

## St Catherine's Development Community Consultative Committee

**Meeting No:** 15

**Date:** Monday 04 November 2019, 6.30pm

**Venue:** St Catherine's School, 26 Albion Street, Waverley

<b>Attendees</b>	
<p><b>Community Members:</b>                      Danny Caretti – Charing Cross Precinct/                      neighbouring resident                      Julie McAlpin – Charing Cross Precinct</p> <p><b>Independent Chair</b>                      Roberta Ryan</p> <p><b>Minute taker</b>                      Stella Cimarosti</p>	<p><b>St Catherine's</b>                      Andrew Grech                      Warwick Smith</p> <p><b>Richard Crookes</b>                      Natalie Cluff – Communications Manager                      Belal Afyouni - Project Manager                      Cameron Waller – Construction Manager</p>
<p><b>Apologies:</b> Kate Marshall – Resident, Dom Egan – Resident                      Not in attendance: Gabrielle Calvert-Evers, SummitCare, Peter Monks – Waverley Council</p>	

<b>Item</b>	<b>Description</b>	<b>Action/Responsibility</b>
<b>1</b>	<b>Welcome and introductions</b>	
1.1	<p><b>The chair welcomed attendees.</b></p> <p>RR noted that Cathy Davitt has resigned from the committee. The committee thanked her for her participation and contribution.</p>	<p>RR to speak to Waverley council regarding attendance at meetings moving forward.</p> <p>RR to speak to the Bronte Beach Precinct about sending a representative to meetings</p>
<b>2</b>	<b>Apologies</b>	
	<p>As noted above</p> <p>DC questioned attendance from the State MP's office.</p> <p>RR noted that the State MP would not have a representative present unless we specifically asked. RR has spoken with the MP and her office and they were interested to understand the pedestrian crossing issues and the discussions that had been had about this. They were also interested in how the certification of the project would work.</p>	<p>RR to send correspondence with local MP to CCC representatives.</p>
<b>3</b>	<b>Acceptance of the minutes from June 2019</b>	
	DC and AG formally accepted minutes from previous meeting.	
<b>4</b>	<b>Actions arising</b>	

4.1	All actions arising resolved.	
4.2	<p>Site diagram and staging discussed. Information to be provided due to the challenges in understanding the staging and timing.</p> <p>WS noted that the timing for all stages apart from Stage 1 is not currently known. Stage 1 phase A is what is being carried out and includes the underground car park, the aquatic centre, the theatre and the multipurpose hall. This work will take until 2021.</p> <p>JM asked if stage, phase B had been deferred?</p> <p>JM asked about Stage, Phase B it should be Stage 1, Phase B. WS – yes.</p> <p>RR asked if there was timing for phase B.</p> <p>WS noted that there was no timing but anticipated that it would be years away. Future stages would be dependent on the needs of the school as well as funding. Separate DA's would also have to be developed.</p> <p>DC noted that originally the scheme advised a 15 year timeframe. Is that still the case?</p> <p>AG noted that it has been almost four years since consent was granted so it will likely be longer than that. There will not be 15 years of continuous construction.</p>	AGWS to provide site diagram.
<b>5</b>	<p><b>Stage 1 update – introduction to the construction company</b></p> <p><b>Timing and planning</b></p>	
5.1	<p>AG advised that St Catherine's has appointed Richard Crookes Constructions. This was shared with the school community last week.</p> <p>NC &amp; BA from Richard Crookes presented on company and project. Key Points:</p> <ul style="list-style-type: none"> <li>- Richard Crookes is a family owned and managed Construction Company which has been operating for 43 years</li> <li>- Contract was awarded in October 2019</li> <li>- Building work will start at the end of 2019</li> <li>- Demolition and excavation work will be completed in mid-2020</li> <li>- Construction of the structure will be complete in late-2020</li> <li>- Project expected to complete in mid-2021</li> <li>- Between now and start of construction the design will be finalised and consultation will be carried out with key stakeholders</li> <li>- Work is due to start on the 9<sup>th</sup> of December 2019</li> <li>- A work zone will be installed on Macpherson Street which will include hoarding.</li> </ul> <p>WS noted that while the project won't start until the 9<sup>th</sup>, Richard Crookes may still carry out some preliminary work such as taking measurements of the site etc. Establishment of the site won't happen until the 9<sup>th</sup>. Once the site is set up everything that happens</p>	

