



JOHNSTAFF

Consultation and Engagement

Greystanes Public School
Alterations and Additions

12 January 2018

SSD 8778



Document Control

Document Title: Greystanes PS – Consultation and Engagement

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Reviewed By:	Daniel Smith
Revision:	1.0
Date of Issue:	15/01/2018

Revision Status

Version	Date	Amended by	Endorsed By	Notes
0.0	30/11/2017	Daniel Smith	Zoe Cameron	Final – pending GA update
1.0	12/01/2018	Daniel Smith	Zoe Cameron	Final
2.0				
3.0				
4.0				
5.0				



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1. Executive Summary

The Department of Education (DoE) is committed to providing a clear, open and informative transfer of information between the community, relevant stakeholders and the design team, not only to date but for the entire project lifecycle. The purpose of this report is to describe the consultation and engagement process undertaken since June 2017 for the Greystanes Public School redevelopment and feedback received to date from the community, the school, neighbours, businesses and stakeholders. The report also details responses to any suggestions or issues raised and how these have been incorporated into the final design submitted for State Significant Development (SSD).

It is noted that consultation on this project is an ongoing process and will be maintained until project completion. To support this SSD application, the information presented in this report includes that undertaken and collected to date and that scheduled until the end of the year.

2. Consultation & Engagement Activities

Throughout the project stages, a variety of communication strategies have been (and will be) utilised for the purpose of stakeholder and community consultation and engagement. These are outlined below:

- Online communication opportunities – the DoE project website;
- Printed communication – community notices, school newsletters and letter box drops;
- Information booths – community and parent information booths;
- Facilitated workshops – on site community, teacher and parent workshops comprising Q and A sessions with a variety of display posts and opportunities to provide feedback;
- Consultation methods – meetings targeted for maximum stakeholder engagement; and
- Authority and Regulatory consultation – with Council, local member, TfNSW, etc.;

Details and results of the above are elaborated on below.

2.1. Online Communication

2.1.1. Department of Education Project Website

A project internet site was developed and launched on 30th June 2017 and gets updated monthly with current project information. The project internet sites have provided links from existing school internet pages and allowed users to easily access information about the engagement process and opportunities to participate, as well as get updates on the progress of the Greystanes Public School redevelopment. Additionally, a project email was created to collect enquiries about the project to the Project Manager.

- Project Website: <http://www.dec.nsw.gov.au/about-the-department/our-reforms/innovative-education-successful-students/school-upgrades/greystanes-public-school>
- Project email: Greystanes@johnstaff.com.au



2.2. Printed Communication

2.2.1. Community Notices

Notifications of various community engagement events are listed in the local newspaper in order to inform the surrounding community of scheduled information booths and details of online surveys. These engagement events are publicised by placing advertisements with at least more than a week's notice to maximise attendance.

2.2.2. Project Newsletter

Greystanes Public School has regularly issued school newsletters and handouts to students that have gone home to parents and caregivers. The Project Manager can use these to provide updates on the progress of the design and alert school communities to upcoming consultation.

Since funding was approved in June 2017, the Project Manager issued Greystanes Public School with an update for the Capital Works project, which was included in the newsletter for that month. Details of this notification is outlined below:

- Greystanes Public School Newsletter Update No.01 – 22nd June 2017
Outlined the Greystanes Public School redevelopment and project website entailing additional project information.
- Greystanes Public School Newsletter Update No.02 – 27th July 2017
Illustrated the progress of the Greystanes Public School redevelopment and invitation to provide feedback at the Parent Information Booth scheduled for 2nd August 2017 8:45am - 9:45am at Greystanes Public School.
- Greystanes Public School Newsletter Update No.03 – 12th October 2017
Provided an update to the progress of the design of Greystanes Public School redevelopment.

2.2.3. Letter Box Drops

Letter box drops are used to make contact with neighbours and the local community, providing them with project updates, notification of any upcoming information booths and any details of online surveys. The first letter box drop was conducted on Monday 24th July 2017, where letters were issued to surrounding neighbours providing them with information on the project website and dates of upcoming information booths.

From the letter box drop 2 people attended the information booth and other residents raised general questions about the project and construction traffic.

2.3. Information Booths

The information booths follow a two-stream approach, with separate information booths for the school community and the local community as a whole. The information booths have feedback sheets available for anyone to leave comments, which in turn inform the project team and Project Reference Group, and where appropriate, influence the design or are addressed in the FAQ section of the project website. All information booths are managed by the Project Manager.



