

# CONSTRUCTION COMMUNITY LIAISON GROUP

## TERMS OF REFERENCE

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## **1 INTRODUCTION**

A Barangaroo Construction Community Liaison Group (CCLG) is being formed to help manage construction work impacts on neighbouring communities. The CCLG seeks to facilitate the accurate and timely flow of information to the community in relation to the Barangaroo development and help minimise construction impacts on Barangaroo's neighbours.

These terms of reference establish the purpose, size and membership, function, conditions of membership, procedures for meetings and recording of any actions out of the CCLG.

## **2 BACKGROUND**

Barangaroo is one of the most ambitious and significant waterfront developments in the world. It is transforming a vacant 22 hectare industrial site into a new precinct for Sydney with a new headland park, busy public waterfront walks and parks, shops, cafes and restaurants, commercial office towers and apartments.

The Barangaroo Delivery Authority (the Authority) was established under the Barangaroo Delivery Authority Act 2009 to manage the city waterfront development at Barangaroo and to deliver world class benchmarks in urban design, public domain and sustainability.

It is the task of the NSW Government through the Barangaroo Delivery Authority and its project partners to undertake the planning, infrastructure delivery and cultural programming to create a thriving CBD precinct.

The Authority's role is to guide the future development of Barangaroo and ensure the best outcome for the people of New South Wales.

## **3 PURPOSE OF THE CCLG**

The purpose of the CCLG is to:

- Create a forum for discussion and exchange of information relating to existing or planned construction activity on the project;
- To identify local issues and to provide the project team with local knowledge and local networks that are relevant in the project teams development of mitigation strategies that aim to minimise construction impacts on the community; and
- Act as a two-way communication link between the project team and the community during construction works and provide feedback to the project team at the CCLG meetings.

## 4 CCLG PRINCIPLES

Members of the CCLG will:

- Work collaboratively as part of the CCLG;
- Work in an open and honest fashion, and with respect for each other and members of the project team;
- Understand that at all times it will be necessary to listen to and negotiate different points of view and perspectives, and to make compromises accordingly;
- Respect each other's opinions and consider the views of each member to be of equal importance;
- Refrain from any form of conduct that may cause a reasonable person unwarranted offence or embarrassment;
- Undertake to fairly present the discussions and information provided at the CCLG to their local communities;
- Seek guidance and direction either from the project team members of the Independent Chairperson as necessary.

## 5 CCLG TERMS OF REFERENCE

### 5.1 CCLG Independent Chairperson

An Independent Chairperson will be appointed to facilitate and run the CCLG meetings.

The Chairperson is responsible for:

- 5.1.1 Ensuring the orderly conduct of the meetings;
- 5.1.2 Ensuring fair participation in discussions by all members;
- 5.1.3 Invite specialists to attend meetings, when required;
- 5.1.4 Finalising meeting agenda;
- 5.1.5 Guiding the meeting in accordance with the agenda and time available;
- 5.1.6 Ensuring all discussion times end with a decision, action or definite outcome which is minuted;
- 5.1.7 Chairing meetings in a manner that ensures agenda items are consistent with the Terms of Reference of the CCLG ;
- 5.1.8 Reviewing, approving and signing off on meeting minutes prior to distribution;
- 5.1.9 Reviewing and evaluating the performance of the CCLG, according to the CCLG Terms of Reference, as considered relevant;
- 5.1.10 Feedback and any relevant matters that arise from a review or evaluation will be discussed with both the project team and the CCLG members and actions agreed;
- 5.1.11 Reviewing and endorsing new nominations to the CCLG.

## 5.2 CCLG Membership

- 5.2.1 The CCLG will comprise, up to 10 community members, one representative from the City of Sydney and three Barangaroo project team representatives (including the Authority, Lend Lease as the developer of Barangaroo South and other site contractor(s) as required);
- 5.2.2 The number of community members may vary over time and will be assessed by the Independent Chairperson to ensure that there is an appropriate representation of community members from the project catchment area;
- 5.2.3 Each member can nominate an alternate person to be present at meetings they are unable to attend by giving advance notice to the Chairperson.
- 5.2.4 **The CCLG community membership consists of:**
- One representative from the Kent Street Residents Action Group (nominated by the Kent St RAG);
  - One representative from the Millers Point Residents Action Group (nominated by the Millers Point RAG);
  - One representative of the residents of Hickson Road (with nominations sought by letterbox drop);
  - One representative of the residents of Kent Street (with nominations sought via letterbox drop from the local community);
  - One representative of the residents of East Balmain (with nominations sought via letterbox drop from the local community);
  - One representative of the residents of Pymont (with nominations sought via letterbox drop from the local community);
  - One representative of the residents of Merriman Street (with nominations sought via letterbox drop from the local community);
  - One representative of the residents of High Street (with nominations sought via letterbox drop from the local community);
  - Two additional community representatives from the local community (with nominations sought via letterbox drop from the local community).
- 5.2.5 Guests may be invited to attend the meetings at the request of the Chairperson. Any changes to CCLG attendance are to be approved by the Chairperson prior to the CCLG meeting.

### **5.3 CCLG Functions**

The function of the CCLG is to:

- 5.3.1 Openly discuss issues relating to construction at Barangaroo;
- 5.3.2 Assist the Authority, Lend Lease (as the developer of Barangaroo South) and site contractors to understand community issues and perceptions relating to construction;
- 5.3.3 Assist in the identification of areas where construction impacts can be minimised;
- 5.3.4 The CCLG forms part of broader community and stakeholder engagement which is aimed at maintaining clear and transparent communication about construction activities for the project with the local community.

