependent on the need at the time.

Table 4.1: Community Stakeholders

Stakeholder	Interest and involvement	Engagement
Local, Federal and State members	<ul style="list-style-type: none"> Community concerns. Point of contact to direct issues/questions. Addressing local issues eg. traffic movements associated with construction of School. Delivery of any government-funded school infrastructure. 	<ul style="list-style-type: none"> Direct contact- provide written invitation to meet the School/ inspect the site. Provide briefing notes and regular updates. Share notifications.
Other government agencies including EPA, TfNSW, Sydney Water, Fire & Rescue NSW, SafeWork NSW	<ul style="list-style-type: none"> Provision of services infrastructure. Ensuring that work on site, including building work, is compliant eg. Safety and fire evacuation, incidents. Transport routes to the site. Documentation relating to works undertaken, including but not limited to remediation works, the delivery of fill, and removal of contaminated material. 	<ul style="list-style-type: none"> Direct contact/briefings by telephone and in writing. Obtain approvals.
Camden Council, including councillors and Council officers	<ul style="list-style-type: none"> Obtaining approvals for road works on public roads and drainage external to the site, as well as involvement in design aspects of the project. Traffic management. Community complaints eg. about noise, dust. 	<ul style="list-style-type: none"> Continued open and accountable contact via email, lodgement of documents with Council officers direct, telephone calls and meetings/ tele-conferences. Obtain approvals where required.
Adjoining affected landowners and residents [NOTE: coverage dependent on nature of works involved on the school site/local roads]	<ul style="list-style-type: none"> Noise and dust generation during construction. Construction truck traffic on Byron Road. Pedestrian safety. Changed traffic conditions with opening of various stages of the school development eg. opening of primary school fronting Pluto Avenue, with new ingress and egress points. Use of community facilities offered by Amenity College over time. 	<ul style="list-style-type: none"> Door knocks. Letterbox drops. Consultation meetings, facilitated by Amity College. Amity College website. Email correspondence, where details provided. Local press advertisement and articles. Site signage.

<p>Leppington Public School</p> <p>Anglican Schools Corporation school at No.50 Heath Road, Leppington, at the southern end of Byron Road</p>	<ul style="list-style-type: none"> • Potential impacts on current students or teaching staff, impacts on other nearby schools due to changes in enrolments, inter-school social/sporting events. • Construction truck traffic on Byron Road. 	<ul style="list-style-type: none"> • To be informed at project milestones through newsletters, notifications and the Amity College website, as well as face-to-face meetings/ phone calls. • Site signage. • Email correspondence. • Local press advertisement and articles.
<p>Community groups and organisations including Leppington Progress Association, KUD dance Group and local Aboriginal community</p>	<ul style="list-style-type: none"> • Potential impacts on the surrounding community including Byron Road (truck traffic), facilities, playing fields. • Tree clearing on the school site and landscaping program proposed to ameliorate impacts. • Indigenous scholarships available. • Use of community facilities offered by Amenity College over time. 	<ul style="list-style-type: none"> • Access to Amity College website. • Consultation meetings, facilitated by Amity College. • Email correspondence, where details provided. • Local press advertisement and articles. • Site signage.
<p>Amenity College students (existing and prospective students), staff and school community generally</p>	<ul style="list-style-type: none"> • Information regarding school opening – targeting 2023. • Quality of infrastructure and resources upon opening. • Public transport options and parking/ access. 	<ul style="list-style-type: none"> • Access to Amity College website. • Consultation meetings, facilitated by Amity College. • Email correspondence, where details provided. • Local press advertisement and articles. • Site signage. <p>(Updated regularly. Contacts via phone, web site and email possible past project completion)</p>
<p>Department of Planning Industry and Environment</p>	<ul style="list-style-type: none"> • Monitoring progress of the project, oversight of compliance and reporting, mediation of disputes, audits, notification of incidents/non-compliance with operative consent, approval of modifications or other changes in staging, strategies, plans of programs. 	<ul style="list-style-type: none"> • Continued open and accountable contact via email, lodgement of documents on the NSW Planning Portal, telephone calls and meetings/ tele-conferences.

5. Engagement Approach

5.1 Engagement Approach

Amity College is committed to ensuring that it makes it as easy as possible for anyone with an interest in the project to find out what's going on.

In order to achieve this outcome, a multi-pronged communication strategy will be involved, tailored also to the type of works involved as well as the sphere of likely impacts arising from those works.

