

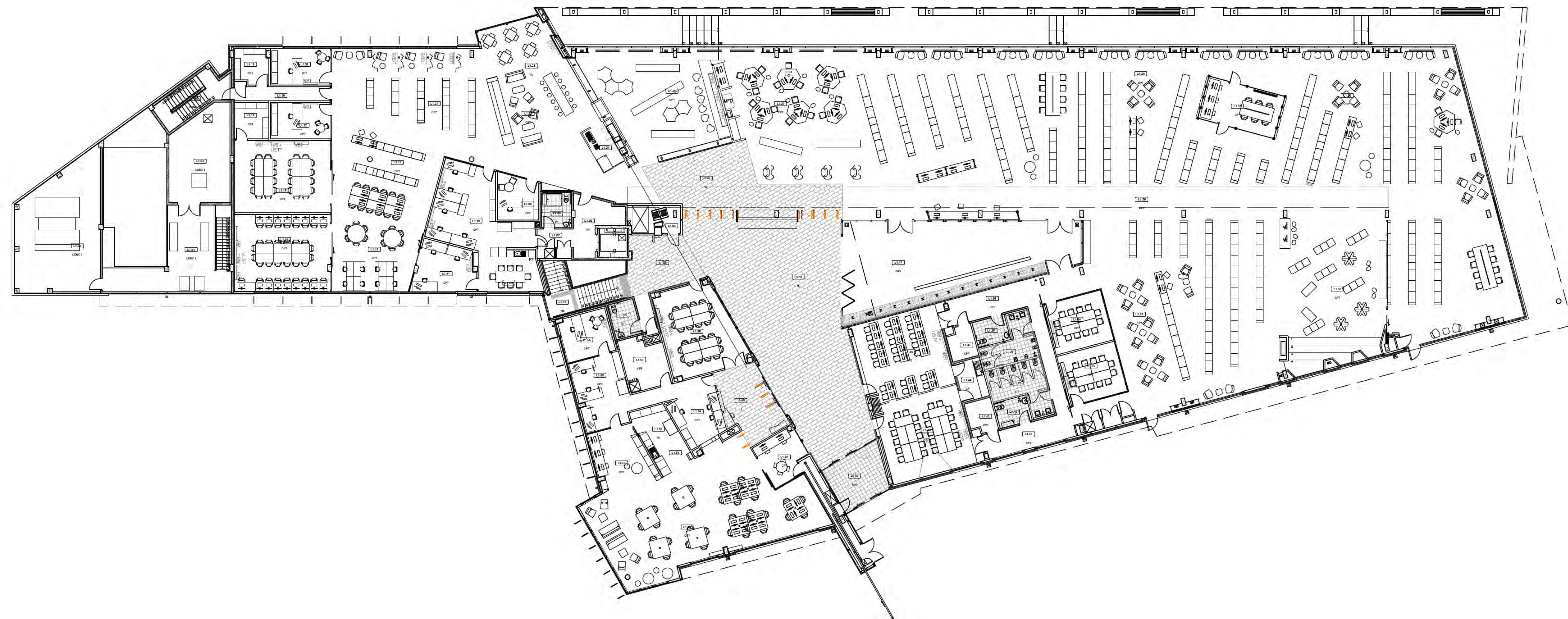
FLOOR PLAN -  
GROUND  
GUNGAHLIN COLLEGE +  
GUNGAHLIN LIBRARY

SCALE 1:200 @ A1 / 1:400 @ A3  
16.11.2022 NORTH



4203 SK102





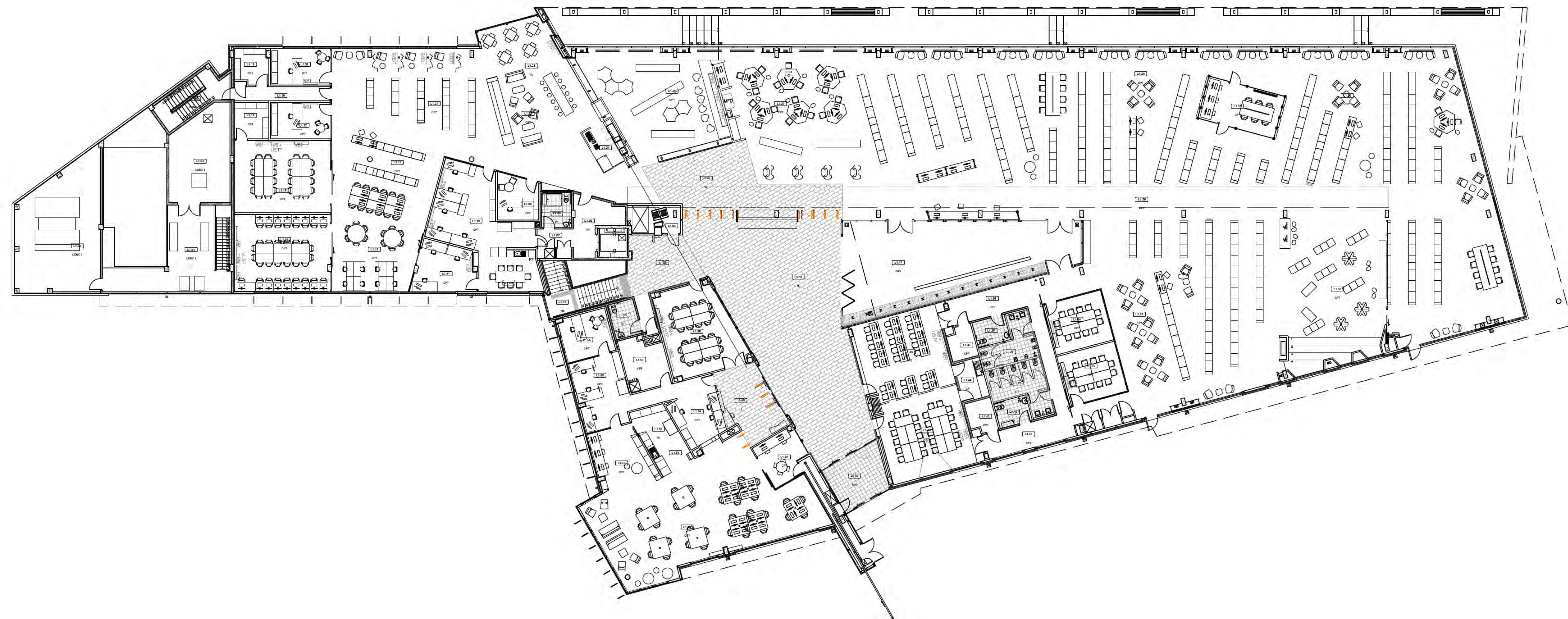
FLOOR PLAN -  
 GROUND  
 GUNGAHLIN COLLEGE +  
 GUNGAHLIN LIBRARY

SCALE 1:200 @ A1 / 1:400 @ A3  
 16.11.2022 NORTH



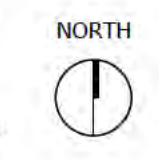
4203 SK102





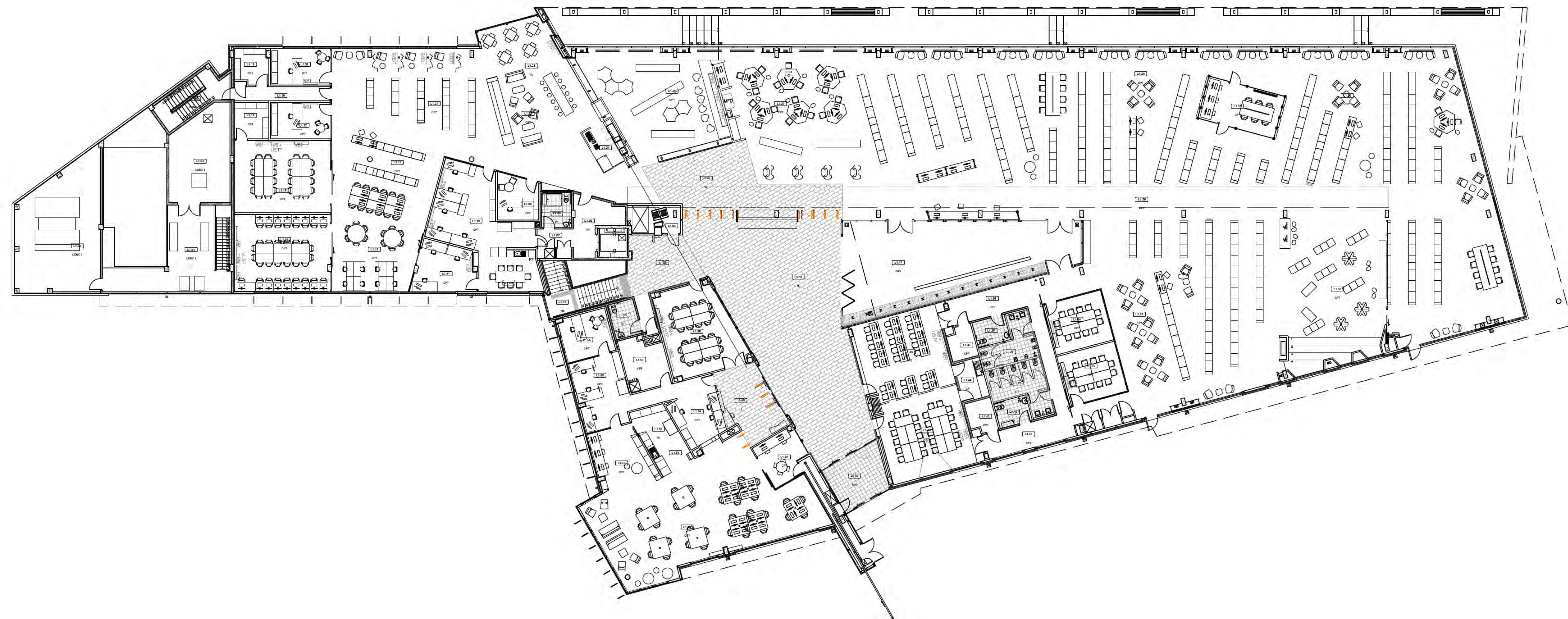
FLOOR PLAN -  
 GROUND  
 GUNGAHLIN COLLEGE +  
 GUNGAHLIN LIBRARY

SCALE 1:200 @ A1 / 1:400 @ A3  
 16.11.2022



4203 SK102





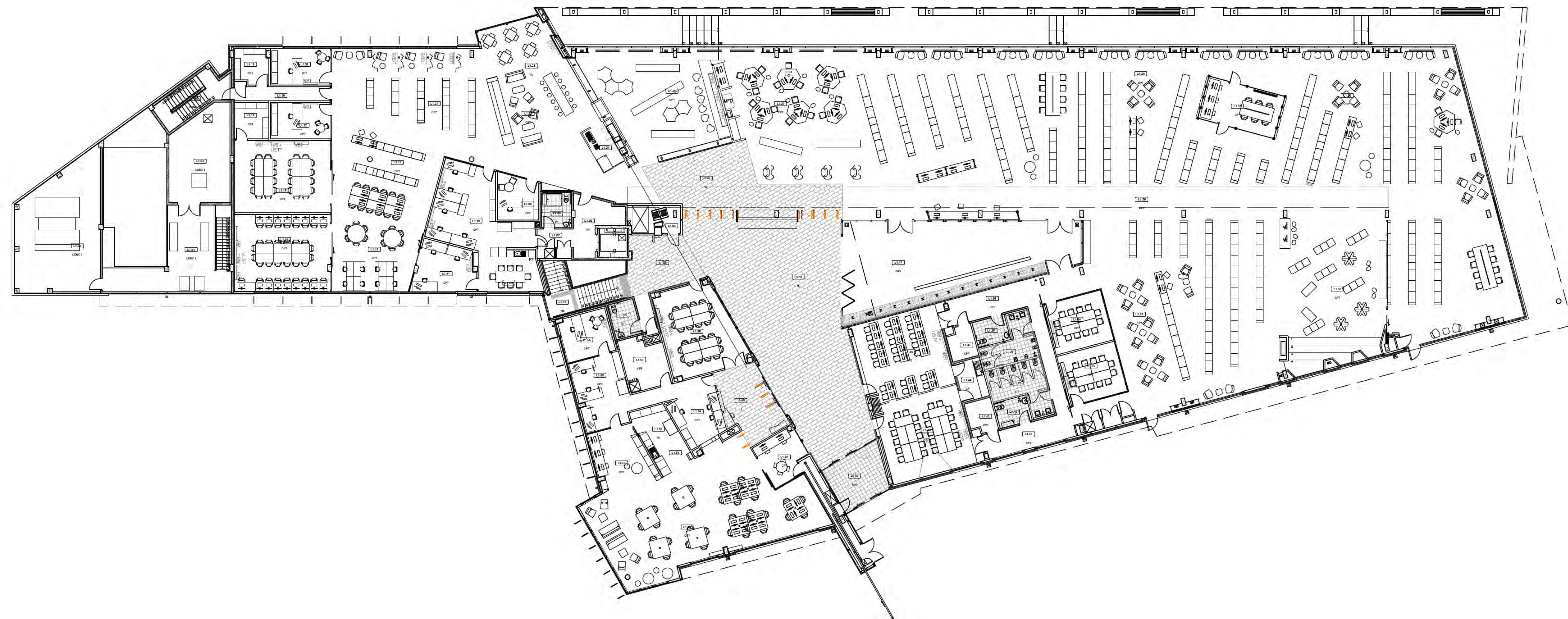
FLOOR PLAN -  
 GROUND  
 GUNGAHLIN COLLEGE +  
 GUNGAHLIN LIBRARY

SCALE 1:200 @ A1 / 1:400 @ A3  
 16.11.2022 NORTH



4203 SK102





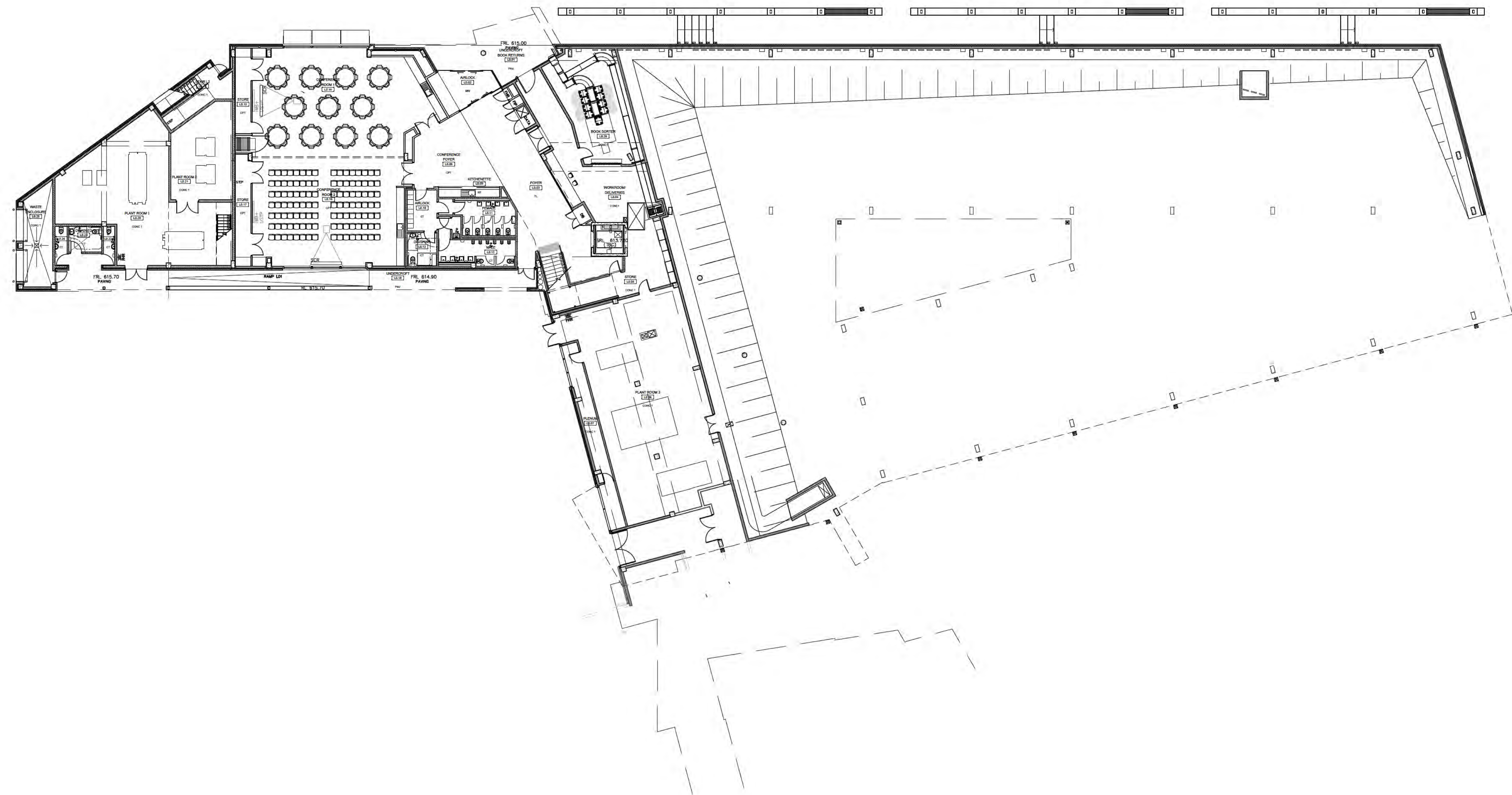
FLOOR PLAN -  
 GROUND  
 GUNGAHLIN COLLEGE +  
 GUNGAHLIN LIBRARY

SCALE 1:200 @ A1 / 1:400 @ A3  
 16.11.2022 NORTH



4203 SK102





FLOOR PLAN -  
 LOWER GROUND  
 GUNGAHLIN COLLEGE +  
 GUNGAHLIN LIBRARY

SCALE 1:200 @ A1 / 1:400 @ A3  
 16.11.2022

NORTH



4203 SK101



**Stewart, Eli**

**From:** Morton, Phillip  
**Sent:** Friday, 2 December 2022 1:58 PM  
**To:** Gerrard, Darren  
**Cc:** Slater, Amanda; Nakkan, John; Siebels, Natasha  
**Subject:** RE: Gungahlin Town Square - EDU use

Hi Darren,

Thanks for providing the below. If I have any questions ill reach out.

Regards,  
 Phill M

---

**From:** Gerrard, Darren <Darren.Gerrard@act.gov.au>  
**Sent:** Friday, 2 December 2022 12:54 PM  
**To:** Morton, Phillip <Phillip.Morton@act.gov.au>  
**Cc:** Slater, Amanda <Amanda.Slater@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>; Siebels, Natasha <Natasha.Siebels@act.gov.au>  
**Subject:** RE: Gungahlin Town Square - EDU use

Hi Phillip

Below is the initial information we would require, further information may be need once we are able to review your application.

Required Documentation	Description
Use of Public Place application form	The form provides details of the activity, such as date, time, organisation details Refer to: <a href="https://www.cityservices.act.gov.au/public-land/use/object-on-public-land">https://www.cityservices.act.gov.au/public-land/use/object-on-public-land</a>
Plan showing temporary structure / land use	The plan must accurately show the position of all objects and storage, including site fencing on public unleased land. This plan will be used to determine any fees applicable for the permit.
Risk Assessment Plan	This document must be comprehensive, covering all predictable hazards and control measures. There is no set format for this, however example templates is attached.
