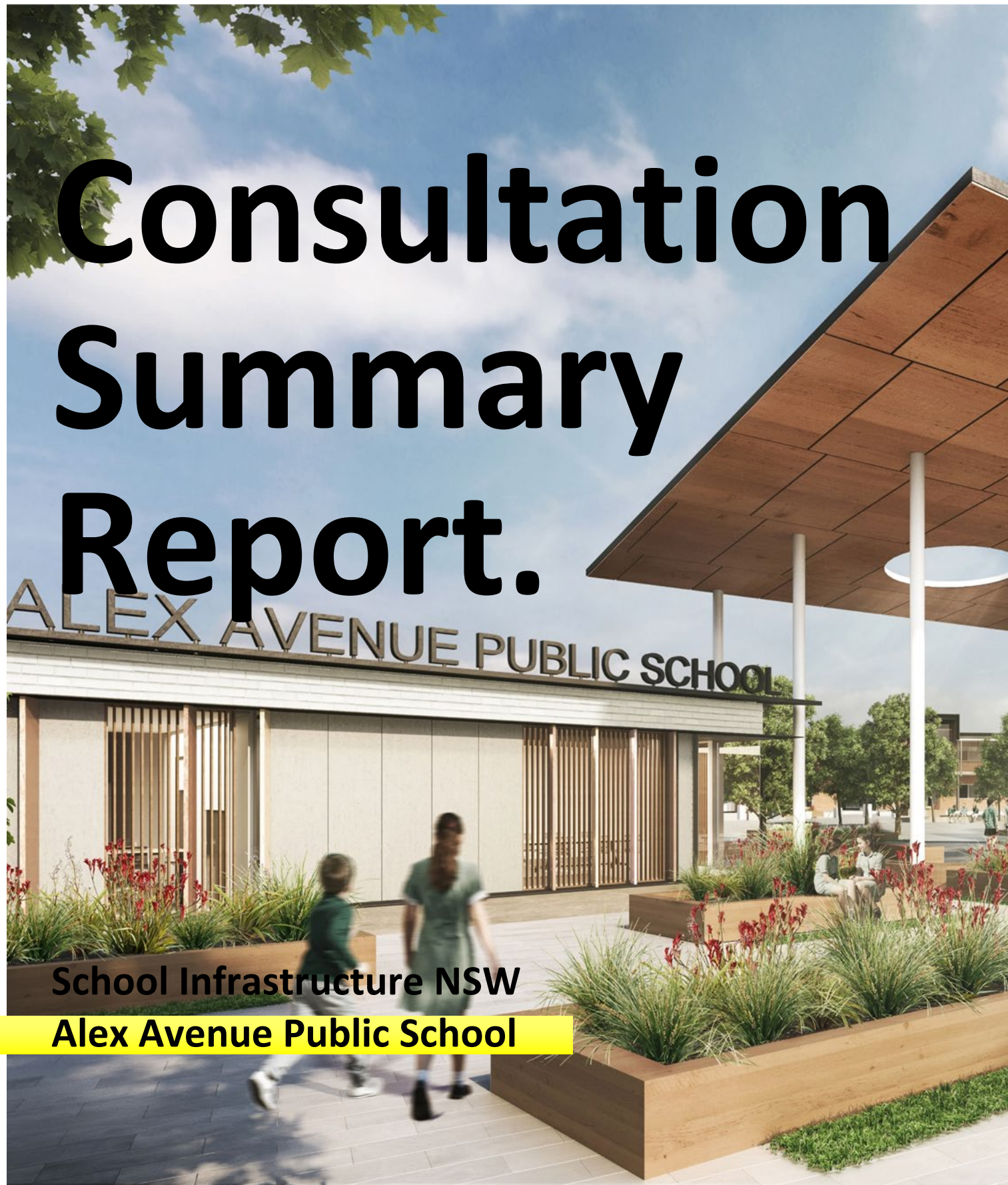




Report to
Department of Planning, Industry and Environment
New Schofields Public School - Alex Avenue SINW



Consultation Summary Report.

ALEX AVENUE PUBLIC SCHOOL

School Infrastructure NSW
Alex Avenue Public School

We are a group of people who manage, consult and partner with industry pros to radically improve public and private utilities and infrastructure. Sometimes we help build, other times we advise. But we're always collaborating for an outcome with positive impact.

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1. Introduction

The proposed Alex Avenue Public School project aims to accommodate a portion of the projected increase in student enrolments in the Schofields area that is expected to occur in the next 15 years. The proposed development is an innovative way to improve the utilisation of land and embed an educational facility in the centre of a high growth urban renewal area. The project seeks to construct:

a two-storey multi-function facility (Building A) including:

- Library and various reading spaces;
- Staff room and offices; and
- Reception and administration offices.

four two-storey classroom buildings including:

- Collaborative learning spaces;
- Learning studios;
- Covered outdoor learning areas;
- Practical activity areas; and
- Amenities.

And one single-storey assembly hall (Building C) including a performance stage, an integrated covered outdoor learning area (COLA), out-of-school-hours (OOSH) facilities, storerooms, canteen and amenities;

- Pedestrian access points along Farmland Drive
- Site landscaping and open space including fencing and games courts;
- Substation on the northeast corner of the site; and
- Main entry school signage.

Communication is a core focus for the project; it will connect every member of the Project Delivery Team and enabling groups, stakeholders and impacted employees with a common understanding of the project scope, its outcomes and what the change will mean for them individually. The Communication Principles for the project include:

1. Open and proactive
2. Tailored and targeted
3. Simple and factual
4. Share the why
5. Face-to-face is key
6. Leaders are the source of accurate information

Noting the project was on hold from December 2017 to May 2018 as the project manager changed from GHD to TSA management. Project design was also handed over to Group GSA from Hayball architect in January 2019. These changes resulted in community consultation on hold for a few months. SSD lodged initially 14th March 2019. Project revised RtS to suit DPIE & Blacktown City Council requests for information from September to March 2019, as outlined in the SSD Response to Submissions Report. Project funding for the project also approved by Treasury in August 2018.

About the Report

This report has been prepared to document engagement activities and feedback from local residents and the school community throughout the design process. This document will form part of the development application for the proposed new school.

Consultation and Engagement Activities

During the development of the design of the new school, the project undertook the following engagement activities between June 2017 and March 2020:

Engagement Method	Details	Frequency of Use
Project Reference Group (PRG) meetings	<p>Held with the following stakeholders:</p> <ul style="list-style-type: none">• Principle Representative• Schools Director• Asset Management Unit Representative• School Infrastructure Project Director• Architect• Project Manager <p>The PRG provides feedback on the design as it progresses to ensure end-user requirements are considered and met.</p>	Fortnightly to monthly
Educational Consultant workshops	<p>The Educational Consultant met with a school representative group (Principal, teachers, and staff) to develop the School Specific Education Principles. The Education Principles are reviewed throughout the Gateways of the project to ensure the delivered project is consistent with the user intent and school pedagogy.</p>	As required
Information Booths	<p>Held at a local shopping centre and staffed by the project team.</p>	As required
Other agencies identified by the SEARs	<ul style="list-style-type: none">• Local Council• Government Architects Office• NSW Rural Fire Service• Office of Environment and Heritage• Roads and Maritime Services• Transport for NSW• Local Aboriginal Land Council• Service providers	As required

2. School Engagement Activities

Project Reference Group meetings

The project established a Project Reference Group (PRG) which includes the School Director, Principle Representative, Asset Management Unit representative, Architect, and Project Manager. The purpose of the PRG is to obtain feedback from the end user as the design progresses. Where appropriate, the design is updated to reflect the feedback.

It should be noted that as this is a new school, there were no teachers or P&C representatives until January 2020. Meetings with the PRG have been held on a regular basis with 20 No. PRG meetings have been held by either of the project managers and design team. A summary of the outcomes can be found in Hayball and Group GSA's Urban Design Reports. Key issues raised by the PRG include:

- Maintenance requirements of the landscaping to be considered
- Kiss and drop facilities and parking to be sufficient for student numbers
- Allowance for shading in the play areas, consider use of additional covered outdoor learning areas
- Accuracy of forecast student numbers was a concern
- All areas of the school site need to be accessible to all students

The minutes of meetings with the PRGs held to date can be found in **Appendix A**.

Educational Consultant engagement

Educational workshops were held with Dr Julia Atkin, Educational Consultant. The purpose of the workshops was to identify the desired pedagogy of the new school and identify the "look and feel" desires for the learning community to ensure the design meets the school's vision for education delivery. Key concerns raised, which are being addressed in the design, include:

- Design adapts to students with a disability, accessible design
- Open area access to WIFI to facilitate indoor-outdoor learning
- Quality of fixtures – durability and maintenance
- Visibility – line of sight from teachers to students for safety
- Lighting to be natural and adequate
- Noise to be managed at a design level

For further detail regarding the Educational Workshops and design response, please see the Urban Design Report or **Appendix B** for an excerpt.

3. Community Engagement Activities

Community Information Booths

With the transition of new project team, SINSW communications team developed a communication strategy. There has been no information booth held for this project to date. Once information booths are scheduled, they will be advertised on the SINSW website and in a local newspaper.

Door knock was a community consultation method organised for this project on 11 December 2019 with Olivia Rich, SINSW, and Jacqueline Sellen, TSA Management, in attendance.

4. Engagement with other agencies

Blacktown City Council

Blacktown City Council have been engaged throughout the design process with regular meetings to discuss potential synergies between the new school, the adjacent council reserve (Reserve 885) and the wider community. A joint use agreement is currently in negotiations, with a focus on the parking, traffic, shared use of the school hall and school use of the reserve. Key meeting dates and outcomes are below, meeting minutes can be found in **Appendix C**:

Date	Meeting Summary
17 September 2018	Blacktown Council confirmed they would like to review possible synergies for the two sites. Their main concerns related to parking, bus route, and managing the gradient of the sites. An onsite meeting between the design teams was scheduled and undertaken to review the landscape and discuss opportunities.
15 November 2018	<p>The following issues were discussed:</p> <ul style="list-style-type: none">• Master planning opportunities• Traffic• Joint Use• Heads of Agreement <p>Hayball subsequently provided updated plans indicating shared parking, communal terrace area, basketball courts, and amended kiss and drop arrangements.</p>
12 December 2018	Hayball presented the updated masterplan reflective of previous council discussions. Kiss and Drop location required council approval, remained outstanding pending further discussions. The traffic study completed in early 2019 will confirm the preferred location of the kiss and drop. SINSW to draft a Statement of Intent to progress the Heads of Agreement.
21 February 2019	Continued discussion regarding the proposed new Alex Ave School joint use project and other joint use opportunities.
26 March 2019	Discussed the early works DA for Alex Avenue Public School. The SSD is about to be lodged for the main schoolworks. The development will need to connect to Council's stormwater assets as OSD is not possible for the project

Date	Meeting Summary
	<ol style="list-style-type: none"> 1. OSD tank requirements <ol style="list-style-type: none"> a. Design b. Time implications c. Contribution discussion 2. Traffic <ol style="list-style-type: none"> a. Special needs drop off b. Pick up/drop off c. roundabout
9 April 2019	Met with Council's project team regarding their sports field and other joint use related items.
14 May 2019	Reviewed joint use documentation.
17 July 2019	Discussed the bulk earthworks DA and SSD school proposal to facilitate conditions for both
12 September 2019	Continued discussion regarding identified issues at Alex Ave school and ongoing joint use matters.
20 September 2019	<p>Design meeting for coordination of below items with council:</p> <ol style="list-style-type: none"> 1. Carpark interface with DoE accessible car parking and waste pick up area 2. Shared use area. I note the current DoE documentation shows "skewed" pathways and the R885 design is recommending pathways perpendicular to the boundary fence line. This item needs to be agreed by both parties 3. Interface of DoE court levels with R885 proposed cricket nets 4. Fence lines. This needs to be agreed for the END STATE arrangement once the Catalina easement has been removed (hopefully by opening of the school Day 1 Term 1 2021). Note that this fence line provides input into a shared user agreement between Sins and BCC 5. Review of grading options in the southeast corner of the DoE site and filling of the north-east corner of Catalina site to allow future usability
25 September 2019	<p>Continued from the design meeting held with SINW on 20 September 2019 where design levels on the interface with Alex Ave public school and Council's sportsground R885 were resolved.</p> <p>A few issues remained for meeting on 25 September.</p>
16 October 2019	Coordinated the drainage and road design between the School, Top place and Council Pelican Road bridge design.
17 October 2019	Discussed the SSD comments on the proposed Alex Ave school proposal and the bulk earthworks final consent for the site. Reviewed draft response to issues, concept plan for drainage, refuse swept path and shared space revised levels.
8 November 2019	Continued discussion regarding identified issues at Alex Ave school and ongoing joint use matters.
9 January 2020	The purpose of the meeting was to present, discuss and seek Council comments on alternative pedestrian facility options along the Pelican Road frontage of the proposed Alex Avenue Public School Project, due to the easement to the south of the school site.

Government Architect's Office (GANSW)

In line with the SEARs requirements, the project team have consulted the Government Architect's Office and has undergone review with the State Design Review Panel to ensure compliance with their requirements. The SDRP advised they were generally happy with the design and further review with the panel was not required for the Concept Design. See **Appendix D** for the SDRP comments.

NSW Rural Fire Service (RFS)

Engagement with the RFS has commenced and is pending response from the agency. Please see **Appendix E**.

Office of Environment and Heritage (OEH)

Urbis contacted Office of Environment and Heritage in November 2018 with regards to the SEARs. Mr Richard Bonner, Senior Conservation Planning Officer advised "there is no particular issue OEH wishes to discuss with you about the project at this stage."

Roads and Maritime Services (RMS)

Consultation has commenced with the Roads and Maritime Services (RMS), as undertaken by the Traffic Engineer, Bitzios. Refer to **Appendix F** for RMS response noting no further comment regarding the Traffic Report, as at 14th December 2018.

Transport for NSW (TfNSW)

Consultation has commenced with Transport for NSW (TfNSW), as undertaken by the Traffic Engineer, Bitzios. Refer to **Appendix G** for email correspondence. Mr Ken Ho, Transport Planner advised key concerns for TfNSW related to the timing of Pelican Drive and the responsible party for its delivery. Bitzios have responded to the queries in their Traffic Impact Assessment. Please see the EIS for details.

Local Aboriginal Land Council

The Deerubbin Local Aboriginal Land Council has been consulted regarding the proposed project. Sub-consultant, Biosis have undertaken the Aboriginal Cultural Heritage Assessment and requested any registered interest. Please see Appendix H for a copy of the consultation, in addition to Biosis' report found in the Environmental Impact Statement.

Infrastructure bodies

Infrastructure providers were consulted via the Civil sub-contractor to confirm the existence and capacity of infrastructure such as electricity, waste, water, and gas. Further engagement is anticipated in the later stages of design.

5. Next Steps

TSA Management will continue to engage with the community and project stakeholders to ensure all parties are kept informed and their feedback is captured.

Appendix A: Project Reference Group Minutes



Minutes

14 November 2016

Project	Jordan Springs and Alex Avenue PS: New Primary Schools	From	Kate Liddell
Subject	PRG 1 Minutes	Tel	02 92397363
Venue/Date/Time	Narimba Education Precinct / 7.11.16 / 13:30pm	Job No	2125817
Copies to	All attendees and Name (Company)		

Attendees	Apologies	Name (Company/Role)
X		Deb Summerhayes (Director Schools, Penrith) (DS)
X		Rick Seretis (Director Schools, Narimba) (RS)
X		Shannan Judge (Principal) (SJ)
X		Pete D'Ermilio (Principal) (PD)
X		David Berkman (DE Program Manager) (DB)
X		Lawson Yu (DE Program Officer) (LY)
X		Lesley Moodie (Snr Asset Planner) (LM)
X		Kiran Chalise (Asset Planner) (KC)
X		Sam Selwan (Snr Group Leader AMU) (SS)
X		Ian Ralston (Director AMU) (IR)
X		Mike Dean (GHD Project Manager) (MD)
X		Kate Liddell (GHD Assistant Project Manager) (KL)
X		David Tordoff (Hayball Architect, Principal) (DT)
X		Richard Leonard (Hayball Architect, Director) (RL)

Minutes

Action

Introduction / Previous Minutes

1. All Attendees introduces themselves
2. MD noted that Jordan Springs and Alex Avenue fit into a programme of works for 12 schools

21/25817 PRG MINUTES

GHD

Level 15, 133 Castlereagh Street Sydney NSW 2000 Australia

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Minutes**Action**

3. MD outlined the purpose of the Project Reference Group (PRG) is to provide input, review and endorse the proposed new primary schools as the designs are developed from the initial Masterplan/User requirement Brief and Business Case to the Detailed Design.
4. MD outlines the key roles and responsibilities of the PRG members as follows:
 - a. GHD are the Project Managers and undertake a coordination role of all parties and stakeholder approvals. GHD are also responsible for developing the Business Cases.
 - b. Hayball are the Head Designers and are responsible for the design development, coordination of all design consultants and undertaking site investigations.
 - c. Aquenta are the Quantity Surveyors for the project and will be providing costings of the various design stages.
 - d. Asset Management Unit (AMU) provides input on the suitability of the design from a maintenance perspective.
 - e. The Principals and Directors of Schools are key in providing input into the Education Principles and ensuring end users functional requirements for the school are being conveyed.
 - f. As Jordan Springs and Alex Avenue are new schools it is understood there will be no Parent and Citizen representatives in this stage of design.
5. MD advised that the Department of Education – Asset Management Directorate Programme Management Office (PMO) manage all Schools Capital Facilities Works. David Berkman is the PMO Manager for Jordan Springs and Alex Avenue PS, supported by Lawson Yu.
6. GHD is the key point of contact in regard to any queries or concerns in relation to the project.

Stakeholders

7. MD advised all attendees that any information discussed/presented at the PRG meetings is to remain confidential unless the information has been made public, or the PRG agree the information can be shared in order to gain stakeholder/community input.
8. PRG meetings will generally be held fortnightly during the concept design phase. GHD will chair these meetings.
9. GHD will issue the confirmed PRG contacts (Attachment 1). Noting that this can be updated as the project progresses.
10. The PRG currently consists of members from both Jordan Springs and Alex Avenue. The PRG's will be combined until a time when it appears more effective to separate the groups, as the design is progressed.

GHD

Minutes**Action**

11. MD noted that GHD's role in managing the project includes planning and implementation of community consultation (school and local community) following Business Case approval.

Program

12. MD noted the planning stage programme with key milestones as follows:

- | | |
|---|---------|
| a. Masterplan (Block Diagram) and functional design brief to be developed – within next two weeks (22/11/16) and endorsed by the PRG. | Hayball |
| b. 3 options to be presented at PRG for each school with PRG to agree preferred option (19/12/16) | Hayball |
| c. Concept design for Business Case presented and endorsed by PRG (Jan 17) | Hayball |
| d. Business Case complete – Early February 2016 | GHD |
| e. Treasury Approval – Date TBC | |
| f. Project Announcement – Date TBC | |
| g. Commence Delivery Stage (Design and Construction) – Date TBC | |

13. DB reminds the PRG that it is down to Hayball and GHD to work to the timelines. They just require an intelligent and informed concept to go into the business case. Any unknowns will be worked through by the QS and entered as a cost risk to the project.

14. Through Hayball led discussions it is the expectation the PRG's teaching and asset management expertise will inform the design. With much of the detail to follow on after the master planning stage.

User RequirementsJordan Springs

15. MD gave an overview of the scope for Jordan Springs PS. The project will provide a new School with core facilities for up to 600 students and 16 new teaching spaces to accommodate 368 new students. Masterplanning will allow for growth to 600 students.
16. LM advised Jordan Springs was a Ministerial announcement, funding has therefore been approved and construction must commence by March 2019.
17. LM notes the site dedicated for the new Primary School is in the town Centre of Jordan Springs. DE does have another location preferred, however the acquisition of such land may take time and as a result DE continue to negotiate over the lot available in the town centre.
18. PRG agrees to continue the master planning for the town centre site unless informed otherwise.
19. The town centre site is ready to go with services available.

Minutes	Action
20. DS notes failure in delivery of other schools and identifies this project as an opportunity to develop something strong from the start, creating a Primary School that is great for the students.	
21. DS provided the following insights for consideration: <ul style="list-style-type: none"> a. The intended location is an old ADI site with a strong community, particularly in connection to the aboriginal community and their elders. b. Student homes are often big on small plots of land. Family space is limited and therefore residents look to use community centre for personal/family events. Would hope to see the school become the heart of the community. c. The local schools facilitate a lot of inter-agency work for both children and families. d. The demographic of the community is changing from predominately white Anglo and aboriginal to the emergence of sub continental groups creating cultural diversity. e. 12% of Penrith population considered to have special needs. This is high for NSW and will continue to be a big issue for the school catchment. f. Want the school to bring the outside in, feel natural with references to the environment so the students do not feel the need to be outside of class. g. Enhancement of space and light is very important. h. Multiple pedagogies, noting the space need to allow for shift and change to allow dynamic teaching. i. Consider incorporating shared spaces with the community, such as function spaces and out of hours care facilities. 	Note
22. SJ provided the following insights for consideration: <ul style="list-style-type: none"> a. Need to reduce the temptation of silos between students and teachers. Would like to see classrooms around courtyards and access to verandas through open glass doors. b. The idea of creating zones within open spaces for different teaching activities and student interactions should be explored i.e. campfire (all), waterhole (small groups), cave (individuals), etc. c. Hall, Canteen and Cola should be easily accessible for out of hours community access. d. Physicality of space to be considered i.e. air quality, temperature, light, noise, movement. e. Creating flexibility to increase class sizes, grouping students and creating learning communities. 	Note

Minutes	Action
<p>f. Access to toilets to be considered on a more domestic scale rather than creating large toilet blocks.</p> <p>23. The following were discussed in consideration of vertical schools:</p> <p>a. DS notes a vertical school will be a challenge for the Jordan Springs Community, the communities have left congested city centres to gain space.</p> <p>b. SJ notes vertical schools present safety and circulation concerns.</p> <p>c. LM advised 4-storey schools in suburban areas are unlikely and will be subject to planning approvals.</p> <p>d. IR notes additional costs associated with a high-rise build.</p> <p>24. IR notes the EFSG and asks if there is room to move outside the guidelines. LM notes it is a guideline only however sqm for particular rooms will need to work to the guideline. The main restriction will be budget.</p> <p>25. SJ queried the size of the administration building, noting it often has underutilised areas. A communal space for teachers/staff, such as a lounge /kitchen area appears to work well.</p> <p>26. Open office space to increase functionality and improve collaboration between colleagues is important.</p> <p>27. DS noted students may need spaces defined for a sense of belonging.</p> <p>28. Core drivers for the school/teachers include collaboration, cross discipline and promotion of professional development.</p>	<p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p>
<u>Alex Avenue</u>	
<p>29. MD gave an overview of the scope for Alex Avenue PS. The project will provide a new School with core facilities for up to 1000 students and 20 new teaching spaces to accommodate 460 new students. Master planning will allow for growth to 1000 students.</p> <p>30. LM advised Alex Avenue PS is demand driven from a high growth area. However, because it doesn't have ministerial support the business case must be more robust.</p> <p>31. LM notes DE has a defined site. However, with what was a 5-hectare site, DE propose to buy only 2 hectares maintaining the east, north and west boundaries.</p> <p>32. LM notes there is no community or development associated with the school. However, the Ponds is a good local example of how the area is in great demand. The school opened last year and already reached capacity.</p> <p>33. It is expected the school will develop the community.</p> <p>34. LM advised DE are looking to encourage the use of shared space with Council's. However, some councils are more forward thinking than others. Blacktown Council requires further persuasion.</p>	

Minutes	Action
35. How the shared zones are reflected in the design development will be a challenge. LM to discuss further with Blacktown Council and revert back conversations.	LM
36. LM notes DE want to see a more efficient use of space given the escalating costs of land	Hayball
37. RS sees a very similar concept for Alex Avenue PS as for Jordan Springs i.e., flexible and versatile learning environments. However, a further suggestion is to explore the opportunity to be more forward thinking with technology and have the scope to make a more immersive learning experience.	Note
38. PD agreed but notes there is no proof to say the new way of thinking is the right way. Whilst there should be flexibility and forward thinking in the design, there should still be the ability to teach a class in the traditional way.	Note
39. The space has to be usable to a culture that may not have caught up (teaching capability/practices).	Note
40. Alex Ave has no existing community. There is no way of knowing who will move in as the surrounding communities are very different.	Note
Further notes.	
41. Hayball requests the PRG consider how they would like to see the school structured, organisational model (size/configuration). RL is to issue a series of questions for further consideration by the PRG. Feedback is requested within the next week.	RL & PRG
42. LM advised of a new school currently in delivery at Bella Vista (Kellyville). The objectives for the development i.e. innovative contemporary School, flexible learning spaces, community focused, Excellence in high performance art, indoor out door learning etc were advised and issued to DS and RS for consideration.	Note
43. Other recent new schools that could be investigated for lessons learnt are Anzac, Cammeray, Spring Farm, Oran Park and The Discovery School, Christchurch NZ.	
Design Activities	
44. Sub consultant site activities on hold until sites are confirmed.	LM
Cost Estimate	
45. The budget has been fixed but will remain undisclosed until Business Case approval.	Note
Other Business	
46. Confirmed that the next PRG will be held 22 nd November 2016, at 8:00am.to 09:30am.	GHD