2.3.1. Community Information Booths

Community Information Booths have occurred (and will continue to occur) on a monthly basis at Greystanes Branch Library. A summary of the details and results of these information booths is outlined below:

- Community Engagement Information Booth No.01 – 27th July 2017 (6:00pm – 7:00pm)
A summary of community contribution received during this session is included below:

I am interested in the Greystanes Public School Redevelopment Project because:
- Student's parent (son will benefit from the upgrade as he is a current student) - Neighbors
I think the redevelopment of Greystanes Public School should embrace:
- Future generations - N/A
I believe it is imperative that Greystanes Public School has / maintains:
- Amenities (eg. Toilets) - Mitigate congestion with construction traffic and relocation of demountables
What do you believe is the greatest challenge to the redevelopment of Greystanes Public School?
- Relocation of current students - Traffic congestion at school pick-up / drop-off times

- Community Engagement Information Booth No.02 – 8th August 2017 (1:00pm – 2:00pm)
No community contribution to report from this occurrence.
- Community Engagement Information Booth No.03 – 15th September 2017 (12:00pm – 1:00pm)
A summary of community contribution received during this session is included below:

I am interested in the Greystanes Public School Redevelopment Project because:
- I am responsible for the operation of Greystanes PS OOSH care centre operated by Greystanes Uniting Church and very interested in our accommodation and future.
I think the redevelopment of Greystanes Public School should embrace:
- Adequate space and accommodation for all parties including consideration of regulatory requirements for OOSH such as food preparation and floor space ratio for the children's welfare.
I believe it is imperative that Greystanes Public School has / maintains:
- Adequate amenities and space for OOSH
What do you believe is the greatest challenge to the redevelopment of Greystanes Public School?
- Adequate amenities and space for OOSH

- Community Engagement Information Booth No.04 – 18th October 2017 (4:00pm – 5:00pm)
No community contribution to report from this occurrence.



- Community Engagement Information Booth No.05 – 17th November 2017 (9:30am – 10:30am).
A summary of community contribution received during this session is included below:

I am interested in the Greystanes Public School Redevelopment Project because:
- Manager of Greystanes PS OOSH care centre operated by Greystanes Uniting Church.
I think the redevelopment of Greystanes Public School should embrace:
- Accommodation for all parties including consideration of regulatory requirements for OOSH with increased student numbers.
I believe it is imperative that Greystanes Public School has / maintains:
- Adequate accommodation for OOSH.
What do you believe is the greatest challenge to the redevelopment of Greystanes Public School?
- Adequate accommodation for OOSH.

Additionally, a discussion on 12th December 2017, between the Project Manager, OOSH manager and Greystanes PS's Principal was held to discuss the OOSH and school redevelopment in further detail.

- Community Engagement Information Booth No.06 – 14th December 2017 (2:00pm – 3:00pm)
No community contribution to report from this occurrence.
- Community Engagement Information Booth No.07 – 7th February 2018 (3:00pm – 4:00pm)
To be held.

2.3.2. Parent Information Booths

Parent information booths have occurred (and will continue to occur) at times that accommodate the schedules of parents and caregivers (usually 8:30am to 9:30am and 3:00pm to 4:30pm). A summary of the details and results of these parent information booths is outlined below:

- Parent Information Booth No.01 – 2nd August 2017 (8:45am - 9:45am)
No community contribution to report from this occurrence.
- Additional Parent information booths are scheduled to take place when school returns from holidays in February 2018.

Additionally the P&C was presented to and informed about the project on the 28th June 2017. They questioned the timing of the project and the mitigation of traffic during the construction period. They were positive about the design and facilities.

The P&C is updated regularly in the progress of the project through the parent representative who is a member of and attends the Project reference group meetings.

A parent information meeting will be held before construction is to commence to ensure the parents and students are aware of safety at the school during construction. This includes a safety talk with the school students.



2.4. Facilitated Workshops

Throughout the design phases there have been a number of workshops held, targeting different stakeholders, to inform the design and ensure that the design submitted for SSD is suitable from a community and user group perspective. Workshops were managed and facilitated by the Project Managers and Head Design Consultant (HDC). The stakeholder workshops undertaken to date are summarised in the following sections.

2.4.1. Teacher's Consultation Workshops

Consultation through a design workshop and presentation with Greystanes Public School teachers was held on 20th June 2017 in order to discuss the design of the Staff / Administration and Homebases. Staff reviewed updated Schematic Design plans, elevations and 3D perspectives for the Staff / Administration and Homebases and were afforded the opportunity to provide their input and ideas. 3D perspective images were shown in order for the teachers to understand and visualise the scope of the redevelopment in contrast to the existing school building fabric.

Their operational requirements and comments regarding the spaces and furniture have been included in the design. In parallel with the educational specialist workshop on 20th September 2017, the HDC discussed the design of the Staff / Administration and Homebases with the staff. 3D perspective images were also shown in order for the teachers to understand and visualise the scope of the redevelopment in contrast to the existing school fabric.