Public Liability Insurance	You must provide a current certificate of currency for \$20million (minimum) <b>** Note your Public Liability Insurance may not cover you should an incident occur, if you are occupying public land without a permit **</b>
Traffic Management Plan (TTM)	As your activity may impact on the surrounding roads/carparks or footpath networks in the area you will need to provide evidence of an approved temporary traffic management plan or an email stating that traffic management is not required by an authorised Roads ACT officer. For further information contact Roads ACT on 13 22 81, <a href="mailto:TCCS.TTM@act.gov.au">TCCS.TTM@act.gov.au</a> or visit: <a href="https://www.cityservices.act.gov.au/roads-and-paths/traffic/temporary-traffic-management">https://www.cityservices.act.gov.au/roads-and-paths/traffic/temporary-traffic-management</a>
Landscape Management and Protection plan (LMPP)	This plan must show how the verge will be protected during the construction period, including tree protection and be approved by Asset Acceptance within TCCS prior to land use submission. For further information contact Place Coordination on 6207 0019 or <a href="mailto:tccs.dcdevelopmentcoordination@act.gov.au">tccs.dcdevelopmentcoordination@act.gov.au</a>



Dilapidation Report

Shows onsite conditions prior to land occupation and be approved by Asset Acceptance within TCCS prior to land use submission. For further information contact Place Coordination on 6207 0019 or [tccs.dcdevelopmentcoordination@act.gov.au](mailto:tccs.dcdevelopmentcoordination@act.gov.au)

Regards

**Darren Gerrard | Assistant Director, L&C Licensing**

**P 02 62057245 | F 02 6207 5956**

**City Services | Transport Canberra and City Services Directorate | ACT Government**

480 Northbourne Avenue, Dickson 2602 | GPO Box 158 Canberra ACT 2601

[www.act.gov.au](http://www.act.gov.au) | [www.tccs.act.gov.au](http://www.tccs.act.gov.au) | [@tccs\\_act](https://twitter.com/tccs_act)



**Connected services for the people of Canberra**

---

**From:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>

**Sent:** Friday, 2 December 2022 12:19 PM

**To:** Gerrard, Darren <[Darren.Gerrard@act.gov.au](mailto:Darren.Gerrard@act.gov.au)>

**Cc:** Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>; Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>

**Subject:** Gungahlin Town Square - EDU use

Hi Darren,

Thanks for taking the time today to discuss the Education Directorate utilising a portion of the Gungahlin Town Square to accommodate transportable classrooms.