Minutes**Action**

47. Other PRG's will be pencilled in for the following times.

GHD

a. 12th December 2016 12:00pm to 13:30 pm

b. 19th December 2016 13.30pm to 15:00pm

Kate Liddell

Assistant Project Manager

Attachment 1: PRG Stakeholder

Register

Name	Organisation	Position	Email	Contact Number
Deb Summerhayes	DE PS NSW	Director Penrith	deborah.summerhayes@det.nsw.edu.au	0424150019
Rick Seretis	DE PS NSW	Director Nirimba	Rick.seretis@det.nsw.edu.au	0467818595
Shannan Judge	DE PS NSW	Principal (Ermington West PS)	Shannan.judge@det.nsw.edu.au	0400601652
Peter D'Ermilo	DE PS NSW	Principal (Metella Rd PS)	peter.dermilio@det.nsw.edu.au	0425816988
Sam Selwan	DE AMU	Senior Group Leader AMU	Sam.selwan@det.nsw.edu.au	0401719551
Ian Ralston	DE AMU	Director AMU	ian.ralston1@det.nsw.edu.au	0411139717
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Kiran Chalise	Asset Planner	Planning	Kiran.chalise@det.nsw.edu.au	0295611232 0428443959
David Berkman	DE PMO	Program Manager	david.berkman@det.nsw.edu.au	0295618686 0457527096
Lawson Yu	DE PMO	Program Officer	Lawson.yu@det.nsw.edu.au	0295618827 0404951142
Mike Dean	GHD	Project Manager	mike.dean@ghd.com	0292397452 0410643200
Kate Liddell	GHD	Assistant Project Manager	Kate.liddell@ghd.com	0292397363 0410840277
David Tordoff	Hayball	Design Lead	dtordoff@hayball.com.au	0296609329 0404420700
Richard Leonard	Hayball	Director	rleonard@hayball.com.au	0411746804



Minutes

31 March 2017

Project	Jordan Springs and Alex Avenue PS: New Primary Schools	From	Kate Liddell
Subject	PRG 2 Minutes	Tel	02 92397363
Venue/Date/Time	Narimba Education Precinct / 22.11.16 / 08:00pm	Job No	2125817
Copies to	All attendees and Name (Company)		

Attendees	Apologies	Name (Company/Role)
x		Deb Summerhayes (Director Schools, Penrith) (DS)
x		Rick Seretis (Director Schools, Narimba) (RS)
x		Shannan Judge (Principal) (SJ)
	x	Pete D'Ermilio (Principal) (PD)
	x	David Berkman (DE Program Manager) (DB)
	x	Lawson Yu (DE Program Officer) (LY)
	x	Lesley Moodie (Snr Asset Planner) (LM)
	x	Kiran Chalise (Asset Planner) (KC)
x		Sam Selwan (Snr Group Leader AMU) (SS)
	x	Ian Ralston (Director AMU) (IR)
x		Mike Dean (GHD Project Manager) (MD)
x		Kate Liddell (GHD Assistant Project Manager) (KL)
x		David Tordoff (Hayball Architect, Principal) (DT)
	x	Richard Leonard (Hayball Architect, Director) (RL)
x		Natalia Krysiak (Hayball Architect) (NK)

Minutes

Action

Introduction / Previous Minutes

- | | |
|--|------|
| 1. MD gave a brief introduction outlining the purpose of the meeting noting Hayball will present the PRG with the Functional Design Brief and Educational and Design Principles based on PRG feedback. | Note |
|--|------|

21/25817 PRG MINUTES

GHD

Level 15, 133 Castlereagh Street Sydney NSW 2000 Australia

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Minutes	Action
2. MD introduced NK, Hayball Architect. Contact details updated.	Note
3. MD went through the previous Minutes action items and the following items were noted as actioned/outstanding:	
a. Feedback received from the PRG with regards to how they would like to see the school structure, organisational model etc.	Note
b. PRG representative details were issued with the previous minutes.	Note
c. Limited information has been received from DE Planning with regards site locations.	
- The Department anticipate acquisition of the proposed Alex Avenue site in the next two weeks.	Note
- Jordan Spring final location still to be determined. For the purpose of the masterplan Hayball will be proceeding with the Town Centre site for Jordan Springs	Note
Stakeholders	
4. GHD to update and issue the confirmed PRG contacts (Attachment 1). Noting that this can be updated as the project progresses.	GHD
Program	
5. Planning stage program with key milestones remains as previously indicated:	
a. Masterplan (Block Diagram) – to be discussed by Hayball today	Note
b. 3 Masterplan options to be developed by the next PCG (18/11/16)	Hayball
c. PRG to endorse the functional Design Brief (18/11/16).	PRG
d. PRG to agree preferred Masterplan (2/12/16)	PRG
e. PRG to endorse Masterplan Concept (16/12/16)	PRG
f. Business Case complete – Target End January 2016	GHD
g. Treasury Approval – Date TBC	
h. Project Announcement – Date TBC	
i. Commence Delivery Stage (Design and Construction) – Date TBC	
User Requirements	
<u>Jordan Springs</u>	
6. MD notes the scope for Jordan Springs PS remains unchanged. The project will provide a new School with core facilities for up to 600 students and 16 new teaching spaces to accommodate 368 new students. Masterplanning will allow for growth to 600 students.	Note
<u>Functional Design Brief discussions (refer attachments)</u>	
7. DT presented Site and Built form analysis – detailing Hayball's understanding of the proposed site for Jordan Springs PS.	Note

Minutes	Action
8. DT notes the proximity of parkland and the possibility to share facilities including the oval for active play.	Note
9. RS notes requirement for lunch and breakout space and only structured activity would be considered on the oval.	Note
10. JS notes access over the creek to the oval will need to be considered.	Note
11. The PRG notes the use of shared facilities is not always well adopted and how the school utilises the shared facility with the community would need to be further considered by the school.	Note
12. DT notes other shared facilities including canteen, community gardens and conference availability. Areas that would tend to be located at the entry of the school, creating the welcome space.	Note
13. DT provided further feedback on the known site conditions with regards to entry points, solar access etc with further consideration required for flooding and traffic.	Note
14. DT presented for consideration and feedback the core educational principles for Jordan Springs PS. The main principles being Learning, Environment, Identity and Community. DS advised the presentation generally covered all requirements however would like the information issued to the PRG in order to provide feedback.	PRG
15. DT anticipates spaces not dedicated to STEM however specialist space for construction/science needs to be considered, adaptability over flexibility.	Note
16. DS notes Jordan Springs PS is to be considered a diverse school community which must not be skewed in a cultural way. It needs to be seen as any child can attend.	Note
17. DT requests the PRG consider the schools MOTO which will assist with the schools' identity.	PRG
18. DT presented for consideration and feedback the design principles for Jordan Springs PS. The main principles being Welcome, Enhanced Learning, Interconnected Landscape, Support and Better Integration of Staff, Grow and Environment.	Note
a. Considerations to be given to how the built form responds to multi-function and safe/inclusive space.	Note
b. Reimagine traditional learning spaces i.e library	Note
c. DS likes the concept of bringing the community in.	Note
d. JS notes the area is predominantly flat and therefore envisage a lot of students arriving on bike or scooter safe accessibility into the school must be considered.	Note
19. DT advises on the different learning settings and notes collaborative learning spaces is the future focus. When reviewing against the EFSG the volume per student for a particular space is retained however the breakup between a Homebase and other practical settings is reconsidered	Note

Minutes	Action
20. DT presents the idea of an urban welcome mat, with the building fabric creating the fence/security and allows the community in to a controlled point.	Note
a. SS advises the standard for new sites is to provide 2.1m fence which can be locked to secure the premises from vandalism, break-ins and during times of lockdowns.	Note
21. The Area Schedules are noted and included in the presentation.	Note
<u>Alex Avenue</u>	
MD notes the scope for Alex Avenue PS remains unchanged. The project will provide a new School with core facilities for up to 1000 students and 20 new teaching spaces to accommodate 460 new students. Master planning will allow for growth to 1000 students.	Note
22. DT presented Site and Built form analysis – detailing Hayball's understanding of the proposed site for Jordan Springs PS.	Note
23. DT notes opportunities for community sharing	Note
24. N/S street will be the primary street for site access	Note
25. The site has a big fall of approx. 6m so a bespoke solution will be required and reduces the ability for active play. Hayball to confirm gradient.	Note
26. Hayball note confirmation required with regards to trees on site and the ability for removal.	Note
27. DT notes the similarities between the two schools with regards to the core educational principles for Alex Avenue PS. The main principles being Learning, Environment, Identity and Community. Points of difference were however advised in more detail namely:	Note
a. Learning to include a holistic education learning experience. Catering for multiple and single unit learning spaces.	Note
b. Community: to engage with the community offsite and foster partnerships with local authority's cooperatives and clubs etc.	Note
28. DT requests the PRG consider the schools MOTO which will assist with the schools' identity.	PRG
29. DT notes the similarities between the two schools with regards to the design principles. The main principles being Welcome, Enhanced Learning, Interconnected Landscape, Support and Better Integration of Staff, Grow and Environment. DT requests the PRG review and provide feedback	PRG
30. RS suggests the PRG is broken into respective school stakeholders when concept options are being presented.	Note
Design Activities	
31. Hayball to develop 3 options for the Masterplan taking into consideration PRG's comments. These are to be presented at the next PRG.	Hayball
32. DT notes site survey and infrastructure investigations are critical to assist with the design.	Note
Cost Estimate	

Minutes**Action**

-
- | | |
|---|------|
| 33. The budget has been fixed but will remain undisclosed until Business Case approval. | Note |
|---|------|
-

Other Business

-
- | | |
|--|-----|
| 34. The next PRG has been scheduled for 12 th December 2016, 12:00pm to 13:30 pm however this will be confirmed as it depends on the progression of site acquisition and associated design. | GHD |
|--|-----|
-

Kate Liddell

Assistant Project Manager

Attachment 1: PRG Stakeholder Register

Name	Organisation	Position	Email	Contact Number
Deb Summerhayes	DE PS NSW	Director Penrith	deborah.summerhayes@det.nsw.edu.au	0424150019
Rick Seretis	DE PS NSW	Director Nirimba	Rick.seretis@det.nsw.edu.au	0467818595
Shannan Judge	DE PS NSW	Principal (Ermington West PS)	Shannan.judge@det.nsw.edu.au	0400601652
Peter D'Ermilo	DE PS NSW	Principal (Metella Rd PS)	peter.dermilio@det.nsw.edu.au	0425816988
Sam Selwan	DE AMU	Senior Group Leader AMU	Sam.selwan@det.nsw.edu.au	0401719551
Ian Ralston	DE AMU	Director AMU	ian.ralston1@det.nsw.edu.au	0411139717
Lesley Moodie	Senior Asset Planner	Planning	lesley.moodie2@det.nsw.edu.au	0295618255
Kiran Chalise	Asset Planner	Planning	Kiran.chalise@det.nsw.edu.au	0295611232 0428443959
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Richard Leonard	Hayball	Director	rleonard@hayball.com.au	0411746804

Name	Organisation	Position	Email	Contact Number
Natalia Krysiak	Hayball	Architect	nkrysiak@hayball.com.au	0296609329

10 February 2017

Project	Alex Avenue PS: New Primary Schools	From	Mike Dean
Subject	PRG 3 Minutes of Meeting	Tel	02 9239 7452
Venue/Date/Time	Narimba Education Precinct / 06.02.17 / 02:30pm	Job No	2125817
Copies to	All attendees and Name (Company)		

Attendees	Apologies	Name (Company/Role)
x		Rick Seretis (Director Schools, Nirimba) (RS)
x		Peter D'Ermilio (Principal, Metella Road PS) (PD)
	x	James Bourachi (DE Program Manager) (JB)
	x	Lawson Yu (DE Program Officer) (LY)
	x	Lesley Moodie (Snr Asset Planner) (LM)
	x	Kiran Chalise (Asset Planner) (KC)
x		Andrew Hall (DE WHS Unit, WHS Coordinator) (AH)
x		Sam Selwan (AMU, Snr Group Leader) (SS)
	x	Ian Ralston (AMU, Director) (IR)
x		Mike Dean (GHD, Project Manager) (MD)
x		Wilson Ling (GHD, Project Engineer) (WL)
x		David Tordoff (Hayball, Architect, Principal) (DT)
x		Richard Leonard (Hayball, Architect, Director) (RL)
	x	Natalia Krysiak (Hayball Architect) (NK)
x		Kit Ku (Hayball, Architect) (KK)
x		Fiona Young (Hayball, Architect) (FY)

Minutes	Action
Introduction / Previous Minutes	
1. MD opened the meeting. The following new attendees were introduced to the PRG:	Note

Minutes		Action
<ul style="list-style-type: none"> Wilson Ling, Project Engineer, GHD Kit Ku, Architect, Hayball Andrew Hall, WHS Coordinator, DE WHS Unit 		
2.	MD noted the purpose of today's meeting was to source input and feedback from the PRG on various concept design possibilities. Hayball is still developing concept design options that are not yet ready for presentation to the PRG or selection of a preferred.	Note
Stakeholders		
3.	GHD to update and issue the confirmed PRG contacts (Attachment 1).	Note
Program		
4.	MD noted the Business Case is due for completion this week. The Business Case will present Alex Ave PS as the preferred project option without committing to a preferred concept design option. A costed example will be included to show it can be delivered within budget. This will not preclude alternative options as the concept develops.	Note
5.	Next steps are for Hayball to finalise three concept options for PRG and DoE Stakeholders selection of a preferred option.	Note
User Requirements		
6.	MD notes the scope for Alex Ave PS remains unchanged. The project will provide a new School with core facilities for up to 1,000 students and 20 new teaching spaces to accommodate 460 new students. Master planning will allow for growth to 1,000 students.	Note
7.	MD noted there are issues with site acquisition by the land developer. The government has indicated it may use compulsory acquisition if required.	Note
8.	MD noted the Functional Design Brief and Educational Principals will require endorsement by all PRG members at the next meeting.	Note
9.	Any final comments from the PRG are to be issued to GHD.	PRG
Concept Design Options		
10.	DT noted that any examples or concepts presented today are works in progress for feedback only, and have not been endorsed by DoE Stakeholders as possible options.	Note
Site		
11.	The site has two street frontages to consider for access, and it allows for continuity with a proposed Council playing field next door.	Note
Concept Layout		
12.	DT noted all buildings will have 2-storeys due to the restricted land size. The site has a significant fall in level (6m) at approximately 1:20 scale.	Note
13.	The following site layouts were tabled for discussion:	

Minutes	Action
<ul style="list-style-type: none"> Option 1A: Main entry off street along northern frontage between Stage 1 Home Base building (west) and Admin/Staff/Hall building (east). Stage 2 Home Base building south of Admin/Staff/Hall building with school heart between all buildings. Hall and vista to oval. Library attached to Stage 1 Home Bases and Special Programs attached to Stage 2 Home Bases. 	Note
<ul style="list-style-type: none"> Option 1B: As per 1A except with Library and Special Programs detached from the Home Bases to provide additional vista from entry and heart to existing trees and open space to the south. 	Note
<ul style="list-style-type: none"> Option 2: Main entry off street along western frontage between Admin/Staff building (northwest corner) and Library/Hall building. Stage 1 Home Base building along northern frontage with Stage 2 Home Base building south of it. School heart between all buildings. Allows from entry and heart to the oval and from heart to existing trees / open space to the south. 	Note
Concept Designs – PRG General Comments	
14. RS noted main thoroughfare will likely be from western side of the site and questioned what a secondary side (western) entry would look like if options 1A or 1B were progressed.	Hayball, 2/3/17
15. SS noted a secondary access/entry would also need to connect with the school heart.	Note
16. PD noted the location for pickup/dropoff zone's needed to be considered (both streets, off street?). Option 1 entry location may cause issues as it is in a residential street. PD suggested an entry on the western side of the site would be better.	Hayball, 2/3/17
17. DT noted Option 1 entry location gives a relationship with the adjacent sports oval.	Note
18. PD noted there should be a direct line of sight from the Admin/Staff building to the south of the school.	Note
19. RS noted the Hall should be as close to the Entry/Admin as possible to minimise the community unnecessarily entering into the school heart when using shared facilities (Hall). RS suggested swapping the location of the Library and Hall in Option 2. Hayball to consider.	Hayball, 2/3/17
20. RL suggested the inclusion of an out of hours direct access to the Hall. RS noted that would conflict with the ethos of inviting the community to the school.	Note
21. RL noted the carpark is tentatively located on the southwest corner of the site. PD noted the distance of the car park from Home Bases in Option 2 may discourage staff parking in the car park and promote street parking closer to Home Bases, particularly Option 2. Hayball to consider.	Hayball, 2/3/17
22. DT noted the DE directive was to minimise staff parking (below EFSG requirements). MD to obtain formal clarification on DE requirements for car parking spaces.	GHD, 20/2/17

Minutes	Action
23. PD noted a preference for Option 2, as design opens to COLA, Games and playing field	Note
24. The location of Special Programs was discussed. Options for consideration include; at end of Home Base with relationship to Library; with the Library and Hall; split between Stage 1 and Stage 2 Home Bases.	Hayball, 2/3/17
25. PD thought the split Special Programs configuration would work best and suggested the rooms could be differently themed according to use or age-group, and located in the middle of each Home Base building.	
26. PD also noted potential to incorporate outdoor learning spaces to Special Programs, creating 4 Special Programs spaces.	Note
27. PD noted classroom configurations should be K-2 downstairs and 3-6 upstairs.	Note
28. SS noted Special Programs will need to be located downstairs.	Note
29. RS noted the school is currently not providing Support Classes for students with learning needs. MD to clarify if support classes will be provided in the future, as they will affect concept designs and future retrofitting will be expensive.	Note GHD, 20/2/17
30. SS suggested swapping stages of construction for Option 2 Home Bases as the northern Home Base block can easily be sectioned off for Stage 2 construction as opposed to the southern block which is in the middle of the school site. RL advised that this would open up the school heart to the street, which was not desirable.	Note
Design Activities	
31. Hayball to further develop 3 options for the Masterplan and classroom configurations taking into consideration PRG and DoE Stakeholder comments. These are to be formally presented at the next PRG.	Hayball, 02/3/17
Cost Estimate	
32. The budget has been fixed but will remain undisclosed until Business Case approval.	Note
Other Business	
33. The next PRG has been scheduled for Thursday 2 nd March 2017, 2:00pm to 3:30 pm. MD will send agendas and calendar invites closer to the date.	GHD, 13/2/17

Mike Dean

Project Manager

Attachments

Attachment 1: PRG Stakeholder Register

Attachment 1: PRG Stakeholder Register

Name	Organisation	Position	Email	Contact Number
Rick Seretis	DE PS NSW	Director Nirimba	Rick.seretis@det.nsw.edu.au	0467818595
Peter D'Ermilo	DE PS NSW	Principal (Metella Rd PS)	peter.dermilio@det.nsw.edu.au	0425816988
Sam Selwan	DE AMU	Snr Group Leader AMU	Sam.selwan@det.nsw.edu.au	0401719551
Ian Ralston	DE AMU	Director AMU	ian.ralston1@det.nsw.edu.au	0411139717
Lesley Moodie	Senior Asset Planner	Planning	lesley.moodie2@det.nsw.edu.au	0295618255
Kiran Chalise	Asset Planner	Planning	Kiran.chalise@det.nsw.edu.au	0295611232 0428443959
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Wilson Ling	GHD	Project Engineer	wilson.ling@ghd.com	0292397063 0405038312
David Tordoff	Hayball	Design Lead	dtordoff@hayball.com.au	0296609329 0404420700
Richard Leonard	Hayball	Director	rleonard@hayball.com.au	0296609329 0411746804
Fiona Young	Hayball	Director	fyoung@hayball.com.au	0296609329 0422714226
Natalia Krysiak	Hayball	Architect	nkrysiak@hayball.com.au	0296609329
Kit Ku	Hayball	Architect	kku@hayball.com.au	0296609329 0411774903

16 March 2017

Project	Alex Avenue PS: New Primary Schools	From	Mike Dean
Subject	PRG 3 Minutes of Meeting	Tel	02 9239 7452
Venue/Date/Time	Narimba Education Precinct / 16.03.17 / 03:30pm	Job No	2125817
Copies to	All attendees and Name (Company)		

Attendees	Apologies	Name (Company/Role)
x		Rick Seretis (Director Schools, Nirimba) (RS)
x		Peter D'Ermilio (Principal, Metella Road PS) (PD)
	x	James Bourachi (DE Program Manager) (JB)
	x	Lawson Yu (DE Program Officer) (LY)
	x	Lesley Moodie (Snr Asset Planner) (LM)
	x	Kiran Chalise (Asset Planner) (KC)
	x	Andrew Hall (DE WHS Unit, WHS Coordinator) (AH)
x		Sam Selwan (AMU, Snr Group Leader) (SS)
	x	Ian Ralston (AMU, Director) (IR)
x		Mike Dean (GHD, Project Manager) (MD)
	x	Wilson Ling (GHD, Project Engineer) (WL)
		David Tordoff (Hayball, Architect, Principal) (DT)
		Richard Leonard (Hayball, Architect, Director) (RL)
x		Natalia Krysiak (Hayball Architect) (NK)
x		Kit Ku (Hayball, Architect) (KK)
	x	Fiona Young (Hayball, Architect) (FY)

Minutes	Action
Introduction / Previous Minutes	
1. MD opened the meeting.	
2. Minutes of the previous meeting were accepted.	Note

Minutes	Action
Program	
3. MD advised that following agreement on a preferred concept option, the project would be placed on hold pending Business Case and further funding approval.	Note
User Requirements	
4. Actions from the previous meeting were reviewed and the following issues raised:	
(i) MD had sought advice from the PMO and EFSG teams re car parking numbers. The preference is for 10-12 spaces, noting the EFSG standards call for a maximum of 30 odd. RS, PD and SS all agreed this would become an issue. It is a fast growing area, there is minimum public transport and teachers will park on grass resulting in maintenance issues. As a minimum, the design is to allow for space proofing for future car park expansion.	Hayball
(ii) MD had sought advice from DoE Planning re Support Classes. Support class types and numbers are to be determined by the PRG. Any support classes will be at the expense of home bases. DS noted western Sydney has an oversupply of kids needing support classes. The PRG determined to target three (3) support classes in the Stage 1 build, all for non-physical support students.	Note
(iii) Along with support classes, the design needs to consider layby/drop-off inside the school (including for a bus).	Note
(iv) DS noted that somewhere in the school a shower and change table will also be required.	Note

Concept Options

5. KK presented four options for Alex Ave PS as follows:
 - 1A Single storey core facilities around the northwest corner with main entry off Pelican Road into school heart behind. 2-storey home base connected to core facilities along north boundary with separate stage 2 home base behind.
 - 1B As per 1A except with two storey core facility buildings.
 - 2A Core facilities and main entry off Farmland Dr. School heart and home bases behind.
 - 2B As per 2A except with two storey core facility buildings.
 - 3 Flip of Option 1 along east-west axis.
6. PD noted the Hall next to Library in options 2A/2B is not preferred due to hall noise on the library.
7. KK noted option 3 opens onto the street but landscaping could be used to screen it.
8. RS noted option 1B has good street presence.

