

Community Communications Sub-Plan (Orchard Hills)

Sydney Metro - Western Sydney Airport Station Boxes and Tunnelling Works

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Document approval

Rev	Date	Prepared by	Reviewed by	Remarks	Approved by
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Signature:					
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Details of Revision Amendments

Document Control

The Project Director is responsible for ensuring that this plan is reviewed and approved. The Communications Manager is responsible for updating this plan to reflect changes to construction, legal and other requirements, as required.

Amendments

Any revisions or amendments must be approved by the Communications Manager and/or client before being distributed / implemented.

Revision Details

Revision	Details
A	Issue for client review
B	Client comments addressed
C	Client comments addressed
00	Approved version



Alignment with Sydney Metro's values

Value	Approach
 <p>SAFETY & WELLBEING</p>	<ul style="list-style-type: none"> Implementing measures to ensure vulnerable road users, including pedestrians, school children and cyclists are protected, particularly near the site entrances Installing a range of environmental management controls at the site to minimise impacts on the surrounding community Promoting the safety and wellbeing of the community by addressing concerns about potential impacts from construction activities, especially in relation to tunnelling underneath their homes Implementing protocols to ensure the safety of visitors, photographers/videographers and members of the media during site visits
 <p>COLLABORATION</p>	<ul style="list-style-type: none"> Collaborating with Sydney Metro to develop effective communication tools to proactively tailor information and solutions to specifically manage the community issues during construction Working closely with Sydney Metro, Penrith City Council, Penrith Valley Chamber of Commerce, government agencies, transport operators, event organisers, other nearby projects and Interface Contractors to minimise cumulative impacts on the community.
 <p>INTEGRITY</p>	<ul style="list-style-type: none"> Being honest and transparent about the extent of potential impacts associated with our activities, as well as the efforts we will take to minimise impacts Emphasising CPBG JV's commitment to do what we say we are going to do, when we say we are going to do it Forging lasting community and stakeholder relationships based on shared desired outcomes of trust and flexible solutions
 <p>INNOVATION</p>	<ul style="list-style-type: none"> Developing and implementing new concepts for communication to deliver tailored and targeted messages to our audiences Delivering information flexibly through CPBG JV's QR code and the new Sydney Metro app. A daily scan of the QR code or app will provide the user with progress updates and potential disruption information Adapting virtual information session technology used by previous projects and using this to assist people who are no longer able or prepared to meet in person Using augmented 3D technology to highlight tunnelling and shaft excavation behind the hoardings to inform the community about tunnelling progress
 <p>EXCELLENCE</p>	<ul style="list-style-type: none"> Updating the skills mix requirements for stakeholder and community engagement team members to better reflect engagement requirements and out-of-hours stakeholder and community management requirements Leaving a positive legacy beyond construction by investing in the local community through fundraising and community-focused initiatives
 <p>ACHIEVEMENT</p>	<ul style="list-style-type: none"> Through the application of this Sub-Plan and the Overarching Community Communications Strategy, satisfying the expectations of stakeholders, keeping them informed and taking them on the journey of Sydney Metro to increase appreciation and knowledge of construction and engineering progress and thereby recruit engineers of the future



Definitions

Term	Description
CCS	Community Communications Strategy
CEMP	Construction Environmental Management Plan
CHMP	Construction Heritage Management Plan
CICG	Communications Interface Coordination Group
CIP	Cumulative Impacts Plan
CNVMP	Construction Noise and Vibration Management Plan
CoA	Condition of Approval
CPBG JV	CPB Contractors Ghella Joint Venture
CPM	Community Place Manager
CSSI	Critical State Significant Infrastructure
CTMP	Construction Traffic Management Plan
DPE	Department of Planning and Environment
EPA	NSW Environment Protection Authority
EPL	Environmental Protection Licence
LGA	Local Government Area
OCCS	Overarching Community Communication Strategy
OOH	Out-of-hours
Project	Sydney Metro - Western Sydney Airport
REF	Review of Environmental Factors
RFT	Request for Tender
SBT works	Station Boxes and Tunnelling works
SCAW	Surface and Civil Alignment works
SCEM	Stakeholder and Community Engagement Manager
SLT	Senior Leadership Team
STEM	Science, Technology, English and Mathematics
TBM	Tunnel boring machine
TCG	Traffic Coordination Group
TfNSW	Transport for New South Wales
TTLG	Traffic and Transport Liaison Group
WCAG	Web Content Accessibility Guidelines
WSI	Western Sydney International



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1. Introduction

1.1. Purpose

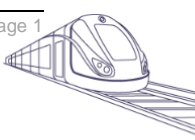
This Community Communication Sub-Plan (Orchard Hills) describes CPB Contractors Ghella Joint Venture's (CPBG JV's) communication and engagement approach for the Sydney Metro – Western Sydney Airport Station Boxes and Tunnelling Works (SBT works) at the Orchard Hills site.