Amity College will take on the community liaison responsibilities in collaboration with the project contractor for each successive stage of the project. Amity College will keep the local community and the college community informed about what to expect during construction including timing and provide the community with contact details for queries and questions. The local community will be provided with email and phone contact details for project related queries. Queries will be directed to Amity College's Director of Finance or nominated representative for response.

Amity College will be focussing on delivering its message involving two distinct streams of engagement:

- The first is with the school community, that is, students, parents/caregivers, teachers, administration staff unencumbered by broader community issues.
- The second is with the broader community, unencumbered by school community wants and needs. Broad community stakeholders include local residents, neighbours and local community groups, as well as nearby schools. ***As the population of Leppington within the near vicinity of the school site continues to grow, the number of residents that will need to be notified will also correspondingly grow over the life of the school project.***

5.2 Communication Tools

The communication tools and techniques to be used to keep stakeholders and the local community involved as summarised in Table 5.1 below.

For reference, project high level milestones during the delivery phase include site establishment/early works, as well as construction of school buildings and car parks. The focus here is on the early works.

Table 5.1: Amity College Communication Tools

Communication Tool	Description of the Activity Involved	Frequency, Use
Advertising (print)	<ul style="list-style-type: none"> Advertising in local newspapers is undertaken with at least 7 days' notice of significant construction activities, major disruptions and or to find out more about the project. 	<ul style="list-style-type: none"> At major project milestones or periods of disruption eg. Road works on Byron Road (Stages 1 & 2), Pluto Avenue road widening works (Stage 1), construction of the new Road 2 (later stage).
Face-to-face meetings/ briefings	<ul style="list-style-type: none"> Activities include meeting, briefings and "walking the site" to engage directly with key stakeholders, directly impacted residents and the wider community. 	<ul style="list-style-type: none"> As required, but only when and <i>where allowed under COVID-19 pandemic guidelines applicable at the time.</i>

Display boards	<ul style="list-style-type: none"> Information boards to be displayed in appropriate places (school admin office for example). 	<ul style="list-style-type: none"> As required, once a school office has been constructed on site but subject to COVID-19 pandemic guidelines applicable at the time. (Does not apply to Stage 1, as no school office will be available at that time) Accessible for 12 months post completion of each stage of the school project.
Fact Sheet/ Newsletter	<ul style="list-style-type: none"> Available in hard copy (A4 single or double-sided sheets) and electronic format. A monthly or quarterly newsletter providing updated information on project scope, benefits, construction progress, achievement of project milestones and other project related issues of interest. Used as a regular high level update for the community, to be updated as required and included on the website if appropriate. 	<ul style="list-style-type: none"> Throughout life of project and as required, related to high level project milestones. Distributed via letterbox drop to local residents or on Amity College website.
Information sessions (drop-in)	<ul style="list-style-type: none"> Held on site using information boards, screens and an information pack handout- including project scope, planning approvals, any impacts on the school community or residents, project timeline, FAQs. Member of School and project team available to answer questions. Pedestrian safety. Changed traffic conditions with opening of various stages of the school development eg. opening of primary school fronting Pluto Avenue, with new ingress and egress points. Use of community facilities offered by Amenity College over time. 	<ul style="list-style-type: none"> As required, once a school office has been constructed on site. (Does not apply to Stage 1) and subject to COVID-19 pandemic guidelines applicable at the time.
Media releases	<ul style="list-style-type: none"> Media releases are distributed upon media milestones. They promote major project milestones and activities and assisting in generating broader community awareness of the Amity College project. Principally to be provided on Amity College's website. 	<p>Media milestones include the following:</p> <ul style="list-style-type: none"> Commencement of works. Completion of works and opening up of new school facilities.
Presentations, community forums	<ul style="list-style-type: none"> Details project information for presentations to stakeholders and community groups. Community forum to be prepared on an as-needed basis, with dates and times to be advised via letterbox drop to local residents and emails to other stakeholders. 	<ul style="list-style-type: none"> As required, but only when and where allowed under COVID-19 pandemic guidelines applicable at the time. Online community forum could be set up by the School for community engagement, as required.