Understanding there is process to follow that would grant Education a permit to temporary use that land - noting the permits are granted for 3 years only.

Can you please send me the relevant documents/forms/guidelines that would allow us to commence the application process.

Regards,  
Phill M

Phill Morton | Assistant Director - Major Projects

Phone:+61 2 6207 6551 | MOB: 0447 734 021 | Email: [phillip.morton@act.gov.au](mailto:phillip.morton@act.gov.au)

Infrastructure and Capital Works | Education and Training | ACT Government

220 London Crt | GPO Box 158 Canberra ACT 2601 | [www.det.act.gov.au](http://www.det.act.gov.au)



**From:** [Matthews, David](#)  
**To:** [REDACTED] ([Australian Education Union ACT Branch](#))  
**Cc:** [REDACTED] [EDU, EGMSG](#); [Ackland, Daniel](#); [EDU, EBM P&P](#)  
**Subject:** RE: Sub-Branch Motion  
**Date:** Friday, 2 December 2022 3:57:53 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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OFFICIAL: Sensitive

[REDACTED],

Thank you for your email of 21 September 2022 about capacity concerns at Gungahlin College. I apologise for the delay in responding.

As you have noted measures such as modified timetabling and the shared Priority Enrolment Area with Dickson College have made a modest impact, however they are insufficient to manage the expected growth at the College in the next few years.

Feasibility and design work for a future second public college in the Gungahlin region has now commenced. This longer-term solution will ensure that all Gungahlin families can access a public college in their region.

In order to accommodate expected enrolments for next year, two spaces in the Gungahlin Library facility will be available to the College from 8am to 5pm every weekday from the beginning of term 1, 2023. An architect has also been engaged to provide advice on expanding the College library area within the public library footprint and provide designs for additional College staff accommodation.

In addition, work to install two modular learning units is underway, providing a total of four classrooms, on the corner of Hibberson and Gozzard Streets within the Gungahlin Town Park. These units will be available at the College in the short term and would be re-located to another school after the second public college in Gungahlin opens. While the aim is to have these units installed in time for term 2, 2023, there is still work to be done with Transport Canberra and City Services (the land custodians), and to ensure compliance with safety and access regulations. It is also being explored how existing spaces within the College could be modified according to the College's needs so that those learning spaces can be used more flexibly. This work includes modifying a science lab and mechatronics lab to provide better ergonomics for theory learning as well as creating space on two of the balconies on the southern side of the main building. Gungahlin College is a great public school, which students want to attend and where teachers want to work. I look forward to continuing to work with you to ensure the College meets the needs of its growing community into the future.

Regards

David Matthews

Executive Group Manager, Business Services Group

---

**From:** [REDACTED]@aeuact.org.au>  
**Sent:** Wednesday, 30 November 2022 10:15 AM  
**To:** Matthews, David <David.Matthews@act.gov.au>  
**Cc:** [REDACTED]@aeuact.org.au>; EDU, EGMSG  
 <EGMSG.EDU@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; EDU, EBM P&P  
 <ebmpp.edu@act.gov.au>  
**Subject:** RE: Sub-Branch Motion

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[Learn why this is important](#)



Hi David

I know it's been a while since we sent this one through and we haven't chased it up, but given recent media coverage it would be great if you can provide an update on capacity at Gungahlin.

Regards

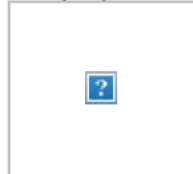


**Australian Education Union – ACT Branch**

Level 1, 71 Leichardt Street, Kingston ACT 2604

PO Box 3042, Manuka ACT 2603

Ph: (02) 6272 7900 | Mob: 041 959 7995



The Australian Education Union acknowledges the traditional owners of country throughout Australia and recognises their continuing connection to land, waters and community. We pay our respects to them and their cultures, and to elders both past and present.

**From:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>

**Sent:** Wednesday, 21 September 2022 4:07 PM

**To:** [Redacted] <[\[Redacted\]@aeuact.org.au](mailto:[Redacted]@aeuact.org.au)>

**Cc:** [Redacted] <[\[Redacted\]@aeuact.org.au](mailto:[Redacted]@aeuact.org.au)>; EDU, EGMBSG

<[EGMBSG.EDU@act.gov.au](mailto:EGMBSG.EDU@act.gov.au)>; Ackland, Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>; EDU, EBM P&P

<[ebmpp.edu@act.gov.au](mailto:ebmpp.edu@act.gov.au)>

**Subject:** RE: Sub-Branch Motion

OFFICIAL: Sensitive

Thanks [Redacted]

We have been actively working on this issue and should be able to provide an update next week.

Regards

David Matthews

**From:** [Redacted] <[\[Redacted\]@aeuact.org.au](mailto:[Redacted]@aeuact.org.au)>

**Sent:** Wednesday, 21 September 2022 2:26 PM

**To:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>

**Cc:** [Redacted] <[\[Redacted\]@aeuact.org.au](mailto:[Redacted]@aeuact.org.au)>

**Subject:** FW: Sub-Branch Motion

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[Learn why this is important](#)

Hi David

Our members at Gungahlin College have raised what appear to be some reasonable concerns about their capacity to manage their current number of enrolments.

I've included below a motion that was passed unanimously by the Gungahlin College sub-branch seeking that we take steps to have this matter addressed:

*Gungahlin College was built to accommodate 988 students, however, many years ago it was agreed to implement an ill-considered 'staged attendance profile and night school' which resulted in the college's student capacity being reassessed as 1288.*

*Whilst the night school 'initiative' has long since been abandoned, the 300 additional student capacity assessment has remained in force and this has left the college in dire circumstances with staff and students teaching and learning experience significantly compromised.*



*On a daily basis the college is experiencing ongoing capacity issues with the gym size, number of toilets, library size, number of Science labs and kitchen space.*

*The sub-branch notes that our leadership team have been in discussions about the rising student numbers for three years now, and that some consideration has been given to demountables as a potential stop-gap measure, however given the playing field is a teaching and learning space for PE classes, there is no suitably apparent space.*

*We have a shared facility with ACT public libraries which could facilitate additional staffroom and classroom spaces, however it is not known if ACT libraries could be relocated.*

*The college has now exhausted all strategies and avenues to fit students beyond 1200 into the current facility and for safety reasons require a solution.*

*The Gungahlin College sub-branch seeks support from the AEU office to address the unsustainable capacity pressures currently impacting teaching and learning at Gungahlin College.*

On the face of it, the proposed solution around the use of ACT Libraries spaces appears reasonable to me. Is this something that the Directorate has explored and, if not, is it something that you might consider exploring?

Happy to discuss



**Australian Education Union – ACT Branch**

Level 1, 71 Leichardt Street, Kingston ACT 2604  
PO Box 3042, Manuka ACT 2603  
Ph: (02) 6272 7900 | Mob: 041 959 7995



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**From:** [Redacted] <[\[Redacted\]@aeuact.org.au](mailto:[Redacted]@aeuact.org.au)>

**Sent:** Wednesday, 21 September 2022 1:14 PM

**To:** [Redacted] <[\[Redacted\]@aeuact.org.au](mailto:[Redacted]@aeuact.org.au)>

**Subject:** FW: Sub-Branch Motion



**Australian Education Union – ACT Branch**

**Join online:** <https://www.aeuact.org.au/join>

71 Leichhardt Street, Kingston ACT 2604  
PO Box 3042, Manuka ACT 2603  
Ph: (02) 6272 7900



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**From:** [Redacted] <[\[Redacted\]@aeuact.org.au](mailto:[Redacted]@aeuact.org.au)>



**Sent:** Wednesday, 21 September 2022 11:46 AM  
**To:** [REDACTED] <[REDACTED]@aeuact.org.au>  
**Subject:** Fwd: Sub-Branch Motion  
See below

Sent from my iPhone

Begin forwarded message:

**From:** [REDACTED] <[REDACTED]@ed.act.edu.au>  
**Date:** 21 September 2022 at 10:46:26 am AEST  
**To:** [REDACTED] <[REDACTED]@aeuact.org.au>  
**Cc:** [REDACTED] <[REDACTED]@ed.act.edu.au>, [REDACTED] <[REDACTED]@ed.act.edu.au>  
**Subject:** Sub-Branch Motion

OFFICIAL

Hi [REDACTED]

We held a sub-branch meeting yesterday at 3:00pm, the motion was carried unanimously.

The attendance, forwarder and seconder are in the attached document for the following motion.

Is this all you need?

Motion:

---

Gungahlin College was built to accommodate 988 students, however, many years ago it was agreed to implement an ill-considered 'staged attendance profile and night school' which resulted in the college's student capacity being reassessed as 1288.

Whilst the night school 'initiative' has long since been abandoned, the 300 additional student capacity assessment has remained in force and this has left the college in dire circumstances with staff and students teaching and learning experience significantly compromised.

On a daily basis the college is experiencing ongoing capacity issues with the gym size, number of toilets, library size, number of Science labs and kitchen space. The sub-branch notes that our leadership team have been in discussions about the rising student numbers for three years now, and that some consideration has been given to demountables as a potential stop-gap measure, however given the playing field is a teaching and learning space for PE classes, there is no suitably apparent space.

We have a shared facility with ACT public libraries which could facilitate additional staffroom and classroom spaces, however it is not known if ACT libraries could be relocated.

The college has now exhausted all strategies and avenues to fit students beyond 1200 into the current facility and for safety reasons require a solution.

The Gungahlin College sub-branch seeks support from the AEU office to address the unsustainable capacity pressures currently impacting teaching and learning at Gungahlin College.

---



[Redacted]  
|  
[\[Redacted\]@ed.act.edu.au](mailto: [Redacted]@ed.act.edu.au) |  
[www.gungahlincollege.act.edu.au](http://www.gungahlincollege.act.edu.au)  
Gungahlin College | Education  
Directorate | ACT Government

*I acknowledge the traditional  
custodians of the lands and waters  
where we live and work and pay my  
respects to elders past, present and  
future.*

---

**From:** [Redacted] [@ed.act.edu.au](mailto: [Redacted]@ed.act.edu.au)>  
**Sent:** Wednesday, 21 September 2022 10:37 AM  
**To:** [Redacted] [@ed.act.edu.au](mailto: [Redacted]@ed.act.edu.au)>  
**Cc:** [Redacted]  
**Subject:** Attendance at Meeting September 20  
OFFICIAL

Good morning [Redacted]  
Here is the attendance.  
Regards,

[Redacted]  
[Redacted]  
|  
[Redacted] [@ed.act.edu.au](mailto: [Redacted]@ed.act.edu.au) | [www.gungahlincollege.act.edu.au](http://www.gungahlincollege.act.edu.au)  
Gungahlin College | Education Directorate | ACT Government

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**Stewart, Ell**

---

**From:** Nakkan, John  
**Sent:** Monday, 5 December 2022 8:18 AM  
**To:** ICW EBM Office  
**Subject:** FW: Gungahlin library options

Hi Ell,

Can you please arrange a meeting this week with Jaci Ganendran and Vanessa Little to discuss 'Gungahlin Library options'. Vanessa's executive assistant is Flora Zhao.