As a sub-plan to the Community Communications Strategy (CCS), it is designed to minimise the impacts of construction, engage the community, and provide a high level of satisfaction in meeting the Orchard Hills community's expectations. It identifies site-specific stakeholders, how these stakeholders will be informed about and involved in construction activities, key environmental issues and mitigation measures, and ways to provide or discuss feedback.

1.2. Objectives

This sub-plan outlines how the CPBG JV will meet its community communication objectives for the Orchard Hills site, which includes:

- Identifying Orchard Hills stakeholders and community members and their concerns and interests
- Building strong relationships with the local community, establishing effective two-way communication with community members, and encouraging their involvement in the SBT works
- Maximising the community's understanding of the timing and potential impacts of construction activities and the measures used to reduce these impacts
- Identifying issues for construction planning to reduce the impact on the community, where possible and to respond to community feedback
- Collaborating on communication to minimise cumulative impacts as a result of increased construction activities in the area. Stakeholders undertaking other works include Sydney Metro, Penrith City Council, Transport for NSW, local businesses, interface contractors and others that are undertaking work in the area.

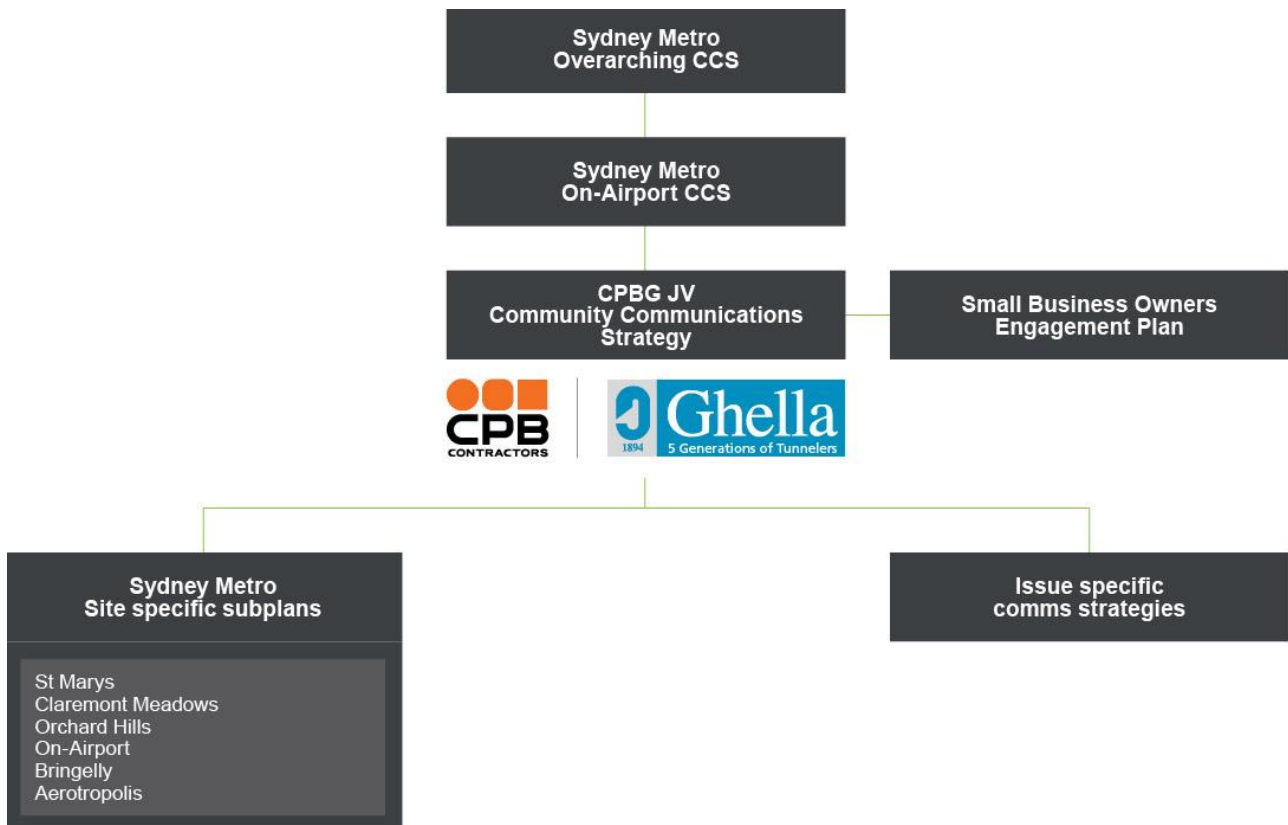


1.3. Interface with other plans

As shown in Figure 1, this is a sub-plan to the CPBG JV Community Communication Strategy.