### **5.4 Community Members in the CCLG will agree to:**

- 5.4.1 Adhere to the Terms of Reference;
- 5.4.2 Inform the project teams of all current and emerging issues relating to the project from a community perspective;
- 5.4.3 Identify, communicate, represent and consider the broad range of needs and interests of the local community affected by the project;
- 5.4.4 To provide advice to the project team on how best to disseminate information via existing community networks;
- 5.4.5 Communicate regularly with other members of the local community who are not members of the CCLG on the outcomes of the CCLG meetings;
- 5.4.6 Where personal opinions are expressed outside the CCLG there must be a commitment to identifying these comments as personal, and not representative of, or made on behalf of, the CCLG or Barangaroo Delivery Authority.

### **5.5 Barangaroo Project Team Members:**

- 5.5.1 The project team (including representatives from Lend Lease and site contractors) will provide regular updates on the Barangaroo construction program, giving details of progress, forthcoming activities and proposed mitigation measures;
- 5.5.2 Wherever possible, relevant documents tabled at the meeting will be uploaded onto the Barangaroo website.

### **5.6 Nature of Issues to be considered:**

- 5.6.1 Issues for discussion at each CCLG will be nominated by both the Project Team and individual members of the CCLG at the preceding meeting or through the Independent Chair;
- 5.6.2 The Chairperson will finalise the agenda. The number of items to be placed on the agenda will be limited to a number that will allow for appropriate levels of discussion and restricted to items of relevance to the project within the constraints of the CCLG's purpose.

**5.7 Committee members will cease to be a member, if they:**

- 5.7.1 Resign from the committee;
- 5.7.2 Fail to attend 3 consecutive meetings without providing an alternate representative;
- 5.7.3 Are unable, for any reason, to fulfil the role of a CCLG member;
- 5.7.4 At the discretion of the Independent Chairperson, following a review process.

**5.8 Terms of Reference**

- 5.8.1 CCLG community members will be provided with a copy of the CCLG Terms of Reference;
- 5.8.2 The Terms of Reference shall be reviewed annually by the Authority from the date of the first CCLG meeting;
- 5.8.3 The Authority may alter the Terms of Reference throughout the year to meet the needs of the project;
- 5.8.4 One months' notice must be given to community members about the intention to amend the Terms of Reference.

**5.9 Vacancy Selection Process:**

- 5.9.1 Any vacant position will be advertised by an expression of interest letterbox drop to relevant properties, inviting residents to nominate for the vacant position by a due date;
- 5.9.2 Where the position is representing a particular resident's group, that group will be asked to nominate the replacement;
- 5.9.3 Any expression of interest must be open for one month before nominations close. An email address and mailing address shall be provided for receipt of expressions of interest;
- 5.9.4 The Independent Chairperson will review all nominations in consultation with the Barangaroo Delivery Authority prior to any new appointments.

## **6 MEETING PROTOCOLS**

### **6.1 Duration of Meetings**

- 6.1.1 Meetings will be held on the first Tuesday of each month and will run for 1.5 hours duration;
- 6.1.2 A special or extraordinary meeting may be called by the Independent Chairperson, in the event a matter for discussion that cannot be held over to the next meeting. This is at the full discretion of the Independent Chairperson.

### **6.2 Meeting Locations**

- 6.2.1 Generally, the CCLG meetings will be held at the Barangaroo Delivery Authority offices, however the Chairperson has the discretion to nominate an alternative location;
- 6.2.2 Any alternative location shall be identified in the Agenda or communicated to the committee members a minimum 48 hours prior to the meeting.

### **6.3 Meeting Agenda**

- 6.3.1 Agenda and Minutes of the previous meeting will be distributed seven days prior to the meeting.

### **6.4 Minutes**

- 6.4.1 All meetings will be recorded in the form of community issues raised and actions agreed. The minutes are not a verbatim record of discussion;
- 6.4.2 The minutes will be presented to the Independent Chairperson either at the conclusion of the meeting, or within 48 hours of the meeting and approved by the Independent Chairperson as an accurate record of the meeting;
- 6.4.3 All minutes will be made publicly available on the Authority's website within one week of the meeting.

### **6.5 Minute Taker**

The Authority will provide secretarial services to the CCLG as follows:

- 6.5.1 Preparation of agendas and issuing notices for meetings, and ensuring all necessary documents for discussion or comment are attached to the agenda;
- 6.5.2 Distribution of the Agenda and Minutes of meeting, 7 days prior to the meeting;
- 6.5.3 Take notes of proceedings and preparing minutes of meeting;
- 6.5.4 Producing draft minutes for review and approval by the Chairperson as a true and accurate record of the meeting;
- 6.5.5 Ensure the CCLG Agenda and Minutes of meeting are uploaded to the Barangaroo website within one week of the meeting.

## 7 MEDIA

Members of the CCLG must comply with the following:

- Members of the CCLG are not authorised to speak to or comment to the media about CCLG matters. All media enquiries should be referred to the Chairperson;
- Confidential information presented and/or discussed at the CCLG meetings must not be discussed with the media;
- Any comments made by a CCLG member to the media must be limited to the member's own comments and in no way purport to represent the views of the CCLG or the Barangaroo Delivery Authority;
- Comments made by other members of the Group, in any situation, should not be discussed with the media.