Minutes	Action
9. PD queried whether the north-east corner could become an unused zone. KK suggested they could look at making use of the space for outdoor learning.	Hayball
10. RS confirmed Library two storeys would be no issue re supervision if utilising a mezzanine and special programs.	
11. RS and PD expressed a liking for option 1B as it could better futureproof the school for growth.	
12. All PRG attendees agreed to rule out options 2A, 2B and 3.	Note
13. KK advised that the canteen would likely be off the Hall to the COLA.	Note
14. PD suggested tiered seating at the change of grade stair location. Also to consider shifting the court to below the tiered seating for spectators.	Note
15. The PRG agreed that option 1B is preferred for future design development.	Note
Typical Modules	
16. KK presented typical example modules for a flexible six home base per floor building. This was somewhat of a prelude to the education workshop planned for next Tuesday.	
17. RS and PD loved the flexibility to modules provided.	
18. RS queried how the acoustics would work, noting this would be very important.	Note
19. PD noted that open plan is often not working and advised that the ability to completely close off home base rooms would be required.	Note
20. Hayball is aiming to organise some site visits of similar examples in Sydney.	
21. Hayball to provide some example schools in Melbourne who could be contacted for lessons learnt.	Hayball
Other Business	
22. This may be the last PRG pending funding approval. Expected notification date is July 2017. MD to keep PRG informed.	GHD

Mike Dean

Project Manager

Attachments

Attachment:

Attachment 1: PRG Stakeholder Register

Attachment 2: Options Presentation

Attachment 3: Typical Modules Presentation

Attachment 1: PRG Stakeholder Register

Name	Organisation	Position	Email	Contact Number
Rick Seretis	DE PS NSW	Director Nirimba	Rick.seretis@det.nsw.edu.au	0467818595
Peter D'Ermilo	DE PS NSW	Principal (Metella Rd PS)	peter.dermilio@det.nsw.edu.au	0425816988
Sam Selwan	DE AMU	Snr Group Leader AMU	Sam.selwan@det.nsw.edu.au	0401719551
Ian Ralston	DE AMU	Director AMU	ian.ralston1@det.nsw.edu.au	0411139717
Lesley Moodie	Senior Asset Planner	Planning	lesley.moodie2@det.nsw.edu.au	0295618255
Kiran Chalise	Asset Planner	Planning	Kiran.chalise@det.nsw.edu.au	0295611232 0428443959
Andrew Hall	DE WHS Unit	WHS Coordinator	Andrew.hall49@det.nsw.edu.au	0458297057
James Bourachi	DE PMO	Program Manager	james.bourachi1@det.nsw.edu.au	0412220057
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Mike Dean	GHD	Project Manager	mike.dean@ghd.com	0292397452 0410643200
Wilson Ling	GHD	Project Engineer	wilson.ling@ghd.com	0292397063 0405038312
David Tordoff	Hayball	Design Lead	dtordoff@hayball.com.au	0296609329 0404420700
Richard Leonard	Hayball	Director	rleonard@hayball.com.au	0296609329 0411746804
Fiona Young	Hayball	Director	fyoung@hayball.com.au	0296609329 0422714226
Natalia Krysiak	Hayball	Architect	nkrysiak@hayball.com.au	0296609329
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Minutes

02 June 2017

Project	Alex Avenue PS: New Primary Schools	From	Mike Dean
Subject	PRG 5 Minutes of Meeting	Tel	02 9239 7452
Venue/Date/Time	Narimba Education Precinct / 30.05.17 / 01:00pm	Job No	2125817
Copies to	All attendees and Name (Company)		

Attendees	Apologies	Name (Company/Role)
X		Rick Seretis (Director Schools, Narimba) (RS)
X		Peter D'Ermilio (Principal, Metella Road PS) (PD)
	X	James Bourachi (DE Program Manager) (JB)
	X	Lawson Yu (DE Program Officer) (LY)
	X	Lesley Moodie (Snr Asset Planner) (LM)
	X	Kiran Chalise (Asset Planner) (KC)
X		Andrew Hall (DE WHS Unit, WHS Coordinator) (AH)
X		Sam Selwan (AMU, Snr Group Leader) (SS)
	X	Ian Ralston (AMU, Director) (IR)
X		Mike Dean (GHD, Project Manager) (MD)
X		Luke Houghton (GHD, Project Engineer) (LH)
X		David Tordoff (Hayball, Architect, Principal) (DT)
	X	Richard Leonard (Hayball, Architect, Director) (RL)
X		Natalia Krysiak (Hayball Architect) (NK)
	X	Kit Ku (Hayball, Architect) (KK)
	X	Fiona Young (Hayball, Architect) (FY)

Minutes	Action
Introduction / Previous Minutes	
1. LH opened the meeting.	
2. Minutes of the previous meeting were accepted.	Note

21/25817 PRG MINUTES

GHD

Level 15, 133 Castlereagh Street Sydney NSW 2000 Australia

T 61 2 9239 7100 F 61 2 9239 7199 E sydmil@ghd.com W www.ghd.com

Minutes	Action
Program	
3. LH noted it is the first meeting since project was placed on hold where the PRG had selected a preferred concept option (Option 1B).	Note
4. DT noted an education workshop had been held since.	Note
User Requirements	
<u>Scope</u>	
5. LH noted there has been no change to the project scope – core facilities for 1000 students and Stage 1 build of 20 home bases.	Note
<u>Site Acquisition</u>	
6. MD provided a brief update on the status of land acquisition:	Note
a. Land is not yet secured due to large cost difference between DoE Planners and the Developers.	
b. DoE has directed we proceed with site investigations, discussions with Council and developers based on a “potential” school project (no commitment).	
<u>Concept Design Development – Core Facilities and External Areas</u>	
7. NK provide a quick refresher on preferred option 1B – Main entry along western road, 2 storey core facilities along western road, wrapping around along the northern road with secondary entry off northern road followed by the Stage 1 2 storey 20 HB building.	Note
8. Current core facilities zoning plans and masterplan design were presented (refer attached).	Note
9. SS requested knowledge of the type of trees existing on site. This is subject to the arborist and ecology investigations to be undertaken soon, currently pending DE variation approval. HDC to ensure all the trees on the site are assessed (not just those that may be impacted).	HDC, 6/6/17
10. MD queried how easy it would be to shift the school slightly east for potential widening of the western road or indented drop-offs. DT advised that 3m or so would be no problem.	Note
11. RS noted school drop-off needs space for disabled and support kids to be dropped off inside the school. This will need to cater for all types of vehicles. HDC to ensure compliance.	HDC, 6/6/17
12. RS noted the COLA needs to be larger in front of the Canteen. HDC to address.	HDC, 6/6/17
13. PD noted the main entry at 10m wide is probably not big enough for café type seating for parents, something that is starting to be desired for parents waiting to collect children. Hayball to consider options.	HDC, 6/6/17
14. PD is happy for special programs to be located between classrooms. Alternative is to connect to the library.	Note
15. RS noted that Principals and Deputies need to be located downstairs.	Note

Minutes	Action
16. RS noted the northern landscape area would need some screening for outdoor learning whilst maintaining some visual presence from the street. DT advised that outdoor learning areas would be island type spaces allowing for areas of visual presence and areas of screening.	Note
17. NT to liaise with security when considering screening options if proposing to build something into the fence.	HDC, 6/6/17
18. SS noted that internal surveillance could be an issue with the outdoor learning area to the north. HDC to consider during design development.	HDC, 6/6/17
19. SS suggested separate emergency access gates to the south open playing areas. HDC to consider during design development.	HDC, 6/6/17
<u>Concept Design Development – Home Base Layout</u>	
20. DT presented the proposed Home Base layout for a 5 HB block (typically repeated for each side and level of the building) with options for use under different learning scenarios.	Note
21. PD noted that there needs to be a way to have 5 isolated rooms from time to time.	Note
22. RS queried the material options for sliding panels. DT noted it is mixed approximately 50/50 glass and acoustic pinnable, plus solid hinged door.	Note
23. RS noted a concern over the amount of egress and students from far learning areas having to potentially walk through other classes to exit to the toilets. HDC to address.	HDC, 6/6/17
24. DT noted that toilets will likely be located on both levels in the centre between each 5 HB block. RS suggested quantities should be different as the use at lunch/recess is greater than during class time (i.e. more on ground floor). HDC to address.	HDC, 6/6/17
25. DT noted that stairs are likely to be on each side of the HB building, landing towards the north (fence side). RS noted the need to consider internal surveillance. AH noted the need to consider visibility of kids from the street. DT noted walkways on south affects the ability to use the outdoor learning area during winter. HDC to show both options of walkways on north and on south of HB building for review at the next PRG meeting.	HDC, 13/6/17
26. AH raised a concern over safety of the moveable doors, walls – how heavy, easy to move? DT noted they are top hung and easy to move. These will need to be made safe to use. SS suggested a guide track at the bottom, and bolts to lock into position.	HDC, 6/6/17
27. RS requested if HDC could bring calculations outlining the stages (school years) breakdown for the 20 HB building to next meeting.	HDC, 6/6/17
Design Activities	
<u>Site Investigations</u>	
28. GHD has advised that these can commence. GHD to discuss program and approvals with Oz (HDC).	GHD, 6/6/17

Minutes	Action
Stakeholder Consultation	
29. RS advised there should be no external consultation without having first secured the land.	Note
30. GHD noted previous advice that it is inappropriate to go to other schools for consultation.	Note
Other Business	
31. Next PRG is scheduled for 11:30am Friday 23 June 2017.	Note
32. MD noted the comments register will be attached to the minutes and if anyone had any further comments, please advise by email rather than waiting until the next meeting.	Note

Mike Dean

Project Manager

Attachments**Attachment:**

Attachment 1: PRG Stakeholder Register

Attachment 2: Concept Design Presentation

Attachment 3: Comments Register

Attachment 1: PRG Stakeholder Register

Name	Organisation	Position	Email	Contact Number
Rick Seretis	DE PS NSW	Director Nirimba	Rick.seretis@det.nsw.edu.au	0467818595
Peter D'Ermilo	DE PS NSW	Principal (Metella Rd PS)	peter.dermilio@det.nsw.edu.au	0425816988
Sam Selwan	DE AMU	Snr Group Leader AMU	Sam.selwan@det.nsw.edu.au	0401719551
Ian Ralston	DE AMU	Director AMU	ian.ralston1@det.nsw.edu.au	0411139717
Lesley Moodie	Senior Asset Planner	Planning	lesley.moodie2@det.nsw.edu.au	0295618255
Kiran Chalise	Asset Planner	Planning	Kiran.chalise@det.nsw.edu.au	0295611232 0428443959
Andrew Hall	DE WHS Unit	WHS Coordinator	Andrew.hall49@det.nsw.edu.au	0458297057
James Bourachi	DE PMO	Program Manager	james.bourachi1@det.nsw.edu.au	0412220057
Lawson Yu	DE PMO	Program Officer	Lawson.yu@det.nsw.edu.au	0295618827 0404951142
Mike Dean	GHD	Project Manager	mike.dean@ghd.com	0292397452 0410643200
Luke Houghton	GHD	Project Engineer	Luke.Houghton@ghd.com	0292397392 0449918263
David Tordoff	Hayball	Design Lead	dtordoff@hayball.com.au	0296609329 0404420700
Richard Leonard	Hayball	Director	rleonard@hayball.com.au	0296609329 0411746804
Fiona Young	Hayball	Director	fyoung@hayball.com.au	0296609329 0422714226
Natalia Krysiak	Hayball	Architect	nkrysiak@hayball.com.au	0296609329
Kit Ku	Hayball	Architect	kku@hayball.com.au	0296609329 0411774903



Minutes

14 July 2017

Project	Alex Avenue PS: New Primary School		From	Luke Houghton
Subject	PRG 6 and SiD Review		Tel	02 9239 7392
Venue/Date/Time	Nirimba Education Precinct / 23.06.17 / 11:30am		Job No	2125817
Copies to	All attendees and Name (Company)			
Attendees	Apologies	Name (Company/Role)		
X		Rick Seretis (Director Schools, Nirimba) (RS)		
X		Peter D'Ermilio (Principal, Metella Road PS) (PD)		
X		Sammy Salah (DE Program Manager) (SSL)		
	X	Lawson Yu (DE Program Officer) (LY)		
	X	Lesley Moodie (Snr Asset Planner) (LM)		
	X	Kiran Chalise (Asset Planner) (KC)		
X		Andrew Hall (DE WHS Unit, WHS Coordinator) (AH)		
X		Sam Selwan (AMU, Snr Group Leader) (SS)		
	X	Ian Ralston (AMU, Director) (IR)		
X		Mike Dean (GHD, Project Manager) (MD)		
X		Luke Houghton (GHD, Project Engineer) (LH)		
	X	David Tordoff (Hayball, Architect, Principal) (DT)		
X		Natalia Krysiak (Hayball Architect) (NK)		
X		Kit Ku (Hayball, Architect) (KK)		

21/25817 PRG MINUTES

GHD

Level 15, 133 Castlereagh Street Sydney NSW 2000 Australia
T 61 2 9239 7100 **F** 61 2 9239 7199 **E** sydmail@ghd.com **W** www.ghd.com

Minutes	Action
Introduction / Previous Minutes	
1. LH opened the meeting. The meeting would be to review the latest concept design and Safety in Design (SiD) risks.	Note
2. LH noted that endorsement of the overall concept design would be sought, noting that this does not include building layouts.	Note
3. Minutes of the previous meeting were accepted.	Note
Program	
4. LH advised that the objective is to release the tender package at the start of November 2017 (pending site acquisition)	Note
5. MD noted that site acquisition was still in progress.	Note
6. RS noted that he has discussed acquisition of the site with LM (Asset Planner) and that the department is planning on making an offer in the near future.	Note
Budget	
7. LH noted that an interim cost estimate will be undertaken to confirm the design is on budget.	Note
User Requirements	
<u>General</u>	
8. LH noted that a virtual tour of St Clare's Primary School was completed on Tuesday the 20 th of June.	Note
9. PD noted that the virtual tour was very informative however, it did raise a few concerns:	Note
9.1. Noise levels within the learning areas	
9.2. Suitability for special needs classes	
9.3. Level of professional development required for teachers to utilise the spaces effectively	
10. PD requested that the learning spaces be fully enclosable to mitigate the noise risk and to allow increased flexibility in teaching style. Hayball to address.	Hayball 18/07/17
11. PD queried what type of heating and cooling systems will be specified.	Note
12. KK noted that heating will be included however, the EFSG does not allow for air conditioning to be installed.	Note
13. RS noted that not installing air conditioning in a new build is a significant project risk given there is no established school community to assist with fundraising. GHD to raise with the PMO and add to the project risk register.	GHD 18/07/17
14. RS queried if the current design can allow for the future installation of air conditioning? LH noted that this can be considered however, Hayball need to design to the EFSG.	Hayball 18/07/17

Minutes	Action
15.NK provided an update on the latest home base building arrangement, noting that the buildings have been revised to provide 4 home bases per level in one building and 6 home bases per level in the other building. This arrangement was selected so that the support classes can be placed on the ground floor of the smaller building.	Note
16.PD confirmed that the building allocations suggested are suitable.	Note
17.RS noted that the allocation of toilets between the ground floor and first floor still needs to be addressed (taking supervision and access at recess/lunch into account). Hayball to address.	Hayball 18/07/17
18.NK noted that the special programs space has been moved into the library. PD agreed this is a sensible move.	Note
19.KK noted that if the design moves forward with a more dispersed library, then the actual library space can be utilised for other future focused learning activities e.g. robotics	Note
20.PD noted that he is very interested in the idea of a dispersed library (similar to that at St Clare's) however, he needs to gain a stronger understanding of their functionality.	Note
<u>Administration</u>	
21.NK provided an overview of the proposed administration and clerical area layout.	Note
22.RS noted that the Principal needs to be provided with an allocated space as they will be regularly engaging in confidential discussions. The meeting room at the back corner could be considered. Hayball to address.	Hayball 18/07/17
23.PD queried if the larger interview room can be split into two separate rooms. These could then be DP/AP/counsellor offices. Hayball to address.	Hayball 18/07/17
24.PD queried if there will be issue integrating the librarian with the clerical staff in the current design proposal. Suggest that the admin and library offices be separated by full height joinery. Hayball to address.	Hayball 18/07/17
25.The PRG queried if an additional toilet can be provided in the admin area. Hayball to address.	Hayball 18/07/17
<u>Library & Special Programs</u>	
26. NK provided an overview of the proposed library and special programs area layout.	Note
27.The PRG noted a preference for the tiered seating layout with access/stairs on both sides.	Hayball 18/07/17
28.The PRG queried if the tiered seating area can be widened towards the library counter to provide more space. Hayball to consider.	Hayball 18/07/17
29.NK noted that resilient / non-slip flooring will be provided in the special programs area.	Note
30.PD queried how the librarian will supervise the proposed upstairs area at lunchtime. RS noted that this will need to be an allocated duty.	Note
31.NK provided an overview of the proposed hall and OOSH.	Note

Minutes	Action
32.AH noted that consideration should be given to increasing the size of the chair store. Hayball to consider.	Hayball 18/07/17
33.Hayball confirm the stage and audio visual equipment allowance in the EFSG. What will be provided for a new school?	Hayball 18/07/17
34.AH noted that the proposed GA store position is not ideal as it is right at the school entrance.	Hayball 18/07/17
35.KK noted that the layout of the hall/OOSH and stores needs to be reconsidered.	Hayball 18/07/17
<u>Learning Studios</u>	
36.LH clarified the PRG's expectation for the home base building:	Note
36.1. The learning studios are to be acoustically and physically enclosable.	
37.PD noted that he was happy for the above to be achieved using full height joinery.	Note
38.KK advised that the technical stakeholder group raised concerns around the number of doors and the ability to implement a lockdown procedure.	Note
39.PD noted that he believes lockdown will be achievable and that ideally each learning studio should have access to an outdoor space. Hayball to consider.	Hayball 18/07/17
<u>Other</u>	
40.The PRG endorsed the Alex Avenue Concept Design.	Note
41.RS queried if the adjacent developments will be high density? Hayball to confirm with their planner.	Hayball 18/07/17
Safety in Design	
42. A discussion surrounding safety in design risks was undertaken. Other than the items already identified in Hayball's risk register, the following key hazards were discussed:	Note
43. AH queried if the tiered seating area will be an evacuation hazard? Hayball to address.	Hayball 18/07/17
44. AH noted that ergonomics need to be considered when designing book shelves etc. in the library.	Hayball 18/07/17
45. AH noted that the number of exit doors in the learning building needs to be appropriate for emergency evacuation.	Hayball 18/07/17
46. The risk of falling from height from one of the level 1 balustrades in the learning community building was discussed:	
46.1. LH queried if AH was aware of any incidents that had occurred in the past where a student had fallen from height from an existing double storey building. AH noted that he was not aware of any previous incidents.	Note
46.2. KK noted that the balustrades have been designed at 1300mm high and this is higher than specified in both the EFSG (1200mm) and National Construction Code standards.	Note

Minutes	Action
46.3. The PRG indicated that they were comfortable with a 1300 high balustrade.	Note
47. LH noted that a formal safety in design risk workshop will be held with the technical stakeholders and the contractor (including WHS and EFSG) during the next phase of the design.	Note
Design Activities	
48. LH noted that site investigations are currently on hold until access can be negotiated with the current land owner.	Note
Community Engagement	
49. LH noted that community engagement is currently on hold pending acquisition of the site.	Note
Other Business	
50. Next PRG is scheduled for 11:30am Tuesday 18 th July 2017.	Note

Luke Houghton

Project Manager

Attachments

Attachment 1: PRG Stakeholder Register

Attachment 2: Concept Design Presentation

Attachment 3: Comments Register

Attachment 1: PRG Stakeholder Register

Name	Organisation	Position	Email	Contact Number
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Kit Ku	Hayball	Architect	kku@hayball.com.au	0296609329 0411774903



Minutes

25 August 2017

Project	Alex Avenue PS: New Primary School		From	Luke Houghton
Subject	PRG 7		Tel	02 9239 7392
Venue/Date/Time	Nirimba Education Precinct / 18.07.17 / 11:30am		Job No	2125817
Copies to	All attendees and Name (Company)			
Attendees	Apologies	Name (Company/Role)		
	x	Rick Seretis (Director Schools, Nirimba) (RS)		
x		Peter D'Ermilio (Principal, Metella Road PS) (PD)		
	x	Sammy Salah (DE Program Manager) (SSL)		
	x	Lawson Yu (DE Program Officer) (LY)		
	x	Lesley Moodie (Snr Asset Planner) (LM)		
	x	Kiran Chalise (Asset Planner) (KC)		
x		Andrew Hall (DE WHS Unit, WHS Coordinator) (AH)		
x		Sam Selwan (AMU, Snr Group Leader) (SS)		
	x	Ian Ralston (AMU, Director) (IR)		
	x	Mike Dean (GHD, Project Manager) (MD)		
x		Luke Houghton (GHD, Project Engineer) (LH)		
	x	David Tordoff (Hayball, Architect, Principal) (DT)		
x		Natalia Krysiak (Hayball Architect) (NK)		
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21/25817 PRG MINUTES

GHD

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Minutes	Action
Introduction / Previous Minutes	
1. LH opened the meeting. The purpose of the meeting would be to review the latest concept design.	Note
2. Minutes of the previous meeting were accepted.	Note
Program	
3. LH advised that the objective is to release the tender package at the start of November 2017 (pending site acquisition)	Note
4. LH noted that site acquisition was still in progress.	Note
Budget	
5. LH noted that an interim cost estimate will be undertaken to confirm the design is on budget.	Note
User Requirements	
<u>General</u>	
6. KK noted that the layout of the learning hub will not be covered as the feedback from the previous meeting was still being addressed. Noting that the intent is to bring Julia Atkin to the next meeting to assist with design development.	Note
7. PD queried if there are any schools in Sydney that the PRG can visit that are similar to what Hayball are proposing. SS suggested that Harbord PS may be appropriate. GHD and Hayball to investigate options for a site visit.	GHD/Hayball 06/09/17
<u>Administration and Staff Room</u>	
8. NK provided an overview of the revised administration and clerical area layout which included the following revisions to address PRG feedback: 8.1. Revised meeting room arrangement 8.2. Admin secure line moved forward 8.3. Additional toilet added on first floor	Note
9. The PRG noted that they were happy with the current design.	Note
<u>Library & Special Programs</u>	
10. NK provided an overview of the revised library and special programs area layout including the following revisions to address PRG feedback: 10.1. Width of the library presentation steps increased to accommodate access from both sides.	Note
11. The PRG noted that they were happy with the current design.	Note
<u>Hall and OOSH</u>	
12. NK provided an overview of the revised hall and OOSH layout including the following revisions to address PRG feedback: 12.1. Additional toilets and shower added.	Note

Minutes	Action
12.2. Bulk store and GA store moved to the southern side of the school hall.	
12.3. OOSH relocated to the north-west corner of the hall.	
12.4. Cleaner's room added.	
12.5. Main switch board relocated to the south east corner of the hall.	
13. The PRG noted that clear access for the lawn mower needs to be provided around the site.	Hayball 06/09/17
14. The PRG noted that they were happy with the current design.	Note
<u>Facade</u>	
15. NK provided an overview of the proposed façade design.	Note
16. PD noted that it is very important to incorporate student activity into the building infrastructure as students are always looking for something to do at recess and lunch.	Note
17. PD queried if all schools in the program will have a similar façade design.	Note
18. KK noted that the façade theme is similar however, the layout, colours, frontage and landscaping all vary from school to school.	Note
19. PD loved the idea of placing the stairs along the sports court to act as tiered seating for spectators, however, queried if there would be a sloped access around the court? Hayball to confirm.	Hayball 06/09/17
20. AH queried if the planter box proposed at the main entrance will hamper access. Hayball to confirm the width of the main access.	Hayball 06/09/17
<u>Learning Studios</u>	
21. The learning studio design was not discussed. It is to be covered in a proposed learning studio design review workshop.	Note
Safety in Design	
22. PD queried the process for closing off the safety in design risks identified in the previous meeting i.e. the height of the balustrades; will the DoE dictate this or can the Principal / PRG be involved as the stakeholders who will eventually manage the risk.	Note
23. LH noted that a SiD workshop will be held during the next stage of the design to formally address the risks and the relevant stakeholders will be invited to attend.	Note
Design Activities	
24. LH noted that site investigations are currently on hold until access can be negotiated with the current land owner.	Note
Community Engagement	
25. LH noted that community engagement is currently on hold pending acquisition of the site.	Note

Minutes	Action
Other Business	
26. The date and time for the next PRG meeting is on 6/09/2017 at 1:00pm.	Note

Luke Houghton

Project Manager

Attachments

Attachment 1: PRG Stakeholder Register (last page of minutes)

Attachment 2: Concept Design Presentation

Attachment 3: Comments Register

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Natalia Krysiak	Hayball	Architect	nkrysiak@hayball.com.au	0296609329
Kit Ku	Hayball	Architect	kku@hayball.com.au	0296609329 0411774903



Minutes

11 September 2017

Project	Alex Avenue PS: New Primary School		From	Luke Houghton
Subject	PRG 8		Tel	02 9239 7392
Venue/Date/Time	Nirimba Education Precinct / 06.09.17 / 1:00pm		Job No	2125817
Copies to	All attendees and Name (Company)			
Attendees	Apologies	Name (Company/Role)		
x		Rick Seretis (Director Schools, Nirimba) (RS)		
x		Peter D'Ermilio (Principal, Metella Road PS) (PD)		
	x	Sammy Salah (DE Program Manager) (SSL)		
	x	Lawson Yu (DE Program Officer) (LY)		
	x	Lesley Moodie (Snr Asset Planner) (LM)		
	x	Kiran Chalise (Asset Planner) (KC)		
	x	Andrew Hall (DE WHS Unit, WHS Coordinator) (AH)		
x		Sam Selwan (AMU, Snr Group Leader) (SS)		
	x	Ian Ralston (AMU, Director) (IR)		
	x	Mike Dean (GHD, Project Manager) (MD)		
x		Luke Houghton (GHD, Project Engineer) (LH)		
	x	David Tordoff (Hayball, Architect, Principal) (DT)		
x		Natalia Krysiak (Hayball Architect) (NK)		
x		Kit Ku (Hayball, Architect) (KK)		
x		Linda Hoang (Tract, Landscape Architect) (LHG)		

21/25817 PRG MINUTES

GHD

Level 15, 133 Castlereagh Street Sydney NSW 2000 Australia
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Minutes	Action
Introduction / Previous Minutes	
1. LH opened the meeting. The purpose of the meeting would be to review the landscape design and the latest architectural design.	Note
2. LH noted that the educators attended a site tour of the recently completed learning building at Bellevue Hill Public School on the 14 th of August. This tour was followed by a detailed review of the proposed Alex Ave learning building with Dr Julia Atkin.	Note
3. Minutes of the previous meeting were accepted.	Note
Program	
4. LH noted that site acquisition is still in progress.	Note
5. LH advised that the objective is still to finalise the Approved Concept Design:	Note
5.1. Review meeting with PMO/EFSG scheduled for 21 st September	
5.2. PRG endorsement of design proposed at the next PRG (13 th October)	
Budget	
6. LH noted that an interim cost estimate has been undertaken and the design is currently slightly over budget. Hayball are reviewing value management opportunities including a small reduction of the admin / library complex in line with EFSG requirements.	Note
User Requirements	
<u>Landscape Design</u>	
7. LHG presented the latest landscape design for the project.	Note
8. RS queried the parking / bus drop off / kiss and ride allowances for the project. KK and LH noted that the current configuration is preliminary and that additional traffic studies will be undertaken as part of the planning approvals process.	Note
9. RS noted that if special needs students are to be dropped off at the school in the future then this needs to occur on school grounds inside the perimeter fence.	Note
10. SS raised concerns around the level of shade being provided across the school grounds (especially in the first years of the schools operation while trees are still growing).	Note
11. KK provided an overview of the COLA's being provided, noting that the outdoor learning areas in between the buildings were additional on top of the standard allowance.	Note
12. The PRG agreed that the proposed COLA allowance will be sufficient if coupled with strategic planting of mature trees. Hayball to review.	Hayball 21/09/17
13. SS queried if the landscaping design matches up with the proposed location for the stage 2 buildings. Hayball to confirm.	Hayball 21/09/17

Minutes	Action
14. RS queried what demarcates the outdoor learning areas from the circulation pathways? KK noted that the floor surface will demarcate these areas.	Note
15. PD requested that basic facilities be provided in the kitchen garden zone e.g. a work bench / storage / sink. Hayball to review.	Hayball 21/09/17
16. PD requested that an additional kitchen garden be considered adjacent to the special programs rooms in the library. Hayball to review.	Hayball 21/09/17
17. SS queried if the outdoor learning area to the north of the potential support class rooms will be suitable. LHG noted that dense planting can be used to demarcate the area and that the current design does not preclude additional barriers being installed in the future.	Note
18. PD noted that table tennis is unlikely to be practical, consider sand pits, audio musical installations etc. instead. Hayball to review.	Hayball 21/09/17
19. SS noted that the location of future demountable classrooms needs to be considered e.g. during construction of stage 2 if it proceeds. Hayball to advise.	Hayball 21/09/17
20. RS queried if a GA will be able to appropriately maintain the landscaped areas?	Note
21. LHG noted that the smaller spaces could be synthetic grass to minimise maintenance requirements.	Note
22. The PRG noted they were happy with the landscape design strategy.	Note
<u>Architectural Design</u>	
23. KK provided an overview of the latest architectural design noting the following key updates:	Note
23.1. Feedback received during the review with Dr Julia Atkin has been incorporated including the additional doors and sinks in the learning building.	
23.2. The admin / library building has been slightly reduced in size to match EFSG requirements	
23.3. The design of the tiered seating in the library has been revised. The access steps are now on one side only however, it now includes a functional space on the landing between the two flights of stairs.	
24. RS queried if one way glass can be installed separating the staff and library spaces to assist with casual surveillance. Hayball to review.	Hayball 21/09/17
25. SS queried if the accessible bathroom on the ground floor has sufficient space to allow the future installation of a full size change table if required for special needs students. Hayball to review and advise.	Hayball 21/09/17
Safety in Design	
26. A SiD workshop will be held during the next stage of the design to formally address the risks and the relevant stakeholders will be invited to attend.	Note
Design Activities	