It is part of a suite of plans that together outline how stakeholder and community engagement on the SBT works will be managed to ensure an integrated approach to meeting contract requirements.

Figure 1: Interface with the CCS and other plans

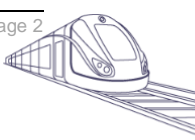


1.4. Plan authorisation and distribution

The Communications Manager is responsible for the distribution of this sub-plan. It will be introduced in site inductions to all staff and subcontractors working at the Orchard Hills metro station site, all personnel will perform their duties in line with its requirements. A controlled copy of this document will be maintained on SharePoint. An accessible copy of this sub-plan will be available to the public on the CPBG JV's website.

1.5. Further development

This sub-plan will be reviewed at a minimum of every six months to ensure that it remains relevant for the delivery of the SBT works. It may also be updated to reflect changes to legislation, Sydney Metro's directions, or the CPBG JV's operating procedures.



2. Orchard Hills metro station

2.1. The Orchard Hills locality

The construction of the SBT works will generally be undertaken within rural and semi-rural environments and on Airport Land. Orchard Hills is situated approximately 56 kilometres west of the Sydney CBD, and within 5 kilometres of Penrith CBD. The area is part of the local government area of the City of Penrith. Orchard Hills possesses a rural character due to the large spanning properties and open land, but there has been property development in recent years. The project may have moderate landscape and visual impacts during construction primarily due to the removal of trees and areas of rural character between Orchard Hills and Western Sydney International.

The Orchard Hills area is close to the construction site and currently has a low background noise level due to the semi-rural quality of the area. As such, this community are likely to experience temporary high noise levels during construction. The highest noise levels are likely where equipment such as concrete saws, dozers and hydraulic hammers are in use. During construction, there may also be minor increases to traffic noise near Kent Road, Orchard Hills. Minor traffic noise impacts are also predicted during operation around Orchard Hills Station.

There are a number of sensitive and disaffected stakeholders in the area due to land acquisitions and as such, the CPBG JV will provide a bespoke approach that balances empathy with direct and carefully crafted communication. The issues faced by the local residents will be addressed in a sensitive and timely manner, in accordance with the IAP2 principles.

There are some small businesses and sole traders in the area, as well as various medium to large businesses that provide services across a number of sectors. There are four educational institutions, three of which are private religious schools of Catholic and Christian teachings. The Orchard Hills area has a strong religious affiliation, with Christianity the largest religious group reported overall in the 2016 Census (83.0%).

The new Sydney Metro station at Orchard Hills will service a future residential, commercial and mixed-use precinct, helping to transform the area into a compact, high-amenity and walkable new community. The station will be located on the eastern side of Kent Road, north of Lansdowne Road. The station will have one entrance on Kent Road with provision for a future second entrance east of the station. Orchard Hills metro station site footprint and land use are illustrated in Figure 2.