Notifications	<ul style="list-style-type: none"> Available in hard copy (A4 single or double-sided sheets) and electronic format that can include FAQs about the project if required. To take the form of a works notification, relating to specific works/impacts arising- aimed primarily at nearby residents likely to be affected by specific construction works- or project updates- the latter aimed at a broader community. 	<ul style="list-style-type: none"> As required, according to the construction program. Refer Section 7.3. On site works will require require notifications of near neighbours surrounding the school site- a more localised notification area. Refer Figure 2.1 & Section 7.3 for coverage area. Any road works will require notification of all residents that have live on or have access to Byron Road- a much wider notification area. Refer Section 7.3 & Figure 2.1 for coverage area. Distributed via letterbox drop to local residents or on Amity College website prior to construction works commencing or protocols required per Section 5 and Section 7.3.
Priority correspondence	<ul style="list-style-type: none"> Department correspondence that is subject to strict response timeframes. 	<ul style="list-style-type: none"> As required. Includes compliance reporting required by the consent.
Project signage	<ul style="list-style-type: none"> A sign will be erected and maintained in a prominent position on the site in accordance with Clause 98A(2) of the EP&A Regulation 2000, and per consent condition D1. On the same signage a complaint contact number will be displayed, enabling complainants to contact the Head Contractor in a prompt manner. 	<ul style="list-style-type: none"> Throughout the life of construction of the project and for 12 months post completion of each stage of the project.
Site visits	<ul style="list-style-type: none"> Demonstrate project works and progress and facilitate a maintained level of interest in the project. Includes media visits to promote the reporting of progress with the various stages of the Amity College project. 	<ul style="list-style-type: none"> As required, but only when and where allowed under COVID-19 pandemic guidelines applicable at the time.
School email address and website	<ul style="list-style-type: none"> A dedicated project page, including email address details, for the Amity College SSD 9227 Leppington project will be located on the Amity College website: https://www.amity.nsw.edu.au/leppington-campus/ 	<ul style="list-style-type: none"> Throughout the life of construction of the project and for 12 months post completion of each stage of the project. Website updated on a monthly basis.

5.3 5.3 Provision of Information on Amity College's Website

Amity College will provide detailed information including the following (as they are obtained or approved) publicly available on its website <https://www.amity.nsw.edu.au/leppington-campus/>:

- The SSD 9227 consent documents;
- All current statutory approvals for the development;
- All approved strategies, plans and programs required under the conditions of the SSD consent;
- Regular reporting on the environmental performance of the development in accordance with the reporting arrangements in any plans or programs approved under the conditions of this consent;
- A comprehensive summary of the monitoring results of the development, reported in accordance with the specifications in any conditions of the SSD 9227 consent, or any approved plans and programs;
- A summary of the current stage and progress of the development;
- Contact details to enquire about the development or to make a complaint;
- A complaints register, updated monthly;
- Audit reports prepared as part of any independent audit of the development and
- Amity College's response to the recommendations in any audit report;
- Any other matter required by the Planning Secretary.
- This information will be kept up to date by Amity College.

[NOTE: Website in process of being updated at time of writing]

■ 6. Engagement Delivery Timeline

Amity College will be commencing shortly with the early works program, with construction of the accelerated Stage 1 of the project to be completed by Term 1 of 2023. This will be first of many stages of construction of the school.

For both the early works and building involved in Stage 1 all of the communication tools will be employed at commencement and during the undertaking of any major works on site. The early works will be completed in late 2021.

At project completion of Stage 1 (by sTerm 1 in 2023), being for the new Primary School, the following communication tools will be employed:

- Media release.
- Website update.
- Newsletter sent to all nearby residents (with thank you message from the School included).

Post opening of Stage 1 the following communication tools will be in place:

- Website remains live.
- Project signage remains.
- School remains contactable by all.
- Site visits by potential/future users of community facilities at the School.

7. Procedures and Protocols

7.1 Communications Management Procedures

Amity College will be in communication with stakeholders during the course of construction and operation of the various stages of the School. Contacts (or feedback) from/with these stakeholders may be received through a range of communication means, including email, telephone, face-to-face contact (subject to COVID protocols applicable at the time), letters, meetings or activities.

Any of these communications will be duly recorded by Amity College on an electronic register with full details relating to the following:

- The full name and contact details of the stakeholder making the contact with Amity College;
- Date and time of the contact with the stakeholder;
- Description of the contact and/or issues raised;
- Nature of the contact (i.e. enquiry, notification, complaint);
- Action required and the timing, particularly if commitments are made around timeframes;
- The action taken by Amity College with respect to the contact made;
- Person responsible for the remedial action.

All relevant government agencies, including Camden Council, will be consulted as required on planned delivery and construction activities, including the possible effects on any infrastructure or utility services eg. construction of new or upgraded local roads surrounding the school site.

The Community Communication Strategy will function for a minimum of 12 months following the completion of construction of each stage of the project.

7.2 Media Releases

Amity College will manage all media relations and will be responsible for responding to all media enquiries and provide responses to media reports.