Minutes	Action
27. LH noted that site investigations are currently on hold pending acquisition of the site.	Note
Community Engagement	
28. LH noted that community engagement is currently on hold pending acquisition of the site.	Note
Other Business	
29. The next PRG meeting is scheduled for 13/10/2017 at 9:30am.	Note

Luke Houghton

Project Manager

Attachments

Attachment 1: PRG Stakeholder Register (last page of minutes)

Attachment 2: Architectural Presentation

Attachment 3: Landscape Presentation

Attachment 4: Comments Register

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Richard Leonard	Hayball	Director	rleonard@hayball.com.au	0296609329 0411746804
Fiona Young	Hayball	Director	fyoung@hayball.com.au	0296609329 0422714226
Natalia Krysiak	Hayball	Architect	nkrysiak@hayball.com.au	0296609329
Kit Ku	Hayball	Architect	kku@hayball.com.au	0296609329 0411774903

LEARNING HUB

Ground Floor Plan



KEY CHANGES

- Additional sinks to the home bases
- Sliding doors to the north courtyards
 - Additional deep storage added
- Additional doors added to the special needs classroom on ground level

LEARNING HUB

First Floor Plan



KEY CHANGES

- Additional sinks to the home bases
 - Additional deep storage added
 - Additional deep window reveals added to the north facade acting as reading “nooks”

Core Facilities

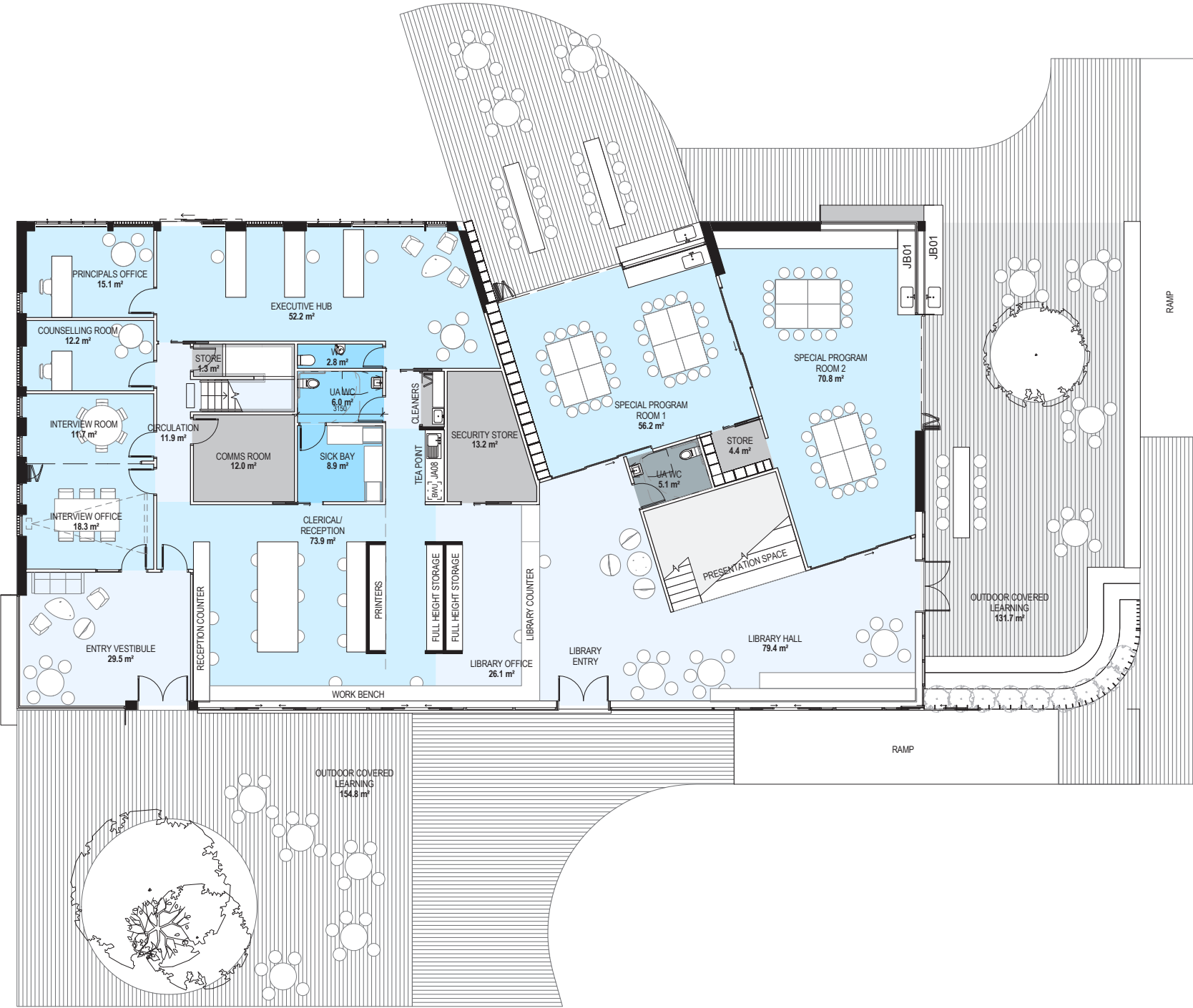


School Hall

KEY CHANGES

- Basketball court shifted closer towards the hall to allow for the seating to be partially under cover
- OOSH space divided into office, storage and general use zone with servery counter at the hall entry to be used for public events

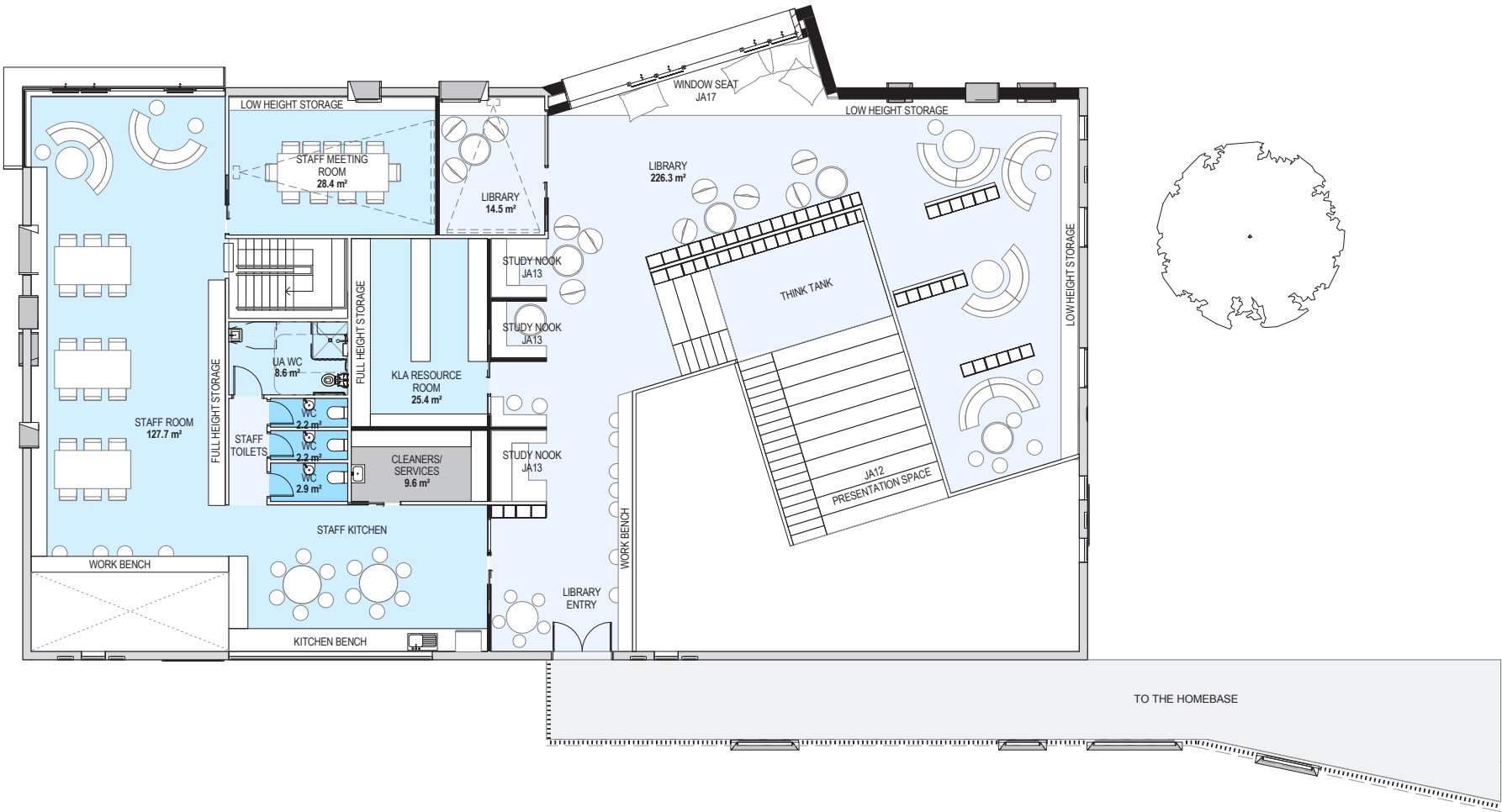
Admin + Library



KEY CHANGES

- Accessible toilet added to the ground level library, under the stairs
 - Small lockable storage room for special programs, located under the stairs
 - Additional sinks provided to the special programs rooms
- Direct outdoor access provided to the executives into northern staff courtyard
- Cleaners room and tea point provided in between the executive hub and administration zone
- Printing zone allocated in between the library office and administration zone, providing further division to the areas

Admin + Library



KEY CHANGES


- External walkway extended towards the staff area to avoid circulation through the library space
- Presentation seating has been divided into two runs with a generous landing “think tank”
- Presentation seating reduced to 4m in width
- Additional storage and cleaners space allocated near the staff toilets








hazybozi


Legend


- 


ENTRY PLAZA / ARRIVAL FORECOURT
PASSIVE CIVIC / OUTDOOR GALLERY
FEATURE TREES / COMMUNAL SEATING
- 


ADMIN COURTYARD
CASUAL SEATING
- 


LIBRARY COURTYARD
LEARNING / READING SPACE
- 


OUTDOOR LEARNING AREA
FEATURE TREES / ACTIVITIES
- 


SCHOOL HEART TERRACES
GATHERING / FOCUS POINT
- 

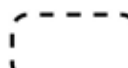
ACTIVE / NATURE PLAY
TREE LOGS / GRASS MOUNDS / ROPE CLIMB
- 


ACTIVE / FITNESS BAND
SPORTS / PHYSICAL EDUCATION SKILLS
- 


ECO/SCIENCE
VEGGIE GARDEN / SEATING
- 


TIERED SEATING
SEATING / VIEWING
- 


MESSY ROOM
WATER PLAY / PAINTING
- 


OUTDOOR LEARNING ROOM
WITH SENSORY PLANTING
- 


BUFFER PLANTING
TREES + LOW PLANTING
- 


NEW LANDSCAPE PLANTING
SCATTERED TREES / GRASS
- 


EXTENT OF OVERHEAD COVER
- 


ART TRAIL THROUGH OLA
STUDENT ART WORK DISPLAY
- 

MAIN CIRCULATION NODE
INTERACTION / GATHERING
- 

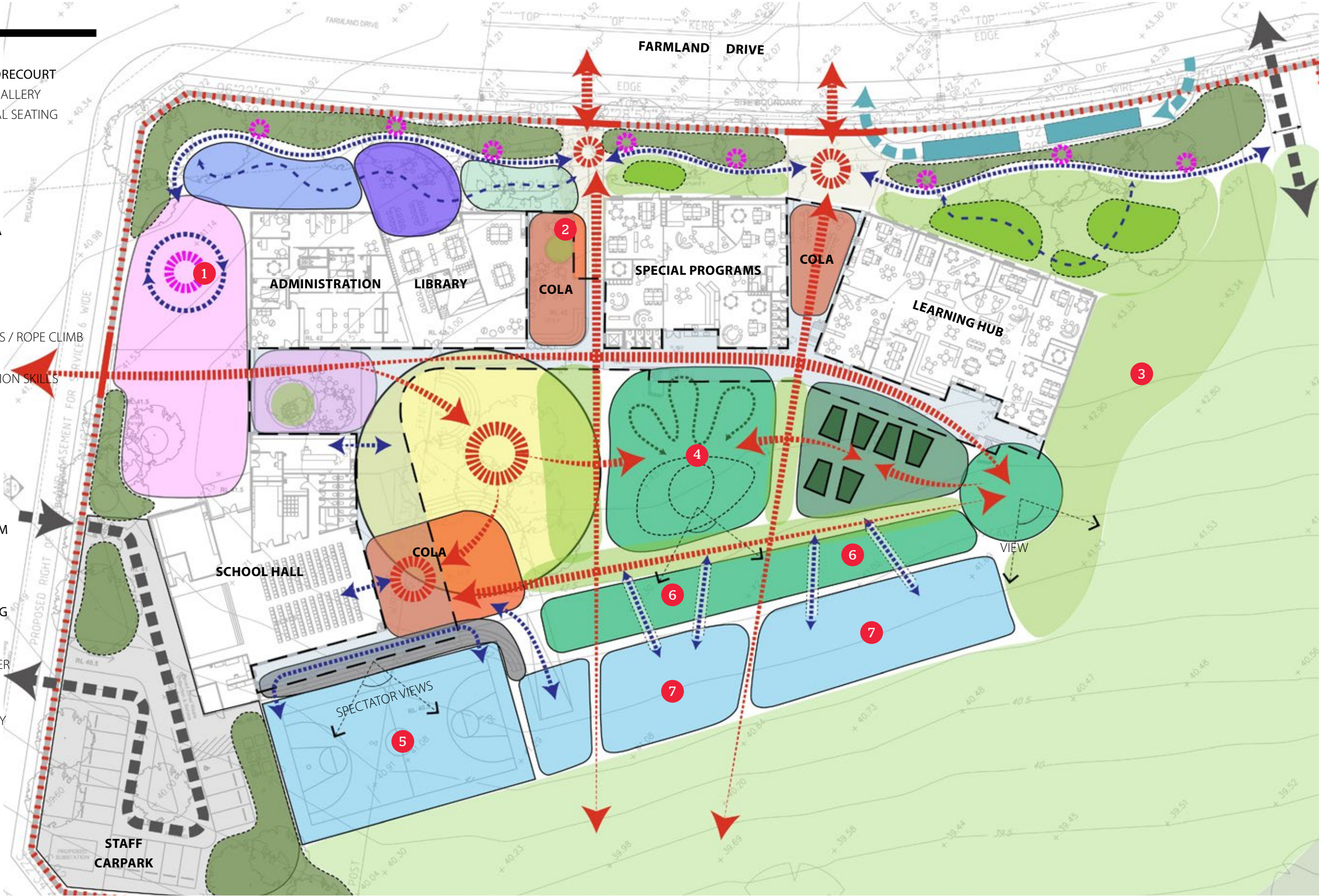
MAIN PEDESTRIAN
CIRCULATION
- 


SECONDARY PEDESTRIAN
CIRCULATION
- 


BUS LANE
- 


SECURITY THRESHOLD
ENTRY GATES
- 


VEHICLE PARKING /
CIRCULATION





- 


1 FEATURE ART WORK DISPLAY AS
VISUAL ATTRACTION AT MAIN ENTRY
- 

2 COLA WITH TREE PLANTING FOR
OUTDOOR LEARNING ACTIVITIES
- 

3 NATURAL LANDSCAPE WITH
SCATTERED TREE PLANTING
- 

4 NATURE PLAY ZONE WITH NATURAL
INSPIRED EQUIPMENTS AND MOUNDS
- 

5 BASKETBALL COURT SURROUNDED
WITH TIERED SEATING FOR VIEWING
- 

6 EMBANKMENT WITH SLIDES / ROPES /
WEBS FOR FUN OUTDOOR PLAY
- 

7 FITNESS BAND WITH SPORT
FACILITIES AND FLOOR TREATMENT
FOR OUTDOOR FUN ACTIVITIES

Legend

- ENTRY PLAZA
CIVIC SPACES
- ARRIVAL FORECOURTS
FEATURE TREES / SEATING
- SCHOOL HEART TERRACES
GATHERING / FOCUS POINT
- ACTIVE PLAY -
OUTDOOR SPORTS AND FITNESS
- ACTIVE PLAY - EMBANKMENTS WITH
CLIMBING/NATURE PLAY EQUIPMENT
- TIERED SEATING
SEATING / VIEWING
- COVERED OUTDOOR
LEARNING AREAS
- EXISTING TREE CANOPY
- POTENTIAL NEW TREE
PLANTING
- ECO/SCIENCE AREA WITH
VEGGIE GARDEN / SEATING
- OUTDOOR LEARNING ROOM
WITH SENSORY PLANTING
- BUFFER PLANTING
TREES + LOW PLANTING
- NEW LANDSCAPE PLANTING
SCATTERED TREES / GRASS
- EXTENT OF OVERHEAD COVER
- ART TRAIL THROUGH OLA
STUDENT ART WORK DISPLAY
- MAIN CIRCULATION
NODE / GATHERING SPACE
- MAIN PEDESTRIAN
CIRCULATION
- SECONDARY PEDESTRIAN
CIRCULATION
- BUS LANE
- SECURITY THRESHOLD
ENTRY GATES
- VEHICLE PARKING /
CIRCULATION



- 1

LANDSCAPE BUFFERING AT STAFF
CARPARK
- 2

LANDSCAPE BUFFERING WITH SHADE
TREES AND LOW PLANTING PROVIDING
NATURAL SETTING WHILE ALLOWING
VISUAL SURVEILLANCE ONTO STREET
- 3

OUTDOOR LEARNING ROOMS WITH
SENSORY PLANTING SCHEME
- 4

NATURAL LANDSCAPE WITH
SCATTERED TREE PLANTING
- 5

AVENUE OF ORNAMENTAL TREE PLANTING
ALONG EMBANKMENT TO PROVIDE SHADE TO
THE NATURE PLAY AREA
- 6

ROW OF SMALL ORNAMENTAL TREES
DEFINING MAJOR PEDESTRIAN ACCESSES
- 7

FEATURE TREE PLANTING AT COVERED
OUTDOOR LEARNING AREAS WITH
POTENTIAL TO GROW BEYOND THE
OVERHEAD STRUCTURE.



Minutes

10 November 2017

Project	Alex Avenue PS: New Primary School		From	Luke Houghton
Subject	PRG 9		Tel	02 9239 7392
Venue/Date/Time	Nirimba Education Precinct / 13.10.17 / 9:30am		Job No	2125817
Copies to	All attendees and Name (Company)			
Attendees	Apologies	Name (Company/Role)		
x		Rick Seretis (Director Schools, Nirimba) (RS)		
x		Peter D'Ermilio (Principal, Metella Road PS) (PD)		
	x	Sammy Salah (DE Program Manager) (SSL)		
	x	Lawson Yu (DE Program Officer) (LY)		
	x	Lesley Moodie (Snr Asset Planner) (LM)		
	x	Kiran Chalise (Asset Planner) (KC)		
x		Andrew Hall (DE WHS Unit, WHS Coordinator) (AH)		
x		Sam Selwan (AMU, Snr Group Leader) (SS)		
x		Ian Ralston (AMU, Director) (IR)		
	x	Mike Dean (GHD, Project Manager) (MD)		
x		Luke Houghton (GHD, Project Engineer) (LH)		
	x	David Tordoff (Hayball, Architect, Principal) (DT)		
x		Natalia Krysiak (Hayball Architect) (NK)		
x		Kit Ku (Hayball, Architect) (KK)		

21/25817 PRG MINUTES

GHD

Level 15, 133 Castlereagh Street Sydney NSW 2000 Australia
T 61 2 9239 7100 **F** 61 2 9239 7199 **E** sydmail@ghd.com **W** www.ghd.com

Minutes	Action
Introduction / Previous Minutes	
1. LH opened the meeting. The purpose of the meeting would be to review and provide final comments on the Approved Concept Design prior to tender.	Note
2. Minutes of the previous meeting were accepted.	Note
Program	
3. LH noted that site acquisition is still in progress.	Note
4. LH advised that the objective is still to finalise the Approved Concept Design for tender (target release end of 2017 / early 2018 pending site acquisition).	Note
Budget	
5. LH noted that a pre tender cost estimate will be undertaken on the Approved Concept Design to confirm it is on budget prior to tender release.	Note
User Requirements	
6. Hayball provided an overview of the latest design, noting the following key updates:	Note
6.1. The sun lighting strategy at the entrance has been revised following feedback from the PMO. The large hole and tree originally planned has been revised with smaller, more strategically placed sun light holes.	
6.2. The landscape design has been revised following feedback at the last PRG to consider the level of ongoing maintenance required and the position of the stage 2 buildings and future demountables.	
6.3. Increased visibility added between the staff area and library on the first floor.	
7. RS noted that the specification of white brick needs to be reconsidered as it will become dirty quickly and the school will be unable to clean it regularly.	Hayball 20/11/17
8. PD raised concerns about the practicality of the climbing wall running parallel to the stairs. Will it be practical to move 4-5 classes up/down the stairs and climbing wall at one time? Concern it may be a management issue and the climbing wall will end up as an out of bounds area.	Note
9. RS noted the preference is to separate the function of moving to class from the function of play.	Note
10. Hayball noted the following regarding the stairs/climbing wall:	Note
10.1. The width of the staircase complies with the relevant standards (BCA/EFSG)	
10.2. The PMO has generally expressed a desire to maintain the climbing walls if safe and practical to do so.	

Minutes	Action
11. Hayball to review the stairs/climbing wall arrangement and re-present to the PRG with additional information.	Hayball 20/11/17
12. PD noted that a bouldering wall in another area could be considered in place of the climbing wall parallel to the stairs.	Note
13. The PRG raised concerns around the latest landscaping plan. Noting that it appeared small for an eventual 1000 student school. Hayball to review and respond.	Hayball 20/11/17
14. SS requested that services take off points be provided near the location(s) being considered for future demountable installation, the capacity of the existing services will need to be designed to facilitate this.	Hayball 20/11/17
15. The PRG noted that the following comments from the previous meeting have not been addressed:	Hayball 20/11/17
15.1. Inclusion of an additional kitchen garden outside the library special programs area	
15.2. Confirmation that the accessible bathroom on the ground floor of the learning building has sufficient space to allow the future installation of a full size change table if required for special needs students.	
16. The PRG noted that they were generally happy with the proposed design, however, a revised package addressing the comments above will need to be provided for endorsement. Hayball to address comments and forward revised package for endorsement.	Hayball 20/11/17

Safety in Design

- | | |
|--|------|
| 17. A SiD workshop will be held during the next stage of the design to formally address the risks and the relevant stakeholders will be invited to attend. | Note |
|--|------|

Design Activities

- | | |
|--|------|
| 18. LH noted that site investigations are currently on hold pending acquisition of the site. | Note |
|--|------|

Stakeholder Engagement

- | | |
|--|------|
| 19. Hayball and GHD advised that a meeting was held with RMS to brief them on the project. RMS provided the following feedback: | Note |
| 19.1. The impact on Schofields Road needs to be considered in the traffic impact assessment. | |
| 19.2. RMS raised concerns around the schools impact on Pelican Rd as they believe this will be a busy thoroughfare once constructed. Requested that school pickup / drop off, car parking and bus stops be positioned on Farmland Drive as much as possible. | |
| 20. LH noted that community engagement is currently on hold pending acquisition of the site. | Note |

Other Business

Minutes	Action
21. The PRG agreed that the next meeting will be held on an “as required” basis. Most likely early next year once the contractor has been engaged.	Note

Luke Houghton

Project Manager

Attachments

Attachment 1: PRG Stakeholder Register (last page of minutes)

Attachment 2: Architectural Presentation

Attachment 3: Comments Register

Attachment 1: PRG Stakeholder Register

Name	Organisation	Position	Email	Contact Number
Rick Seretis	DE PS NSW	Director Nirimba	Rick.seretis@det.nsw.edu.au	0467818595
Peter D'Ermilo	DE PS NSW	Principal (Metella Rd PS)	peter.dermilio@det.nsw.edu.au	0425816988
Sam Selwan	DE AMU	Snr Group Leader AMU	Sam.selwan@det.nsw.edu.au	0401719551
Ian Ralston	DE AMU	Director AMU	ian.ralston1@det.nsw.edu.au	0411139717
Lesley Moodie	Senior Asset Planner	Planning	lesley.moodie2@det.nsw.edu.au	0295618255
Kiran Chalise	Asset Planner	Planning	Kiran.chalise@det.nsw.edu.au	0295611232 0428443959
Andrew Hall	DE WHS Unit	WHS Coordinator	Andrew.hall49@det.nsw.edu.au	0458297057
Sammy Salah	DE PMO	Program Manager	Sammy.Salah@det.nsw.edu.au	0414 385 021
Lawson Yu	DE PMO	Program Officer	Lawson.yu@det.nsw.edu.au	0295618827 0404951142
Mike Dean	GHD	Project Manager	mike.dean@ghd.com	0292397452 0410643200
Luke Houghton	GHD	Project Engineer	Luke.Houghton@ghd.com	0292397392 0449918263
David Tordoff	Hayball	Design Lead	dtordoff@hayball.com.au	0296609329 0404420700
Natalia Krysiak	Hayball	Architect	nkrysiak@hayball.com.au	0296609329
Kit Ku	Hayball	Architect	kku@hayball.com.au	0296609329 0411774903

Alex Avenue Public School

Project Reference Group Meeting #10

Date: 13/09/2018 **Time:** 10-11am

Location: Nirbima

Attendees:

Name	Organisation	Email	Contact	Attended
Craig Butler (CB)	TSA Management, Craig Butler	cbutler@tsamanagement.com.au	0431 171 406	Y
Jacqueline Sellen (JS)	TSA Management, Assistant Project Manager	jsellen@tsamanagement.com.au	0424 194 440	Y
Rocky Nematalla (RN)	TSA Management, Senior Project Manager	rnematalla@tsamanagement.com.au	0421 111 686	Y
Rachel Perrin (RP)	SINSW, Senior Director	Rachel.Perrin1@det.nsw.edu.au	0448 189 309	Y
Sam Werner (SW)	SINSW, Project Director	sam.werner1@det.nsw.edu.au	0417 506 280	N
Robin Roy (RR)	SINSW, Project Officer	Robin.Roy@det.nsw.edu.au	0436 457 455	Y
Emma Kriketos (EK)	Department of Education, Schools Director	emma.kriketos@det.nsw.edu.au	0436 694 885	Y
Peter D'Ermilio (PD)	Department of Education, Principle Representative	peter.dermilio@det.nsw.edu.au		Y
Sam Selwan (SS)	Department of Education, AMU	sam.selwan@det.nsw.edu.au		Y
Natalia Krysiak	Hayball Architects	nkrysiak@hayball.com.au	02 8203 0732	Y

Minute	Detail	Action	Date
1.0	Welcome		
1.1	Welcome attendees.	Note	
2.0	Introductions		
2.1	CB spoke to the team changes and provided an introduction to the status of the project.	Note	
2.2	The property ownership has not yet exchanged. TSA and SINSW are engaging with Council and RMS to address design requirements.	Note	
2.3	CB spoke to reference terms of the project as a reminder for the group.	Note	
3.0	Project Program		
3.1	CB provided a scope overview and a review of the SINSW and project team Organisation Chart.	Note	
3.2	SEARs has been submitted and a response received. Hayball and SINSW are now working to engage sub-consultants required to complete investigations to satisfy the State Significant Development Application.	Note	
3.3	Investigations that are likely to delay the process are parking and Aboriginal Heritage.	Note	

3.4	SS queried how design and SSDA can progress if the land is not owned. RP advised that there is still work that is done in the background. RP acknowledged this is still a risk to the Concept Plans. If necessary, the Department can resolve the issue via acquisition powers. Owners Consent is being negotiated to access the site.	Note	
4.0	Design Activities		
4.1	Pelican Road has not been constructed and the potential adjacent services are challenges for the site.	Note	
4.2	NK spoke to the design changes. The site has been flipped as the previous main entry is on a road that will not be constructed at the time the school is completed. Pelican Road is out of the project control. The site has been flipped to mitigate that risk. The layout has been amended due to the geography of the land. The footprint and relationships of the buildings haven't changed. Previous PRG comments have been incorporated.	Note	
4.3	There is a provision for 3 access classrooms. There is an accessible car park. Until Pelican Road is built, access drop off will be via the access carspace.	Note	
4.4	SS: Concerned about Stage 1 not being sufficient and demountables being required. With one access to the school, demountable drop off will be difficult. Stage 2 is not yet funded. The Department is confirming the demographic numbers. SS advised that funding the demountables comes from their budget. Action: 1. SINSW to confirm how demountables will be managed. 2. SINSW/TSA to confirm parking requirements and likely push-back.	SINSW/TSA	13/10/2018
4.5	PD: Access drop off will need to be a double lane with a park either side of the road and preferably two entrances separate for entry/exit.	Note	
4.6	SS: Shade needs to be considered as a lessons learnt from previous projects. Cover over a basketball court or similar facilitate larger groups of kids to gather.	Hayball	13/10/2018
4.7	Real timber is not practical from a maintenance perspective.	Note	
4.8	Hall Action: Hayball to confirm the seating numbers. Hayball to consider widening the server window to facilitate OOSH.	Hayball	13/10/2018
4.9	Library: There is no lift in the library. The single library is attached to a home base. The buildings are accessible via covered walkways. The lift is on the outside for out-of-hours use. The pods in the library are joinery items not FFE.	Note	
4.10	Home Bases: The separating walls may be problematic depending of the material and quality of the hinges. Action: Hayball to provide more specification details regarding the separating walls.	Hayball	
4.11	Main PRG concern is where demountables will be placed when the growth is too fast for Stage 2. Action: Detail regarding managing potential demountable use to be provided at next PRG, including infrastructure. Boundary should be Hambledon Road to manage Riverwood	Hayball/SINSW	13/10/2018
5.0	Community Engagement		
5.1	No update	Note	

6.0	Other Business		
6.1	Next PRG: 4 October 2018	Note	

ALEX AVENUE PUBLIC SCHOOL

Project Reference Group Meeting #11

Date: 12th February 2019

Time: 2:30-4pm

Location: Nirimba Education Office

Attendees:

Craig Butler (CB)	TSA Management, Craig Butler	cbutler@tsamanagement.com.au	0431 171 406
Jacqueline Sellen (JS)	TSA Management, Assistant Project Manager	jsellen@tsamanagement.com.au	0424 194 440
Sam Werner (SW)	SINSW, Project Director	sam.werner1@det.nsw.edu.au	0417 506 280
Robin Roy (RR)	SINSW, Project Officer	Robin.Roy@det.nsw.edu.au	0436 457 455
Emma Kriketos (EK)	Department of Education, Schools Director	emma.kriketos@det.nsw.edu.au	0436 694 885
Dee Brock (DB)	Department of Education	dee.brock@det.nsw.edu.au	
Peter D'Ermilio (PD)	Department of Education, Principle Representative	peter.dermilio@det.nsw.edu.au	
Sam Selwan (SS)	Department of Education, AMU	sam.selwan@det.nsw.edu.au	
Michael Mandl (MM)	Group GSA, Architect	mmandl@groupgsa.com.au	
Hamish Crookes (HC)	Richard Crookes Construction	crookesh@richardcrookes.com.au	0414 298 330
Darren Vosso (DV)	Richard Crookes Construction, Project Manager	vossod@richardcrookes.com.au	0433 347 114

Ref	Item	
1	Welcome	CB
2	Introductions	CB
2.1	Project team update: SW provided update of the project regarding procurement, Richard Crookes Constructions award, and State Significant Development submission. SW mentioned Stage 2 (20 teaching spaces) is being considered.	SW
3	Project Program	
3.1	Project update since last PRG	SW
3.2	Authorities update – Early Works, SSDA	CB
3.3	Current delivery program: CB spoke to current delivery and design program and timing required for approvals.	CB
3.4	Approval program – Gateways and Authorities	CB
4	Design Activities	

Ref	Item	
4.1	<p>Design Update – comparison of Hayball to Group GSA:</p> <p>MM spoke through current design. PRG comments:</p> <ul style="list-style-type: none"> - PRG requested that disabled access pick-up/drop off needs to be inside school grounds not on the street to manage risk of kids running. - EK preference is to have access classrooms closer to drop off however, due to Farmland Dr road completion being some time away, this is not operationally practical. - PD requested provision for access drop off to be on Pelican Road, when constructed. - Waste collection timing is preferred to be at 7am. Location of waste to be detailed further. Preference of the PRG is to be on school site and near the carpark. - Provision of shade areas was raised by EK. Discussion was held to consider extending cover from the southern aspect of the hall toward the courts. In conjunction with this, it was also asked if the project team could explore potential for more renlita doors to the eastern façade including canopy/awning to the south and eastern sides to facilitate cover during assembly/functions. - Furniture layouts to be worked through as design progresses. Dedicated workshops shall be held with the PRG to focus on classroom functionality. EK has noted that North Kellyville PS works well. - PD advised open plan is not always desirable. The spaces must be flexible. Acoustics is a big consideration. - Façade needs to achieve EFSG requirements for colour contrast. - SS mentioned the colour scheme needs to consider the vision impaired e.g. colour of concrete that is similar to galvanised columns. - EK and PD will be visiting a couple of schools in the area, including North Kellyville and Bella Vista to help inform the preferences for classroom functionality. <p>Actions:</p> <p>1.GSA to review access pick up/drop off and look to move further down Farmland Dr. and closer to B1 where the Special Learning Unit is located.</p> <p>2.TSA to investigate the possibility of extending shade area for the hall and including additional renlita doors on the eastern side of the hall to address capacity issues.</p>	MM

Ref	Item	
4.2	SS queried the parking arrangements. DB confirmed regular meetings with Council are taking place. The carparking is beneficial to Council and is their preference, SINSW are confident the Joint Use will be successful.	Note
5	Community Engagement	
5.1	Future engagement plans	SW
6	Other Business	
6.1	Next PRG	CB

Meeting Subject: AAPS - PRG #12

Meeting Date: 27/02/2019 10:00 AM

Location: Nirimba Education Precinct T3C, Quakers Hill - Meeting Room 1 at Level 2

Link to Outlook Item: [click here](#)

Invitation Message

Participants

Craig Butler (CB)	TSA Management, Craig Butler	cbutler@tsamanagement.com.au	0431 171 406
Jacqueline Sellen (JS)	TSA Management, Assistant Project Manager	jsellen@tsamanagement.com.au	0424 194 440
Sam Werner (SW)	SINSW, Project Director	sam.werner1@det.nsw.edu.au	0417 506 280
Emma Kriketos (EK)	Department of Education, Schools Director	Emma.kriketos@det.nsw.edu.au	
Peter D'Emirlio (DE)	Department of Education, Principle Representative	Peter.dermilio@det.nsw.edu.au	
Sam Selwan (SS)	Department of Education, AMU	sam.selwan@det.nsw.edu.au	
Michael Mandl (MM)	Group GSA, Architect	mmandl@groupgsa.com.au	
Mark Bennett (MB)	Group GSA, Architect	mbennett@groupgsa.com.au	0449 178 026
Hamish Crookes (HC)	Richard Crookes Construction	crookesh@richardcrookes.com.au	0414 298 330
Darren Vosso (DV)	Richard Crookes Construction, Project Manager	vossod@richardcrookes.com.au	0433 347 114
Rachel Faber (RF)	Group GSA, Architect	rfaber@groupgsa.com.au	

Item	Description	Action	Date
1	General Information		
1.12.1	Apologies: Peter D'Emirlio, Emma Kriketos, Dee Brock	Note	
2	Program		
2.12.1	Early Works DA has been submitted. The State Significant Development has been submitted for the Test of Adequacy.	Note	
3	Design		
3.12.1	Special Needs drop and the shared space with adjacent council land has been further developed. Option 2 to be explored further.	Note	
3.12.2	SW to provide furniture layout plans and FFE schedule for North Kellyville to Group GSA. TSA to arrange a workshop for Detailed Design at North Kellyville to confirm FFE preferences of the PRG.	TSA	8/3/19
3.12.3	SS: Outdoor areas with practical activities sinks sometimes need to be closed off with a screen because inclement weather impacts usability. Group GSA to review and confirm practicality.	Group GSA	8/3/19
3.12.4	Storage for chairs in the hall to be revised to ensure removing them for use is practical and doesn't occur within the Hall.	Group GSA	8/3/19
3.12.5	Fencing and security around the basketball court and plaza requires further resolution with the Technical Stakeholder Group. This will need to consider joint use discussions.	Group GSA	8/3/19
3.12.6	Special needs drop off and travel paths to home base to be confirmed.	Group GSA	8/3/19
3.12.7	SW to confirm number of students per special needs home base.	SW	8/3/19
3.12.8	Hall - Group GSA presented the option of an additional Panel Lift door to the eastern façade. Preference is to move the panel lift door closer to the back of Hall, the stage is more visible.		
4	Other Business		
4.12.1	Next meetings to be locked in.	JS	8/3/19

Meeting Subject: Alex Avenue - PRG 13 - Site Tour/Workshop

Meeting Date: 11/03/2019 10:30 AM

Location: North Kellyville Public School

Link to Outlook Item: [click here](#)

Invitation Message

Participants

Craig Butler (CB)	TSA Management, Craig Butler	cbutler@tsamanagement.com.au	0431 171 406
Jacqueline Sellen (JS)	TSA Management, Assistant Project Manager	jsellen@tsamanagement.com.au	0424 194 440
Emma Kriketos (EK)	Department of Education, Schools Director	Emma.kriketos@det.nsw.edu.au	
Peter D'Emilio (DE)	Department of Education, Principle Representative	Peter.dermilio@det.nsw.edu.au	
Sam Selwan (SS)	Department of Education, AMU	sam.selwan@det.nsw.edu.au	
Mark Bennett (MB)	Group GSA, Architect	mbennett@group.gsa.com.au	0449 178 026
Darren Vosso (DV)	Richard Crookes Construction, Project Manager	vossod@richardcrookes.com.au	0433 347 114

Item	Description	Action	Date
1	General Information		
1.13.1	Apologies: Sam Werner	Note	
2	Program		
3	Design		
3.13.1	EFSG has advised learning commons are not suitable as home bases in their current configuration as they are a passageway. Group GSA have adjusted the floor plans to make the learning commons suitable home base environments, they now work in banks of three.	Note	
3.13.2	Bag storage options were discussed with fixed joinery vs mobile. Group GSA recommendation is mobile to maximise wall space. Group GSA will provide options for PRG to consider. Group GSA to review option to flip location of withdrawal rooms and common area to increase flexibility of the space. Group GSA will send design options for distribution.	Group GSA	18/3/19
3.13.3	PRG like sliding doors that open spaces completely, rather than half way.	Note	
3.13.4	Preference is to have maker-space in front of the classroom so the teaching spaces can open out.	Note	
3.13.5	Noted, PRG like the mesh screen on the stairs. Compliance with climbing and BCA to be confirmed.	Note	
3.13.6	External area for special needs classrooms need to ensure shade and no hard surfaces.	Note	
3.13.7	Library furniture/book storage to be practical for book display.	Note	
3.13.8	Administration office lay out - ensure adequate space for printers is provided for two printers. Ensure security of screens is considered for privacy. Consider lockable area in the office for valuables/cash.	Note	
3.13.9	In consideration of size of school population and teaching staff/admin numbers, consider two kitchenette spaces in the space for high traffic times.	Note	

3.13.10	GSA to review impact of stacking doors rather than a slider.	Note	
3.13.11	Rocking stools for sensory diversion for the kids were liked by the PRG, particularly for kids that fidget.	Note	
3.13.12	The phones for each home base need to be located near the evacuation point/stairs.	Note	
3.13.13	Delineation of spaces using different coloured vinyl was supported by the PRG.	Note	
3.13.14	Ensure the floor services in the hall is in the right location for the stage.	Note	
3.13.15	PRG liked the way finding on the home bases with Australiana narrative/theme. Way finding on the ground was well presented.	Note	
3.13.16	Synthetic grass gets very hot in summer. Consider base used to reduce heat.	Note	
4	Other Business		
4.13.1	Next PRG scheduled 27/3/19.	Note	

Meeting Subject: Alex Avenue - PRG #14

Meeting Date: 27/03/2019 2:00 PM

Location: Nirimba Education Precinct - Quakers Hill

Sam Werner (SW)	SINSW, Project Director	sam.werner1@det.nsw.edu.au	0417 506 280
Craig Butler (CB)	TSA Management, Craig Butler	cbutler@tsamanagement.com.au	0431 171 406
Jacqueline Sellen (JS)	TSA Management, Assistant Project Manager	jsellen@tsamanagement.com.au	0424 194 440
Emma Kriketos (EK)	Department of Education, Schools Director	Emma.kriketos@det.nsw.edu.au	
Peter D'Emirlio (DE)	Department of Education, Principle Representative	Peter.dermilio@det.nsw.edu.au	
Sam Selwan (SS)	Department of Education, AMU	sam.selwan@det.nsw.edu.au	
Mark Bennett (MB)	Group GSA, Architect	mbennett@group.gsa.com.au	0449 178 026
Rachel Faber (RF)	Group GSA, Architect	rfaber@groupgsa.com.au	
Claudio Savian (CS)	SINSW	Claudio.savian@det.nsw.edu.au	

Item	Description	Action	Date
1	General Information		
1.14.1	Apologies: Peter D'Ermirlio	Note	
2	Program		
2.13.1	State Significant Development has been submitted and will go on exhibition when caretaker mode finishes.	Note	
3	Design		
3.13.2	Bag storage options were discussed with fixed joinery vs mobile. Group GSA recommendation is mobile to maximise wall space. Group GSA will provide options for PRG to consider. Group GSA to review option to flip location of withdrawal rooms and common area to increase flexibility of the space. Group GSA will send design options for distribution.	Group GSA	18/3/19
3.14.1	PRG is happy with the access to comms room via a withdrawal space. Noted this differs from EFSG opinion. GSA to proceed with current arrangement.	Note	
3.14.2	PRG preference is mobile ICT systems. Removing Touch Screen TV's from joinery maximises storage and can be adjusted to suit different year levels.	Note	
3.14.3	Charging units for devices are ideally stored overnight in a locked comms cupboard.	Note	
3.14.4	Admin area: would be ideal to have a toilet for visitor use.	Note	
3.14.5	Finishes: PRG preference is carpet tiles rather than carpet rolls. If carpet tiles are used, additional rugs are required for when kids are sitting on the floor. SS advised softer carpet is preferred in classrooms for younger kids to sit on. Group GSA to provide finishes schedule for review outside of PRG to obtain endorsement.	Note	
4	Other Business		
4.14.1	Joint Use: Blacktown Council are working through Statement of Intent document. Design workshop with Council to be scheduled.	Note	
4.14.2	Next PRG scheduled 10th April. Group GSA to present plans when completely open and completely closed with glazing and solid walls. Furniture/Joinery workshop to be scheduled.	TSA	

Meeting Subject: Alex Avenue - PRG #15

Meeting Date: 10/04/2019 10:30 AM

Location: Nirimba Education Precinct - Quakers Hill

Link to Outlook Item: [click here](#)

Invitation Message

Participants

Sam Werner (SW)	SINSW, Project Director	sam.werner1@det.nsw.edu.au	0417 506 280
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Emma Kriketos (EK)	Department of Education, Schools Director	Emma.kriketos@det.nsw.edu.au	
Peter D'Emilio (PD)	Department of Education, Principle Representative	Peter.dermilio@det.nsw.edu.au	
Sam Selwan (SS)	Department of Education, AMU	sam.selwan@det.nsw.edu.au	
Mark Bennett (MB)	Group GSA, Architect	mbennett@group.gsa.com.au	0449 178 026
Darren Vosso (DV)	Richard Crookes Construction	vossod@richardcrookes.com.au	

Item	Description	Action	Date
1	General Information		
1.15.1	Apologies: Sam Selwan	Note	
2	Program		
2.15.1	School delivery is targeting 2020.	Note	
3	Design		
3.15.1	The open/close ability of the home bases was presented. The doors and transparency was reviewed.	Note	
3.15.2	4 home base units - doors to the rear of home bases are to be solid. Visibility can be gained by opening the doors rather than using glazing. Noting, doors to the front to the practical activities area is glazed.	Note	
3.15.3	PD queried if more pin boards could be installed on all available walls. MB noted this is not economical.	Note	
3.15.4	Joinery including carpet, pin boards, and furniture finishes were presented.	Note	
3.15.5	Feedback on finishes and presentation material required by next Wednesday	PRG - EK, PD	17/4/19
3.15.6	PD queried if the external timber finish is durable. MB advised there is a hardness test (scratch test) which identifies it is very high durable. The purpose of this is to create a pathway through the open areas.	Note	
3.15.7	Blinds are not required in withdrawal rooms. One to one spaces require full visibility.	Note	
3.15.8	Window heights are being discussed with EFSG. The low level windows are being reviewed. PRG like the idea of the low height windows to let in light and interactive feature for students. Note the low windows will not open so there is no safety concern. Placement of the windows from the inside to be considered for functionality. Also consider the outside view if some windows have blinds, fly screens, etc. changing the finish. PRG would like the windows to all look the same from the outside from an aesthetics perspective.	Note	
4	Other Business		
4.15.1	Furniture workshop to be scheduled at Kellyville.	TSA	

MM 190507 - Alex Avenue PRG #16 - Landscape Design

Tuesday, 7 May 2019 9:36 AM

Meeting Subject: Alex Avenue - PRG #15

Meeting Date: 10/04/2019 10:30 AM

Location: Nirimba Education Precinct - Quakers Hill

Link to Outlook Item: [click here](#)

Invitation Message

Participants

Sam Werner (SW)	SINSW, Project Director	sam.werner1@det.nsw.edu.au	0417 506 280
Craig Butler (CB)	TSA Management, Project Director	cbutler@tsamanagement.com.au	0431 171 406
Justine Butler (JB)	TSA Management, Senior Project Manager	jbutler@tsamanagement.com.au	
Jacqueline Sellen (JS)	TSA Management, Assistant Project Manager	jsellen@tsamanagement.com.au	0424 194 440
Emma Kriketos (EK)	Department of Education, Schools Director	Emma.kriketos@det.nsw.edu.au	
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Mark Bennett (MB)	Group GSA, Architect	mbennett@group.gsa.com.au	0449 178 026
Felicity Ratcliffe (FR)	Group GSA, Landscape Architect	Fratcliffe@groupgsa.com.au	
Darren Vosso (DV)	Richard Crookes Construction	vossod@richardcrookes.com.au	

Item	Description	Action	Date
1	General Information		
1.16.1	Apologies: Sam Werner, Sam Selwan Welcome: Jeanie Brown	Note	
2	Program		
3	Design		
3.15.5	Feedback on finishes and presentation material required by next Wednesday	PRG – EK, PD	17/4/19
3.16.1	Group GSA presented civil and landscaping plans.	Note	
3.16.2	Access and circulation was presented including carparking, pedestrian access points, and vehicular access.	Note	
3.16.3	Landscaping was presented including active and nature play spaces, and the community use spaces.	Note	
3.16.4	Fencing strategy and secondary line was presented. Note, use of the plaza is to be determined with further Council discussions. Secondary fencing around the basketball court can be managed by the General Assistant to suit school preferences.	Note	
3.16.5	The bio-retention pit will be depressed and fenced off at all times. JB expressed concern with the likelihood of this flooding as well as concern regarding maintenance. GSA confirmed the design meets the requirements for a 1 in 100 year event and vehicular access will be available on Pelican Road (when constructed) to assist in maintenance.	Note	
3.16.6	Grassing in area 1 is preferred to be astro-turf to avoid deterioration of the surface. Note only one General Assistant will be provided for the whole site including classrooms and landscaping, PRG would like level of maintenance to be considered. PRG expressed concern that there are no covered play areas. If trees are not	GSA	

	<p>mature for D1T1, there is no shade available during recess. PRG also queried where students will eat that is shaded. Shading the basketball court was previously discussed however, not pursued as a separate structure will be required. PRG advised the COLAs between the classrooms will not be utilised for lunch times due to supervision requirements. Priority is shaded play equipment, then the basketball courts.</p> <p>Action: Irrigation to be explored further by GSA for natural turf areas. Shade diagrams to be reviewed. Options for planting a selection of mature trees to be reviewed.</p>		
3.16.7	<p>Mulch in areas 5 and 7 is high maintenance and requires replacement. Noted that rubber soft fall gets hot, however PRG is concerned with the mulch used as a primary source due to mess and maintenance. GSA confirmed a small tipper will be able to access the area.</p> <p>Action: GSA/TSA to review implications for increasing soft fall surface application.</p>	GSA	
3.16.8	<p>Action: GSA to issue play equipment schedule and sensory garden. PRG preference is to avoid spinning play equipment.</p>	GSA	
3.16.9	<p>Special needs play space will be soft-fall. PRG advised special needs require covered play space and preferably fixed sensory equipment.</p> <p>Action: GSA to review shaded play space for special needs. Note, netting and spinning equipment is not preferred. Any poles/columns will need to be padded.</p>	GSA/SINSW	
3.16.10	<p>Productive garden will need a water source to clean students after use.</p> <p>Action: GSA to explore adding a sink and tap to the productive garden.</p>	GSA	
3.16.11	<p>Shared use and agreement with council regarding the field use is in negotiation.</p> <p>Action: TSA to confirm if council fields will be included in shared use.</p>	TSA	
3.16.12	<p>School signage to be provided with the project. Each entrance will need wayfinding signage.</p> <p>Action: GSA to provide options for PRG to review. PRG preference is electronic sign at the main entrance.</p>	GSA	
4	Other Business		
4.16.1	Furniture workshop is scheduled for 16/5 at North Kellyville Public School.	Note	

MM - Alex Ave, Jordan Springs PRG - Furniture

Thursday, 16 May 2019 10:43 AM

Craig Butler (CB)	TSA Management, Project Director	cbutler@tsamanagement.com.au	0431 171 406
Jacqueline Sellen (JS)	TSA Management, Assistant Project Manager	jsellen@tsamanagement.com.au	0424 194 440
Sam Werner (SW)	SINSW, Project Director	sam.werner1@det.nsw.edu.au	0417 506 280
Deborah Summerhayes (DS)	Department of Education, R/Schools Director	deborah.summerhayes@det.nsw.edu.au	
Shannan Judge (SJ)	Department of Education, Principal Representative	Shannan.judge@det.nsw.edu.au	
Peter D'Emirlio (PD)	Department of Education, Principle Representative	Peter.dermilio@det.nsw.edu.au	
Jeanie Brown (JB)	Department of Education, Principle Representative	Jeanie.m.brown@det.nsw.edu.au	
Sam Selwan (SS)	Department of Education, AMU	sam.selwan@det.nsw.edu.au	
Felicity Ratcliffe (FR)	Group GSA, Landscape Architect	fratcliffe@groupgsa.com.au	
Darren Vosso (DV)	Richard Crookes Construction	crookesh@richardcrookes.com.au	