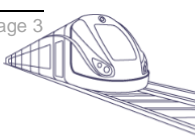
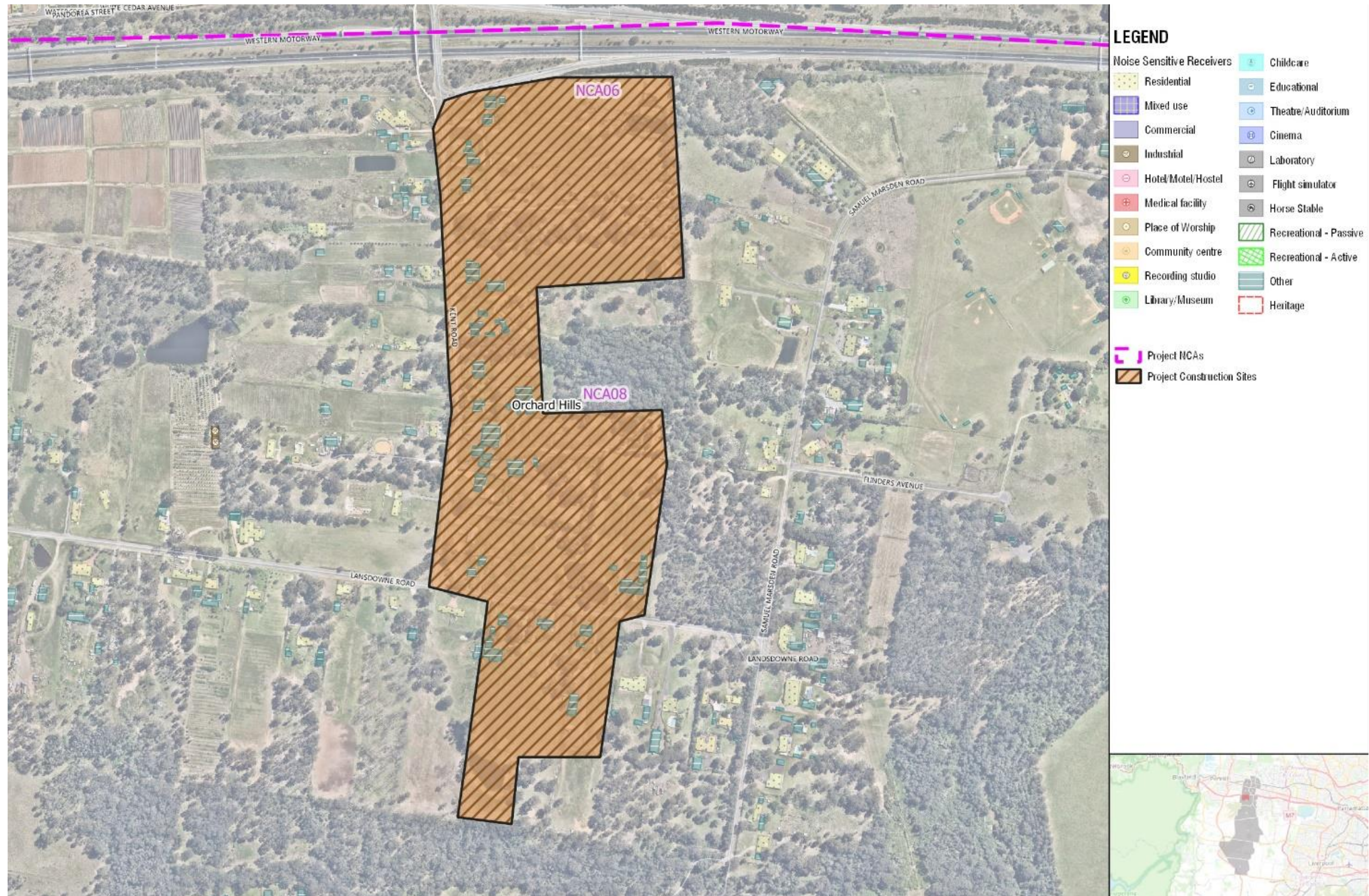


Figure 2: Indicative site footprint and land use for the Orchard Hills metro station SBT works



2.2. Orchard Hills metro station work phases, activities and indicative timing

The Orchard Hills metro station site entry will be from the new plaza via Kent Road and the new eastern connection.

The metro station will be an in-cutting station below the existing surface level in a generally north-south orientation located around 450 metres south of the M4 Western Motorway.

Construction activities will require the demolition of residential structures and all sheds and other structures at properties on Kent Road and Lansdowne Road. An acoustic shed and/or other acoustic measures will be put in place to manage noise impacts on the community.

Short-term local pedestrian diversions may be required adjacent to the Orchard Hills construction site on Lansdowne and Kent roads. Local pedestrian and cyclist diversions would be accommodated within the existing road environment.

Standard work hours will generally be undertaken during standard construction hours Monday to Friday 7:00am to 6:00pm, Saturday 8:00am to 1:00pm. Standard work activities that may be carried out outside the standard construction hours include utility works, general earthworks, tunnelling, works within an acoustic shed, tunnel fit-out, construction during road and rail possessions, spoil haulage, deliveries and TBM activities.

In Orchard Hills works that are permitted 24 hours per day, seven days per week, include tunnelling and ancillary support activities and, grout batching at the Orchard Hills construction site. Except, no delivery of material will be delivered to the Orchard Hills ancillary facility and no haulage of spoil generated through tunnelling will be permitted to the Orchard Hills construction site between the hours of 10:00pm to 7:00am.

The main SBT works construction activities at Orchard Hills metro station and indicative timing are shown in Table 1.

Table 1: Orchard Hills construction activities and indicative timing

Project Phase	Main Activities	Indicative timing
Detailed design	<ul style="list-style-type: none"> Site compound layout Station Box design Identifying sub stratum (geotechnical and contamination investigation) Conducting ongoing geotechnical investigations Conducting contamination studies and soil analysis Conducting existing utility investigations 	Q1 2022 to Q2 2022
Site establishment	<ul style="list-style-type: none"> Installing environmental and sediment controls Installing fencing, hoarding, noise barriers Protecting, removing and relocating existing services Installing site power, potable water, sewer and storm water Establishing site facilities, including amenities, spoil handling and truck wheel washes Excavating and installing piling pads and haul roads Installing survey points and geotechnical monitoring equipment Tree clearing and demolition works Lansdowne road diversion 	Q2 2022 to Q4 2022