	<p>within the site is managed by Richard Crookes. Relevant inductions are required for anyone who needs to access the site including staff from the school.</p>	
<p>5.2</p>	<p>Questions following presentation from Richard Crookes</p> <p>JM asked if school holiday activities at the school were still going ahead in December/January period given the timing of the work.</p> <p>AG advised planned school holiday activities were still going ahead.</p> <p>DC noted that areas were being fenced off that are not part of stage 1 of the project.</p> <p>WS confirmed that the areas would be fenced off but construction will not happen in these areas. The area will be used for storage and site set up.</p> <p>DC asked if the temporary class rooms and pool area will be demolished.</p> <p>WS – yes</p> <p>DC asked where the entry point for trucks would be.</p> <p>BA pointed this out on Macpherson Street</p> <p>DC asked how wide the entrance for trucks would be.</p> <p>BA advised it will be approximately 5 metres wide with a sliding gate.</p> <p>WS noted that Leichhardt Lane is not being used by vehicles as an entry point but is an emergency exit if needed.</p> <p>DC asked where workers would enter the site from.</p> <p>BA advised workers would enter by foot from either Macpherson Street or Leichhardt Lane.</p> <p>JM asked how many workers would be on site.</p> <p>BA advised that this would vary depending on the stage of construction. In the early stages there would only be 20-30 workers. At most there would be up to 100 workers on site. This number will go up and down throughout construction.</p> <p>JM asked how many over the Christmas/New Year period</p> <p>BA advised there would be between 20-30 workers during this period.</p> <p>WA noted that when the new structure is built more workers can be accommodated and so a larger workforce will ensue. Until the new structure is built it isn't possible to have a large workforce on site.</p> <p>JM requested details around how many workers at any given time.</p> <p>BA noted that this can be provided but it will be an estimate.</p> <p>DC asked if the site entrance is right next to the boundary of 4 Macpherson Street and hence their driveway.</p>	<p>BA to provide detail estimating how many workers are expected to be on site throughout the different phases of construction.</p>