Regards,

John Nakkan | Acting Executive Branch Manager  
 Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
 Infrastructure and Capital Works | Education | ACT Government  
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 Ngunnawal Country  
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---

**From:** Little, Vanessa <Vanessa.Little@act.gov.au>  
**Sent:** Friday, 2 December 2022 2:59 PM  
**To:** Nakkan, John <John.Nakkan@act.gov.au>  
**Cc:** Childs, Daniel <Daniel.Childs@act.gov.au>; Oldfield, MeghanK <MeghanK.Oldfield@cit.edu.au>; Ganendran, Jaci <Jaci.Ganendran@cit.edu.au>  
**Subject:** RE: Gungahlin library options

Yuma John

We do need to meet and discuss these as I believe there may be hybrid versions more suitable. I do have to laugh (ironically) that some options were discarded as they reduce the college library footprint – too bad about the community's library footprint.

I would prefer that we discussed options with CIT before I consider the offsite options as it seems to me there may be a way to keep our programs on site if the CIT Option B is selected, or a hybrid of options.

My feedback on each option

- A: Training rooms MUST be available to community after hours so they can access them from foyer  
Replacing the Library training rooms with two rooms at the top corner of the site is not acceptable to us, given the difficulties with air cond and sound
- B: Least impact on library and we will leave CIT to comment.
- C: This option is possibly one that could be a hybrid. The training rooms go to the College during school hours and a new room for the Library is created on the current café / media footprint. Another community room is constructed (possibility adjacent to the existing small meeting rooms?)
- D: This option is not supported for many reasons. Student movements around the children's area for one.
- E: Absolutely not supported. It takes one of our best marketing and access areas.
- F: Agree that this should be discounted.
- G: Seems not to be viable.

I look forward to meeting with you, [REDACTED] Jaci from CIT and Property Group next week  
 Vanessa



---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Friday, 2 December 2022 8:52 AM  
**To:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Subject:** Gungahlin library options

Hi Vanessa,

Please see attached Conrad's review of spaces at the Gungahlin shared site. I'd like to catch up next week to discuss but have looked in your calendar [REDACTED]. Please let me know if you have any opportunity for a chat once you have had a look at the document.

Also have you had a chance to examine the commercial accommodation options that I forwarded [REDACTED] [REDACTED]. Some of these may no longer be available, but if any are of interest to you, we could get the ACT Property Group to arrange an inspection. If these don't suit, I happy to further discuss your requirements and re-approach the market.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
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## Whyte, Charmaine

---

**From:** Nakkan, John  
**Sent:** Tuesday, 6 December 2022 8:46 AM  
**To:** Ganendran, Jaci  
**Subject:** Accommodation options for Gungahlin shared facility  
**Attachments:** 4303 20221124 GUNGAHLIN COLLEGE AND LIBRARY OPTIONS ANALYSIS R2.pdf

Hi Jaci,

Please see the options considerations for the shard facility prepared by the original architect for discussion this morning.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
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Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
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[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)



**Stewart, Eli**

---

**From:** Oldfield, MeghanK <MeghanK.Oldfield@cit.edu.au>  
**Sent:** Tuesday, 6 December 2022 9:17 AM  
**To:** Nakkan, John  
**Subject:** RE: Gungahlin off-site accommodation options

OFFICIAL

Thanks very much

---

**From:** Nakkan, John <John.Nakkan@act.gov.au>  
**Sent:** Monday, 5 December 2022 5:28 PM  
**To:** Oldfield, MeghanK <MeghanK.Oldfield@cit.edu.au>  
**Subject:** RE: Gungahlin off-site accommodation options

Thanks for your response Meghan.

I provided a similar but different list to Libraries ACT and at Vanessa's suggestion am meeting with her and Jaci tomorrow to discuss both sets of properties. I hope to be arranging site visits for later in the week if possible.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
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Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>  
**Sent:** Monday, 5 December 2022 5:18 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>; Andersen, JosephineM <[JosephineM.Andersen@cit.edu.au](mailto:JosephineM.Andersen@cit.edu.au)>; Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>; Neiberding, CraigX <[CraigX.Neiberding@cit.edu.au](mailto:CraigX.Neiberding@cit.edu.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; Pirani, Yuka <[Yuka.Pirani@cit.edu.au](mailto:Yuka.Pirani@cit.edu.au)>  
**Subject:** FW: Gungahlin off-site accommodation options

OFFICIAL

Hi John

Thanks for sending these through. It's probably best if we can arrange a time to visit the sites to be sure our comments on suitability are as accurate as possible. I'd be keen to go as well as Jo Anderson and/or our lead in Gungahlin, Michelle Clark.

From what we have understood from the ads, the Hinder Street property has most similarities to the attributes we would consider suitable, but I think we will need to have a look to give the best feedback. Some items for discussion could include how to best advertise CIT in this multi-use space, how to ensure safety/security for staff and students, how to ensure students with extra needs can be accommodated, etc.

The other two properties are not optimal with regard to location, but happy to have a look at them to best assess and provide a more fulsome feedback.

Thanks  
Meghan

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Thursday, 1 December 2022 8:14 AM  
**To:** Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>  
**Cc:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** Gungahlin off-site accommodation options

Hi Jaci, Meghan,

The ACT Property Group has undertaken an assessment of the relevant commercial tenancies that are available in the Gungahlin Town Centre to temporarily relocate some CIT programs while expansion works to Gungahlin College are undertaken. Please see the attached spreadsheet with links to the property information for your review.

As we have discussed, Education will fund the lease cost for the duration of the temporary relocation. We will also fund any fit out, signage, communications costs or other reasonable expenses associated with the arrangement.

I'd like to hear your thoughts on the suitability of this type of accommodation and am happy to arrange site visits for any that you think might be able to accommodate your program.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

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**Butler, Erin**

---

**From:** Attridge, Vanessa  
**Sent:** Tuesday, 6 December 2022 3:18 PM  
**To:** Das, Sean  
**Subject:** RE: Summary of agreement - Gungahlin College

OFFICIAL

All good, sorry I missed you too – had to get back to join a Department of Infrastructure meeting late.

---

**From:** Das, Sean <Sean.Das@act.gov.au>  
**Sent:** Tuesday, 6 December 2022 3:17 PM  
**To:** Attridge, Vanessa <VanessaS.Attridge@act.gov.au>  
**Subject:** RE: Summary of agreement - Gungahlin College

OFFICIAL

Hi Vanessa – sorry didn't get to chat to you today at the lunch – was going to come around and say hi didn't realise you were going to leave before me!

--

Let's see how the model versus actual enrolments hold up – last couple of years they've been somewhat lower than projection...

---

**From:** Attridge, Vanessa <[VanessaS.Attridge@act.gov.au](mailto:VanessaS.Attridge@act.gov.au)>  
**Sent:** Tuesday, 6 December 2022 2:39 PM  
**To:** Das, Sean <[Sean.Das@act.gov.au](mailto:Sean.Das@act.gov.au)>  
**Subject:** FW: Summary of agreement - Gungahlin College

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FYI. Not all spaces may be needed depending on actual enrolments.

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**Sent:** Tuesday, 6 December 2022 2:37 PM  
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**Subject:** FW: Summary of agreement - Gungahlin College

OFFICIAL

FYI only.

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**Cc:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; EDU, EGMBBSG <[EGMBBSG.EDU@act.gov.au](mailto:EGMBBSG.EDU@act.gov.au)>  
**Subject:** RE: Summary of agreement - Gungahlin College

## OFFICIAL

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I appreciate, while challenging, that everyone has worked co-operatively to ensure the operational requirements of the College, Library and CIT can all be met for 2023.

I look forward to further progression of the below.

Regards  
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## OFFICIAL

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John Nakkan | Acting Executive Branch Manager  
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Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)



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OFFICIAL

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**Subject:** RE: Summary of agreement - Gungahlin College

OFFICIAL

Thank you for that summary Vanessa.  
Noting of course that the CIT relocation depends on the availability of a suitable space.

Kind Regards

*Jaci*

**Jaci Ganendran**

Director Business Digitalisation

Canberra Institute of Technology

Tel: +(61) 02 62059782 | Email: [jaci.ganendran@cit.edu.au](mailto:jaci.ganendran@cit.edu.au)

Address: CIT Reid, Room E151a, 37 Constitution Avenue, Reid, Canberra | GPO 826, Canberra 2601

CRICOS No. 00001K

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**To:** Childs, Daniel (ACTGOV) <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>  
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**Subject:** Summary of agreement - Gungahlin College

OFFICIAL

Yuma Daniel and Meghan

The following items were agreed with John and Jaci this morning.

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  - All spaces to revert to original uses and agencies in 2027/28
  - Reinforce the shared intent of the building (not a college asset for them to decide on uses)

John or Jaci please let me know if there is anything missing (or wrong)

Regards  
Vanessa

**Vanessa Little** | Executive Branch Manager, Libraries ACT

Phone: 02 6207 6695 | Email: [vanessa.little@act.gov.au](mailto:vanessa.little@act.gov.au)

**Libraries ACT** | Territory and Business Services | Transport Canberra and City Services ACT Government

Level 3, 480 Northbourne Avenue, Dickson ACT 2602 | GPO Box 158, Canberra ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

(*Yuma* – Hello; *Djan yimaba* – Thank you; *Yara* – Goodbye in **Ngunnawal**)

**Currently reading:** *The Winter Dress* by Lauren Chater

**Currently listening:** Don't look away by Danielle Laidley




I acknowledge the Traditional Custodians of the ACT, the Ngunnawal people. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

Artwork "Relationships" by Lynnice Letty Church

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**Sent:** Tuesday, 6 December 2022 5:41 PM  
**To:** Matthews, David <David.Matthews@act.gov.au>; Haire, Katy <Katy.Haire@act.gov.au>; Attridge, Vanessa <VanessaS.Attridge@act.gov.au>  
**Cc:** Nakkan, John <John.Nakkan@act.gov.au>; EDU, EGMB SG <EGMB SG.EDU@act.gov.au>; EDU, Director-General Office <EDUDirectorGeneralOffice@act.gov.au>  
**Subject:** RE: Summary of agreement - Gungahlin College

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Noted - thanks

---

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*Jaci*

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Director Business Digitalisation

**Canberra Institute of Technology**

**Tel:** +(61) 02 62059782 | **Email:** [jaci.ganendran@cit.edu.au](mailto:jaci.ganendran@cit.edu.au)

**Address:** CIT Reid, Room E151a, 37 Constitution Avenue, Reid, Canberra | GPO 826, Canberra 2601

CRICOS No. 00001K

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**Libraries ACT** | Territory and Business Services | Transport Canberra and City Services ACT Government

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**Currenty listening:** Don't look away by Danielle Laidley



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Artwork "Relationships" by Lynnice Letty Church

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**Stewart, Eli**

---

**From:** Nakkan, John  
**Sent:** Tuesday, 6 December 2022 6:16 PM  
**To:** Morton, Phillip  
**Cc:** Slater, Amanda; McCarthy, David; ICW EBM Office  
**Subject:** FW: Summary of agreement - Gungahlin College

OFFICIAL

Phil,

Current status with Libraries ACT and CIT options below.