Project Phase	Main Activities	Indicative timing
Piling and excavation of station box	<ul style="list-style-type: none"> Piling for station box. Bored piling will be used to reduce impacts Capping beam to be poured around station box. Anchor to be bolted inside station box and shotcreted Installation of new Lansdowne Bridge Excavation of station box 	Q3 2022 to Q3 2023
TBM	<ul style="list-style-type: none"> TBM setup including reticulation and facilities TBM assembly and launch Tunnel fit out 	Q4 2022 and to Q4 2024

3. The CPBG JV approach

3.1. Stakeholder and Community Engagement Policy

CPBG JV understands the disruptive nature that construction brings to communities. Our Stakeholder and Community Engagement Policy ensures that all Project Planning Approval requirements are met and that we deliver what we say we will to stakeholders. The CCS outlines how CPBG JV will meet its obligations in relation to the Project Planning Approvals and in accordance with Sydney Metro's requirements and standards.

CPBG JV is committed to stakeholder and community engagement best practice using IAP2 principles to benchmark against.

3.2. Building Relationships through transparency and tailored, open communications

CPBG JV recognises that construction is potentially disruptive and that the community and stakeholders may have concerns about the SBT works and the project as a whole. The Orchard Hills metro station site team will engage early with stakeholders and community members to build strong relationships based on open communication, demonstrate a genuine commitment to keep them informed and minimise negative impacts on CPBG JV's neighbours. Using the tools described in Section 6, CPBG JV will have a dedicated Place Manager. This role will be to build on the extensive consultation already undertaken by Sydney Metro's Place Managers, to continue to collaborate with Sydney Metro and develop relationships with the various stakeholders in the area.

Sydney Metro will continue to engage in relation to the work of other contractors and the detailed design for the operational phase of the project.

3.3. Integrated approach to avoiding the minimising impacts

A key component of CPBG JV's approach is having an integrated site team of safety, construction, community, approvals, environment, sustainability, traffic and other specialists, to plan construction activities to avoid and minimise impacts, including:

- Planning the Orchard Hills site layout and truck haulage access to minimise noise and local traffic impacts
- Carefully planning truck and haulage routes and developing a comprehensive CTMP. See General Specification Requirement 2.11 Traffic Management which includes the initial CTMP
- Implementing measures to ensure vulnerable road users and pedestrians are protected, particularly near the site entrances and at public transport interchanges



- Modelling of all construction activities by noise and vibration specialists to recommend the optimum suite of reasonable and feasible noise and vibration mitigation measures, such as selection of plant, size and location of noise hoardings and respite measures. See Noise and Vibration Management Plan for noise and vibration mitigation measures on the CPBG JV's website.
- Selecting and timing construction methods, where practicable, that allow for works with high noise impacts to be undertaken in standard construction hours. All out-of-hours works will be subject to NSW Environment Protection Authority approval under the Environment Protection Licence (EPL) with the community notified well in advance.

CPBG JV stakeholder and community engagement team is also dedicated to building strong engagement with the Communications Interface Coordination Group (CICG) to mitigate extensive disruptions and impacts to stakeholders from surrounding infrastructure projects. The CPBG JV is committed to establishing the best solutions for our stakeholders by maintaining frequent communication with the CICG.

3.4. Leaving a legacy

CPBG JV will collaborate with Sydney Metro to further identify community benefit initiatives in Orchard Hills that will assist in proactive and positive engagement with the community while construction is occurring, and beyond, to leave a lasting positive legacy.

One of the most significant opportunities in the local and surrounding area exists within the education sector, from primary school through to TAFE and university, to deliver career inspiration, job training and work opportunities for the Greater Western Sydney community.

4. Stakeholders

Based on submissions to the Environmental Impact Statement (EIS), the community generally recognises the benefits of increased access to public transport and connectivity provided by the broader Sydney Metro – Western Sydney Airport project. However, there are concerns about construction and how it will be managed to minimise impacts on nearby residents, businesses, community organisations and facilities.

A key expectation is that the community will be provided with ongoing opportunities to be engaged to assist them in understanding:

- The nature, timing and impact of construction activities
- How the impacts of noise and vibration, on the local traffic network, and the loss of parking during construction will be addressed
- Engagement during COVID-19 or other pandemic-related restrictions
- Sustainability measures
- Specific concerns about vulnerable members of the community, particularly the elderly and school children.