	<p>BA is yet to confirm the exact location.</p> <p>DC questioned how the process of site establishment works. Do the buildings get demolished first and then the site hoarding?</p> <p>BA advised the site hoarding is the first thing that goes up.</p> <p>DC asked if there will be an area for vehicles to turn around within the site to avoid the reversing noise.</p> <p>BA advised that an area for this would be established. It is one of the first things being set up as part of the site establishment process.</p> <p>AG noted that it's a requirement that trucks must travel in a forward motion in and out of the site.</p> <p>WS noted that truck movements on site would be timed so that there is only one on site at a time. It's also important to note that there will be some vehicles that reverse on site.</p> <p>DC asked if pedestrian access would be interrupted.</p> <p>BA advised that pedestrian access would be maintained however, there may be some short term closures required at times. Access would always be reinstated at the end of a shift.</p> <p>DC asked if the pedestrian access being maintained was contingent on moving the crossing.</p> <p>WS replied that the work on the crossing would happen at the end of the work.</p> <p>WS noted that traffic control may temporarily stop pedestrians when vehicles are entering and exiting the site.</p> <p>JM asked where the new bus stop would be located.</p> <p>WS advised this was still being discussed with the State Transit Authority however, there is only really one area about 20 metres away before the round-about.</p> <p>CW asked what is expected to be achieved between start of construction (9<sup>th</sup> of December) and Christmas?</p> <p>BA responded that it is expected that the site would be set up including site hoarding, tree removal would be carried out and the bus stop would be relocated before Christmas.</p> <p>DC asked when noisy digging and rock breaking would occur.</p> <p>BA advised that this would likely start after demolition has finished which is expected to take around one month.</p> <p>WS noted that there are restrictions around when noisy works can be carried out. Noisy rock breaking would be limited to certain hours of the day and respite would need to be provided.</p> <p>WS asked if the hoarding would go up before the sandstone wall is removed.</p> <p>BA - ye</p> <p>BA advised that a tower crane would be installed sometime mid next</p>	
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	<p>year.</p> <p>CW noted that the process of installing a tower crane can be disruptive and requires a road closure.</p> <p>DC asked if this would happen on a weekend?</p> <p>BA agreed it would most likely be over a weekend. This isn't due to happen until mid-next year.</p> <p>DC asked if the crane would lift things from the street into the site?</p> <p>BA responded yes and explained that vehicles would park in the street in the work zone and material would be lifted by the crane over the hoarding into the site.</p> <p>DC asked if there would be quite a bit of that happening.</p> <p>BA responded yes and noted that once the excavation work was completed this would be how materials are moved onto site. The access gate would almost become redundant.</p> <p>DC asked if there is a plan for truck movements.</p> <p>BA noted that the site will run on delivery schedules. The idea is to avoid banking up the work zone. We set times and tell suppliers when they can turn up. If they arrive outside of their allotted time they are often set back to their depot.</p> <p>DC noted that it may be necessary to have an area close by where trucks can pull in.</p> <p>BA replied that the work zone is quite long and they're not expecting this to be an issue.</p> <p>WS asked what window is given to delivery trucks.</p> <p>BA advised this depends on the size of the truck and what is being delivered.</p> <p>DC asked how the site sheds will be removed.</p> <p>WS advised that the crane would be used to facilitate this. The two construction faces won't be in use until the project is about 80% complete.</p> <p>DC noted that this is presumably when most workers will be on site.</p> <p>WS agreed this was the case.</p>	
5.3	<p><b>Pick up and drop off</b></p> <p>BA noted that it has been agreed that the work zone created on Macpherson Street would not be used between 8am and 9:30am or between 2pm and 3:30pm each school day to allow for pick up and drop off. During this time we won't have vehicles using the work zone to avoid disruption to the pick-up and drop off process.</p> <p>DC asked if construction would normally start at 7am? Does this mean work wouldn't start until 9:30am?</p> <p>BA work will be happening from 7am on site, however the work zone</p>	

	<p>on McPherson street will turn into a kiss and ride zone between 8am and 9:30am. The same will happen between 2pm and 2:30pm.</p>	
5.4	<p><b>Parking</b></p> <p>BA advised that the site would be treated similarly to CBD sites in terms of parking. This means workers would drop their tools off to site on the first day so they don't need to drive to site. They would then use public transport or other means to get to work.</p> <p>DC asked what residents should do if they notice workers parking on the street.</p> <p>NC advised that there will be a 1800 number and email that would be provided to residents where they can contact the construction team. Richard Crookes also has wording written into their agreements stating workforce cannot park on site or in surrounding area.</p> <p>CW noted that a call to the 1800 number would prompt a response from the site team. We would investigate and provide a response. We find we often get blamed for every ute that parks around the site. Regardless of this we still investigate. If the vehicle is ours we will take action. If it's not ours there isn't much we can do.</p> <p>DC noted that there are potentially 3-4 other construction sites in the area that will be operating at the same time.</p> <p>CW advised it will be written into the contracts that there is no parking around the site. If Richard Crookes identify that workers are parking action will be taken.</p> <p>BA advised that there are often two scenarios that occur. Either construction workers park illegally in the area. This is easy to deal with as we can contact council and police to issue fines for illegal parking. The other scenario occurs when construction workers park legally in the area which is when we enforce the contract.</p> <p>CW asked how many trucks can park within the work zone.</p> <p>BA advised this depends on the length of the truck. It should fit around three 12 metre trucks.</p> <p>DC questioned access to the footpath in the work zone.</p> <p>BA advised the footpath would still be present. Hoarding would go above the footpath.</p> <p>DC asked where the entrance to the new car park is.</p> <p>BA advised this is to remain through the existing drive way.</p> <p>DC asked when this car park will start being used.</p> <p>BA advised that the area should be used until the end of the project. It may be used on occasion such as allowing workers to pick up their tools at the end of the job.</p> <p>WS advised that school staff will continue to use the existing parking throughout the job. Traffic control may be required towards the end</p>	