Item	Description	Action	Date
1	General Information		
1.1	Apologies Emma Kriketos	Note	
2	Program		
3	Design		
3.1	Height adjustable tables in all years is preferable, not every table but a selection. PRG also like kidney shaped tables in kindy.	Note	
3.2	JSPS: Seat pads for sitting on the ground do not last. Ensure the carpet is not hard to sit on if the pads are not used. Cushions or "Crash mats" would be preferred. AAPS: seat pads to remain.	Note	
3.4	Furniture select to be a core selection of what is needed with accessible options. Too many options is distracting for kids.	Note	
3.5	Low level benches with storage is liked by PRG. Vinyl does not last as long as a fabric with pattern as kids drawn on the vinyl. RF advised that vinyl has worn better in Bellevue Hill Public, quality of provider/product to be considered. Vinyl preferred AAPS and JSPS for cleanliness.	Note	
3.16	Kindy needs play space where dolls houses etc. will be stored.	Note	
3.7	Consider stools with backs on then for younger years.	Note	
3.8	K-2 teachers will have a caddy, not a desk. Teacher chair for reading time which is low is required. The chair will need an upright back rather than reclined for support.	Note	
3.9	3-6 teachers require an office chair. Teachers will require desk space. Preference is to accommodate a variety of individual preferences. A table with storage is preferred.	Note	
3.10	Round and cloud tables are preferred. No bean bags as they do not last.	Note	
3.11	Rocker chairs in every room for kids requiring sensory feedback - noted to assist in attention.	Note	
3.12	Flexibility is preferred over a lot of furniture which limits movement/activity.	Note	
3.13	Need kidney shaped desk and teachers chair in each room.	Note	

3.14	AAPS kindy rooms to review possibility for tiered seating. PRG advised younger years need a "meeting space" where there is a teacher's seat and a space for kids to sit on the floor.	Note	
3.115	JB advised that darker carpet has been better in Riverbank Public. Light carpet in the classroom to be reviewed for a darker option.	Note	
3.16	Every child must have a desk. Stand up desks are only for years 5 and 6 and libraries, provided there is only 1-2 in the room.	Note	
3.117	PRG note there is only one kitchen for the staff which will service 100 staff which is insufficient. PRG queried if booth seating can be removed to allow for an additional kitchenette. Action: GSA to review and advise.	GSA	6/6/19
3.18	Librarian to have space and technology to borrow books from upstairs as well as downstairs.	Note	
3.19	Library needs sufficient book storage. Librarian needs own office space that is segregated from rest of staff room. Action: GSA to review and advise.	GSA	6/6/19
4	Other Business		

Meeting Title: Alex Avenue Project Reference Group

Date: 13 August 2019

Time: 2pm to 4pm

Location: Nirimba Education Precinct

Attendees:

Sam Werner (SW)	SINSW, Project Director	sam.werner1@det.nsw.edu.au	0417 506 280
Craig Butler (CB)	TSA Management, Craig Butler	cbutler@tsamanagement.com.au	0431 171 406
Jacqueline Sellen (JS)	TSA Management, Assistant Project Manager	jsellen@tsamanagement.com.au	0424 194 440
Emma Kriketos (EK)	Department of Education, Schools Director	Emma.kriketos@det.nsw.edu.au	
Rick Seretis (RS)	Department of Education, Director Quakers Hill	Rick.seretis@det.nsw.edu.au	
Sam Selwan (SS)	Department of Education, AMU	sam.selwan@det.nsw.edu.au	
Joelle Sarkis (JS)	Group GSA, Architect	sarkasj@group.gsa.com.au	0449 178 026
Felicity Ratcliffe (FR)	Group GSA, Architect	ratcliffef@group.gsa.com.au	
David Keast (DK)	Richard Crookes Construction	keastd@richardcrookes.com.au	

Apologies: Jeanie Brown, Peter D'Ermilio, Mark Bennett

Distribution: As above

Item Description	Responsible
1.0 General information	
1.1 Welcome Rick Seretis.	Note
2.0 Program	
2.1 Detailed Design Report has been submitted for EFSG/TSG/Executive endorsement.	Note
2.2 SW advised the development application has been delayed with the Department of Planning. Draft conditions are expected back soon. Blacktown Council have requested a contribution to connect to stormwater which schools are not required to provide. This is also impacting the early works DA.	Note

2.3	D1T1 2021 is the target open date which the project is on track for. EK confirmed recruitment has not commenced but will commence now 2021 is confirmed. Pelican Road is on track for completion late 2020.	Note
2.4	<p>Joint use with Council and the carpark particularly. Council have requested the carpark is vacated by 4pm each school day which can not be accommodated by the school. This is being worked through. Council have also stated that unless the school pays for the upgrade to synthetic fields, the school can not use them. Noted the school does not have a school oval. SINSW will request further funds from Treasury for the synthetic field, with the additional home bases. RK advised in his current role with SINSW, he would be happy to lobby Council for movement on the field issue.</p> <p>Action: SW to distribute Council email to RK and set up a meeting at SINSW.</p>	SW
3.0 Design		
3.1	<p>EK advised that the Special Needs dedicated play space requires further discussion as it has been poorly delivered previously. SW advised that any landscaping that is missed in Stage 1 is intended on being picked up in Stage 2. EK advised that landscaping and technology have been dropped off previous projects. There is scope for a shade sail, noting this is not supported by AMU. EK advised that sufficient fencing/screening is required to contain "runners" from the secondary access at Pelican Road. Fencing is preferred to be integrated with the vegetation to avoid the "cage" feel.</p> <p>Action: FR to review additional fencing/gate at 1800mm in the play area to reduce the area that the students can access. Once Pelican Road design is available, this will need to be confirmed. GSA to provide an image for EK that shows the proposed fencing that is integrated with the vegetation.</p>	FR/GSA
3.2	<p>SS advised that the planting to the building is too close to the building which presents issues with maintenance. The EFSG indicates no planting 4-6m. FR noted the planting sits over the deck rather than the roof.</p> <p>Action: FR to review and confirm canopy does not overlap the building roofs.</p>	FR/GSA
3.3	Landscaping plan and equipment was reviewed.	Note
3.4	EK advised naming of the school can not take place until the Principal is appointed as it involved community consultation and Minister approval. Jeanie Brown has done the research and background with proposed options.	Note
3.5	<p>EK preference is furniture decisions are made by the Principal.</p> <p>Action: RCC to confirm timeframe for finalising furniture and allocation per year group. This will be finalised with the new Principal.</p>	RCC
3.6	GSA to ensure balance of pinboards, whiteboards, and wall space.	Note
3.7	Graphics to be finalised with school principal when recruited. This will be managed via a conditional endorsement of the DDR.	Note
3.8	Recruitment of Principal takes minimum 5 weeks.	Note

3.9 PRG preference is not to include an electrical sign. This can be decided by the Principal at a later date.

4.0 Other Business

4.1 TSA to issue presentation material to PRG. JS-TSA

Meeting Title: Alex Avenue Public School – Graphics Workshop

Date: 5th December 2019

Time: 9am

Location: GSA Office - Level 7, 80 William St, East Sydney

Attendees: Tracy Anderson, DoE Principal
Jacqueline Sellen, TSA
Ant Newman, GSA Graphics
Barbara Beckmann, GSA Graphics
Matt Caufield, GSA Graphics

Apologies: Jim Lewis, SINSW
Martin Fenn, TSA
Rain Wong, TSA
David Keast, RCC
Joelle Sarkis, GSA Architecture
Felicity Ratcliffe, GSA Landscape

Distribution: As above

Item Description

Responsible

1.0 Introductions

1.1 Welcome Tracy to the project.

Note

JS provided a background on the project to date and relationship with Jordan Springs Public School (JSPS). The Concept Design has been approved on Jordan Springs and will be used to guide the development of Alex Avenue theme.

AN provided background for approach on JSPS and basic look and feel. Graphics in the internals was avoided to limit "noise" in the classrooms, emphasis has been placed in the outdoor play. TA confirmed preference is to focus on externals on AAPS as well.

1.2 TA advised looking to give the school an Aboriginal name and is comfortable going down the same path as JSPS with regards to the indigenous heritage theme. Preference is for more of an undertone than overt indigenous art works.

Note

1.3 JS advised approach is to design for whole school, noting that only Stage 1 graphics will be delivered. TA would like to identify "non-negotiable" items

and work with the budget from there. TA advised it's important to ensure the school doesn't look disjointed between stages of delivery.

2.0 Design

- 2.1 AN spoke through the design package for JSPS to provide background and context for options on AAPS. Note

Glazing graphics will likely be a "nice to have". The project team are working to reduce the size of the graphics to incorporate into the glazing strips required to satisfy the building code. The project team is considering the economies of scale available in joining JSPS's graphics to have same glazing graphics.

- 2.2 TA advised has a strong preference to have a recognition of our first Australians and keep with the indigenous heritage theme. TA will need to speak with community but would like to use the name of a well-known Aboriginal woman Maria Lock (traditional name not English name). TA

The PRG discussed the incorporation of renowned aboriginal people as the building identifiers and potential for updating the theme to this effect. It was concluded that the building identifiers would remain as animal "totems" though would not necessarily be the same three animals as Jordan Springs (kangaroo, possum, and emu). The remaining graphics items such as concrete blasting, footprints, and glazing strips, are to be inline with what was produced for Jordan Springs.

It was noted that there are cost savings available if elements are consistent across the two schools which will also increase the graphics available to the schools. At this stage, costing is under way for Jordan Springs. All materials presented are pending confirmation of budget compliance.

Action: TA to consult with AECG and confirm preferred animal selection for the building identifiers, noting 4 will be required.

Action: JS/GSA to provide TA the colour palette from architect team; and JSPS presentation to assist TA in AECG conversations.

- 2.3 TA would like the uniforms to work with the theme of the graphics and school overall. TA

Action: TA to provide concepts for the uniforms to GSA noting TA will potentially be guided by the graphics/architectural palette.

- 2.4 TA would like footprints to incorporate human and kids footprints so they are together to identify humans and animals together. Note
-

- 2.5 TA likes lenticular for hall artwork required for SSD. Note
-

3.0 Christmas Break

3.1	TA returns 28/1/20; AN returns 13/1/20; TSA and remaining GSA back 6/1/20	Note
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3.2	Next meeting likely to be in February 2020. In the meantime, TA to work with AECG to confirm room identifiers whether that be JSPS animals, new animals, or a mix of both.	JS/TSA
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Note: GSA are unable to progress Alex Ave graphics until such time that the building identifiers and AECG consultation has been confirmed.

Action: TSA to schedule next Graphics meeting when AECG feedback is known.

Meeting Title: AAPS – PRG 19

Date: 05/02/2020

Time: 14:00

Location: Nirimba Education Precinct – Building T3C, Eastern Road, Quakers Hill NSW

Attendees: Jim Lewis (JL) – School Infrastructure NSW (SINSW)
 Tracy Anderson (TA) – School Principal (AAPS) Department of Education (DoE)
 Jeanie Brown (JB) – School Principal Representative DoE
 Helen Davis (HD) – DEL DoE
 Rick Seretis (RS) – DEL DoE
 Sam Selwan (SS) – AMU SINSW
 Olivia Rich (OR) – Community Engagement - SINSW
 Darren Vozzo (DV) – Richard Crookes Constructions (RCC)
 Martin Fenn (MF) – TSA
 Rain Wong (RW) – TSA

Apologies: John Chalmers (JC) – SINSW
 Robin Roy (RR) – SINSW
 Cameron Waller (CW) – RCC
 Isaac Pinkerton (IP) - RCC
 Tom Hemmett (TH) - RCC
 Steve MacDonald (SM) – RCC
 Liam Coppin (LC) – RCC
 Scott Hearne (SH) - TSA

Distribution: Refer above

Item	Description	Responsibility	Due Date
1.0 Introduction			
1.1	Round table introduction carried out.	Note	
2.0 Community Engagement			
2.1	OR informed the members that the recent community engagement consisted of a door knock in November 2019 and FAQ's on the website. Information Booths are planned for the near future.	Note	
2.2	OR currently drafting the Community Action Plan (CAP). RS advised CAP comments issued to OR to be included in the updated CAP.	Note	
3.0 Staging Plan / General Arrangement			
3.1	DV provided an overview of the project to the PRG members, talking through the General Arrangement Plans and key aspects of the school layout.	Note	

-
- 3.2 The revised Staging Plan proposal was tabled by RCC with the revised plan showing the following homebase block changes:

Stage 1: Buildings B1 and B4

Stage 2: Buildings B2 and B3

(Previously Stage 1: Buildings B1 and B2
Stage 2: Buildings B3 and B4)

DV explained that the revised plan was for the purposes of providing better access and delivery from Pelican Road for the future Stage 2 construction, as well as, reduced impact to Stage 1 school operations.

-
- 3.3 RS noted Stage 2 business case had been drafted by Sam Werner (SINSW) and potentially can be resubmitted for approval.
RS has had discussions with Paul Towers and to advise status following his meeting on RS week commencing 10/02/2020.
This will unlikely have an impact of the Stage 1 programmed works.

10/02/2020

Action: RS to advise the outcome of Stage 2 meeting.

3.4 Special Needs

TA and RS raised the concern that the current travel distance (141m) from the drop off point to the special needs classrooms is not preferred from an operational perspective in respect to moving children with disabilities over such a distance and WHS for visually impaired children.

TA and RS noted the alternative travel path (39m) to the bus bay on Pelican Road has potential issues with the containment of special needs students.

TA, RS and JB stated a fenced section would be preferred to separate the bus bay from the road, similar to what was installed at Doonside Public School.

RCC (DV) advised that the installation of this fence would require the following:

- Council approval as the fence would be located on council property.
- Revise the current setback design and with consideration for the current design constraints, such as the DDA compliant ramp which would be very difficult to accommodate.

TA and RS advised the preference to move the special needs home bases to the ground floor of Building B3 within Stage 2 and construct the special needs drop off along the future road on Easement B to the south west of the site (construction timing not confirmed).

This would result in Stage 1 of the school opening on D1T1 2021 without the special needs classrooms.

JL requested MF to seek pricing from the traffic engineers (GTA) to explore the option of an alternative special needs drop-off.

MF

15/02/2020

Action: MF to obtain price from traffic engineers to review revised special needs drop-off location

Through the discussions, TA, RS and SS preferred the option for a X/Y axis fixed hoist in the special needs bathroom rather than a mobile hoist. JL noted that this request is not an EFSG requirement; however, had been requested at Jordan Springs Public School. JL requested MF to seek pricing from RCC.

MF

15/02/2020

Action: MF to obtain price and scope of works from RCC for hoist

3.5	Landscaping TA commented on the number of trees incorporated into the design and the preference for fixed structures for shade provision rather than trees from a maintenance and operational perspective.	Note	
3.6	AC Unit TA raised concerns over the mechanical plant sited outside Building A, that she believed it would obstruct the open play area and could it be relocated to a front of house location on Farmland Drive. DV confirmed that all associated services had been installed in ground to its current location and that it would be a costly task to relocate. DV also raised the concern of council acoustic attenuation requirements for a front of house location given it is a residential area.		
	Action: MF to investigate the cost implications of the AC unit relocation	MF	15/02/2020
3.7	School Sign Noted TA's preference for an electronic school sign.		
	Action: MF to investigate the cost implications of the electronic school sign.	MF	15/02/2020
4.0	Graphics Package		
4.1	RW to organise a separate meeting with TA/RS to review JSPS graphics concept package to see which elements can be adopted across to AAPs.	RW	21/02/2020
5.0	FF&E Schedule / General Arrangement		
5.1	RW to organise a separate meeting with TA/RS to review the current FF&E schedule and alternative options.	RW	21/02/2020
6.0	AV/ICT – screens / PA		
6.1	RW to organise a separate meeting with TA/RS to review the AV schedule and the current electrical layouts.	RW	21/02/2020
6.2	Noted that the screen supplier can potentially be Promethean or Hitachi. This will be determined by: - when the order is placed. - which supplier has the latest technology; and - value for money.	Note	
7.0	Other Business		
7.1	School name change RS requested the DP number, and longitude and latitude coordinates for the school site.		
	Action: MF to provide DP number as well as longitude and latitude coordinates	MF	15/02/2020
8.0	Meeting Close		
8.1	Closed: 3:30PM Next Meeting: Late February 2020 Revised PRG meeting schedule to follow.		

Meeting Title: AAPS – PRG 20

Date: 27/03/2020

Time: 10:00AM

Location: Microsoft Teams

Attendees: John Chalmers (JCh) – School Infrastructure NSW (SINSW)
 Jim Lewis (JL) – SINSW
 Robin Roy (RR) – SINSW
 Tracy Anderson (TA) – School Principal (AAPS) Department of Education (DoE)
 Helen Davis (HD) – DEL - DoE
 Rick Seretis (RS) – DEL - DoE
 Olivia Rich (OR) – Community Engagement – SINSW (CE)
 Anne-Marie Mitchell (AMM) - CE
 Darren Vozzo (DV) – Richard Crookes Constructions (RCC)
 Dora Choi (DC) – Traffic Consultant - GTA Consultants
 Tom Hemmett (TH) - RCC
 Martin Fenn (MF) – TSA
 Jaron Hoffenberg (JH) - TSA
 Rain Wong (RW) – TSA

Apologies: Cameron Waller (CW) – RCC
 John Cordingley (JCo) – TSA
 Sam Selwan (SS) – DoE

Distribution: Refer above

Item	Description	Responsible	Due Date
1.0	Planning Approval Pathway		
1.1	S149A		
1.1.1	JL advised SINSW/RCC/TSA are currently compiling the relevant documentation to submit the S149A certificate to Blacktown City Council (BCC) approval. S149A submission to BCC imminent, a S149A meeting with BCC/SINSW/TSA/RCC to be held thereafter.	Note	
1.2	SSD (State Significant Development)		
1.2.1	SSD determination anticipated Early May 2020. Main Works to commence thereafter.	Note	

1.2.2	Once SSD determination is received, the project team will then identify the areas of the school to be made available for D1T2 2021.	Note
2.0	School Naming	
2.1	DoE (TA) advised that the school naming process currently cannot progress. DoE (TA) noted that community consultation is required to be conducted in order to progress the school naming. However, a confirmed completion and opening date is required in order to hold the community consultation sessions. Once the SSD and BCC issues have been resolved, SINSW will be able to confirm the completion and opening dates with more certainty.	Note
2.2	DoE (TA) advised a confirmed school name is required to finalise the school logo and uniform design.	Noted
2.3	DoE (RS) confirmed due to the current COVID-19 climate and government distancing policy, the community consultation sessions to be delayed for the interim period.	Note
3.0	Special Needs Homebases & General Arrangements (Block A, B1 and B2)	
3.1	Special Needs Homebases	
3.1.1	Following consultation with DoE (TA) and DoE (RS), SINSW (JL) confirmed special needs home bases to be deferred to Stage 2 works. Special Needs will be within Block B3 in the revised design. The impact of moving this out of Stage 1 needs to be further explored in more detail.	Note
	Action: Design and Construction strategy to accommodate the Homebase changes be further developed with SINSW/TSA/RCC, in consultation with TA/RS.	SINSW/TSA/ RCC April 20
3.2	General Arrangement (Block A, B1, B2)	
3.2.1	Block B1 & B2: DoE (TA) was happy with the layouts of Blocks B1 and B2 therefore did not require a review.	Note
3.2.2	Block A: DoE (TA) noted the below concerns with Block A arrangement: <ul style="list-style-type: none"> Staffroom toilet central location and proximity to staff kitchen. DoE (TA) noted air lock will not resolve the operational concerns. Back of house stair location in clerical area going up to the staff room. Heavy foot traffic thoroughfare through the clerical area not ideal. KLA store – large size and central location. Staff meeting room – small size and insufficient space for staff meetings. Withdrawal Space – size and no longer used in modern teaching due to issues with supervision and line of sight of student. Security Room location – current location not ideal, preference for it to be more centrally located. 	Note

	DoE (TA) noted the current design can be accommodated and managed operationally, however, the staffroom toilet location is a key concern.	Note	
	Action: Meeting to be scheduled with Group GSA (Architect), RCC, TSA, SINSW and DoE (TA) to review the current design and explore opportunities to address the above, namely, the staffroom toilet location.	TSA	17/04
3.2.3	TSA (MF) noted that the modular buildings have already been built. The design was developed with and approved by the DoE stakeholders and representatives making the decisions on behalf of the Principal (unappointed at that time).	Note	
4.0	Kiss & Drop		
4.1	SINSW (JL) noted previous discussions between DoE (TA) and GTA (DC) have been held to discuss and address DoE (TA) concerns regarding the kiss & drop functionality.	Note	
4.2	Based on previous experience with kiss & drop at other schools, DoE (TA) advised the following concerns regarding the current kiss & drop location and functionality: <ul style="list-style-type: none"> - parents accessing the kiss & drop, queuing and double parking - kiss & drop in the morning drop-off is easier to manage - kiss & drop in the afternoon pick up is harder to manage, parking time restrictions are hard to enforce during this time. - preference for the kiss & drop to be only functional during the morning. 		
4.3	GTA (DC) acknowledged the above concerns. GTA (DC) to explore solution with easily enforceable restrictions.		
	Action: GTA (DC) to liaise with BCC traffic consultant (Fiona Frost) prior to amending the design.	GTA (DC)	03/04
4.4	Action: TSA (JH) to schedule meeting with GTA(DC), TSA, SINSW and DoE (TA) to review the kiss & drop design solutions.	TSA (JH)	03/04
5.0	OSD Tank and Landscaping		
5.1	The OSD tank has been designed to be sufficiently recessed with timber edging along the outline of the OSD tank. The area above the OSD tank is turfed.	Note	
5.2	There are approximately 20 pit lids across the surface of the OSD tank, these will either be made of steel or concrete and will be flush with the ground. However, these may become trip hazards should there be any subsidence or erosion around these pit lids.	Note	
5.3	RCC noted that there is a 2m gradient fall to this area.	Note	
5.4	Action: TSA (MF/RW) to schedule meeting with DoE WHS stakeholder (Andrew Azzopardi), RCC, SINSW, TSA and DoE (TA) to review the design and establish the requirements to enable this area to be used as safe play space.	TSA (MF/RW)	17/04

6.0 Additional Principal Requested Changes

6.1 SINSW (JL) confirmed that the project team are to progress the design of the hoist, Note
electronic school sign and sun sails.

6.2 **Action: TSA (RW) to schedule meeting with DoE (TA) and Sun Shade to commence the sun sail design.** TSA (RW) 17/04

7.0 Meeting Close

7.1 Closed: 11:00AM
Next Meeting: 30/04/2020

PRGs scheduled last Thursday of each month 10:00AM

Appendix B: Educational Consultant Workshops

03

Key Consultations

03.3

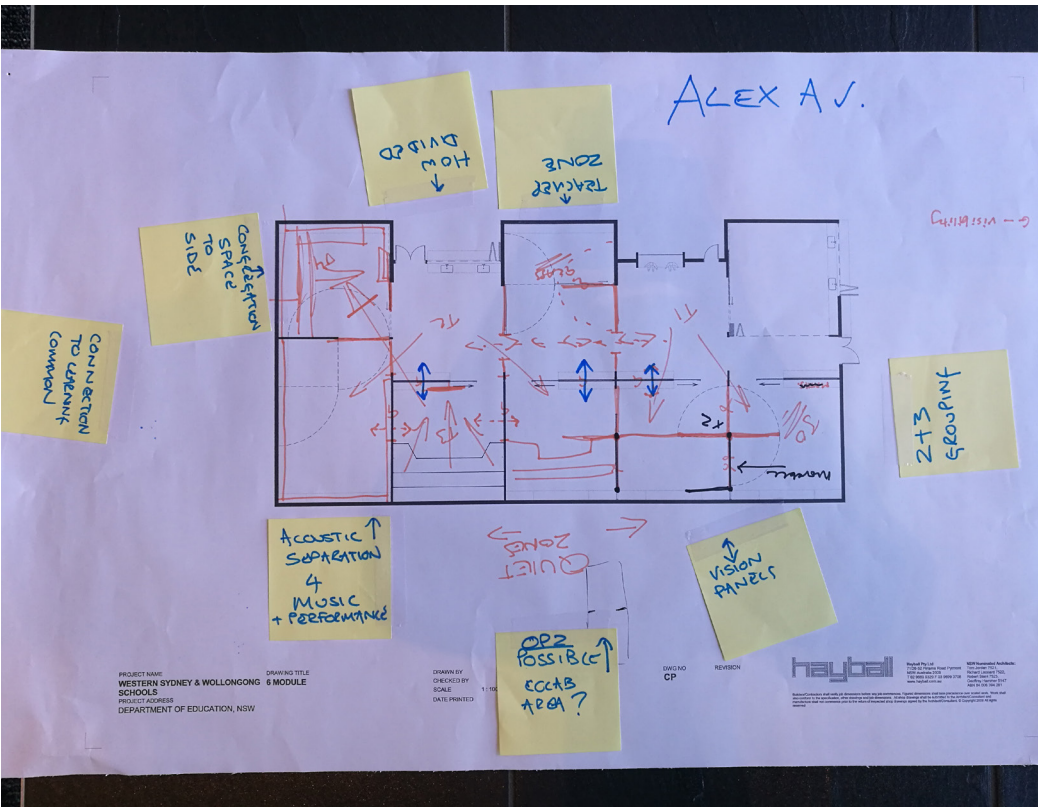
Education Workshop

During the Approved Concept Design phase Alex Avenue PS attended an education workshop to discuss the appropriate learning model and pedagogy for the proposed learning space. This workshop was facilitated by Dr Julia Atkin.

Participants from Alex Avenue PS include: Local School Principal and Local School Educators (Metella Road PS). Hayball and GHD also attended the workshop.

