



COMMUNITY COMMUNICATION STRATEGY

Meriden School
Clause C8
Development Consent for SSD 9692

Prepared for
**PREPARED FOR CARMICHAEL TOMPKINS
PROPERTY GROUP, ON BEHALF OF MERIDEN
SCHOOL**
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1. INTRODUCTION

For more than 120 years Meriden School has provided quality education and creating an environment to maximise the personal, intellectual, and physical development of young women. Meriden School is building more contemporary teaching spaces to replace the existing demountable, additional administration facilities and increasing the playground area in the Junior School Campus (the Project).

This Community Communications Strategy (the Strategy) has been prepared to in line with the requirements of Development Consent Clause C8 for Meriden School (SSD 9692). This Strategy has been prepared by Urbis Pty Ltd, a communications consultant employed by Meriden School during the planning approvals process.

This Strategy will be implemented and maintained throughout construction of the project by Urbis Engagement. This Strategy life cycle covers a period no later than two weeks before the commencement of construction and for a minimum of 12 months following the completion of construction.

1.1. CROSS-REFERENCE OF CONSENT REQUIREMENTS

Table 1 identifies the reference/s within this Strategy as they relate to the requirements under Clause C8 – Community Communication Strategy.

Table 1 Report Reference for Development Consent for Meriden School (SSD 9692)

Consent condition	Report reference
Community Communication Strategy must be submitted to the Planning Secretary no later than two weeks before the commencement of construction.	This document submitted 23 October 2020
Identify people to be consulted during the design and construction phases.	Section 3
Set out procedures and mechanisms for the regular distribution of accessible information about or relevant to the development.	Section 4.1
Provide for the formation of community-based forums, if required, that focus on key environmental management issues for the development	Section 4.1.1
Set out procedures and mechanisms: Through which the community can discuss or provide feedback to the Applicant	Section 4.2
Set out procedures and mechanisms: Through which the Applicant will respond to enquiries or feedback from the community	Section 4.2
Set out procedures and mechanisms: 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.	Section 4.3
Include any specific requirements around traffic, noise and vibration, visual impacts, amenity, flora and fauna, soil and water, contamination, heritage.	Section 5

2. PROJECT OVERVIEW

2.1. THE SITE

Founded in 1897, Meriden is an Anglican school for girls located across three non-contiguous campuses (Figure 1). The SSD relates to all three campuses:

- Senior School Campus: 3-13 Margaret Street & 10-28 Redmyre Road (Lot 101 DP862040)
- Junior Campus: 36-38 Redmyre Road (Lot 1 DP1244199)
- Lingwood Prep School Campus: 16B – 16 Margaret Street (Lot 1 DP723946).

The site is located within the Strathfield Local Government Area (LGA).

Figure 1 Meriden School's three campuses



Source: Allen Jack + Cottier

2.2. THE SURROUNDING COMMUNITY

Meriden School is located in Strathfield, approximately 13km west of the Sydney CBD. Strathfield includes a town centre around the train station, with a range of mixed-use activities, medium and high-density residential areas, and low density residential.

Immediately surrounding the site are:

- To the north: Strathfield Plaza, comprising a single-storey retail centre and 8-storey commercial tower. Further to the north is Strathfield Station and the Strathfield Town Square.
- To the east: 3 and 4-storey residential flat buildings. Further east is the southern part of the Strathfield town centre mixed use area.
- To the south: low scale detached residential buildings, and the Santa Maria Del Monte school campus.
- To the west: low-density residential area, characterised by single and two-storey buildings, and the St Peter and Paul Russian Orthodox Church.

2.3. THE PROJECT

The Project is catering for an increased demand for high quality music teaching and learning spaces from existing students. The Project's primary objective is to provide state-of-the art learning and play spaces for students within the existing three campus areas, while preserving the heritage and character of the school and environment.

Approved works seen in Figure 2 are located in the existing campus area and include:

Senior School Campus – New Centre for Music and Drama

- Demolition of the existing music building located towards the south-western corner of the Senior School Campus
- Construction and use of a new 3-storey above ground (with two levels below ground) building incorporating a new music academy, drama facilities, music teaching rooms and staff facilities
- Removal of one tree and landscape works.