	<p>of the job.</p> <p>CW reiterated that no long term construction parking in the car park is anticipated.</p>	
6	<p><b>Community Engagement Strategy</b></p> <p>DC asked what would be given to CCC member to present to residents. Could Richard Crookes come and present at precinct meetings?</p> <p>CW advised that Richard Crookes is happy to come and present.</p> <p>NC will talk to the communications approach throughout the job. It's important to be aware that things can change in construction. Wet weather can delay projects. We will talk about how we will communicate in that instance.</p> <p>AG noted that the school has said they will hold a public meeting, provide a notification via letterbox drop and advertise in the local paper. We are currently in the process of organising two meetings – one for the parents and a public meeting which will be held on the 21<sup>st</sup> of November. We are aiming to have the announcement about the project in the next two Wentworth Courier publications. We are also aiming to letterbox drop on the 15<sup>th</sup> of November.</p> <p>DC asked if the meeting would be included as part of the advertising?</p> <p>AG replied that it would be.</p> <p>NC advised that the approach to community relations throughout the project includes:</p> <ul style="list-style-type: none"> <li>- Minimising impacts – safety, dust control, traffic management, programming</li> <li>- Providing proactive updates such as disruption notices</li> <li>- Maintaining communication through phone and email (1800 number is staffed 24 hours)</li> <li>- Making content relevant.</li> </ul> <p>JM noted that at one of the previous CCC meetings different stakeholders were discussed. It would be good to pre-empt some questions with Q&amp;A's. For example what you do with your construction waste will come up – particularly if you're dealing with hazardous material. Demonstrate through your communication how you're managing environmental impacts.</p> <p>NC noted that the 1800 number would be advertised and people who attend the public meeting can also register to receive information directly. We will definitely note the point around environmental management. We only want to communicate when it's relevant.</p> <p>DC noted that the precinct has a Facebook page that could be used.</p> <p>NC noted she was aware of the social media presence.</p> <p>JM advised that updates could be posted on this page.</p>	<p>RR to contact council regarding representative for the project.</p> <p>WS to circulate conditions of consent.</p> <p>JM to extend invitation to precinct meeting in December to Ricard Crookes.</p>

