

# Community Communication Implementation Plan

## Project Details

<b>Project Name:</b>	The Cutaway Cultural Facility, Barangaroo
<b>Project Number:</b>	200290
<b>Project Location:</b>	Barangaroo
<b>Client:</b>	Infrastructure NSW
<b>Name of principal contractor:</b>	FDC Construction (NSW) Pty Ltd
<b>Company address:</b>	22 - 24 Junction Street, Forest Lodge, NSW 2037
<b>ABN:</b>	72 608 609 427
<b>Version</b>	C2
<b>Date</b>	5 February 2025

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## CONTENTS

<b>1. INTRODUCTION</b>	<b>4</b>
1.1. Purpose of the CCIP & introduction	4
1.2. Objectives of this CCIP	4
<b>2. PROJECT IMPLEMENTATION TASKS</b>	<b>4</b>
2.1. Ensure approval of CCS has been received from Planning Secretary	4
2.2. Project commencement notification	5
2.3. Access to Consultation Manager	5
2.4. FDC team induction information	5
2.5. Project email address	6
2.6. Project phone number implementation and operation	6
2.7. QR code	7
2.8. Ground truth community addresses and other data	7
2.9. Hoarding artwork	8
2.10. Community Management Control Meeting (Communications Working Group)	8
2.11. City of Sydney Meetings	9
2.12. Reporting	9
2.13. Pre-construction Property Condition Surveys for near-by properties	9

## **1. Introduction**

### **1.1. Purpose of the CCIP & introduction**

This Community Communication Implementation Plan (CCIP) identifies specific tasks to commence operations as detailed in the Community Communication Strategy (CCS) as the project starts up. As such the CCIP refers to the CCS and should be read in conjunction with the CCS.

The CCS provides a framework for communications and engagement activities for the Barangaroo Cutaway project (the Project), which will be delivered by FDC Construction P/L (FDC) on behalf of Infrastructure NSW (INSW).

FDC understands there is an expectation from residents, community, NSW State and Commonwealth government authorities that construction work will be undertaken in a responsible manner, which is aimed at minimising impacts on the local neighbourhood and broader community wherever reasonably possible.

By informing and engaging with the local community throughout the Project, FDC will help ensure there is a suitable level of awareness and understanding of what work is being carried out, why it is needed and how it will be performed. We understand that keeping the community informed and involved wherever possible generally helps generate goodwill and should enable FDC to complete the contract work with minimal delays arising from stakeholder concerns or opposition.

FDC will seek to work closely with INSW regarding community engagement understanding that there are multiple projects active in the Barangaroo precinct – and that, if left uncoordinated between projects, community engagement would be fragmented and piecemeal. FDC will accordingly coordinate with INSW, and other projects as directed.

### **1.2. Objectives of this CCIP**

The objectives of this document are to:

- Detail the immediate Community and Stakeholder Engagement tasks to allow construction activities to commence on schedule
- Detail the key tasks to commence ongoing Community and Stakeholder Engagement activities throughout the project.

Note: this document is not intended to be a live document that would be updated regularly as stakeholder, environmental and social issues and needs change throughout the Project. This document addresses immediate start-up requirements only.

This document will not repeat details provided in the CCS regarding roles and responsibilities, the definitions of tools and communications requirements, et al.

## **2. Project implementation tasks**

The following tasks need to be completed to allow the Project to commence on schedule on Friday 3 May 2024.

### **2.1. Ensure approval of CCS has been received from Planning Secretary**

Cf. CoA B47

To allow the project to commence as planned on Friday 3 May, the approved CCS must be received from the Planning Secretary.

Notification task	Responsible	Due date
Notification draft commenced (internal to FDC)	FDC	Thursday 2 May 2024

## 2.2. Project commencement notification

Cf. CCS 5.1.4

To allow the project to commence as planned on Friday 3 May, the following tasks for the initial notification to the Community will be undertaken:

Notification task	Responsible	Due date
Notification draft commenced (internal to FDC)	FDC Community Manager	Tuesday 9 April 2024
Notification draft for INSW review and approval (at latest)	FDC Community Manager	Tuesday 16 April 2024
Notification distribution (at latest)	FDC Community Manager	Friday 26 April 2024

FDC has received the notification template from INSW.

The notification needs to include:

- the closure of the lift to the public
- traffic and parking impacts for May
- noise impacts for May

## 2.3. Access to Consultation Manager

Cf. 3.2, 3.5, 5.1.6, 5.4

Access was granted to Infrastructure NSW's instance of Consultation Manager on Friday 22 March 2024.