The half day workshop included the following:

1. Dr Julia Atkin presentation on collaborative education models and world best practice
2. Dr Julia Atkin presentation on Australian examples of education environments which facilitates 21st century learning models
3. Group exercise to establish key Hopes and Concerns with the proposed learning spaces
4. Group exercise to workshop strategic approach to realise the hopes and address the concerns identified by the school
5. Group exercise to brainstorm learning activities undertaken in the learning studios throughout the day
6. Group exercise to create and design learning settings required to facilitate the learning activities identified by the school
7. The school then provided additional feedback on the proposed design in regards to operational needs and learning needs



AGENDA			
Agenda		Leader	
Purpose of the workshop – intended outcomes			
<ul style="list-style-type: none"> • All to see the Educational facilities design work happening in NSW within the global context of the re-design of schools for contemporary and futures focused learning • Architects and Project Managers to more deeply understand the schools' vision for learning and the appropriateness of the emerging designs for each school's vision • Educators to share their hopes and concerns for the potential development at their schools and collectively develop a strategic approach to maximise the hopes and minimise concerns 			

SCHOOL: <u>Aliv Ave.</u>		PARTICIPANTS: <u>Pete D'Ermilio</u> (Metella Rd) <u>Nicole Parker</u> (MRPS) <u>Jen Minenko</u> (MRPS) <u>Chris Lambert</u> (Quakers Hill) <u>Laura Pearce</u> (Quakers Hill)	
<p>Hope:</p> <p>Develop resilience</p>	<p>Hope:</p> <p>Indoor / Outdoor learning</p>	<p>Concern:</p> <p>Adapts to students with a disability</p>	<p>Concern:</p> <p>Standardised assessment practices (eg NAPLAN testing)</p>
<p>Hopes:</p> <p>Adaptability</p>	<p>Hopes:</p> <p>Future proof (technology)</p> <p>that can be changed with needs development</p>	<p>Strategic Approach:</p> <p>Ongoing teacher training</p>	<p>Concern:</p> <p>One size doesn't fit all (rolled out in all grades / different contexts)</p>
<p>Hopes:</p> <p>Engagement</p>	<p>Hopes:</p> <p>Authentic collaboration for problem solving.</p>	<p>Strategic Approach:</p> <p>Communication with Community</p>	<p>Concern:</p> <p>Teacher quality</p>
<p>Hopes:</p> <p>Targeted and purposeful differentiation</p>	<p>Hopes:</p> <p>Flexibility (spaces can change based on needs)</p>	<p>Strategic Approach:</p> <p>Explicit teaching of expectations</p>	<p>Concern:</p> <p>Open areas</p> <p>Wifi capability</p>
<p>Hopes:</p> <p>Natural light</p>	<p>Hopes:</p> <p>Adequate staff parking</p>	<p>Strategic Approach:</p> <p>School planning</p>	<p>Concern:</p> <p>Highly disruptive behaviours that affect multiple classes</p>
			<p>Concern:</p> <p>visibility - line of sight</p>
			<p>Concern:</p> <p>Artificial light</p>
			<p>Concern:</p> <p>Limited and disrupted data</p>

03

Key Consultations

03.4

Education Workshop Outcomes

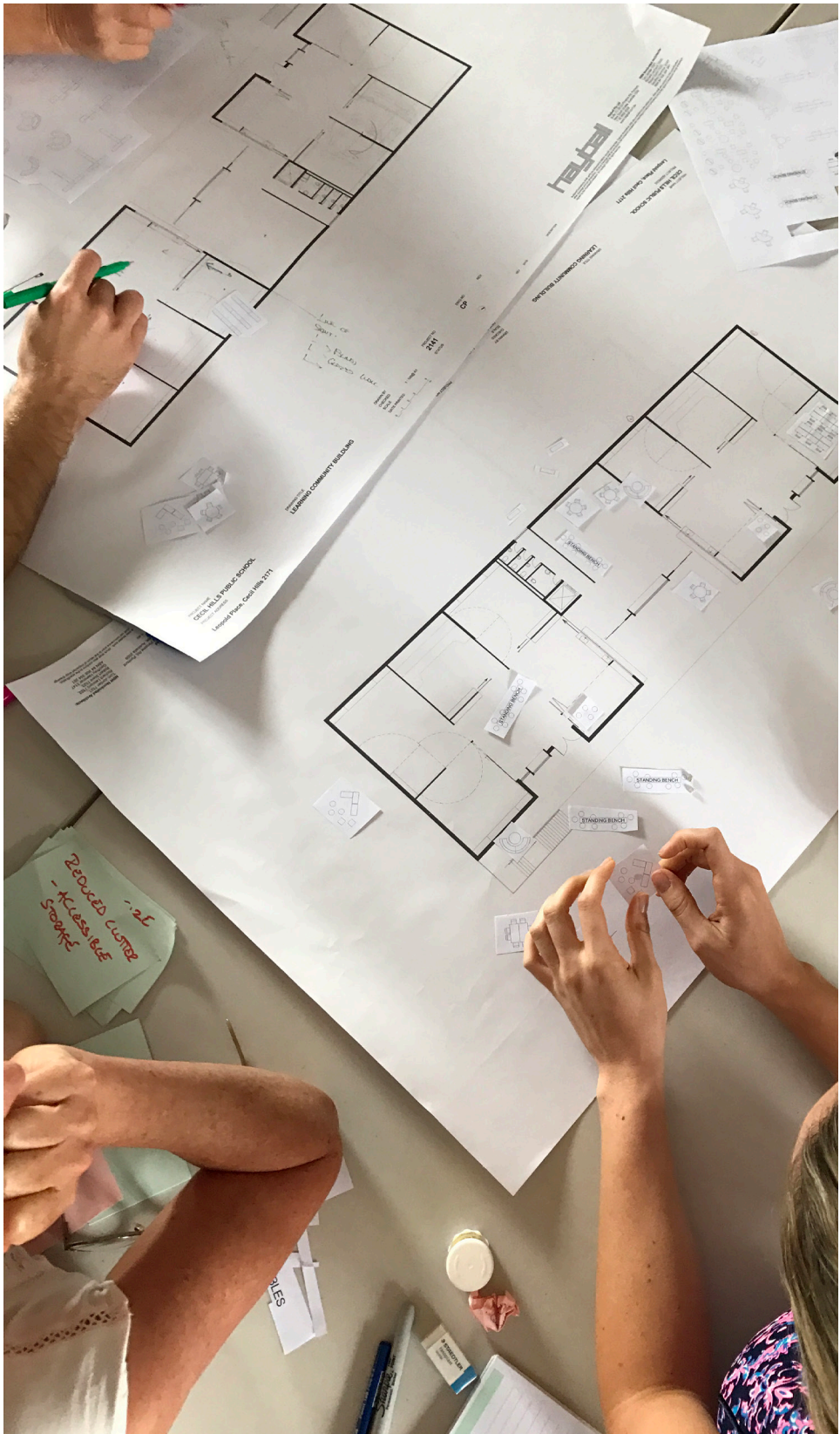
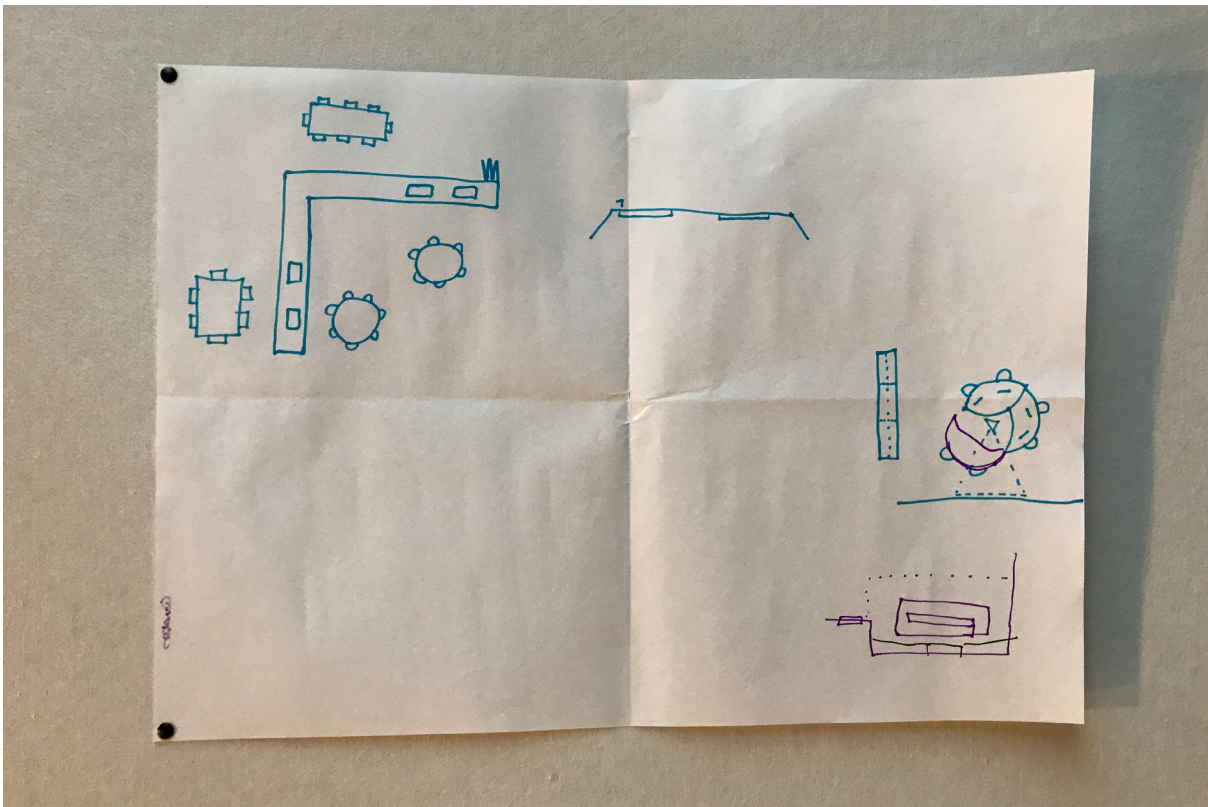
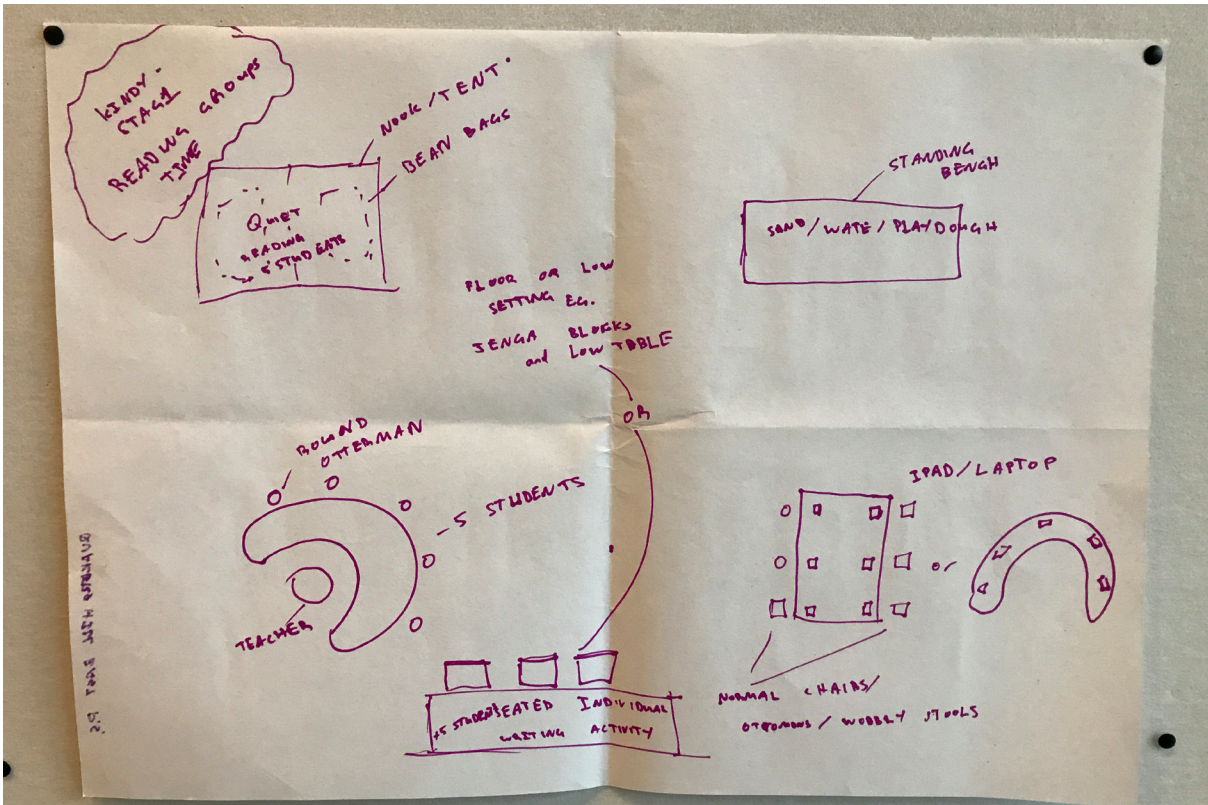
Key outcomes from the Education workshop include:

1. Alex Avenue PS Hopes:
- Opportunity to develop student and staff resilience within the new school community.
 - Enthusiasm around the opportunities for indoor-outdoor learning and direct connection from the learning spaces to the outdoors.
 - Teachers supported the idea of 10-15min of direct instruction at the start of a lesson / day, then disperse into the wider learning hub for project work.
 - Enthusiastic about having a space which is especially designed for authentic collaboration between staff and students.
 - Excited by the flexibility and adaptable learning settings offered by the proposed learning hub.
2. Alex Avenue PS Concerns:
- Acoustics throughout the spaces a concern, will the teachers voice be heard.
 - Need for learning spaces which are adaptable to students with various learning needs.
 - Adequate provision of dedicated personal storage for teachers and students.
 - Lack of community and staff understanding to adjusting to new pedagogy.
 - Concerns around highly disruptive behaviours affecting multiple classes in an open plan setting.
3. Alex Avenue PS Suggestions/Strategies/Comments:
- Educate the community and school staff on pedagogical evolution of the school
 - Assist in the transition of teachers into the new space in order to avoid reverting back to cellular style of learning

Design workshop post Education workshop:

After the above education workshop, Hayball had numerous design reviews with Dr Julia Atkin addressing the hopes and concerns of the school.

Refer Appendix for 'Alex Avenue Public School Comments Register' for a full summary of all consultations and outcomes.



Appendix C: Council

Coordination Meeting Log - Alex Ave Public School Schofields

Meeting Notes & Action Log									
Item	Date of Meeting	Attendees	Category	Issue or Comment	Action Owner	Required/Completed Action	Due Date	Status	Comments
1	18/07/2018	Rachel Perrin (Senior Project Director, SINSW) Saqib Salman (Project Director, SINSW) Dana Spence (Coordinator Recreation Planning Design BCC) John Molteno (Senior Design Engineer BCC) Peter Steele (Traffic Engineer Consultant BCC), Robert Peterson (Recreation Planning Engineer) Wayne Cooper (Section 7.11 Program Manager, BCC) Craig Buttler (Senior Project Manager) Jacqueline Sellen (Project Manager) Rocky Nematalla (Project Manager)	Joint Use	BCC is in discussion with DoE/SINSW for signing an MoU for joint use of their facilities. DoE Planning team is in touch with BCC in regards to developing the scope for these joint use facilities.	for noting	none	n/a	for noting	
2	18/07/2018	Rachel Perrin (Senior Project Director, SINSW) Saqib Salman (Project Director, SINSW) Dana Spence (Coordinator Recreation Planning Design BCC) John Molteno (Senior Design Engineer BCC) Peter Steele (Traffic Engineer Consultant BCC), Robert Peterson (Recreation Planning Engineer) Wayne Cooper (Section 7.11 Program Manager, BCC) Craig Buttler (Senior Project Manager) Jacqueline Sellen (Project Manager) Rocky Nematalla (Project Manager)	BCC Sports Facility	BCC intends to develop the land in schofields adjacent to proposed Alex Ave Public School into sports fields, other amenities and carpark. The Design for this facility is planned to be completed during this financial year (2018/19) and construction commencement planned for 2019/20. Main access for the sports facility planned from Antonio Parade (Eastern Boundary) at this stage.	for noting	none	n/a	for noting	Further collaboration and discussion shall be carried out in regards to main entrance of the facility to gain maximum utility for both school and sports facility
3	18/07/2018	Rachel Perrin (Senior Project Director, SINSW) Saqib Salman (Project Director, SINSW) Dana Spence (Coordinator Recreation Planning Design BCC) John Molteno (Senior Design Engineer BCC) Peter Steele (Traffic Engineer Consultant BCC), Robert Peterson (Recreation Planning Engineer) Wayne Cooper (Section 7.11 Program Manager, BCC) Craig Buttler (Senior Project Manager) Jacqueline Sellen (Project Manager) Rocky Nematalla (Project Manager)	Design Change	Alex Avenue Public School layout is being modified and Hall and Library will possibly be moved closer to Council's Sports Facility. Proposed Main entrance of the school is from Farmland Drive.	for noting	none	n/a	for noting	
4	18/07/2018	Rachel Perrin (Senior Project Director, SINSW) Saqib Salman (Project Director, SINSW) Dana Spence (Coordinator Recreation Planning Design BCC) John Molteno (Senior Design Engineer BCC) Peter Steele (Traffic Engineer Consultant BCC), Robert Peterson (Recreation Planning Engineer) Wayne Cooper (Section 7.11 Program Manager, BCC) Craig Buttler (Senior Project Manager) Jacqueline Sellen (Project Manager) Rocky Nematalla (Project Manager)	Road & Infrastructure	Farmland dDive is only 9 meter wide which makes it difficult for bus route. Bus Bay to be placed at Pelican Road. An additional space from school's land will be required on Farmland Drive to construct a kiss and drop zone in order to avoid traffic congestion on this road.	for noting	none	n/a	for noting	
5	18/07/2018	Rachel Perrin (Senior Project Director, SINSW) Saqib Salman (Project Director, SINSW) Dana Spence (Coordinator Recreation Planning Design BCC) John Molteno (Senior Design Engineer BCC) Peter Steele (Traffic Engineer Consultant BCC), Robert Peterson (Recreation Planning Engineer) Wayne Cooper (Section 7.11 Program Manager, BCC) Craig Buttler (Senior Project Manager) Jacqueline Sellen (Project Manager) Rocky Nematalla (Project Manager)	Road	Due to the proposed school nearby the intersection at the corner of Farmland Drive and Pelican road will most likely be proposed as roundabout instead of signalised intersection.	for noting	none	n/a	for noting	
6	18/07/2018	Rachel Perrin (Senior Project Director, SINSW) Saqib Salman (Project Director, SINSW) Dana Spence (Coordinator Recreation Planning Design BCC) John Molteno (Senior Design Engineer BCC) Peter Steele (Traffic Engineer Consultant BCC), Robert Peterson (Recreation Planning Engineer) Wayne Cooper (Section 7.11 Program Manager, BCC) Craig Buttler (Senior Project Manager) Jacqueline Sellen (Project Manager) Rocky Nematalla (Project Manager)	Land Owner	Development consent has been granted to Toplace and Pelican Road construction will be carried out by Toplace.	for noting	none	n/a	for noting	
7	18/07/2018	Rachel Perrin (Senior Project Director, SINSW) Saqib Salman (Project Director, SINSW) Dana Spence (Coordinator Recreation Planning Design BCC) John Molteno (Senior Design Engineer BCC) Peter Steele (Traffic Engineer Consultant BCC), Robert Peterson (Recreation Planning Engineer) Wayne Cooper (Section 7.11 Program Manager, BCC) Craig Buttler (Senior Project Manager) Jacqueline Sellen (Project Manager) Rocky Nematalla (Project Manager)	Road & Infrastructure	BCC constructing a Bridge on Pelican Road over the creek, Second bridge planned over detention basin	for noting	none	n/a	for noting	

MEETING DETAILS	
Purpose	Alex Ave PS – Joint Use
Date and Time	13/12/2017 10.00am – 12pm
Location	Blacktown City Council
Attendees	<p>Blacktown City Council: Dana Spence (DS), Matthew O'Connor (MOC), Graham Gooch (GG), Sarika Shasidharan (SS), Fiona Frost (FF)</p> <p>Department of Education: Sam Werner (SW), Katherine Della Libera (KDL), Simon Haire (SH)</p> <p>Hayball: David Tordoff (DT), Rob Chan (RC)</p> <p>MBM: Sabrina Tapson (ST)</p> <p>TSA: Craig Butler (CB)</p>

Master plan

Hayball presented an updated masterplan that removed the roundabout to Hyde Street, introduced Council amenities, shared carparking on Council land, and shared plaza. SINSW's requirements for disabled parking and waste are located on DoE's land. Cross sections were provided to show the school Basketball Courts and Fields, which provided an appreciation for the level difference between the sites.

MOC mentioned the amenities block will need to be relocated to the mid line of the fields, western boundary of council's land. The location of the fields is not locked in, they can be shifted to accommodate the amenities block along the boundary. Key considerations were raised for this location:

- Significant drop occurs along boundary at the midpoint of the fields.
- Amenities Block abutting boundary – planning requirements need to be considered. Shouldn't be a problem as SINSW wouldn't object. Catalina may need to be consulted.
- Costings to be completed for the relocation of the Amenities Block. Consideration for the level difference between Councils and Schools land needs to be considered when pricing.

BCC and SINSW to continue discussions on the fencing between the fields and the school, so it can remain permeable. Hayball to look at other options to create barriers to delineate the school area and basketball courts from the public.

It was noted the designers for Council will be appointed in January 2019.

MOC reconfirmed that 100 car parking spaces is required and needs to be shown on the concept masterplan. Kiss n Drop needs to show parking.

GG noted the Kiss n Drop location hasn't been signed off by Council – approval will be required.

Sam confirmed shared vehicular access for BCC and Schools is acceptable.

MOC noted Council may consider using the same QS for costings.

Actions:

- Amenities Block to be relocated along the western boundary of council's land.
- SW to confirm school's usage timetable - Emma Kriketos to provide details.
- SINSW to issue design presented by Hayball to Council.
- BCC to provide a position statement for the carparking.
- Hayball to update the design to reflect 100 car spaces on BCC's land.
- BCC to provide preliminary masterplan for Fields.

Traffic

Traffic Study to be completed which will consider both kiss and drop options. Traffic study likely to be completed in the new year and would indicate a preferred option.

The sales agreement for the school site includes a clause that the Department of Education will build Pelican Road if the development does not within 26months.

Action:

Blacktown Council to provide correspondence on BCC letterhead indicating in principle support for the shared parking and vehicular access to the school through the council park. Sam and Andrew will then discuss with the Department of Planning.

School Bus

A walking school bus will be adopted for the interim until Pelican Road is available. SINSW and Council to continue discussion to determine the best location for the walking bus location.

Joint Use

SH to draft a Statement of Intent – spaces to be outlined in a schedule. The spaces/scope, costs, hours of access, etc. need to be established first before a Heads of Agreement can be agreed.

Note Hall now not a requirement for Council. SW suggested to retain the Hall as part of the agreement and School to manage the use.

Joint Use discussion areas for detailed investigation for the Alex Ave PS project are as follows:

- Shared parking.
 - Carparking to show 100 car spaces whilst allowing for Kiss n Drop. It was noted that the Kiss n Drop area would add another 30 spaces for 90-degree car parking
- Playground
 - This area to remain public space, so it won't be distinctly part of the school.
- Sports fields
 - How many hours a week will the school use the fields. This will assist with determining the requirement for a synthetic finish.

- Councils budget doesn't allow for synthetic fields. Need to determine funding gap, i.e. what's the cost from subgrade level. BCC's current budget is \$2M for the fields. BCC to provide a breakdown and what the actual funding is allowed for.
- Basketball courts:
 - Lighting - it was noted 100lux is sufficient. The amount of light spill from buildings to be confirmed.
 - Basketball courts to include for futsal.
 - BCC queried if the Basketball courts orientation is flexible.

MOC noted BCC budget is \$5.5M, this figure to be confirmed.

Discussed use school use of playing fields would likely to be at lunch time, weekly sports sessions and school sports.

Actions:

- SH to develop a State of Intent for review.
- Basketball courts – SINSW to provide what is being delivered as part of the project and what would site outside of the project budget.
- Hayball to confirm lighting spill from buildings on Basketball Court.

Next Meeting Set for: TBC

MEETING DETAILS	
Purpose	Alex Ave PS – Joint Use
Date and Time	15/11/2017 10.00am
Location	Blacktown City Council
Attendees	Blacktown City Council: Dana Spence, Matthew O'Connor, Graham Gooch Department of Education: Sam Werner, Andrew Aliprandi, Katherine Della Libera Hayball: Natalia Krysiak

Master plan

Concept master plan for Alex Ave PS discussed. It was agreed that the concept master plan for the Alex Ave PS site and adjacent Council open space needs to be updated to reflect the share car parking.

Sam advised that a disabled parking was required on site and vehicular access for waste and deliveries. Disabled parking to be located as close to administration building as possible.

Matt confirmed that 100 car parking spaces is required for a double playing field.

Action: Sam to check internally if Blacktown City Council (BCC) and school can share vehicular access.

Action: Daniella to update the concept master plan to reflect the shared car parking, the deletion of the second roundabout on Farmland Drive and amenities building (450sqm) located along the shared boundary.

Traffic

Sam provided feedback from Smalls Road PS that within a 100m kiss and drop 16 cars could fit which equals approximately 213 cars in 20mins. Kiss and drop management would be set prior to school opening and would be created to suit the design of the kiss and drop.

Traffic Study to be completed which will consider both kiss and drop options. Traffic study likely to be completed in the new year and would indicate a preferred option.

The sales agreement for the school site includes a clause that the Department of Education will build Pelican Road if the development does not within 26months.

Discussion around traffic and student movement:

- Currently there are two roundabouts on Farmland Drive – investigate deleting one
- Pedestrian path fronting RE1
- Safe movement of children from kiss and drop to the school.

Discussed the implications for the SSD with the shared parking and vehicular access.

Action: Blacktown Council to provide correspondence on BCC letterhead indicating in principle support for the shared parking and vehicular access to the school through the council park. Sam and Andrew will then discuss with the Department of Planning.

Joint Use

Joint use discussion areas for detailed investigation for the Alex Ave PS project were agreed as:

- Shared parking
- Play space along the site boundary
- Communal terrace area
- Sports fields
- Basketball courts
- Kiss and drop

Discussed use school use of playing fields would likely to be lunch time, weekly sports sessions and school sports.

Action: Sam to follow up with Emma Kriketos the School Director for information on likely school use and timetabling examples from other schools.

Action: Hayball to provide cross section images with access points to assist in designing the shared play space.