In terms of building works at the shared site, we can continue to pursue a design solution to move the café to outside the courtyard. Should CIT be happy to move out we would need to do a refit of their tenancy within their space, but this should only be minor.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
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**Sent:** Tuesday, 6 December 2022 1:29 PM  
**To:** Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>; Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>; Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>; Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>  
**Cc:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; EDU, EGMBMSG <[EGMBMSG.EDU@act.gov.au](mailto:EGMBMSG.EDU@act.gov.au)>  
**Subject:** RE: Summary of agreement - Gungahlin College

OFFICIAL

Dear all,

I concur with Vanessa's summary and Jaci's note about confirming suitable accommodation. I also wish to add that the Education Directorate will be funding the cost of relocation and reasonable fit-out of any leased premises to provide no less amenity than present. EDU will also fund the lease costs for the initial term of any lease and any agreed building modification works to the shared facility.

The current enrolment forecast for the college indicates that we are likely to require 6 learning spaces for 2023 (2 spaces in shared facility, 4 in transportables). The transportable spaces will not be available for the start of the year and the college is juggling timetables and temporary spaces to cope until the transportable classrooms are available. These arrangements, once in place, should also hold for 2024 and provide us with the capacity to undertake some disruptive works within the college during 2023.

At this stage it looks like a further 2 to 4 spaces will be needed for 2025 and we are working on the internal modifications to the college building to accommodate at least 2 of these spaces, however we may need additional transportables at that time. A lot of this depends on non-infrastructure solutions being managed by the college.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>  
**Sent:** Tuesday, 6 December 2022 11:43 AM  
**To:** Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>; Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>; Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>  
**Cc:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>  
**Subject:** RE: Summary of agreement - Gungahlin College

OFFICIAL

Thank you Vanessa and Jaci.

Jaci is correct that CIT is amenable to a full relocation, but only if there is a suitable space identified with all costs covered by EDU.

John, can you please provide clarity for me on exactly how many additional classes you project you will need. Both for D1T1 2023 and for D1T2 2023 and beyond (5-7 years). How much of this space can be accommodated within Gungahlin College and how much of this space will need to be within the CIT/Library envelope?

Thanks  
Meghan

---

**From:** Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>  
**Sent:** Tuesday, 6 December 2022 11:19 AM  
**To:** Little, Vanessa (ACTGOV) <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>; Childs, Daniel (ACTGOV) <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>  
**Cc:** Nakkan, John (ACTGOV) <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Subject:** RE: Summary of agreement - Gungahlin College

OFFICIAL

Thank you for that summary Vanessa.  
Noting of course that the CIT relocation depends on the availability of a suitable space.

**Kind Regards**

*Jaci*

**Jaci Ganendran**  
Director Business Digitalisation

Canberra Institute of Technology



Tel: +(61) 02 62059782 | Email: [jaci.ganendran@cit.edu.au](mailto:jaci.ganendran@cit.edu.au)  
 Address: CIT Reid, Room E151a, 37 Constitution Avenue, Reid, Canberra | GPO 826, Canberra 2601  
 CRICOS No. 00001K

**From:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Sent:** Tuesday, 6 December 2022 11:17 AM  
**To:** Childs, Daniel (ACTGOV) <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>  
**Cc:** Nakkan, John (ACTGOV) <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>  
**Subject:** Summary of agreement - Gungahlin College

**OFFICIAL**

Yuma Daniel and Meghan

The following items were agreed with John and Jaci this morning.

- EDU will use the two training rooms in the library as college learning spaces for Term 1 2023
- Libraries ACT will investigate an offsite facility for community uses during the day for Term 1 2023. PG has provided options for review.
- CIT will look at options for a complete relocation from Term 2 2023. Options have been identified by PG.
- From Term 2 2023 EDU will modify and use the CIT space as learning spaces
- Discussions will occur between EDU and Libraries ACT in the new year regarding a medium-term option for college learning spaces in case of growth beyond current projections. This will ensure that interruption to the community will be once and not twice.
- The preferred option to enable learning spaces for growth in the college is to create a community learning space from the current café space and provide one (for discussion) current training room for the College.
- Vanessa will develop a list of items to go into a written agreement about these matters to ensure that the intent of these discussions are captured beyond the individuals making the agreement. EG
  - All spaces to revert to original uses and agencies in 2027/28
  - Reinforce the shared intent of the building (not a college asset for them to decide on uses)

John or Jaci please let me know if there is anything missing (or wrong)

Regards  
 Vanessa

**Vanessa Little** | Executive Branch Manager, Libraries ACT  
 Phone: 02 6207 6695 | Email: [vanessa.little@act.gov.au](mailto:vanessa.little@act.gov.au)  
**Libraries ACT** | Territory and Business Services | Transport Canberra and City Services ACT  
 Government  
 Level 3, 480 Northbourne Avenue, Dickson ACT 2602 | GPO Box 158, Canberra ACT 2601 |  
[www.act.gov.au](http://www.act.gov.au)

(*Yuma* – Hello; *Djan yimaba* – Thank you; *Yara* – Goodbye in **Ngunnawal**)

**Currently reading:** *The Winter Dress* by Lauren Chater  
**Currenty listening:** *Don't look away* by Danielle Laidley



I acknowledge the Traditional Custodians of the ACT, the Ngunnawal people. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

Artwork "Relationships" by Lynnice Letty Church

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This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.  
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**Whyte, Charmaine**

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**From:** Morton, Phillip  
**Sent:** Wednesday, 7 December 2022 3:04 PM  
**To:** Nakkan, John  
**Cc:** Slater, Amanda; McCarthy, David; ICW EBM Office; Blom, Dylan  
**Subject:** RE: Gungahlin Town Square - EDU use - transportable buildings

OFFICIAL: Sensitive

Hi John,

I've spoken to TCCS re the below. Confirming we can provide several plans within our application for a permit that shows additional transportable locations.

It would be beneficial to do this now otherwise we would need to make an amendment to our application if we go down the path of installing additional transportables.

Regards,  
Phill M

---

**From:** Morton, Phillip  
**Sent:** Wednesday, 7 December 2022 9:02 AM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>; McCarthy, David <[David.McCarthy@act.gov.au](mailto:David.McCarthy@act.gov.au)>; ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** RE: Gungahlin Town Square - EDU use - transportable buildings

OFFICIAL: Sensitive

Hi John,

Thanks for providing the clarity in your previous email – the agreements in place are noted.

I will reach out to TCCS today and ask if our application for a permit can include several plans and a pre-approval for additional transportables if and when we require them.

Regards,  
Phill M

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Tuesday, 6 December 2022 6:06 PM  
**To:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Cc:** Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>; McCarthy, David <[David.McCarthy@act.gov.au](mailto:David.McCarthy@act.gov.au)>; ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** RE: Gungahlin Town Square - EDU use - transportable buildings

OFFICIAL: Sensitive

Hi Phil,

Great initiative, my discussions with TCCS Place Management were around 2 units, however if we could place 4 units while retaining the bulk of the green space, we should try.

I would only like to site 2 units there initially and wait to see how demand and the other measures pan out during the first half of 2023. Do you think we can ask for 2 now and pre-approval for up to another 2? Part of my reasoning is my uncertainty around the increase in student numbers but also, I don't want to create the impression with Libraries ACT/CIT that we don't need their help as I think its best we get their support now rather than in 2-3 years' time.

I'll send you a separate email about my discussions today with CIT and Libraries ACT.

Regards,

John Nakkan | Acting Executive Branch Manager  
 Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
 Infrastructure and Capital Works | Education | ACT Government  
 Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
 Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Sent:** Tuesday, 6 December 2022 3:24 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>; McCarthy, David <[David.McCarthy@act.gov.au](mailto:David.McCarthy@act.gov.au)>  
**Subject:** Gungahlin Town Square - EDU use - transportable buildings

Hi John,

█ has agreed to undertake the below tasks ( within their current fee agreement) that would grant Education a permit to temporary use the town square.

█ will need to provide a plan showing the locations of the transportable buildings. I recall in our previous discussions that we may require 3 transportables and not 2. Given we now have in principal agreement to use the land should we consider the application to include the third transportable or do we go all in now and site 4? █ and I looked at the site today and it could accommodate 4. I was also considering if you and your counterpart only agreed to 2?

If there is no agreement in place and given we need to undertake the below I think we now have an opportunity to consider and act on the future needs.

What are your thoughts?

Regards,  
 Phill M

Required Documentation	Description
Use of Public Place application form	The form provides details of the activity, such as date, time, organisation details Refer to: <a href="https://www.cityservices.act.gov.au/public-land/use/object-on-public-land">https://www.cityservices.act.gov.au/public-land/use/object-on-public-land</a>
Plan showing temporary structure / land use	The plan must accurately show the position of all objects and storage, including site fencing on public unleased land. This plan will be used to determine any fees applicable for the permit.



Risk Assessment Plan	This document must be comprehensive, covering all predictable hazards and control measures. There is no set format for this, however example templates is attached.
Public Liability Insurance	You must provide a current certificate of currency for \$20million (minimum) <b>** Note your Public Liability Insurance may not cover you should an incident occur, if you are occupying public land without a permit **</b>
Traffic Management Plan (TTM)	As your activity may impact on the surrounding roads/carparks or footpath networks in the area you will need to provide evidence of an approved temporary traffic management plan or an email stating that traffic management is not required by an authorised Roads ACT officer. For further information contact Roads ACT on 13 22 81, <a href="mailto:TCCS.TTM@act.gov.au">TCCS.TTM@act.gov.au</a> or visit: <a href="https://www.cityservices.act.gov.au/roads-and-paths/traffic/temporary-traffic-management">https://www.cityservices.act.gov.au/roads-and-paths/traffic/temporary-traffic-management</a>
Landscape Management and Protection plan (LMPP)	This plan must show how the verge will be protected during the construction period, including tree protection and be approved by Asset Acceptance within TCCS prior to land use submission. For further information contact Place Coordination on 6207 0019 or <a href="mailto:tccs.dcdevelopmentcoordination@act.gov.au">tccs.dcdevelopmentcoordination@act.gov.au</a>
Dilapidation Report	Shows onsite conditions prior to land occupation and be approved by Asset Acceptance within TCCS prior to land use submission. For further information contact Place Coordination on 6207 0019 or <a href="mailto:tccs.dcdevelopmentcoordination@act.gov.au">tccs.dcdevelopmentcoordination@act.gov.au</a>

**Stewart, Eli**

---

**From:** Nakkan, John  
**Sent:** Tuesday, 13 December 2022 9:28 AM  
**To:** Wales, PhillipB; ACTPG Leasing  
**Cc:** Rastogi, Aditya  
**Subject:** RE: Accommodation request form

OFFICIAL

Thanks, I've asked for some dates and will let you know.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>  
**Sent:** Tuesday, 13 December 2022 8:56 AM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; ACTPG Leasing <[ACTPGLeasing@act.gov.au](mailto:ACTPGLeasing@act.gov.au)>  
**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** RE: Accommodation request form

OFFICIAL

24 hours should do it. It really depends on how keen the agent is

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Tuesday, 13 December 2022 8:54 AM  
**To:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; ACTPG Leasing <[ACTPGLeasing@act.gov.au](mailto:ACTPGLeasing@act.gov.au)>  
**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** RE: Accommodation request form

OFFICIAL

They said that they were going to contact you following our meeting last Tuesday.

