

55 COONARA AVE – COMMUNITY REFERENCE GROUP – TERMS OF REFERENCE

SEPTEMBER 2020

INTRODUCTION

Mirvac is developing a new master planned community at 55 Coonara Ave, West Pennant Hills, including conservation of the remnant forest.

In June 2020, the Department of Planning, Industry and Environment rezoned the site from Business Park to a combination of Residential, over the existing office building and carpark areas, and Environmental Conservation on the remainder of the site including the entire existing remnant forest.

The vision for this redevelopment is to create a residential community that focuses on exceptional design, featuring up to 600 dwellings (a combination of both apartments and houses) and extensive open spaces for residents to enjoy.

Mirvac understands the important role the remnant Blue Gum High Forest and the Sydney Turpentine Ironbark Forest have in providing valuable habitat for local native flora and fauna and are committed to its protection. As such, the design will be sensitive to ensure it complements this unique bushland setting. In addition, approximately 9 hectares of forest will be dedicated to the State Government to become an extension to the adjoining Cumberland State Forest.

55 Coonara Ave Community Reference Group

The establishment of the 55 Coonara Ave Community Reference Group (CRG) is proposed to act as a consultative forum and will help ensure the community is continuously informed and given the opportunity to provide feedback throughout the project. It is anticipated that the CRG will be coordinated with additional community engagement activities that enable the wider community to provide further advice and feedback to the project team.

While the CRG will not have decision-making authority, it will act as a consultative body that will provide invaluable guidance and advice that will assist the project team. All feedback raised through the CRG will be considered and responded to, with each meeting minuted to ensure transparency of discussions throughout the project life cycle.

This Terms of Reference (TOR) sets out the operating conditions for the 55 Coonara Ave Community Reference Group including the purpose, structure, and responsibilities of the group's members.

Objectives

The objectives of the CRG are:

- To provide a consultative forum for members to discuss issues of community interest and concern, and to collaboratively identify potential solutions or improvements for consideration.
- To build commitment, support, and a shared understanding among the community on the strategic vision, aspirations, and community benefits of the redevelopment of 55 Coonara Ave.
- To provide a channel in which members receive high level updates on the project and the opportunity to share relevant information to ensure a coordinated and collaborative approach within the local community.

Composition of the CRG

It is important for the CRG to represent a range of community perspectives and membership of the CRG will be selected to represent a diversity of community-based skills and interests, gender balance, and geographic location.

The CRG will be made up of:

- The Chair will be appointed by Mirvac
- A diversity of knowledge and experience from within the West Pennant Hills community that collectively represents a range of local stakeholder groups such as, but not limited to, residents, environmental groups, the business community, sport and recreation, community organisations including local indigenous groups and other representative bodies
- Membership is expected to comprise of the Chair, approximately 12 core members and representatives from Mirvac's 55 Coonara Ave project team
- Members will be asked to be a conduit of project information for their organisation or networks.

- Membership may change during the project life cycle, including the appointment of additional representatives based on skills or experience
- Specialist advisors, consultants and contractors may be invited to attend meetings as required, at the request of the Chair or the project team.

Selection Process

Mirvac will advertise seeking for expressions of interest from community members and representatives. To help ensure broad awareness and a diverse representation of the West Pennant Hills community, Mirvac may invite a range of organisations, groups, or persons to lodge an expression of interest for representation on the CRG. This would not guarantee selection; all expressions of interest will be assessed against the selection criteria.

The following criteria will be used to select appropriate members:

- Be an active participant in the West Pennant Hills community – including in relation to specific sectors of the community (e.g., cultural or sporting groups) or interests (e.g., environmental, conservation, education)
- Demonstrated interest in the 55 Coonara Ave Project and ability to constructively participate in a collaborative process
- Demonstrated ability to act as a conduit for project information with your community or local organisations

Term

The term of membership is two (2) years subject to compliance with these Terms of Reference.

Mirvac will conduct another public EOI process at the end of each term. Members may submit another EOI at the end of their two-year term; however, priority may be afforded to new applicants in the assessment process to ensure a diversity and evolution of community participation is possible.

Members have a responsibility to attend a majority of the CRG meetings, contribute to the discussion and constructively participate in a collaborative process. When a member is absent from three consecutive meetings without an apology to the Chair, their appointment will lapse, and Mirvac may advertise the vacant role in the aforementioned manner. Members may also resign their membership at any time by notifying the Chair in writing.

Please note that Mirvac reserves the right to discontinue the running of the CRG at any stage of the project.

CRG Administration

To help ensure the objectives are met, the CRG will operate in the following ways:

- Meetings are to be conducted constructively, and with respect towards and between all participants.
- Ethos Urban will provide secretariat support.
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- Where a response cannot be given at the meeting, questions shall be taken on notice and a reply provided within seven working days after the session.
- Members will provide feedback to the Mirvac project team.
- Out of session enquiries can be directed to the secretariat.
- Meetings will not be open to the wider public or the media unless approval has been sought in advance from the Chair or the secretariat.
- It is recognised and expected that members will convey information relating to the 55 Coonara Ave redevelopment to keep their networks updated. This is permissible provided it is not a public statement on behalf of the wider CRG.
- It recognised the project may issue media releases or statements to communicate about other project issues, milestones or outcomes.
- Members, including the 55 Coonara Ave Project Team, are not authorised to make public statements on behalf of the CRG.
- To facilitate open dialogue, members are not permitted to record meetings using electronic devices without the consent of all present.

Meetings

It is intended for the first meeting to be held on Tuesday 20th October and will be conducted via video conference to ensure the meeting complies with current social distancing requirements. The format of future meetings will be advised by the secretariat.

It is intended that the CRG will meet quarterly throughout the planning and delivery stages but may also be scheduled to coincide with significant project milestones. Meetings will run for approximately two hours; however, depending on the agenda and discussion, meeting run times may be shortened or lengthened.

To help ensure members have the opportunity and time to consult their various community groups and organisations during the process, members will have the opportunity to comment on the scheduling of CRG meetings.

Additional meetings can be requested via the Chair or the 55 Coonara Ave Project Team. The Chair will set the agenda and all efforts will be made to ensure it is circulated to the group at least one week prior to the meeting.

Minutes will be recorded and will be circulated to members within two weeks of the meeting for comment before being finalised.