2.4.2. Educational Specialist Design Workshops

The Educational specialist has been working in collaboration with the Project Manager, HDC and Greystanes Public School to progress the design of the learning spaces and the development of an educational model. Details on the workshops undertaken and scheduled are summarised below:

- Educational Design Workshop No.01 – 28th June 2017
Introduction for briefing presentation and discussion about teaching delivery methods, the process of defining the vision and strategy to assist in the design of the new spaces.
- Educational Design Workshop No.02 – 9th August 2017
Review of design concepts with entire Greystanes staff and discussion of how these have been integrated into the architectural plans.
- Educational Design Workshop No.03 – 20th September 2017
Workshop discussing the updated plans and presented FFE typology to a select group of staff.
- Educational Design Workshop No.04 – 11th October 2017
Final workshop to review the plans, design solutions and design recommendations for the Staff / Administration and Homebases with endorsement of schematic design.

2.5. Project Meetings

Consultation meetings and ongoing communication are carried out with the Departments Program Management Office (PMO), Project Reference Group (PRG) and Departments Technical Stakeholders Group (TSG) throughout the project. A summary of these meetings is provided in the following sections.



2.5.1. Program Management Office

Meetings have been held monthly with the PMO and will continue to do so throughout the life of the project.

2.5.2. Technical Stakeholders Group

Ongoing discussions have taken place with the Departments Technical Stakeholders Group including the Educational Facilities Standards and Guidelines (EFSG), ICT, Maintenance and Cleaning, Security, Work Health & Safety, Future Learning Unit, and Demountables unit. They have reviewed and commented on the design throughout the project design phases and will continue to do so. Their comments including the ICT, security and WHS requirements and EFSG changes have been implemented into the design.

2.5.3. PRG

A PRG for the project was established in December 2016 and has been providing input into the design. The PRG endorses all designs and staging plans and assist in communicating the project status to the school and its community. Members of the PRG include the Director Public Schools NSW, school representatives (including the principal, a parent and / or community representative who represents the interest of the teachers, a local community representative, asset management and the project team.

Details of PRG meetings which have occurred to date are summarised as follows:

- PRG Meeting No.01 – 28th November 2016
Outlined the purpose of the PRG and discussed the Educational Design Principles.
- PRG Meeting No.02 – 7th December 2016
PRG progressed review / endorsement of Education Design Principles and Site Analysis.
- PRG Meeting No.03 – 13th December 2016
Endorsement of Education Design Principles. Presented two master plan options for Greystanes Public School, which was subsequently endorsed enabling progress with 3 Concept options.
- PRG Meeting No.04 – 8th February 2017
PRG reviewed a Pedagogy Model and provided feedback in regards to additional needs of the school. Additionally, it was noted that site investigations encompassing services audits and survey works had commenced.
- PRG Meeting No.05 – 8th March 2017
Presented 3 Concept Design options for this school. Following the discussion, the PRG endorsed Option B. Briefing and engagement of additional site consultants is underway.
- PRG Meeting No.06 – 3rd May 2017
Presented 3 relationship diagram options for the Homebases for this school. Site investigation updates were provided.
- PRG Meeting No.07 – 17th May 2017
Presentation of the Schematic Design options for the Staff / Administration and Homebases. Site investigation updates were provided.
- PRG Meeting No.08 – 31st May 2017
PRG reviewed further developed floor plans for Staff / Administration and Homebases,



incorporating the PRG's feedback. Site investigation updates were provided. Content for this school website provided for endorsement.

- PRG Meeting No.09 – 14th June 2017
HDC presented high level FF&E options for the Homebases in order to open discussion about the typology of the furniture for consideration.
- PRG Meeting No.10 – 23rd August 2017
Presented the updated Schematic Design plans, elevations and 3D perspectives for the Staff / Administration and Homebases, incorporating the PRG's feedback. It was noted that the Educational Planner engagement was ongoing. Additionally, material typology was investigated. Site investigation updates were provided.
- PRG Meeting No.11 – 20th September 2017
PRG reviewed progressed Schematic Design plans, elevations and 3D perspectives for the Staff / Administration and Homebases.
- PRG Meeting No.12 – 18th October 2017
PRG reviewed updated Schematic Design plans, elevations and 3D perspectives for the Staff / Administration and Homebases. Additionally, FFE typology and quantities were discussed.
- PRG Meeting No.13 – 15th November 2017
HDC provided a presentation of the developed Homebases and Staff / Administration areas incorporating EFSG comments for internal discussion and consideration.