How much notice would you require to arrange some inspections?

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country

---

**From:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>  
**Sent:** Tuesday, 13 December 2022 8:24 AM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; ACTPG Leasing <[ACTPGLeasing@act.gov.au](mailto:ACTPGLeasing@act.gov.au)>  
**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** RE: Accommodation request form

OFFICIAL

Not as this stage John

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Tuesday, 13 December 2022 8:23 AM  
**To:** ACTPG Leasing <[ACTPGLeasing@act.gov.au](mailto:ACTPGLeasing@act.gov.au)>  
**Cc:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** RE: Accommodation request form

OFFICIAL

Hi all,

Can you please let me know whether Libraries ACT or CIT Gungahlin have contacted you about these site visits?

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
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Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Nakkan, John  
**Sent:** Tuesday, 6 December 2022 10:42 AM  
**To:** ACTPG Leasing <[ACTPGLeasing@act.gov.au](mailto:ACTPGLeasing@act.gov.au)>  
**Cc:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** RE: Accommodation request form

OFFICIAL

Hi all,

I met with CIT and Libraries ACT this morning and they are interested in viewing a number of the properties that you have provided in both sweeps, plus the Fussell Lane option.

Vanessa Little from Libraries ACT and either Meghan Oldfield or Michelle Clark will be contacting you to arrange times.

Regards,



John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
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Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Snell, Esther <[Esther.Snell@act.gov.au](mailto:Esther.Snell@act.gov.au)> **On Behalf Of** ACTPG Leasing  
**Sent:** Tuesday, 6 December 2022 8:11 AM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** RE: Accommodation request form

OFFICIAL

Great to hear, I am well thank you.

The area can be split up indeed.

Please let me know if we could be of further assistance following the meeting.

Many thanks,

**Esther Snell**  
**Leasing and Tenant Occupancy Manager**  
**P 02 6207 2989 | M 0466 517 590 | [actpgleasing@act.gov.au](mailto:actpgleasing@act.gov.au)**  
**ACT Property Group** | Chief Minister, Treasury and Economic  
Development Directorate | **ACT Government**  
255 Canberra Avenue, Fyshwick ACT 2609 | GPO Box 777 Fyshwick  
ACT 2609 | [www.economicdevelopment.act.gov.au](http://www.economicdevelopment.act.gov.au) |  
[www.act.gov.au](http://www.act.gov.au)  
*Please note my work days are Monday, Tuesday and Wednesday.*

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Monday, 5 December 2022 5:11 PM  
**To:** ACTPG Leasing <[ACTPGLeasing@act.gov.au](mailto:ACTPGLeasing@act.gov.au)>  
**Cc:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** RE: Accommodation request form

OFFICIAL

Hi Esther,

Good to hear from you, I'm doing well thanks and I trust all is good with you?

Thanks for sending this over, at 800 sqm it's a little larger than we need, but if it could be split up, then we're interested.

I am meeting with CIT and Libraries ACT tomorrow to discuss options. I am hoping that there may be a request following tomorrow's meeting for some site visits and will let you know as soon as I know.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Snell, Esther <[Esther.Snell@act.gov.au](mailto:Esther.Snell@act.gov.au)> **On Behalf Of** ACTPG Leasing  
**Sent:** Monday, 5 December 2022 3:53 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** RE: Accommodation request form

OFFICIAL

Hi John,

Hope you have been well.

In addition to the attached market sweep, we have just received an off-market opportunity that may suit your requirements.

The property is in a central Gungahlin location on Level 2. The remainder of the building is occupied by Services Australia and Crown Institute of Higher Education Australia.

There are fit out works currently undertaken at the premises with expected completion date Q2 in 2023. At this stage, we have not received information on rental rates, however the agent expressed their interest in negotiations.

Please let me know if this could be of interest.

Many thanks,

**Esther Snell**  
**Leasing and Tenant Occupancy Manager**  
**P 02 6207 2989 | M 0466 517 590 | [actpgleasing@act.gov.au](mailto:actpgleasing@act.gov.au)**  
**ACT Property Group** | Chief Minister, Treasury and Economic  
Development Directorate | **ACT Government**  
255 Canberra Avenue, Fyshwick ACT 2609 | GPO Box 777 Fyshwick  
ACT 2609 | [www.economicdevelopment.act.gov.au](http://www.economicdevelopment.act.gov.au) |  
[www.act.gov.au](http://www.act.gov.au)  
*Please note my work days are Monday, Tuesday and Wednesday.*

---

**From:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Sent:** Tuesday, 29 November 2022 11:50 AM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; ACTPG Leasing <[ACTPGLeasing@act.gov.au](mailto:ACTPGLeasing@act.gov.au)>  
**Subject:** FW: Accommodation request form

OFFICIAL

Hi John,

Please see attached market sweep.

There are limited options available on the market that suit the requirements.

Kind regards,  
Aditya

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>

**Sent:** Monday, 21 November 2022 3:13 PM

**To:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>; ACTPG Leasing <[ACTPGLeasing@act.gov.au](mailto:ACTPGLeasing@act.gov.au)>

**Subject:** RE: Accommodation request form

OFFICIAL

Thanks Phil, Adi,

I have shared with Libraries ACT and sought a response next week when Vanessa returns [REDACTED]

As discussed with Phil last week, can you please also undertake a market sweep for a larger facility to house one of the CIT programs as attached.

Regards,

John Nakkan | Acting Executive Branch Manager

Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)

Infrastructure and Capital Works | Education | ACT Government

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---

**From:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>

**Sent:** Wednesday, 9 November 2022 10:25 AM

**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>

**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>

**Subject:** FW: Accommodation request form

OFFICIAL

Hi John,

Results of the market sweep attached. Please let us know how you would like to proceed.

Regards,

Phil.

---

**From:** Snell, Esther <[Esther.Snell@act.gov.au](mailto:Esther.Snell@act.gov.au)> **On Behalf Of** ACTPG Leasing

**Sent:** Wednesday, 9 November 2022 9:31 AM

**To:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>

**Cc:** Liu, Ting <[Ting.Liu@act.gov.au](mailto:Ting.Liu@act.gov.au)>; Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>

**Subject:** RE: Accommodation request form

OFFICIAL



Hi Phil,

Please see attached market sweep in response to John Nakkans below lease enquiry.

Many thanks,  
Esther

---

**From:** Liu, Ting <[Ting.Liu@act.gov.au](mailto:Ting.Liu@act.gov.au)>  
**Sent:** Tuesday, 8 November 2022 2:43 PM  
**To:** ACTPG Leasing <[ACTPGLeasing@act.gov.au](mailto:ACTPGLeasing@act.gov.au)>; Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** RE: Accommodation request form

OFFICIAL

Hi Esther,

Please see the attached spreadsheet for your reference.

I left the Finance part blank in the form as I have not received any details regarding this.

Last Friday, Adi requested me to do a search for commercial rental spaces in Gungahlin area.

[@Rastogi, Aditya](mailto:Aditya.Rastogi@act.gov.au) Could you please kindly let me know if your request is the same as below? If not, I will prepare another list for you.

Thank you,  
Ting

---

**From:** Snell, Esther <[Esther.Snell@act.gov.au](mailto:Esther.Snell@act.gov.au)> **On Behalf Of** ACTPG Leasing  
**Sent:** Tuesday, 8 November 2022 12:33 PM  
**To:** Liu, Ting <[Ting.Liu@act.gov.au](mailto:Ting.Liu@act.gov.au)>  
**Subject:** FW: Accommodation request form

OFFICIAL

Hi Ting,

Can you please do a market sweep for this request? Please use Grace's template and reach out if you have any questions/concerns.

Many thanks,  
Esther

---

**From:** Nakkans, John <[John.Nakkans@act.gov.au](mailto:John.Nakkans@act.gov.au)>  
**Sent:** Thursday, 3 November 2022 8:23 AM  
**To:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>; ACTPG Leasing <[ACTPGLeasing@act.gov.au](mailto:ACTPGLeasing@act.gov.au)>  
**Cc:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** RE: Accommodation request form

OFFICIAL

Hi Phil, Adi,

Please see an accommodation request form attached seeking a space in Gungahlin Town Centre to temporarily house a Libraries ACT activity while we create more space in the College.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
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Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>  
**Sent:** Tuesday, 1 November 2022 3:44 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** Accommodation request form

OFFICIAL

Hi John,

As discussed.

Kind regards,

Phil.

Philip Wales  
Senior Director  
Customer Relationship and Lease Management  
ACT Property Group  
T. 6207 7214 M. 0481 919 359  
255 Canberra Avenue, Fyshwick ACT 2609  
If you have feedback for ACT Property Group services, please email [actpgfeedback@act.gov.au](mailto:actpgfeedback@act.gov.au)  
For repairs and maintenance related matters, please contact the Response Centre: [actpg@act.gov.au](mailto:actpg@act.gov.au)

The Response Centre, ph. 6213 0700, operates 24 x 7

## Leasing Enquiry Form

### Directorate / Agency Details

Directorate / Agency:	Education
Business Unit:	Infrastructure and Capital Works
<b>Requested by</b>	
Name and Designation	John Nakkan A/Executive Branch Manager
Email and Contact number	<a href="mailto:John.nakkan@act.gov.au">John.nakkan@act.gov.au</a> 0466 015 922


### Space Requirement

S No	Particulars	Details
1	Type of Facility  Please elaborate on the details of the space required such as office, storage, parking and support amenities required.	1 x large learning space and accommodation for 24 workstations. Est. 100 m <sup>2</sup> 1 x breakout learning space. Est. 30 m <sup>2</sup> Office space for 3-4 staff. Est 50 m <sup>2</sup> Kitchen and meals area. Est 20 m <sup>2</sup> Toilets
2	Area (sqm)	See above, upwards of 220 m <sup>2</sup>
3	Floor Preference	Ground preferred but not essential
4	Public Access – Yes / No	Yes
5	Preferred Location	Close to Gungahlin Library
6	Preferred Lease Start date	March 2023
7	Tenure (Years)	6 to 9 months

Please confirm the funding/budget availability for the premises to be leased by ACT Property Group on behalf of the Territory.