Project-wide stakeholders are identified in the CCS in Annexure B. Stakeholders with a particular interest in the Orchard Hills Station SBT works include:

- Property owners, residents along Kent Road, Lansdowne Road and Samuel Marsden Road
- Local business owners and operators
- Government agencies (Dept of Premier and Cabinet, TfNSW, DPE, Penrith City Council)
- Traditional owners of the land
- Utility authorities (Sydney Water, Ausgrid, Jemena and telecommunications providers)



- Traffic and transport organisations
- Transport operators including haulage and public transport operators
- Local schools (Orchard Hills Public School, Penrith Christian School, Penrith Anglican College, Claremont Meadows Public School, Our Lady of the Rosary Primary St Mary's, St Marys North Public School, St Marys Public School, St Marys Senior High School, Penrith Valley School, Kurrambee School)
- The broader community interested in the delivery of Sydney Metro services to Orchard Hills.

Key stakeholder issues for the Orchard Hills metro station SBT works and mitigation are summarised in Table 2.



Table 2: Key Orchard Hills stakeholder issues, interests, and mitigation

Category	Issues	Indicative environmental mitigation	Communication and consultation mitigation	Stakeholder Interests
Property damage	<ul style="list-style-type: none"> Concern over potential for property damage 	<ul style="list-style-type: none"> Pre and post property condition surveys carried out for eligible properties by experienced consultants Independent Property Impact Assessment Panel 	<ul style="list-style-type: none"> Notification letters Fact sheet on condition survey process 	<p>Residential</p> <ul style="list-style-type: none"> Minimal to no damage expected <p>Commercial</p> <ul style="list-style-type: none"> Minimal to no damage expected
Safety	<ul style="list-style-type: none"> Safety of road users, pedestrians and bus station passengers, particularly near site entrance/exit points 	<ul style="list-style-type: none"> Implementing vehicle management plans, traffic controllers, signage and notifications 	<ul style="list-style-type: none"> Requiring all workers and subcontractors to undergo an induction 	<p>Residential</p> <ul style="list-style-type: none"> Careful mitigation to avoid safety concerns for road users, public transport users, and pedestrians <p>Commercial</p> <ul style="list-style-type: none"> Careful mitigation to avoid safety concerns for businesses and their customers
Access	<ul style="list-style-type: none"> Maintaining access to buildings, public facilities and public transport 	<ul style="list-style-type: none"> Providing traffic control and assistance when required 	<ul style="list-style-type: none"> Providing signage and notifications Conducting local access plan consultations to ensure access issues are included in construction staging and planning 	<p>Residential</p> <ul style="list-style-type: none"> Access will be maintained. Community will be appropriately notified of any changes to access <p>Commercial</p> <ul style="list-style-type: none"> Access will be maintained. Businesses will be appropriately notified of any changes to access
Traffic	<ul style="list-style-type: none"> Diversion of traffic and pedestrians around construction site Changes to public transport access during construction Increased construction traffic including spoil trucks and deliveries 	<ul style="list-style-type: none"> Implementing the relevant site specific CTMP 	<ul style="list-style-type: none"> Communicating changes to transport operators. Providing timely notifications and newsletters to the local community 	<p>Residential</p> <ul style="list-style-type: none"> Changes to traffic expected. Community will be appropriately notified of changes <p>Commercial</p> <ul style="list-style-type: none"> Changes to traffic expected. Businesses will be appropriately notified of changes



Category	Issues	Indicative environmental mitigation	Communication and consultation mitigation	Stakeholder Interests
Security and crime	<ul style="list-style-type: none"> Graffiti on site hoardings and fences Concern over increase in crime during construction 	<ul style="list-style-type: none"> Application of Crime Prevention through Environmental Design principles to site hoarding design 24/7 site security Ongoing site maintenance and promptly removing graffiti 	<ul style="list-style-type: none"> Community notification in relation to graffiti removal requirements 	<p>Residential</p> <ul style="list-style-type: none"> Graffiti will be promptly removed and mitigated through design elements. Onsite security will avert crime <p>Commercial</p> <ul style="list-style-type: none"> Graffiti will be promptly removed and mitigated through design elements. Onsite security will avert crime
Visual Impacts	<ul style="list-style-type: none"> Plant and equipment visible over hoardings. Construction lighting and security 	<ul style="list-style-type: none"> Developing a specification for colour of enclosures and hoarding, where possible 	<ul style="list-style-type: none"> Community notification on visual mitigation 	<p>Residential</p> <ul style="list-style-type: none"> Plant equipment may be visible to the community at times. CPBG will improve visual impacts through design elements on enclosures and hoardings <p>Commercial</p> <ul style="list-style-type: none"> Plant equipment may be visible to the community at times. CPBG will improve visual impacts through design elements on enclosures and hoardings
Air borne noise and vibration	<ul style="list-style-type: none"> Use of equipment such as bored piling rigs, excavators, hammers, vibratory rollers and vacuum trucks Traffic noise including deliveries and spoil haulage 	<ul style="list-style-type: none"> Details of mitigation measures identified in the Noise and Vibration Management Plan Undertaking construction noise monitoring to verify impacts 	<ul style="list-style-type: none"> Providing ongoing notification of works, including explanation of on-site mitigation measures being deployed Consulting with affected residents about respite periods for out of hours works 	<p>Residential</p> <ul style="list-style-type: none"> Minimal noise and vibration impacts. Property Condition Survey reports offered to residents within a 50-metre radius of the construction worksites or 30 metres from the outer edge of the two rail tunnels. Noise walls to be built for Orchard Hills <p>Commercial</p> <ul style="list-style-type: none"> Minimal noise and vibration impacts. Property Condition Survey reports offered to residents within a 50-metre radius of the construction worksites or 30 metres