Action : Hayball to investigate some design options for shared use play area

Action: Department of Education and Blacktown Council to investigate costing in preparation for the next meeting-

Blacktown Council:

- Parking
- Synthetic turf vs natural turf
- Ongoing maintenance costs of synthetic fields,

Department of Education

- Cost of second basketball courts
- Lighting basketball courts

Heads of agreement

Sam will talk to Simon Haire (DoE) about attending the next meeting and discuss drafting a heads of agreement with a table of joint use items to discuss at the next meeting.

Summary of Actions:

Sam:

- * Check internally if BCC and the school can share vehicular access.
- * Follow up with Emma Kriketos on likely school use and timetabling examples from other schools
- * Costing for the basketball Courts and lighting
- * Brief Simon Haire regarding items for the Heads of Agreement

Natalia:

- * Update the concept master plan to reflect the shared car parking, the deletion of the second roundabout on Farmland Drive and amenities building (450sqm) located along the shared boundary.
- * Provide cross section images with access points
- * Investigate some design options for shared use play area

Blacktown Council:

- * Provide letter or email on BCC letter head for in principle support for shared parking and access to the school site
- * Costings for synthetic fields, parking, lighting, and maintenance costs.

Next Meeting Set for: 13th December 2018

Appendix D: SDRP consultation

18 October 2018

Sam Werner
Project Director
SINSW

Via email –
Sam.werner1@det.nsw.edu.au

PROJECT: Alex Ave Public School

RE: SDRP SESSION 17 – 10.10.2108

Dear Sam,

Thank you for the opportunity to review the above project.

The panel overall supports the design presented and its approach to the site, context and future aspirations of the primary school campus. It was felt the interactive spaces, extensive covered walkways and materiality creates a school that does not feel overly institutional and is to be commended. Please find below a summary of advice and recommendations arising from the design review panel session held on Wednesday 10th October 2018.

1 – Site Strategy

The panel sees merit in the Stage 01 key buildings being located as pavilions along the northern area of the site with learning spaces adjacent under covered areas. The Stage 02 completion of a semicircle around the 'School Heart' is also commended. The location of the school sporting fields and the connection to the neighboring public park/oval is supported and a focus on the treatment of gradients to ensure a seamless connection is encouraged. The panel suggested an extension to the covered area to provide shade adjacent to the Basketball courts.

The location of the roads and their completion time needs to be acknowledged in the development of the design – the panel feels this may create new entry opportunities into the site, especially when the northern roundabout is removed.

A review of the bicycle storage numbers, locations and shelters is strongly recommended – as the panel thought the current allocation of 25 bicycle racks was inadequate for the school with the potential population of 1000 students. Well positioned undercover bicycle storage areas are important in encouraging active transport.

The panel felt the location of the carpark as the public face of the hall and school generally is not ideal. The school hall should have an address and a presence to the street. It is recommended that the potential to expand the capacity of the hall needs to be designed for.

The fence should be designed to ensure the school sits well in its' context, creates a welcoming contribution to the area and allows for shared uses where appropriate. The secondary fence was seen by the panel as a clever solution to remove the need for a

fence that runs the entire perimeter of the school, allowing a better relationship with the public sporting fields adjacent. Some adjustments to this could be made to further protect the buildings themselves from vandalism. Similarly it was questioned whether car parking needs to be fenced.

2. Landscape Strategy

The landscape proposal with integrated grounds, buildings and learning opportunities is supported by the panel and the proponent is encouraged to follow through with many of the presented ideas that propose the building and landscape as integrated tools for learning. Areas of intense circulation and activity should be carefully designed to be able to sustain the foot traffic and play that should be expected in a school. The spaces around the buildings and the visual connections must be considered through careful plant species selection and scale of plants.

3. Built Form Strategy.

The panel was generally pleased with the pavilion nature of the built forms and how they provided spaces around the buildings for indoor/outdoor learning.

A site section through the built forms and the landscape was recommended by the panel to further understand the vertical relationships.

The depth and orientation of the building 'blocks' needs to be considered to allow for improved solar access, cross ventilation and views to outdoor areas.

Please note that these comments are advisory only, based on the material presented to the SDRP on the 10th October 2018. The panel looks forward to reviewing this project again at a later date as it progresses through the planning process.

Sincerely,



Lee Hillam
SDRP Chair – Government Architect NSW

CC

NSW SDRP Panel members

Oi Choong, Sam Crawford, Deborah Barnstorm, Lee Hillam (Chair – GA NSW)

Hayball Architects

TSA

TSA

Department of Education

Department of Education

Natalia Kryisak

Craig Butler

Rocky Nematalla

Sam Werner

Rachel Perrin

From: [Jacqueline Sellen](#)
To: [Jacqueline Sellen](#)
Subject: FW: State Design Review Panel Meetings - Jordan Springs and Alex Avenue
Date: Friday, 14 December 2018 10:24:14 AM
Attachments: [image002.png](#)
[image004.png](#)
[image006.png](#)
[image008.png](#)
[image010.png](#)

From: Alaine Roff <aroff@urbis.com.au>
Sent: Thursday, 15 November 2018 2:48 PM
To: Rob Chan <rchan@hayball.com.au>; Natalia Krysiak (<nkrysiak@hayball.com.au>)
<nkrysiak@hayball.com.au>; Rocky Nematalla <rnematalla@tsamanagement.com.au>; Craig Butler <cbutler@tsamanagement.com.au>
Cc: Jessica Ford <jford@urbis.com.au>; Ryan Gill <rgill@urbis.com.au>; Christopher Croucamp <ccroucamp@urbis.com.au>
Subject: State Design Review Panel Meetings - Jordan Springs and Alex Avenue

Hi all,

We've just had confirmation from GANSW that the two projects do not need any further SDRP meetings...see below:

I've spoken with both Lee (chair) and George (design advisor) for Alex Avenue and Jordan Springs and we agree that these projects do not need to come back to the SDRP. Instead we expect that our previous advice is responded to in the exhibited proposal, and we'll review it as part of our response to the EIS.

Rob and Natalia, you will need to provide a statement that addresses the comments from the last SDRP. You can include in your Urban Design Report or as a separate letter.

This is good news because meetings are not available until March.

Regards

ALAINE ROFF
ASSOCIATE DIRECTOR

T +61 2 8233 9900
D +61 2 8233 9927
M +61 450 264 097
E aroff@urbis.com.au

**SHAPING
CITIES AND
COMMUNITIES**



LEVEL 23, DARLING PARK TOWER 2, 201 SUSSEX STREET
SYDNEY, NSW 2000, AUSTRALIA

Urbis recognises the traditional owners of the land on which we work.
Learn more about our [Reconciliation Action Plan](#).

Appendix E: RFS

From: [David Peterson](#)
To: [pes](#)
Cc: ["Chris Croucamp"](#); [Natalia Krysiak](#); [Rob Chan](#)
Subject: Alex Avenue Public School - SSD 9368
Date: Thursday, 10 January 2019 2:55:50 PM
Attachments: [17072 Bushfire Assessment - Alex Avenue Primary School v2.pdf](#)

Dear Sir / Madam,

It is a requirement of the SEARs issued for the above proposed school to consult RFS.

Peterson Bushfire has prepared a Bushfire Assessment Report for the proposal (see attached).

The preliminary review by RFS is to identify any potential issues so that they can be addressed by the planning team prior to formal lodgement, and subsequent formal referral to RFS for final review.

It would be appreciated if you could undertake a preliminary review and reply with any comments regarding compliance.

Regards
David



Appendix F: RMS

Rob Chan

From: Alex Giyahi <Agiyahi@bitziosconsulting.com.au>
Sent: Wednesday, 5 December 2018 6:01 PM
To: development.sydney@rms.nsw.gov.au
Cc: Rob Chan; Jeffrey Yang; Natalia Krysiak; 'Chris Croucamp'
Subject: SSD 9368 - Secretary's Environment Assessment Requirements - Our Ref. P3405 Schofields Primary School Alex Avenue TIA
Attachments: SSD 9368 - SEARs agency response TNSW 180614.pdf; Alex Ave PS_SSD 9368 - SEARs FINAL.PDF; P3405.001R Schofields Primary School Alex Avenue CTMP.pdf; P3405.001R Schofields Primary School Alex Avenue Green Travel Plan.pdf; P3405.002R Schofields Primary School Alex Avenue TIA.pdf

Dear Sir/Madame

Bitzios Consulting is currently in the process of undertaking a traffic impact assessment as a part of the EIS for SSD 9368 – Alex Avenue Public School, located on the corner of Farmland Drive / future realignment of Pelican Road, Schofields. We have been provided with a copy of the SEARs requirements for the development proposal (attached), which stipulate consultation with the relevant authorities – in this case, TfNSW and RMS – to ensure open lines of communication prior to the official submission of documentation. Please note that the project is undergoing substantial changes to the layout and a new parking and drop-off/pick-up zone arrangements will be introduced. The TIA, GTP and CTMP will be updated accordingly to reflect these changes in terms of matters related to traffic and transport.

Please find attached a draft copy of our traffic impact assessment report (TIA), construction traffic management plan (CTMP) and Green Travel Plan (GTP). The matrix below outlines compliance with the relevant sections of the SEARs requirements (Section 7 Transport and Accessibility).

SEARs Item	Reference
Accurate details of the current daily and peak hour vehicle, existing and future public transport networks and pedestrian and cycle movement provided on the road network located adjacent to the proposed development.	TIA (Section 2, 3 and 6.3)
Details of the estimated total daily and peak hour trips generated by the proposal, including vehicle, public transport, pedestrian and bicycle trips based on surveys of the existing and similar schools within the local area.	TIA (Section 6.1) <i>-To be updated for recent change in scope (increase from 500 student school to 1000 students).</i>
The adequacy of existing public transport or any future public transport infrastructure within the vicinity of the site, pedestrian and bicycle networks and associated infrastructure to meet the likely future demand of the proposed development.	TIA (Section 3.3, 3.4 and 6.3) and GTP <i>-TIA and GTP To be updated for recent change in scope (increase from 500 student school to 1000 students, new arrangements for School Bus Zone and introduction of Walking School Bus scheme).</i>
Measures to integrate the development with the existing/future public transport network.	TIA (Section 3.4) <i>-TIA and GTP To be updated for recent change in scope (increase from 500 student school to 1000 students, new arrangements for School Bus Zone and introduction of Walking School Bus scheme).</i>
The impact of trips generated by the development on nearby intersections, particularly Schofields Road and Pelican Road, with consideration of the cumulative impacts from other approved developments in the vicinity, and the need/associated funding for, and details of, upgrades or road improvement works, if required (Traffic modelling is to be undertaken using SIDRA network modelling for current and future years).	TIA (Section 6.5) <i>-To be updated for recent change in scope (increase from 500 student school to 1000 students).</i> <i>-To be updated for cumulative impacts from approved developments in the area if information available.</i>
The identification of infrastructure required to ameliorate any impacts on traffic efficiency and road safety impacts associated with the proposed development, including details on improvements required to affected intersections, additional school bus routes	TIA (Section 4.2, 4.3 and 4.4)

along bus capable roads (i.e. minimum 3.5m wide travel lanes), additional bus stops or bus bays.	-To be updated for recent change in scope (increase from 500 student school to 1000 students).
Details of travel demand management measures to minimise the impact on general traffic and bus operations, including details of a location specific sustainable travel plan (Green Travel Plan and specific Workplace travel plan) and the provision of facilities to increase the non-car mode share for travel to and from the site.	GTP GTP To be updated for recent change in scope (increase from 500 student school to 1000 students, new arrangements for School Bus Zone and introduction of Walking School Bus scheme).
The proposed walking and cycling access arrangements and connections to public transport services.	TIA (Section 3.3, 3.4, 4.2) GTP (Section 3) -TIA and GTP To be updated for recent change in scope (increase from 500 student school to 1000 students, new arrangements for School Bus Zone and introduction of Walking School Bus scheme).
The proposed access arrangements, including car and bus pick-up/drop-off facilities, and measures to mitigate any associated traffic impacts and impacts on public transport, pedestrian and bicycle networks, including pedestrian crossings and refuges and speed control devices and zones.	TIA (Section 4.2, 4.3, 4.4 and 4.5) -TIA and GTP To be updated for recent change in scope (increase from 500 student school to 1000 students, new arrangements for School Bus Zone and introduction of Walking School Bus scheme).
Proposed bicycle parking provision, including end of trip facilities, in secure, convenient, accessible areas close to main entries incorporating lighting and passive surveillance.	-To be updated based on final design layout. Bike storage areas are currently proposed adjacent to staff car park and pedestrian entry points.
Proposed number of on-site car parking spaces for teaching staff and visitors and corresponding compliance with existing parking codes and justification for the level of car parking provided on-site.	TIA (Section 4) -TIA and GTP To be updated for recent change in scope (increase from 500 student school to 1000 students, new joint use of the car park with the Council and new arrangements for School Bus Zone and introduction of Walking School Bus scheme).
An assessment of the cumulative on-street parking impacts of cars and bus pick-up/drop-off, staff parking and any other parking demands associated with the development.	-To be updated based on final design layout(new joint use of the car park with the Council).
An assessment of road and pedestrian safety adjacent to the proposed development and the details of required road safety measures and personal safety in line with CPTED.	TIA (Section 4.2) -To be updated based on final design layout. - Update the report to consider safety of Children crossing movement on Farmland Drive and Pelican Drive
Emergency vehicle access, service vehicle access, delivery and loading arrangements and estimated service vehicle movements (including vehicle type and the likely arrival and departure times).	TIA (Section 4.5) Report to be updated to reflect Emergency vehicle access in the new arrangement.
The preparation of a preliminary Construction Traffic and Pedestrian Management Plan to demonstrate the proposed management of the impact in relation to construction traffic.	CTMP

Please let us know if Roads and Maritime Services have any comments at this stage regarding the documentation provided. Thank you for your time.

Kind Regards,

Regards,

Alex Giyahi

Principal Traffic Engineer & Transport Planner

FIEAust, CPENG, NER, RPEQ



Bitzios Consulting would like to wish you a Merry Christmas and a peaceful and prosperous New Year.

Please note that our offices will be closed from 5pm on the 21st December and re-open Monday 7th January 2019.



Gold Coast: Suite 26, 58 Riverwalk Avenue, Robina QLD 4226, P: (07) 5562-5377 F: (07) 5562-5733
Brisbane: Level 2, 428 Upper Edward Street, Spring Hill 4000, P: (07) 3831-4442 F: (07) 3831-4455
Sydney: Studio 203, 3 Gladstone Street, Newtown NSW 2042, P: (02) 9557 6202 F: (02) 9557 6219
Mail: PO Box 5102, Q Super Centre, Mermaid Waters QLD 4218
Web: www.bitziosconsulting.com.au
Mobile: 1234-567-890



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14 December 2018

Our Reference: SYD18/00870/01 (A25202392)
DP&E Ref: SSD 9368

Via email: Agiyahi@bitziosconsulting.com.au

Attention: Alex Giyahi

Dear Mr Giyahi

**ADVICE POST SEARS REQUEST FOR ALEX AVENUE PUBLIC SCHOOL
FARMLAND DRIVE, SCHOFIELDS (SSD 9368)**

Reference is made to your letter dated 28 May 2019 requesting Roads and Maritime Services (Roads and Maritime) to provide details of key issues and assessment requirements regarding the abovementioned development for inclusion in the Secretary's Environmental Assessment Requirements (SEARs).

Roads and Maritime has no further comment at this stage regarding the documentation provided. Roads and Maritime will review the material you proposed to submit to DP&E at the EIS stage.

Any inquiries in relation to this development application can be directed to Amanda Broderick on 8849 2391 or development.sydney@rms.nsw.gov.au

Yours sincerely,



Pahee Rathan
**A/ Senior Land Use Assessment Coordinator
North West Precinct**

Appendix G: TfNSW

Rob Chan

From: Alex Giyahi <Agiyahi@bitziosconsulting.com.au>
Sent: Wednesday, 5 December 2018 6:00 PM
To: ken.ho@transport.nsw.gov.au
Cc: Rob Chan; Jeffrey Yang; Natalia Krysiak; 'Chris Croucamp'
Subject: SSD 9368 - Secretary's Environment Assessment Requirements - Our Ref. P3405 Schofields Primary School Alex Avenue TIA
Attachments: SSD 9368 - SEARs agency response TNSW 180614.pdf; Alex Ave PS_SSD 9368 - SEARs FINAL.PDF; P3405.001R Schofields Primary School Alex Avenue CTMP.pdf; P3405.001R Schofields Primary School Alex Avenue Green Travel Plan.pdf; P3405.002R Schofields Primary School Alex Avenue TIA.pdf

Dear Ken

Bitzios Consulting is currently in the process of undertaking a traffic impact assessment as a part of the EIS for SSD 9368 – Alex Avenue Public School, located on the corner of Farmland Drive / future realignment of Pelican Road, Schofields. We have been provided with a copy of the SEARs requirements for the development proposal (attached), which stipulate consultation with the relevant authorities – in this case, TfNSW and RMS – to ensure open lines of communication prior to the official submission of documentation. Please note that the project is undergoing substantial changes to the layout and a new parking and drop-off/pick-up zone arrangements will be introduced. The TIA, GTP and CTMP will be updated accordingly to reflect these changes in terms of matters related to traffic and transport.

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The preparation of a preliminary Construction Traffic and Pedestrian Management Plan to demonstrate the proposed management of the impact in relation to construction traffic.	CTMP

Please let us know if TfNSW have any comments at this stage regarding the documentation provided. Thank you for your time.

Kind Regards,

Regards,

Alex Giyahi



Bitzios Consulting would like to wish you a Merry Christmas and a peaceful and prosperous New Year.

Please note that our offices will be closed from 5pm on the 21st December and re-open Monday 7th January 2019.



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Web: www.bitziosconsulting.com.au
Mobile: 1234-567-890



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Appendix H: Aboriginal Council

17 September 2018

Deerubbin Local Aboriginal Land Council
2/9 Tindale Street
Penrith NSW 2750

Dear Sir or Madam,

RE: Alex Avenue Public School, Schofields, Aboriginal Cultural Heritage Assessment – Notification to Agencies

Our Ref: Matter 27715

School Infrastructure NSW are proposing to develop a new school on a greenfields site at 34-38 Schofields Road, Schofields (the study area), with capacity for 500 students in the Stage 1 of the development, and a further 500 students in Stage 2. The study area will incorporate part of Lot 4, DP 1208329, and part of Lot 121, DP 1203646 (Figure 1, Figure 2). The project involves the following elements:

- a two storey Home Base building (stage 1)
- a two storey admin and staff building (stage 1)
- a two storey library (stage 1)
- a hall and out of school hours care facilities
- three learning courtyards and sports court
- covered outdoor learning area and walkway
- interconnected external area
- parking facilities
- two storey home base building (stage 2).

Biosis have been engaged by School Infrastructure NSW to undertake an Aboriginal Cultural Heritage Assessment (ACHA) under *the Code of practice for archaeological investigation of Aboriginal objects in NSW* (DECCW 2010a) for the project.

In accordance with the NSW Office of Environment and Heritage's *Aboriginal cultural heritage consultation requirements for proponents 2010* (DECCW 2010b) (consultation requirements), Part 6 *National Parks and Wildlife Act 1974*, individuals or groups are invited to register their interest in writing to participate in the ACHA and consultation process for the proposal.

Biosis Pty Ltd is assisting with consultation with the Aboriginal community in accordance with the consultation requirements. The purpose of the Aboriginal community consultation will be to assist with the preparation of an Environmental Impact Statement and to provide sufficient information for the consideration of Aboriginal cultural heritage values as part of the State Significant Development application.

Biosis Pty Ltd

Sydney Resource Group

Unit 14, 17-27 Power Avenue
Alexandria NSW 2015

Phone: 02 9101 8700

ACN 006 175 097

ABN 65 006 175 097

Email: sydney@biosis.com.au

biosis.com.au

Biosis wishes to identify Aboriginal people who may have an interest in the proposed study area and hold cultural knowledge relevant to determining the cultural significance of Aboriginal objects and/or places in the Schofields area. If you could please provide contact details for any such Aboriginal people or organisations of which you are aware it would be greatly appreciated. Please provide these details by **4pm on 1 October 2018**.

In accordance with the consultation requirements, please note that the relevant client contact for this project is:

Sam Werner
School Infrastructure NSW – Program Manager
sam.werner1@det.nsw.edu.au

All correspondence regarding provision of names and contact details of Aboriginal people who may hold cultural knowledge relevant to the study area should be provided in writing to:

Charlotte Allen
Biosis Pty Ltd
14, 17-17 Power Avenue
Alexandria NSW 2015
callen@biosis.com.au

If you have any queries regarding the Project please don't hesitate to contact me on the details below.

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'Charlotte Allen'.

Charlotte Allen
Field Archaeologist
02 9101 8712
0437 641 267
callen@biosis.com.au

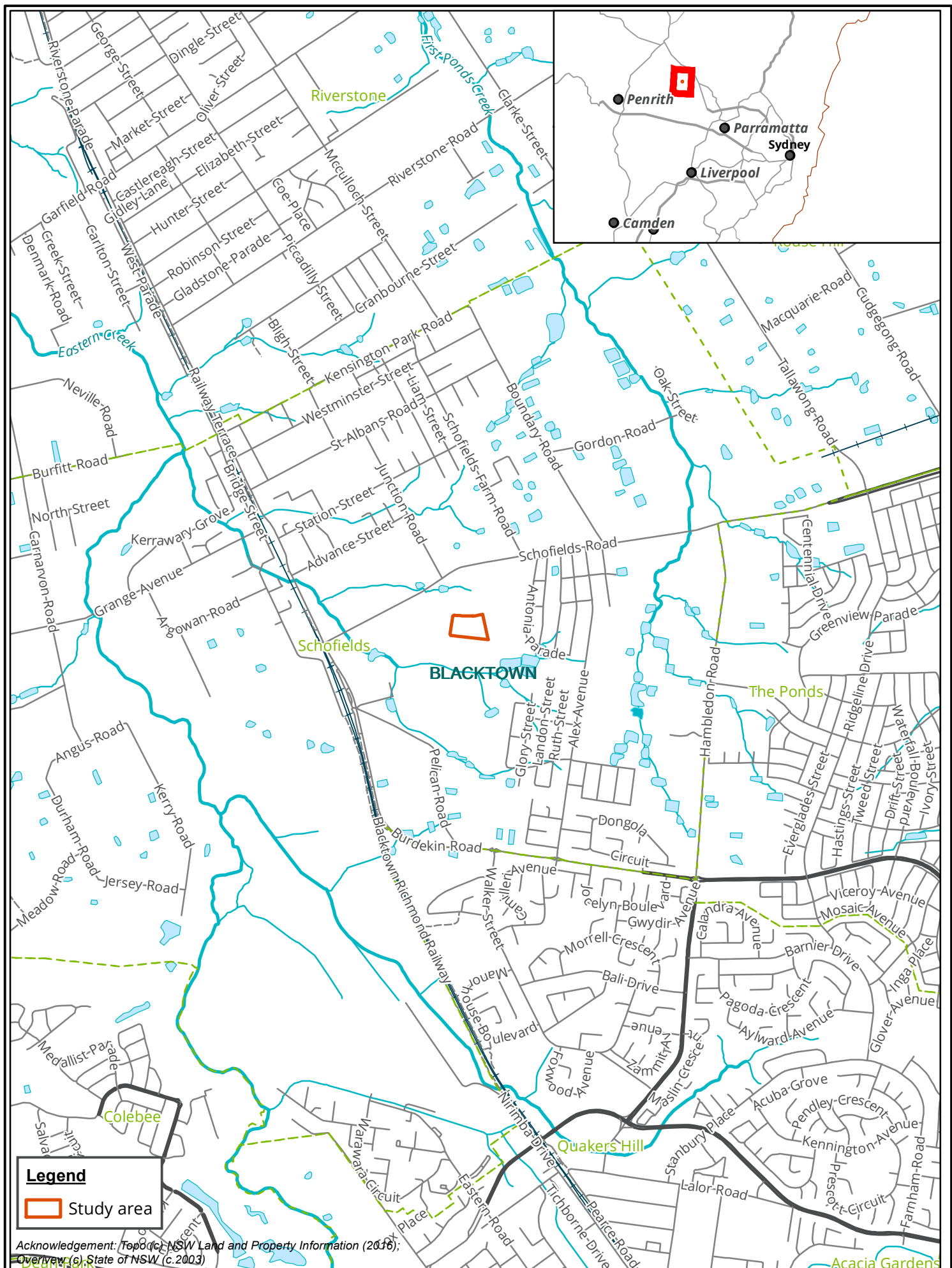
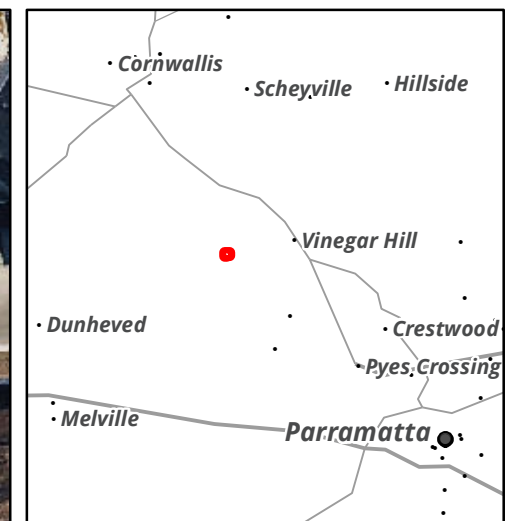


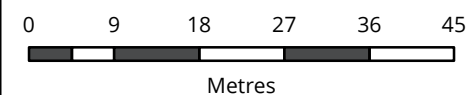
Figure 1: Location of the study area



Legend

 Study area

Figure 2: Study area detail



Scale: 1:800 @ A3
Coordinate System: GDA 1994 MGA Zone 55



Albury, Ballarat, Melbourne,
Sydney, Newcastle, Wangaratta & Wollongong

Matter: 27715,
Date: 14 September 2018,
Checked by: AV, Drawn by: DK, Last edited by: skumar
Location: P:\27700s\27715\Mapping\
27715_F2_ProjectArea.mxd

Best for Project

AUSTRALIA

SYDNEY | BRISBANE | CANBERRA | MELBOURNE | NEWCASTLE

NEW ZEALAND

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