

Canterbury Package				Fulton Trotter Architects		
Samuel Gilbert Public School					Head Design Consultant	
For: NSW Department of Education						
Stakeholder Consultation Schedule					Current Phase	3 and 4
					Date	12/11/2018
					Prepared by	JW
Phase / Date	Time	Meeting Type	Venue	Purpose	Attendees	Status
1. Project Definition, develop Project Reference Group (PRG) and develop DoE Stakeholder Groups						
26/09/2017	10am-12pm	Consultant Team Meeting 1	Mace office	Design Coordination Meeting Kick off Meeting	Mace, FT, Altus	Complete
4/10/2017	11am-1pm	Consultant Team Meeting 2	FT office	Design Coordination Meeting Review Draft SDP, programme and consultation plan	Mace, FT, Altus	Complete
10/10/2017	2.30pm	EFSG Meeting			Mace, FT	Complete
11/10/2017	11am-1pm	Consultant Team Meeting 3	FT office	Design Coordination Meeting	Mace, FT, Altus	Complete
13/10/2017	11am-1pm	PRG 02	At school	Stakeholder Consultation	Mace, FT, School & C	Complete
18/10/2017	11am-1pm	Design Team Meeting 1	FT office	Design Coordination Meeting	Mace, FT, Design Te	Complete
24/10/2017	2-3:30pm	PRG 03	At school	Stakeholder Consultation	Mace, FT, School & C	Complete
25/10/2017	11am-1pm	Consultant Team Meeting 4	FT office	Design Coordination Meeting	Mace, FT, Altus	Complete
		PRG		fortnightly		Complete
		Cost Management Meeting		monthly	Mace, FT, Altus	Complete
2. Functional Design Brief and Concept Design / Business Case						
8/11/2017	11am-1pm	Consultant Team Meeting 5	FT office	Design Coordination Meeting	Mace, FT, Altus	Complete
8/11/2017	1:30pm-3pm	PRG 04	At school	Stakeholder Consultation	Mace, FT, School & C	Complete
15/11/2017	11am-1pm	Design Team Meeting 2	FT office	Design Coordination Meeting	Mace, FT, Design Te	Complete
13/11/2017	3-5pm	Workshop 1	At school	'The Art of Possibility: Reimagining our school', a forum to explore, challenge, provoke and affirm thinking around student learning, conditions for learning, future trends in education and interesting, innovative school design.	Staff	Complete
14/11/2017	6:30-7:30pm	Workshop 2	At school	'The Art of Possibility: Reimagining our school', a forum to explore, challenge, provoke and affirm thinking around student learning, conditions for learning, future trends in education and interesting, innovative school design.	Parents, Community Representatives, Other Stakeholders	Complete
22/11/2017	11am-1pm	Consultant Team Meeting 6	FT office	Design Coordination Meeting	Mace, FT, Altus	Complete
22/11/2017	1:30-3pm	PRG 05	At school	Stakeholder Consultation	Mace, FT, School & C	Complete
23/11/2017	9-11am	Workshop 3	At school	focus group meetings, which refine ideas raised in earlier workshops.	Parents, Community Representatives, Other Stakeholders	Complete
23/11/2017	11:15am-12:15pm	Workshop 4	At school	focus group meetings, which refine ideas raised in earlier workshops.	Students	Complete
23/11/2017	1:30-2:30pm	Workshop 5	At school	focus group meetings, which refine ideas raised in earlier workshops.	Staff and Executive	Complete
23/11/2017	3:15-4:15pm	Workshop 6	At school	focus group meetings, which refine ideas raised in earlier workshops.	Open	Complete
29/11/2017	10am-12pm	Design Team Meeting 3	FT office	Design Coordination Meeting	Mace, FT, Design Te	Complete
5/12/2017	2-4pm	EFSG Meeting		Technical Stakeholder Meeting	Mace, FT	Complete
6/12/2017	9-11am	Consultant Team Meeting 7	FT office	Design Coordination Meeting	Mace, FT, Altus	Complete
13/12/2017	10am-12pm	Consultant Team Meeting 8	FT office	Design Coordination Meeting	Mace, FT, Altus	Complete
		PRG		fortnightly		Complete
		Cost Management Meeting		monthly		Complete
		PSG		Gateway 1		Complete
		Design Review Workshop		Gateway 1		Complete
		Risk Management Workshop		Gateway 1		Complete
3. Statutory Approvals, and						
13/6/18	9-11am	Consultant Team Meeting	FT office	Design Coordination Meeting		Complete
27/07/18	11-1pm	Pre-DA Meeting	Council	Review SD proposal with Council, Traffic, & Townplanner	Council, TSA, Minto, F	Complete
3. Procure D+C Contractor						
		Consultant Team Meeting	FT office	Design Coordination Meeting		Proposed
		Cost Management Meeting		monthly		Proposed
		PSG		Gateway 2		Proposed
		Design Review Workshop		Gateway 2		Proposed
		Project Start-Up Workshop		Gateway 3	Mace, FT, Altus with Contractor	Proposed
4. Schematic Design						