Category	Issues	Indicative environmental mitigation	Communication and consultation mitigation	Stakeholder Interests
				from the outer edge of the two rail tunnels. Noise walls to be built for Orchard Hills
Ground borne noise and vibration	<ul style="list-style-type: none"> Ground borne noise experienced in buildings as a result of excavation and mined tunnelling TBM progress from Orchard Hills tracking under St Marys 	<ul style="list-style-type: none"> Undertaking construction noise monitoring to verify impacts 	<ul style="list-style-type: none"> Alternative respite offers will be set out in the Tunnelling Communication Sub-Plan 	<p>Residential</p> <ul style="list-style-type: none"> Minimal noise and vibration impacts. PCS reports offered to residents within 50m of the worksite. Noise walls to be built for Orchard Hills <p>Commercial</p> <ul style="list-style-type: none"> Minimal noise and vibration impacts. PCS reports offered to businesses within 50m of the worksite. Noise walls to be built for Orchard Hills
Dust and air quality	<ul style="list-style-type: none"> Dust potentially generated by early construction activities including demolition, excavation and spoil removal 	<ul style="list-style-type: none"> Air Quality and Dust Management Procedure Dust monitoring and modification of activities if required 	<ul style="list-style-type: none"> Providing notifications and newsletters explaining mitigation measures including acoustic facilities 	<p>Residential</p> <ul style="list-style-type: none"> Minimal dust or impact to air quality, in line with EPA requirements <p>Commercial</p> <ul style="list-style-type: none"> Minimal dust or impact to air quality, in line with EPA requirements
Business impacts	<ul style="list-style-type: none"> Potential impacts to businesses adjacent to the site, including noise and vibration, dust, access, deliveries, waste management Concern over loss of earnings 	<ul style="list-style-type: none"> Encouraging support of local businesses in the area Signage around construction sites to provide visibility for adjacent businesses 	<ul style="list-style-type: none"> Consulting and surveying affected businesses as required to outline mitigation measures and develop tailored solutions 	<p>Residential</p> <ul style="list-style-type: none"> Support for businesses as needed <p>Commercial</p> <ul style="list-style-type: none"> Support for businesses as needed
Service disruption	<ul style="list-style-type: none"> Disruption (planned or unplanned) to utilities and services 	<ul style="list-style-type: none"> Construction planning to minimise extent of disruption 	<ul style="list-style-type: none"> Providing notifications, including emergency works notifications if required 	<p>Residential</p> <ul style="list-style-type: none"> Planned Telstra relocation in Orchard Hills. Community will be appropriately notified of planned disruptions <p>Commercial</p>



Category	Issues	Indicative environmental mitigation	Communication and consultation mitigation	Stakeholder Interests
				<ul style="list-style-type: none"> Planned Telstra relocation in Orchard Hills. Community will be appropriately notified of planned disruptions
Cumulative impacts	<ul style="list-style-type: none"> Concern over the extent and duration of works associated with the entire project Concern over impacts of any surrounding construction activities 	<ul style="list-style-type: none"> Details of mitigation measures identified in the Construction Environmental Management Plan and Sub-Plans 	<ul style="list-style-type: none"> Engaging with Interface Contractors and Sydney Metro through regular communication and meetings, including Communications Interface Coordination Group (CICG) meetings 	<p>Residential</p> <ul style="list-style-type: none"> Some cumulative impacts expected for Orchard Hills from both SBT and SCAW <p>Commercial</p> <ul style="list-style-type: none"> Some cumulative impacts expected for Orchard Hills from both SBT and SCAW



5. Stakeholder and community engagement team

CPBG JV stakeholder and community engagement team structure is provided in section 2.1 of the CCS. The key roles for the Orchard Hills metro station site are set out below in Table 3.