Junior School – New landscaped playground

- Demolition of the existing residential dwelling at 4 Vernon Street
- Create a new landscaped playground area for school use purposes
- Demolish the existing garage located to the east and construct a new pergola structure
- Removal of three trees
- Change the use of the site at 4 Vernon Street to permit *educational establishments*.

Lingwood Prep School – New Administration and Student Centre

- Demolition of the existing single storey Business Office
- Construction of a new two-storey building, designed with maximum flexibility to accommodate a wide range of uses, and to adapt with the demands of the school.
- Removal of six trees and landscaping works.

Figure 2 Proposal overview



Source: Allen Jack + Cottier

3. PEOPLE TO BE CONSULTED DURING DESIGN AND CONSTRUCTION

Meriden School is surrounded by residential and business neighbours, and it will be important to make sure near neighbours are well informed about construction activity and impacts. People who will be informed and consulted during design and construction, or stakeholders, are outlined in Table 2. The communication activities used to consult them, and their concerns are also outlined. This table will be reviewed and updated as needed.

Table 2 Stakeholders, activities, and concerns

People to be consulted (Stakeholders)	Communication activities (see Section 4)	Concerns (see Section 5)
Individual households and businesses within a 500m radius of the construction zones	Enquires and feedback response Issues resolution and mediation of disputes Incident management Construction updates as required (notifications, newspaper advertisements and website) Construction signage	Traffic management Visual impacts Construction activities Environmental impacts
Regulatory agencies and utilities: Strathfield Council Endeavour Energy Office of Environment and Heritage Roads and Maritime Services Sydney Water Transport for NSW.	Contact is covered by relevant approvals	Traffic management Visual impacts Construction activities Environmental impacts
Department of Planning, Industry and Environment	Contact is covered by relevant approvals	Regulatory oversight of Development Consent C8 for SSD 9692

4. PROCEDURES AND MECHANISMS

4.1. INFORMATION PROVISION

Information about the Project will be provided to residents in line with the requirements of Development Consent C8 through the communication activities outlined in Table 1.

Table 3 Communication activities for information provision

Activity	Description	Stakeholder	Timing
Establishment of community feedback, enquiries and complaints phone number and email: 1800 244 863 engagement@urbis.com.au	Provided during all communications activity. Process for responding is outlined in Sections 4.2 and 4.3	All stakeholders	Ongoing
Signage	The community feedback, enquiries and complaints phone and email will be included on signage at the front of the site	All stakeholders	Ongoing
Website updates	In accordance with Condition A28, information will be made available through a dedicated construction information page on the Meriden School website	All stakeholders	Ongoing
Start of construction notification letter	Letter outlining construction timeline, impacts and mitigations, and community feedback, enquiries and complaints phone number and email	Individual households and businesses within a 500m radius of the construction zones	No less than 14 days before start of construction
Start of construction notification doorknock	Door knock to inform about construction timeline, impacts and mitigations, and community feedback, enquiries and complaints phone number and email	Individual households and businesses within a 500m radius of the construction zones	No less than 14 days before start of construction
High-impact or out-of-hours works notification letter	Letter outlining high-impact or out-of-hours works, impacts and mitigations, and community feedback, enquiries and complaints phone number and email	Individual households and businesses within a 500m radius of the construction zones	No less than 7 days before high impact or out-of-hours work
Unplanned works notification letter	Letter outlining unplanned works, impacts and mitigations, and community feedback, enquiries and complaints phone number and email	Individual households and businesses within a 500m radius of the construction zones	No less than 24 hours before unplanned work

4.1.1. Community based forums

Depending on the level of stakeholder interest and feedback in the first three months of construction, Meriden School will consider the establishment of community-based forums to enable deeper focus on key environmental management issues for the Project.

4.2. ENQUIRES AND FEEDBACK RESPONSE

As outlined in Table 3, a community feedback, enquiries and complaints phone number and email will be established and maintained for design and construction of the Project.