Task	Responsible	Due date
Grant access to Consultant Manager for FDC Community Manager	INSW	completed

## 2.4. FDC team induction information

Cf. CCS 4.1

Educating the project team on communication requirements and activities will have a positive impact on the reputation of the Project. Induction and training will be compulsory for all direct and indirect employees, sub-contractors, and suppliers on the Project and, in addition to safety, PPE requirements and environmental management, will include details on:

- Community awareness and sensitivities
- Complaints and enquiries management

- Media and government protocols
- Incident management and incident reporting procedures
- Photography and the use of images
- Expected staff behaviour
- Acceptable and unacceptable parking

Site inductions for all project personnel will include media and government protocols to ensure everyone is fully aware of requirements when approached by a person outside the Project. When a member of the project team is approached by the public, media or any government representative, the following protocols will be observed:

- Advise person they are not authorised to provide comment on the Project (for example, “I’m sorry but I’m not the right person to talk to about this. You will need to talk to Infrastructure NSW’s media team.”)
- Provide Project Contact Card
- Take the person’s name, contact details and questions, if possible
- Explain a project representative will be in contact shortly
- Pass details immediately onto FDC’s Supervisor and/or FDC’s Project Manager and to FDC’s Community Manager.

Task	Responsible	Due date
Update FDC team induction PPT and brief FDC personnel in preparation for presentation	FDC Community Manager	Monday 15 April 2024

## 2.5. Project email address

Cf. CCS 5.1.2

FDC’s publicly available email address for the project has been set up as follows:

[Cutaway\\_Barangaroo@fdcbuilding.com.au](mailto:Cutaway_Barangaroo@fdcbuilding.com.au)

Task	Responsible	Due date
Set up Project email address	FDC	completed

## 2.6. Project phone number implementation and operation

Cf. CoA C3, CCS 5.1.1

FDC’s publicly available phone number 1800 161 175 for the project has been set up. This will be shared between three FDC senior personnel and the FDC Community Manager as needed. Details of community contacts will be passed to the Community Manager for entry into Consultation Manager.

Additionally, FDC’s Project Manager’s phone number (02 8117 5183) will be supplied on the Site Signage as required.

Task	Responsible	Due date
Establish FDC project phone number	FDC	completed

## 2.7. QR code

Cf. CCS 5.1.3

INSW will provide to FDC the standardise QR code artwork for use in notifications, newsletters, hoarding artwork, and signage.

Task	Responsible	Due date
Supply Cutaway Project QR code	INSW	As available

## 2.8. Ground truth community addresses and other data

Cf. CCS 2.2

Task	Responsible	Due date
Ground truth existing data (refer CCS Appendix C) for accuracy of addresses, and gain first hand knowledge of local businesses	FDC	Monday 15 April 2024

Stakeholders within 200m radius from the site

Nearly 200 properties are within the 200m radius of the site ranging from small businesses to residents in multistorey apartments.



CCS Appendix C has a detailed list of the properties within a 200 metre radius of site that will be ground-truthed for accuracy.

## 2.9. Hoarding artwork

Cf. CCS 5.1.11

INSW is to provide artwork to FDC to be produced and installed in a timely fashion as hoarding is installed.

Task	Responsible	Due date
Provide finished artwork files	INSW	25.03.2024
Produce artwork for installation	FDC	01.05.2024
Install artwork on hoarding	FDC	03.05.2024

## 2.10. Community Management Control Meeting (Communications Working Group)

Cf. CCS 2.5

At time of writing an initial Community Management Control Group (CMCG) meeting has already been held at the INSW office on Tuesday 12 March 2024 at which the CCS was a key topic, and discussion regarding this document. A regular schedule of meeting times, personnel and locations is to be set up.



Task	Responsible	Due date
Schedule CMCG via Teams invite	INSW	Monday 15 April 2024

## 2.11. City of Sydney Meetings

Cf. CCS 2.5

Coordination between INSW and FDC will be necessary to introduce FDC into the existing round of meetings being undertaken by INSW with City of Sydney.

Task	Responsible	Due date
Include FDC/Cutaway Project into existing meeting schedule with City of Sydney and extend a meeting invitation to FDC	INSW	Monday 15 April 2024

## 2.12. Reporting

Cf. CCS 7.2.a)

FDC will establish a monthly reporting format that includes an appropriate section on Community and Stakeholder Engagement.

Task	Responsible	Due date
Establish a monthly reporting template	FDC	Friday 3 May 2024

## 2.13. Pre-construction Property Condition Surveys for near-by properties

Cf. CoA B50, B51, CCS Appendix A

FDC will establish a monthly reporting format that includes an appropriate section on Community and Stakeholder Engagement.

Task	Responsible	Due date
Establish a monthly reporting template	FDC	Friday 3 May 2024