2.6. Regulatory and Authority Consultation

Pre-development application meeting with Council and consultation with other identified stakeholders has been carried out as required for the project and as per the SEAR's reissued on the 20th October 2017. A summary of this consultation is provided in the sections below.

2.6.1. Liaison with Council

A pre-DA meeting was held with Cumberland Council on 5th July 2017 and a formal response was received on 17th July 2017. Council raised the general requirements under Council planning policies which included tree protection and management, general considerations of the LEP & DCP including items such as privacy, height and setbacks, storm water issues and parking and traffic concerns.

The advice regarding the stormwater included for it to be designed to achieve compliance with Stormwater Management of HELP 2013. This has been considered and addressed in the design.

The landscape design and arborist report has considered the items raised under tree management and factors such as native plantings and screening. This has been done in consideration with the requirements of an operational school and children's safety.

The traffic engineering considerations included the requirements of a traffic impact assessment and plan and current parking considerations included in the DCP. A traffic assessment has been undertaken and further discussion was requested from Council regarding parking requirements. The response received from Council on this request was an email from the traffic engineer who indicated *"The council would like to be informed about the extent of staff car parking expected on-site and on-street to enable them to make an informed view on the proposal. It is expected that the DCP parking rates be provided unless good justification can be given for lesser provision."*

This has been addressed in the traffic assessment and management plan and through further discussions and consultation with TfNSW and RMS.



2.6.2. TfNSW and Roads and Maritime Services

A meeting with members of Transport for NSW and the Roads and Maritime Service occurred 9th November 2017. Overall the Department were supportive of the design and agreed that the Traffic and Transport Assessment and Traffic Management Plan adequately addressed their concerns. Specific areas that were discussed were as follows:

- Access to the construction site: It was confirmed that rectification works will be undertaken to the access driveway once works had been completed.
- Separation of construction traffic from students, teachers and guardians: Adequate separation and management of construction traffic and school users was noted as a concern; however, the department understood that the proposed construction access was the only viable option and that the issue can be managed successfully through the Traffic Management Plan and the Preliminary Construction Management Plan requiring construction traffic and deliveries to be scheduled outside of peak drop off/pick up times.
- Traffic and public transport impacts: The report adequately assessed the impacts the school's increase on local traffic and transport, concluding it was unlikely to significantly impact the existing public and road network.
- Road safety around the school: Road safety in association with children travelling to and from the school was of high importance and the department were satisfied the recommendations of the Traffic and Transport Assessment satisfactorily addressed these concerns.

2.6.3. Sydney Water

Sydney water has been contacted, via phone, to discuss the project and if they had any further comments required to be considered before SSD lodgement. No additional comments or input has been received.

2.6.4. Government Architect's Office

The SEAR's was reissued on the 20 October 2017. The SEAR's required consultation during the preparation of the EIS with the Government Architect NSW (GA NSW). As part of this consultation the Project manager emailed the GA NSW on 31st October 2017 asking if they would like to discuss and provide comment on the Greystanes Public School project before lodgement of the SSD and provided the draft design quality statement, educational principles and plans.

The GA NSW response to this email was received on 15th November 2017 and covered the following:-

- *"At this stage we will not be able to review the project in detail (which we will review as a whole upon lodgment), however we are happy to advise on the development of the submission and in particular the approach to addressing the design excellence requirements of the Education SEPP."*

The Project Manager rang GA NSW after receiving this email and had a conversation covering the following:-

- The GA NSW advised they don't have the capacity right now to review and comment on plans but can advise on what should go in the application.
- It was indicated that GA NSW believed a meeting would be required and that meeting would require the Department of Education in attendance. No date or time frame could be given for when this could occur.



- A report of how the design principles have been met is needed before the meeting and to be lodged with the application. The project manager indicated that this had already been provided in the email sent on the 31st October 2017. It was then reviewed during the phone conversation and GA NSW indicated a meeting would no longer be required as the phone conversation and design principles statement could cover the need for further engagement.
- GA NSW advised that they were preparing a list of deliverables that are needed and that will be included in the SEAR's going forward. GA NSW stated they would send the list to the Project Manager after finishing the phone conversation. This was not forthcoming.

In addition to the original email and phone conversation, the GA NSW emailed a response on the 11th December 2017 with a letter outlining GA NSW "pre-lodgement advice". This was received after the SEAR's was issued and after the email & discussion outlined above which had indicated no further comment would be forthcoming.

To address the GA NSW letter an updated design report is to be submitted as part of the SSD. An attachment to this design report provided a formal response to the dot points raised in the letter by GA NSW. This response and design report is based on the GA NSW undertaking an 'advisory' role to the SSD.

2.6.5. Local Member

The local member is briefed on the project and the project status. The local member is supportive of the development and proposed facilities.