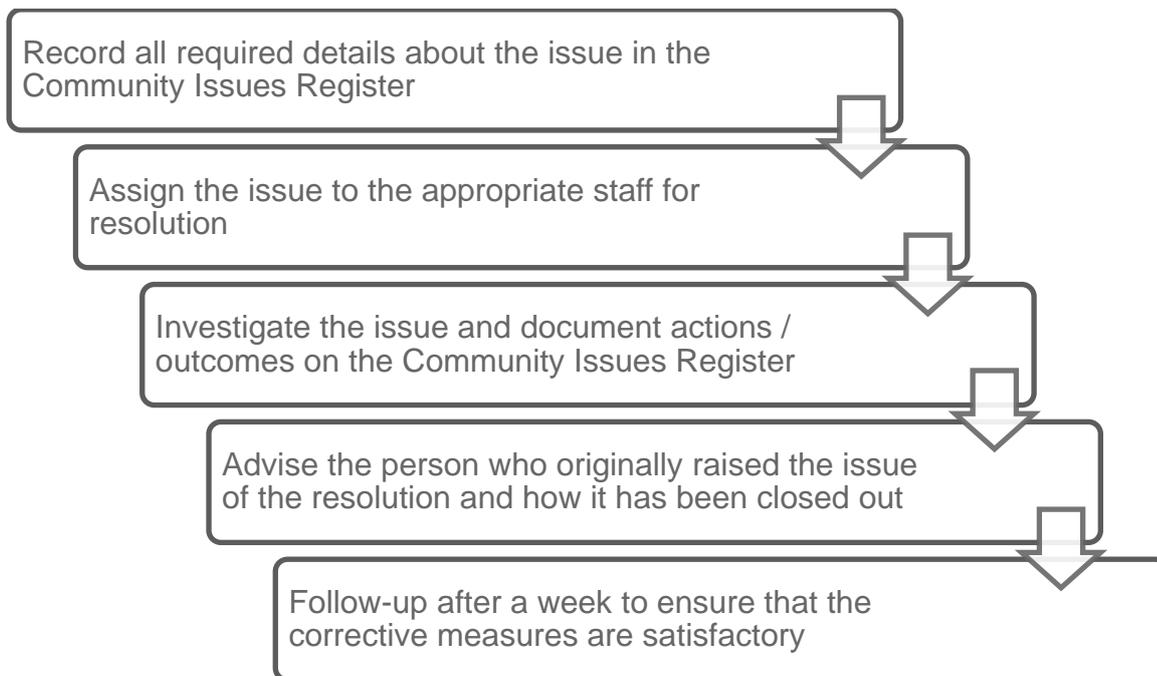
All feedback and enquires will be answered within one business day. If an answer is not immediately available, the person making the enquiry will be provided an update each business day until the enquiry can be resolved.

All feedback and enquiries will be recorded in a Community Issues Register.

4.3. ISSUES RESOLUTION AND MEDIATION OF DISPUTES

This Strategy provides a procedure for issues resolution and the mediation of disputes, targeting resolution within seven days from the date the issue was first raised. This mechanism in Figure 3 allows for the identification and implementation of corrective measures in response to issues raised by the community, to minimise the likelihood of recurrence. All complaints will be recorded in a Community Issues Register.

Figure 3 Community issues process



5. PROJECT SPECIFIC INFORMATION REQUIREMENTS

Table 4 outlines the details of the project-specific information requirements and the relevant overarching project management documentation. This information will be used to explain the impacts and mitigations in the community communications detailed in Section 4.

Table 4 Project-specific information requirements

Category	Information requirements	Management reference
Traffic management	Management of construction traffic and access Traffic control measures including temporary road closures or diversions Out-of-hours construction traffic	Construction Traffic and Pedestrian Management Sub-Plan (CTPMSP)
Visual impacts	Visual impact of construction activity Restoration and landscaping	Construction Environmental Management Plan (CEMP)
Construction activities	Management of heritage items and unexpected finds Site working hours Out-of-hours or emergency works High impact works e.g. excavation, piling and structural works Site personnel behaviour	Construction Environmental Management Plan (CEMP) Construction Noise and Vibration Management Sub-Plan.
Environmental impacts	Hazardous materials management Environmental controls – sediment controls, tree protection & dust control Flora and fauna management Sediment run-off management	Construction Waste Management Sub-Plan (CWMSP) Construction Soil and Water Management Plan (CSWMSP) Health, Safety and Environmental (HSE) Management Plan.

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