Funding / Budget Approved (Yes/No) –

Request signed and approved by the delegate:

Delegate Name	John Nakkan
Delegate Signature	
Date	21 November 2023

Please send the completed requisition to [actpgleasing@act.gov.au](mailto:actpgleasing@act.gov.au)



**Stewart, Eli**

---

**From:** Little, Vanessa  
**Sent:** Wednesday, 14 December 2022 7:21 PM  
**To:** Childs, Daniel; Nakkan, John; Oldfield, MeghanK; Matthews, David; Ganendran, Jaci  
**Cc:** ICW EBM Office; EDU, EGMBSG  
**Subject:** Re: Summary of agreement - Gungahlin College

OFFICIAL

OFFICIAL

We have viewed the options and I have a report to review tomorrow. I should be able to get back to you late tomorrow John. [REDACTED] library staff have made this the highest priority [REDACTED]. I will discuss my list of topics for discussion with Daniel tomorrow.

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---

**From:** Childs, Daniel <Daniel.Childs@act.gov.au>  
**Sent:** Wednesday, December 14, 2022 5:43:01 PM  
**To:** Nakkan, John <John.Nakkan@act.gov.au>; Oldfield, MeghanK <MeghanK.Oldfield@cit.edu.au>; Matthews, David <David.Matthews@act.gov.au>; Ganendran, Jaci <Jaci.Ganendran@cit.edu.au>; Little, Vanessa <Vanessa.Little@act.gov.au>  
**Cc:** ICW EBM Office <ICWEBMOffice@act.gov.au>; EDU, EGMBSG <EGMBSG.EDU@act.gov.au>  
**Subject:** RE: Summary of agreement - Gungahlin College

OFFICIAL

Thanks John – Vanessa and I are catching up tomorrow so we will discuss then.

Daniel

---

**From:** Nakkan, John <John.Nakkan@act.gov.au>  
**Sent:** Wednesday, 14 December 2022 5:37 PM  
**To:** Childs, Daniel <Daniel.Childs@act.gov.au>; Oldfield, MeghanK <MeghanK.Oldfield@cit.edu.au>; Matthews, David <David.Matthews@act.gov.au>; Ganendran, Jaci <Jaci.Ganendran@cit.edu.au>; Little, Vanessa <Vanessa.Little@act.gov.au>  
**Cc:** ICW EBM Office <ICWEBMOffice@act.gov.au>; EDU, EGMBSG <EGMBSG.EDU@act.gov.au>  
**Subject:** RE: Summary of agreement - Gungahlin College

OFFICIAL

Hi Daniel,

I'm just waiting on confirmation on the list of preferred commercial sites for the temporary library space so I can book in the site inspections.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)

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Ngunnawal Country  
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---

**From:** Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>  
**Sent:** Wednesday, 14 December 2022 8:55 AM  
**To:** Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>; Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>; Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; EDU, EGMBMSG <[EGMBMSG.EDU@act.gov.au](mailto:EGMBMSG.EDU@act.gov.au)>  
**Subject:** RE: Summary of agreement - Gungahlin College

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Thanks also John – are you waiting on anything from TCCS?


---

**From:** Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>  
**Sent:** Monday, 12 December 2022 4:52 PM  
**To:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>; Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>; Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>; Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; EDU, EGMBMSG <[EGMBMSG.EDU@act.gov.au](mailto:EGMBMSG.EDU@act.gov.au)>  
**Subject:** Re: Summary of agreement - Gungahlin College

OFFICIAL

Thanks for the clarification John. That's very helpful

Have I missed an invite to see the commercial spaces from CIT perspective?

So you know John, staff here get the first week of Jan off too. 

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---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Monday, December 12, 2022 3:51:36 PM  
**To:** Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; Matthews, David (ACTGOV) <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>; Little, Vanessa (ACTGOV) <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>; Childs, Daniel (ACTGOV) <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>  
**Cc:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; EDU, EGMBMSG <[EGMBMSG.EDU@act.gov.au](mailto:EGMBMSG.EDU@act.gov.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>  
**Subject:** RE: Summary of agreement - Gungahlin College

OFFICIAL

Hi Meghan,

Education's need is for two learning spaces in the shared facility for 2023. Whether these are CIT spaces or Library spaces for the whole year is not determined as yet. This will largely depend on the suitability of the commercial spaces currently being reviewed by CIT and Libraries ACT with the ACT Property Group.

Based on current enrolment projects and with the expectation that the transportable classrooms are successful, we would not require additional space until 2025. By mid 2024 we should have a better idea of enrolment trends and the ability to further expand within the college building or on the block or potentially place further demand on the shared facility.

Regards,

John Nakkan | Acting Executive Branch Manager  
 Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
 Infrastructure and Capital Works | Education | ACT Government  
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 Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>  
**Sent:** Monday, 12 December 2022 2:21 PM  
**To:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>; Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>; Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>  
**Cc:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; EDU, EGMBMSG <[EGMBMSG.EDU@act.gov.au](mailto:EGMBMSG.EDU@act.gov.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>  
**Subject:** RE: Summary of agreement - Gungahlin College

OFFICIAL

Thanks for that further detail John. It's very helpful.

Am I reading it correctly that the use of CIT's current space, as it stands now, would not be required for 2023 or 2024?

---

**From:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>  
**Sent:** Tuesday, 6 December 2022 2:36 PM  
**To:** Nakkan, John (ACTGOV) <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>; Little, Vanessa (ACTGOV) <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>; Childs, Daniel (ACTGOV) <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>  
**Cc:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; EDU, EGMBMSG <[EGMBMSG.EDU@act.gov.au](mailto:EGMBMSG.EDU@act.gov.au)>  
**Subject:** RE: Summary of agreement - Gungahlin College

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Thank you everyone for your work on this.

I appreciate, while challenging, that everyone has worked co-operatively to ensure the operational requirements of the College, Library and CIT can all be met for 2023.

I look forward to further progression of the below.

Regards  
 David Matthews

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Tuesday, 6 December 2022 1:29 PM  
**To:** Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>; Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>; Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>; Matthews, David



<[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>

Cc: ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; EDU, EGMSG <[EGMSG.EDU@act.gov.au](mailto:EGMSG.EDU@act.gov.au)>

Subject: RE: Summary of agreement - Gungahlin College

OFFICIAL

Dear all,

I concur with Vanessa's summary and Jaci's note about confirming suitable accommodation. I also wish to add that the Education Directorate will be funding the cost of relocation and reasonable fit-out of any leased premises to provide no less amenity than present. EDU will also fund the lease costs for the initial term of any lease and any agreed building modification works to the shared facility.

The current enrolment forecast for the college indicates that we are likely to require 6 learning spaces for 2023 (2 spaces in shared facility, 4 in transportables). The transportable spaces will not be available for the start of the year and the college is juggling timetables and temporary spaces to cope until the transportable classrooms are available. These arrangements, once in place, should also hold for 2024 and provide us with the capacity to undertake some disruptive works within the college during 2023.

At this stage it looks like a further 2 to 4 spaces will be needed for 2025 and we are working on the internal modifications to the college building to accommodate at least 2 of these spaces, however we may need additional transportables at that time. A lot of this depends on non-infrastructure solutions being managed by the college.

Regards,

John Nakkan | Acting Executive Branch Manager

Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)

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[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>

**Sent:** Tuesday, 6 December 2022 11:43 AM

**To:** Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>; Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>; Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>

**Cc:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>

**Subject:** RE: Summary of agreement - Gungahlin College

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Thank you Vanessa and Jaci.

Jaci is correct that CIT is amenable to a full relocation, but only if there is a suitable space identified with all costs covered by EDU.

John, can you please provide clarity for me on exactly how many additional classes you project you will need. Both for D1T1 2023 and for D1T2 2023 and beyond (5-7 years). How much of this space can be accommodated within Gungahlin College and how much of this space will need to be within the CIT/Library envelope?

Thanks  
Meghan

**From:** Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>  
**Sent:** Tuesday, 6 December 2022 11:19 AM  
**To:** Little, Vanessa (ACTGOV) <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>; Childs, Daniel (ACTGOV) <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>  
**Cc:** Nakkan, John (ACTGOV) <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Subject:** RE: Summary of agreement - Gungahlin College

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Thank you for that summary Vanessa.  
 Noting of course that the CIT relocation depends on the availability of a suitable space.

Kind Regards

*Jaci*

**Jaci Ganendran**

Director Business Digitalisation

Canberra Institute of Technology

Tel: +(61) 02 62059782 | Email: [jaci.ganendran@cit.edu.au](mailto:jaci.ganendran@cit.edu.au)

Address: CIT Reid, Room E151a, 37 Constitution Avenue, Reid, Canberra | GPO 826, Canberra 2601

CRICOS No. 00001K

---

**From:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Sent:** Tuesday, 6 December 2022 11:17 AM  
**To:** Childs, Daniel (ACTGOV) <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>  
**Cc:** Nakkan, John (ACTGOV) <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>  
**Subject:** Summary of agreement - Gungahlin College

OFFICIAL

Yuma Daniel and Meghan

The following items were agreed with John and Jaci this morning.

- EDU will use the two training rooms in the library as college learning spaces for Term 1 2023
- Libraries ACT will investigate an offsite facility for community uses during the day for Term 1 2023. PG has provided options for review.
- CIT will look at options for a complete relocation from Term 2 2023. Options have been identified by PG.
- From Term 2 2023 EDU will modify and use the CIT space as learning spaces
- Discussions will occur between EDU and Libraries ACT in the new year regarding a medium-term option for college learning spaces in case of growth beyond current projections. This will ensure that interruption to the community will be once and not twice.
- The preferred option to enable learning spaces for growth in the college is to create a community learning space from the current café space and provide one (for discussion) current training room for the College.
- Vanessa will develop a list of items to go into a written agreement about these matters to ensure that the intent of these discussions are captured beyond the individuals making the agreement. EG
  - All spaces to revert to original uses and agencies in 2027/28
  - Reinforce the shared intent of the building (not a college asset for them to decide on uses)

John or Jaci please let me know if there is anything missing (or wrong)

Regards

Vanessa

**Vanessa Little** | Executive Branch Manager, Libraries ACT

Phone: 02 6207 6695 | Email: [vanessa.little@act.gov.au](mailto:vanessa.little@act.gov.au)

**Libraries ACT | Territory and Business Services | Transport Canberra and City Services ACT Government**

Level 3, 480 Northbourne Avenue, Dickson ACT 2602 | GPO Box 158, Canberra ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

(*Yuma* – Hello; *Djan yimaba* – Thank you; *Yara* – Goodbye in **Ngunnawal**)

**Currently reading:** *The Winter Dress* by Lauren Chater

**Currenty listening:** Don't look away by Danielle Laidley



I acknowledge the Traditional Custodians of the ACT, the Ngunnawal people. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