	<p>NC advised that Richard Crookes steer clear from engaging on social media.</p> <p>DC &amp; JM questioned this and advised it is a great platform to contact people quickly.</p> <p>NC agreed but restated that Richard Crookes do not use social media to engage so as to direct everyone through the 1800 number and email and get a full picture of everyone's questions and concerns.</p> <p>DC noted that CCC members will share the information on the Facebook page.</p> <p>NC advised that Richard Crookes has no issue with this.</p> <p>RR noted that there are rules around when notification is required and how the notification process is carried out. Richard Crookes will do what is required as they are governed by the requirements.</p> <p>NC noted that the schools RPAC webpage will be updated with information.</p> <p>RR asked if this would be on the school website or a separate site.</p> <p>NC replied that the school website would be used but a page would be set up specifically for the RPAC project.</p> <p>DC questioned if contact information and website information would be provided on signage around the site.</p> <p>NC site signage will have contact information and we can certainly put the web address on there as well.</p> <p>JM asked who would manage the content on the website.</p> <p>NC advised that it would be a collaborative effort between the school and Richard Crookes. Construction information will be provided to the school who manage the website.</p> <p>AG noted that as notifications are distributed to residents they will also be posted on the web site.</p> <p>WS also noted that those who have registered for updated would receive an email and questions how people will know about the 1800 number?</p> <p>NC advised that the number will be included in notifications, advertisements, on site signage and on the website.</p> <p>RR asked if someone would be collecting complaints received. It would be beneficial to create a complaints register that can be looked at, at each meeting.</p> <p>NC advised that this information is collected and can be reported on at the meetings.</p> <p>JM noted that it would be good to have someone from council present or at least a contact from council so that they can be contacted in an emergency.</p> <p>RR noted that council will be contacted.</p>	
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	<p>DC noted that last time a distribution was carried out many residents didn't receive the notification.</p> <p>RR noted that St Catherine's were planning to use a company that uses GPS tracking.</p> <p>WS noted that Richard Crookes may or may not organise distributions in the future.</p> <p>DC asked when the first letterbox drop would be.</p> <p>WS advised this was being planned for next week.</p> <p>NC advised the notice would have the email address on it and that we were endeavouring to get the 1800 number on it also.</p> <p>DC asked if it would also have the website.</p> <p>AG noted that all of this was being confirmed at the moment.</p> <p>DC asked if construction details would be included such as timeframes.</p> <p>AG replied that this would be included as well as details about the public meeting.</p> <p>RR noted that communication will also happen through this meeting. Meetings will occur more regularly now that construction is starting. We can decide on the regularity as the project progresses. Standing items for the agenda could be:</p> <ul style="list-style-type: none"><li>- Construction updates</li><li>- Complaints</li></ul> <p>Is there anything else someone wants as a standing item?</p> <p>It's important to note that the purpose of this meeting is to ensure the conditions of consent are being met. The statutory function of this meeting is to have oversight to ensure the conditions are being met. We haven't been required to have these meetings until now, they have been conducted by the school for good communication.</p> <p>This process is why we have had the opportunity to review the traffic movement data. One of the conditions is about traffic movements. The committee will also need to continue for a period once construction is over.</p> <p>DC asked how often the meetings would take place.</p> <p>RR noted that this is up to the members to decide. Meetings do need to happen at a minimum every quarter. I think initially we will meet monthly.</p> <p>AG asked if the precinct has a break over Christmas?</p> <p>JM noted that the last meeting is on the 11<sup>th</sup> of December and then they don't reconvene until February 2020.</p> <p>WS noted that no construction would happen on public holidays and RDO's</p> <p>DC asked if more correspondence could be expected.</p>	
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	<p>RR replied that this would be the case.</p> <p>DC asked what sort of correspondence?</p> <p>RR noted that notifications will come to this group as well as to the community.</p> <p>DC asked if the committee would be reviewing drafts.</p> <p>RR noted that reviewing drafts wouldn't be required but the committee will see information potentially before the community do. It's expected that impacts of certain work would be discussed.</p> <p>RR noted it would be great to get help with potential Q&amp;A's from the committee.</p> <p>NC noted that Richard Crookes have some knowledge from previous projects however input would be great.</p> <p>RR noted that key issues could be another item for the agenda.</p> <p>AG noted that the aim is to have the Q&amp;As ready for the public meetings.</p> <p>JM noted that providing information about the tree removal will be critical. Particularly around the fact that approval to remove them has already been given.</p> <p>RR noted it would be a good idea to link to the DPI&amp;E webpage for the development.</p> <p>DC noted that it would be good to be informed regarding what's happening – a timeline.</p> <p>RR noted that this would be covered in construction updates.</p> <p>RR asked if the school events calendar had been considered.</p> <p>AG noted that the timetable for the rest of the year is finalised. Changes will definitely need to occur or next year due to the work. WS is providing an 18 month program so that the school can figure out the events calendar.</p> <p>RR asked the group if there were other topics for the meetings</p> <p>JM noted that an emergency contact is crucial.</p> <p>NC noted the 1800 number being 24 hours.</p> <p>AG noted that a stakeholder matrix was started but not finished. This should be on the agenda for the next meeting.</p>	
7	<p><b>General business</b></p> <p>RR – it might be useful to not- is very likely that the CCC will meet more frequently at least initially now construction is about to commence. Perhaps it would be useful for members to think about their availability.</p> <p>DC noted that the garbage was collected before 7am this morning. The drivers have been arriving earlier and earlier. The post 8:30am collection isn't happening and the collection is very disruptive. This has been happening for too long and I want to be reassured that it</p>	

	<p>won't continue.</p> <p>AG noted that the school wasn't aware that this had been happening more recently. The facilities manager will now be locking the bins. They won't be unlocked until 8:30am. This means they won't be able to be collected prior to 8:30am. We will try this and see what happens moving forward. If this doesn't work we will explore other options.</p>	
<b>8</b>	<p><b>Date for next meeting</b></p> <p><b>THESE ARE FINAL AND SIGNED MINUTES – R RYAN</b></p> <p>Tuesday 17 December</p>	