7.3 Works Notification Process

Works notifications are required when Amity College commences any new major work on site, or those which the School deems to be necessary to provide advance notice of, to neighbouring properties in the interests of transparent community communications.

Along with the distribution of newsletters, these notifications serve as the primary mechanism exercised on behalf of the School to let the surrounding community and other key stakeholders know about the staging of the project, along with potential impacts. As such, these notifications will serve to provide timely advice ahead of any activities and planned disruptions, as per the notice periods outlined below in Table 7.1.

By promptly notifying stakeholders and community members it allows them to not only make alternative arrangements if required (eg. a partial road closure on Byron Road ahead of planned road upgrade works) it also allows them to plan for any impacts. Notifications will be distributed in person via letterbox drop, via the School and electronically via email.

Amity College will work under advice from the project management team on all relevant works notification requirements and timeframes to be adhered to.

Table 7.1: Notification periods

<i>Works activity</i>	<i>Minimum community notification period</i>
<i>Notification to communities following major incident</i>	<i>Same day</i>
<i>Emergency works/unforeseen events</i>	<i>Same day</i>
<i>Contamination management and notification</i>	<i>Within 48 hours</i>
<i>Upcoming works notification (minimum disruption)</i>	<i>5-7 days</i>
<i>Notifications regarding traffic changes, parking impacts, road closures, and/or detours</i>	<i>10-14 days</i>
<i>Notifications regarding operational changes for the school community, applicable after the Stage 1 Primary School is operational (school drop-off points, entry and exit points)</i>	<i>10-14 days</i>
<i>Notifications regarding major construction impacts or planned out of hours work</i>	<i>10-14 days</i>

7.4 Incidents

An incident is an occurrence or set of circumstances that causes or threatens to cause material harm and which may or may not be or cause a non-compliance.

Incident management procedures form a part of the Amity College project Construction Environmental Management Plan.

SSD 9227 consent condition A23 requires Amity College to notify the Planning Secretary in writing of any incidents immediately after the School becomes aware of the incident. The consent condition provides as follows:

“A23. The Planning Secretary must be notified in writing to compliance@planning.nsw.gov.au immediately after the Applicant becomes aware of an incident. The notification must identify the development (including the development application number and the name of the development if it has one) and set out the location and nature of the incident.”

In this regard Amity College undertakes to also provide to the Planning Secretary the following:

- Identify any actual or potential non-compliance with conditions of consent;
- Details of the corrective and preventative actions that have been, or will be, implemented to address the incident and prevent recurrence; and
- Details of any communication with other stakeholders regarding the incident.

All incidents are to be duly recorded on the School’s project website.

8. Disputes and Conflict Resolution

Amity College will aim to deal with complaints in a timely and responsive manner.

During construction of the school project delivery, a complaint could relate to such matters as disruption to traffic flows on the local street system, loss of amenity, hours of work, safety, perceived property damage, dust, noise, traffic, access to private property, service disruption, or to the conduct or behaviour of construction workers, other environmental impacts.

If a phone call, email or face-to-face complaint is received by either Amity College or the contractor working on the school site at the time during construction, they must be duly recorded, actively managed, closed out and resolved by Amity College as soon as reasonably possible-the aim being within 48 hours. An electronic contact database will be maintained by the school Principal (or nominee).

If the complainant is not satisfied with Amity College's response, and they approach Amity College for rectification, the process will involve a secondary review of their complaint as per the outlined process.

Complaints will be escalated when:

- An activity at the Amity College school site generates three complaints within a 24-hour period (separate complainants).
- Three or more complaints are received in regard to Any construction activity over a 24-hour period.
- A single complainant reports within a three day period.
- A complainant threatens to escalate their issue to the media or government representative.
- The complaint was avoidable.
- The complaint relates to a compliance matter.

Where satisfactory resolution for both parties cannot be achieved independent mediators will be engaged. If a complaint still cannot be resolved by Amity College to the satisfaction of the complainant, Amity College will advise them to contact the NSW Ombudsman - <https://www.ombo.nsw.gov.au/complaints>.

The below table summarises timeframes for responding to enquiries and complaints, through each correspondence method- refer accompanying Table 8.1.

Table 8.1: Complaints and enquiry response time

Type of complaint	Time it will take to acknowledge that complaint	Target response time
Telephone call made during business hours to either Amity College or construction management (if construction is underway)	<ul style="list-style-type: none"> ● At time of call-agreement will be reached with caller as to estimated timeframe for resolution. ● Follow up call within 2 hours if the above timeframe cannot be reached. 	<ul style="list-style-type: none"> ● Complaint to be closed out within 48 hours. ● If this is not possible, continue contact, escalate as required and resolve within 7 business days.