		PRG		fortnightly		Complete
		Consultant Team Meeting	FT office	Fortnightly Design Coordination Meeting		Complete
		Cost Management Meeting		monthly		Complete
		PSG		Gateway 3		Complete
30/4/2018	9-11am	SD Workshop 1		Teaching Spaces - Initial Workshop	Staff	Complete
5/03/2018	9-11am	SD Workshop 2, 3		Administration and Hall Spaces - Review of Initial Planning	Staff	Complete
5/10/2018	9-11am	SD Workshop 4		Library Spaces - Review of Initial Planning	Staff	Complete

Phase / Date	Time	Meeting Type	Venue	Purpose	Attendees	Status
24/5/2018	9am - 3pm	SD Workshop 5,6,7,8		- Teaching Spaces - Review of Initial Planning - Administration Spaces - Revised and Developed Planning - Hall Spaces - Revised and Developed Planning - Library Spaces - Revised and Developed Planning	Staff	Complete
13/6/2018		SD Workshop 9,10		Hall & Teaching Spaces - Revised and Developed Planning	Staff	Complete
24/07/2018	9-11am	SD review session		Design update session with the school	School	Complete
21/08/2018	9am-12pm	SD Workshop 11		Internal Fitout and Finishes - All Spaces	Staff	Complete
4/09/2018	9am-11am	SD Workshop 12		Furniture and Finishes - All Spaces	Staff	Complete
7/05/2018	9-11am	EFSG_SD workshop 1		EFSG design review meeting	EFSG, Mace, FTA	Complete
31/07/2018	2.30-4.30pm	EFSG_SD workshop 2		EFSG design review meeting	EFSG, Mace, FTA	Complete
12/09/2018	2.30-4.30pm	EFSG_SD workshop 3		EFSG design review meeting	EFSG, Mace, FTA	Complete
1/08/2018	2.30-4.30pm	TSG Workshop		Maintenance - design review meeting	EFSG, Mace, FTA	Complete
2/08/2018	11am-12.30pm	TSG Workshop		SSU - design review meeting	EFSG, Mace, FTA	Complete
14/08/2018	10.30am - 12.30pm	TSG Workshop		ICT - design review meeting	EFSG, Mace, FTA	Complete
26/09/2018	2pm - 4pm	TSG Workshop		SD Review and Sign-Off	EFSG, Mace, FTA, Design Team	Complete
28/09/2018	1pm - 2pm	TSG Workshop		ICT Review and SD Sign-Off	EFSG, Mace, FTA, Design Team	Complete
7/04/2018	11am -2pm	DT_SD Workshop 1		Landscape, Civil, Hydraulic	Design Team	Complete
7/05/2018	2-4pm	DT_SD Workshop 2		Arborist	Design Team	Complete
7/10/2018	9am-12pm	DT_SD Workshop 3		Structural	Design Team	Complete
7/12/2018	10am-12pm	DT_SD Workshop 4		Mechanical, Electrical	Design Team	Complete
7/12/2018	2-4pm	DT_SD Workshop 5		Access / DDA	Design Team	Complete
18/07/2018	9-11am	DT_SD Workshop 6		BCA	Design Team	Complete
29/08//2018	9-11am	DT_SD Workshop 7		Whole project review	Design Team	Complete
12/09//2018	9-11am	DT_SD Workshop 8		Civil, Structural and Electrical Review	Design Team	Complete
26/09//2018	9-11am	DT_SD Workshop 8		Structural, Electrical and Mechanical Review	Design Team	Complete
11/09/2018	7.30pm - 8.30pm	P&C Presentation		Progress report on project.	FTA	Complete
5/09/2018	4.30pm - 5.30pm	ACHC - Site Visit		Site Visit and project review as part o the Aboriginal Cultural Heritage Consultation Process	Mace, FTA	Complete
26/09/2018	11am - 12.30pm	GAO - SDRP Pre-Breifing Meeting		Pre-Briefing meeting with the Government Architect's Office prior to the State Design Review Panel	Mace, FTA	Complete
10/10/2018	10am - 12pm	GAO - SDRP Presentation		Presentation to the State Design Review Panel	Mace, FTA	Complete
15/08/2018	10am - 12pm	Risk Management Workshop		Risk management and safety in design workshop	Mace, APK, FTA and Design Team	Complete
20/09/2018	8am - 9am	Demountable School Constructability Review		Review of siting and location of proposed demountable buildings on site	Mace, FTA	Complete
24/10/2018	10am - 12pm	Safety in Design Workshop		Gateway 4	Mace, APK, FTA and Design Team	Complete
5. Detailed Design and Documentation						
		PRG		fortnightly		Proposed
		Consultant Team Meeting	FT office	Design Coordination Meeting		Proposed
		Cost Management Meeting		monthly		Proposed
		PSG		Gateway 4		Proposed
		Design Review Workshop		Gateway 4		Proposed
		Risk Management Workshop		Gateway 4		Proposed
		Safety in Design Workshop		Gateway 4		Proposed
6. Construction						
		PRG		monthly		Proposed
		Consultant Team Meeting	FT office	Design Coordination Meeting		Proposed
		Cost Management Meeting		monthly		Proposed
7. Commissioning, Construction Certification and Handover						
		Consultant Team Meeting	FT office	Design Coordination Meeting		Proposed
		PSG		Gateway 5		Proposed
		Design Review Workshop		Gateway 5		Proposed