Table 3: Key roles for Orchard Hills metro station site

Role	Responsibilities
Communications Manager	<ul style="list-style-type: none"> Provide functional leadership and support to the Place Manager, particularly in the delivery of this sub-plan, developing community relations projects, overseeing complaints and issues management, and managing stakeholder and community relationships
Community Place Manager (CPM)	<ul style="list-style-type: none"> Accountable for stakeholder and community relationships, advice and engagement associated with the Orchard Hills site Work with the other members of the site management team to identify upcoming issues and ensure timely, two-way communication, particularly with those directly affected by construction activities Complete records of stakeholder contacts and reports, ensuring compliant complaints management in line with the EPL and planning approvals Prepare notifications and construction updates Undertake face-to-face consultation with stakeholders, community members and businesses, including tunnelling consultation if relevant Arrange site-based information sessions, site visits and local inductions on community and stakeholder issues and support open day planning Collaborate closely with the environment team in implementing worker inductions and managing consultation on environmental issues
OOH Coordinator	<ul style="list-style-type: none"> Accountable for OOH complaints and information management especially the tunnelling works which will operate 24/7 Manage the OOH phone and enter complaints into the register and Consultation Manager database
Other community team members	<ul style="list-style-type: none"> The Public Affairs and Events Manager, Public Affairs and Events Coordinator, Graphic Designer, and Communications Coordinator will provide support to the Orchard Hills site team as required
CPBG JV project team specialists	<ul style="list-style-type: none"> Members of the CPBG JV safety, environment and traffic management teams will provide specialist support to the Orchard Hills stakeholder and community engagement team
Consultants	<ul style="list-style-type: none"> Specialist consultants will be available to provide advice on noise and vibration, geotechnical and structural engineering, and contamination Experienced consultants will undertake pre- and post-construction property condition surveys to assess the condition of properties in defined zones



6. Systems and tools

CPBG JV will use the communication tools and consultation forums described below to inform and engage stakeholders and community members.

6.1. Contact information, enquiry and complaint processes

CPBG JV will provide contact information to the public including the project's line number 1800 171 703 and email address sydneymetrowsa@transport.nsw.gov.au, Sydney Metro website and Sydney Metro Connect app. Contact information will be shown on site signage and details provided in all written and electronic communication.

Email registration drives will be conducted to encourage stakeholders to sign up to receive regular electronic updates. Similarly, CPBG JV will run a QR code and Sydney Metro Connect app registration drive to encourage stakeholders to sign up for push notifications and progress updates. CPBG JV's team will be available to receive enquiries and complaints 24/7. The enquiry and complaints process, including reporting protocols and escalation to resolve disputes, is detailed in section 11 of the CCS.

6.2. Regular information and notifications

CPBG JV will provide regular information and notifications to keep the Orchard Hills community and stakeholders informed about the works, including:

- Six-monthly construction update newsletter to all properties within 500m of the site
- Notification letters distributed at regular intervals and seven days in advance of significant new construction activities and out of hours work with updates if details change. Emergency work notifications will be distributed to nearby properties within two hours of the works commencing
- Traffic-related signage will be installed or displayed seven days in advance, to advise the local community of changes including detours and changes to footpaths or bus stops
- Advertising before major traffic changes and information sessions
- Email updates sent to registered Orchard Hills stakeholders informing them of construction progress and any key milestones or activities
- Use the QR code or Sydney Metro Connect app to push notifications out to registered stakeholders
- Fact sheet to explain the activities at the station site and environmental mitigation measures including noise and vibration, contamination and protecting heritage
- Regular video storytelling and animation updates at various milestones.

6.3. Consultation forums

CPBG JV will use a range of forums to engage with the Orchard Hills community and stakeholders, including:

- Quarterly community information sessions in online format, in recognition of how the community has quickly adapted to virtual communications in response to COVID-19. Quarterly face-to-face sessions could also be held if government health orders permit group gatherings. Maps, photos and other materials will be provided, and expert CPBG JV staff, including the dedicated Orchard Hills CPM, construction and environment teams will present information and answer questions. Invitations will be issued via newsletters, notifications, the Sydney Metro Connect app and QR code
- Meetings (virtual and/or in person) with individuals and groups, including the local school community and business representatives, to discuss works and tailor mitigation measures



- Door-knock meetings to discuss potential impacts and proposed mitigation measures with residents, businesses and other stakeholders as necessary and where possible under government health orders
- Briefings and ongoing consultation with businesses
- Regular interface meetings with Penrith City Council in conjunction with Sydney Metro to provide progress updates and tap into their information distribution network to provide information more widely in the community.

6.4. Site visits, displays and open days

CPBG JV will involve the Orchard Hills community and stakeholders in the SBT works and the broader project by providing:

- COVID-safe site visits and open days every six months
- Virtual information sessions showing construction progress
- Information displays at local events in conjunction with Sydney Metro
- Media events to mark key milestones and potential opportunities for the local community to view these activities on site or via a large screen video
- Viewing holes and QR codes providing a direct link to quarterly update progress videos.