<i>Telephone call made outside of business hours to either Amity College or construction management (if construction is underway)</i>	<i>Within 2 hours of receiving message upon returning to office.</i>	<ul style="list-style-type: none"> • <i>Following acknowledgement, complaint to be closed out within 48 hours.</i> • <i>If this is not possible, continue contact, escalate as required and resolve within 7 business days.</i>
<i>Email received during business hours</i>	<i>At time of email (automatic response)</i>	<ul style="list-style-type: none"> • <i>Complaint to be closed out within 48 hours.</i> • <i>If this is not possible, continue contact, escalate internally as required and resolve within 7 business days.</i>
<i>Email received outside of business hours</i>	<i>At time of email (automatic response)</i>	<ul style="list-style-type: none"> • <i>Complaint to be closed out within 48 hours, once return to business hours.</i> • <i>If this is not possible, continue contact, escalate internally as required and resolve within 7 business days.</i>
Enquiries (not complaints)		
<i>Telephone call made during business hours to either Amity College or construction management (if construction is underway)</i>	<i>At time of call- agreement will be reached with caller as to estimated timeframe for resolution.</i>	<i>To be logged and closed out within 7 business days.</i>
<i>Telephone call made outside of business hours to either Amity College or construction management (if construction is underway)</i>	<i>Within 2 hours of receiving message upon returning to office.</i>	<i>To be logged and closed out within 7 business days.</i>
<i>Email received during business hours</i>	<i>At time of email (automatic response)</i>	<i>To be logged and closed out within 7 business days.</i>
<i>Notifications regarding major construction impacts or planned out of business hours work</i>	<i>At time of email (automatic response)</i>	<i>To be logged and closed out within 7 business days.</i>
<i>Letters</i>	<i>Not applicable</i>	<i>To be logged and closed out within 10 business days following receipt of the letter.</i>

■ 9. Community Communication Strategy Review and Improvement

This Community Communication Strategy focusses on a Strategy that covers both the early works tender package as well as the accelerated Stage 1 stages of the project.

Further refinements will be made to the Community Communication Strategy in regard to later stages of the project, and having regard to COVID-19 guidelines applicable at the time.

APPENDIX A

Recent letter sent to nearby residents re: consultation, noise

LLOYD

24th May 2021

Dear Resident

We are pleased to inform you that Lloyd Group will be commencing work on site at Amity College Leppington in the month of June 2021. We are proud to have been selected as the head contractor for the early works on this development and look forward to contributing to this significant community project. The early works are the earthworks associated with the first few stages of the school development. It will not include construction works.

As a local resident there you may experience activities that partly disrupt the typical day to day traffic and noise around the site. There are guidelines for how Lloyd must operate outlined in the Development Consent for the project.

See below some of the key criteria Lloyd will adhere to

Per the Development Consent SSD9227 our working hours for construction activities are as follows:

► Construction hours are between 7.00am-6.00pm Monday to Friday, and 8.00am to 1.00pm on Saturday.

As part of these works, we as the Head Contractor will conform with the noise and vibration control recommendations of the Acoustic Assessment prepared by Koikas Acoustics which forms part of the development specifically section 6.4 *Construction Noise & Vibration Criteria – Part 4*. These include:

- Use of exhaust silencers where required
- Undertake construction works during standard hours
- Carry out noise intensive works at less noise sensitive times of the day
- Maintain minimum work distances
- Consultation with the community and encouraging feedback

For more detailed information refer to the full document that is available at the below URL:

<https://majorprojects.planningportal.nsw.gov.au/prweb/PRRestService/mp/01/getContent?AttachRef=SSD-9227%2120190814T063301.858%20GMT>

LLOYD GROUP PTY LTD 14 Harvey Street, Pyrmont, Sydney, NSW 2009
(02) 8565 6777 www.lloydgroup.com.au

LLOYD

We will be providing shade cloth to the perimeter of the site and conducting works within the construction hours described above to mitigate disruption to the local community.

We have developed a traffic management plan which will strictly control the movement of trucks to minimise the impact on the local community

We invite you as a local resident to provide feedback to Lloyd to ensure we engage and fulfill our responsibilities to complete our works while working together with the local community.

This can be done by making contact with myself Joseph Elley, Lloyds Project Manager, by the below contact details

Regards

JOSEPH ELLEY
PROJECT MANAGER

LLOYD

SYDNEY | MELBOURNE | BRISBANE | GEELONG | NEWCASTLE | BALLINA

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