Artwork "Relationships" by Lynnice Letty Church

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**Stewart, Eli**

---

**From:** Morton, Phillip  
**Sent:** Thursday, 15 December 2022 11:08 AM  
**To:** Nakkam, John  
**Cc:** Slater, Amanda; Blom, Dylan; McCarthy, David  
**Subject:** Gungahlin College Library Scope  
**Attachments:** 4303 20221124 GUNGAHLIN COLLEGE AND LIBRARY OPTIONS ANALYSIS R2.pdf

UNOFFICIAL

Hi John,

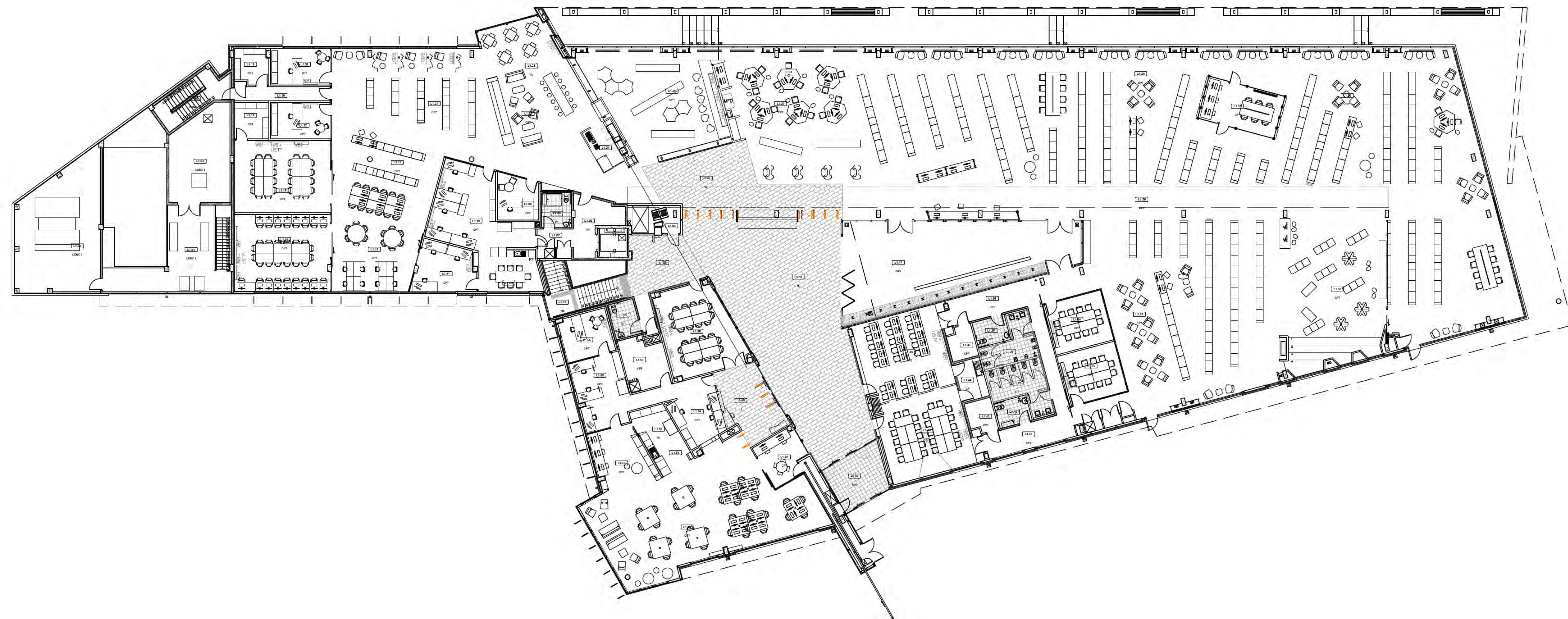
I'm finalising the PCAM and scope for Gungahlin College. I would like confirmation of what aspects of the Library works are to be included within the available funding ( \$4.021M)

Am I funding the whole scope in the attached or just some elements. The low hanging fruit ( and the agreed best early options) is opportunity C and D and will be included.

Should I include opportunity B ( CIT space) given we are yet to identify a space to relocate CIT - and we don't know the timing of the move. Is this something we can hold off on?

Regards,  
Phill M





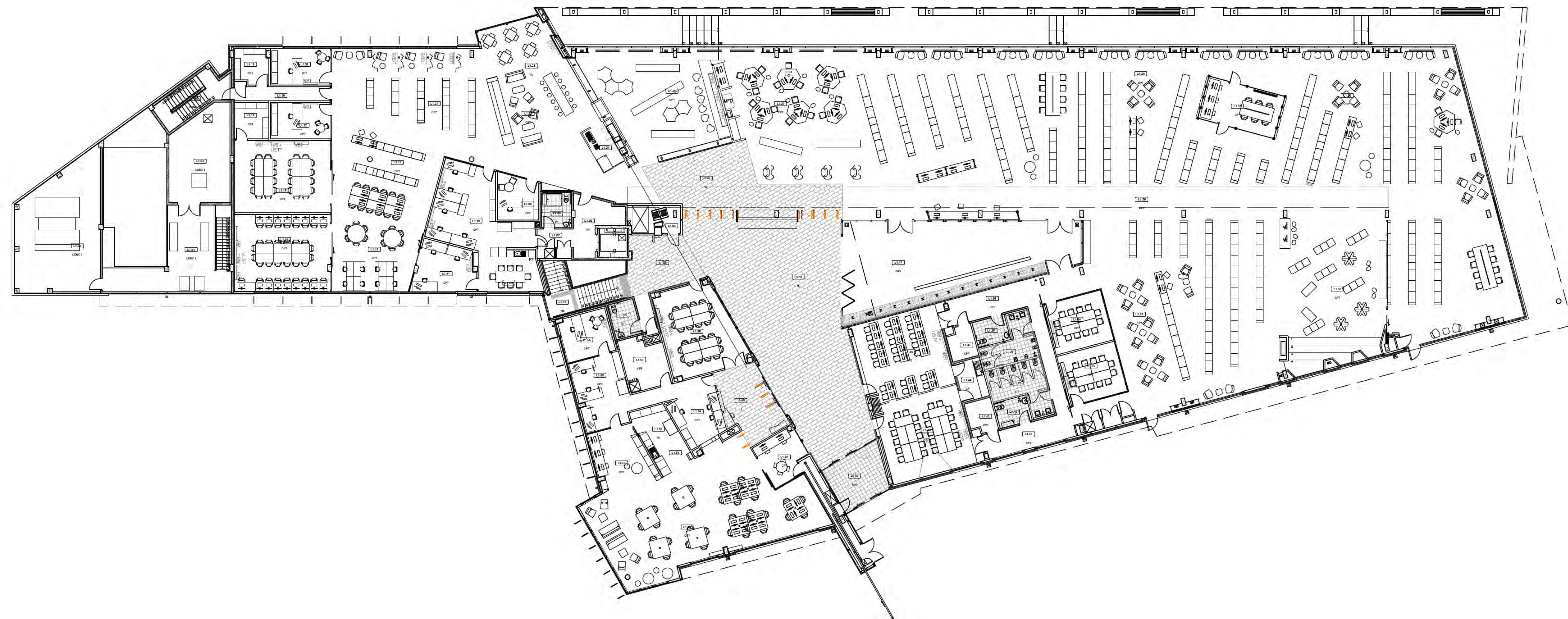
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 GROUND  
 GUNGAHLIN COLLEGE +  
 GUNGAHLIN LIBRARY

SCALE 1:200 @ A1 / 1:400 @ A3  
 16.11.2022 NORTH



4203 SK102





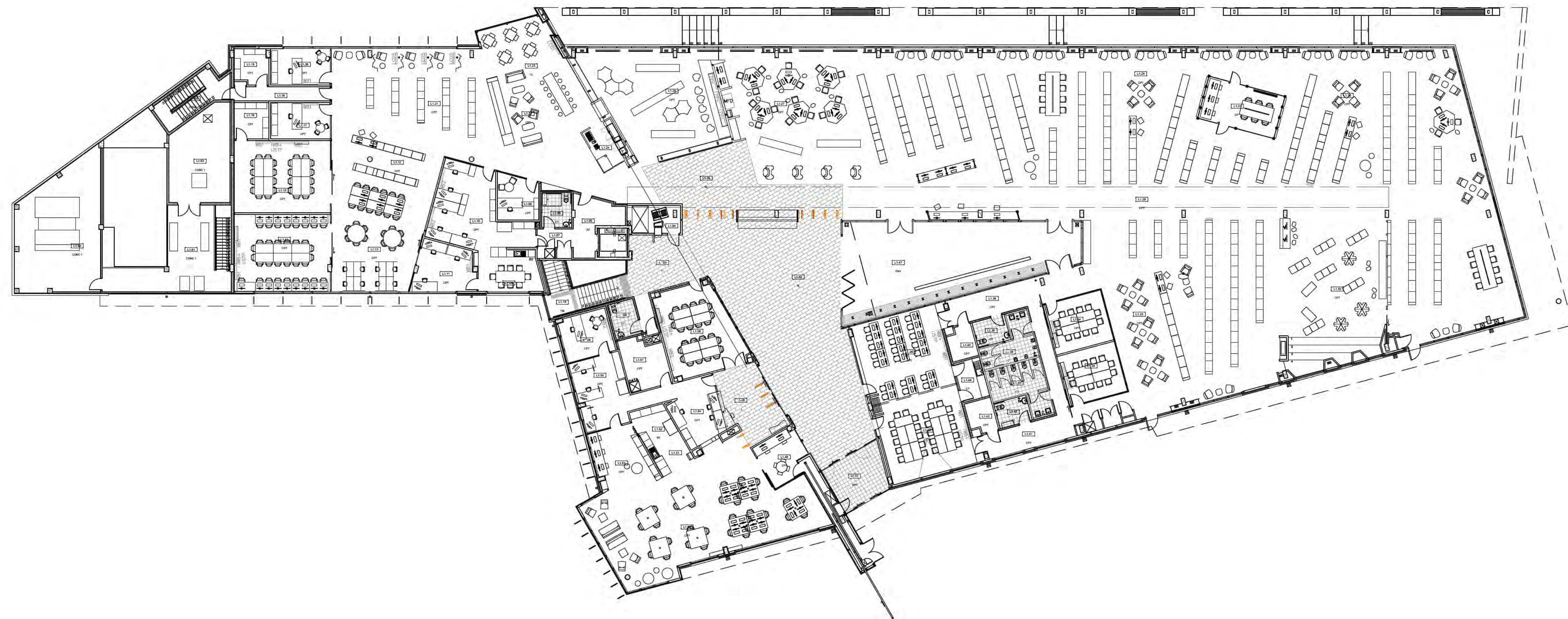
FLOOR PLAN -  
GROUND  
GUNGAHLIN COLLEGE +  
GUNGAHLIN LIBRARY

SCALE 1:200 @ A1 / 1:400 @ A3  
16.11.2022 NORTH



4203 SK102





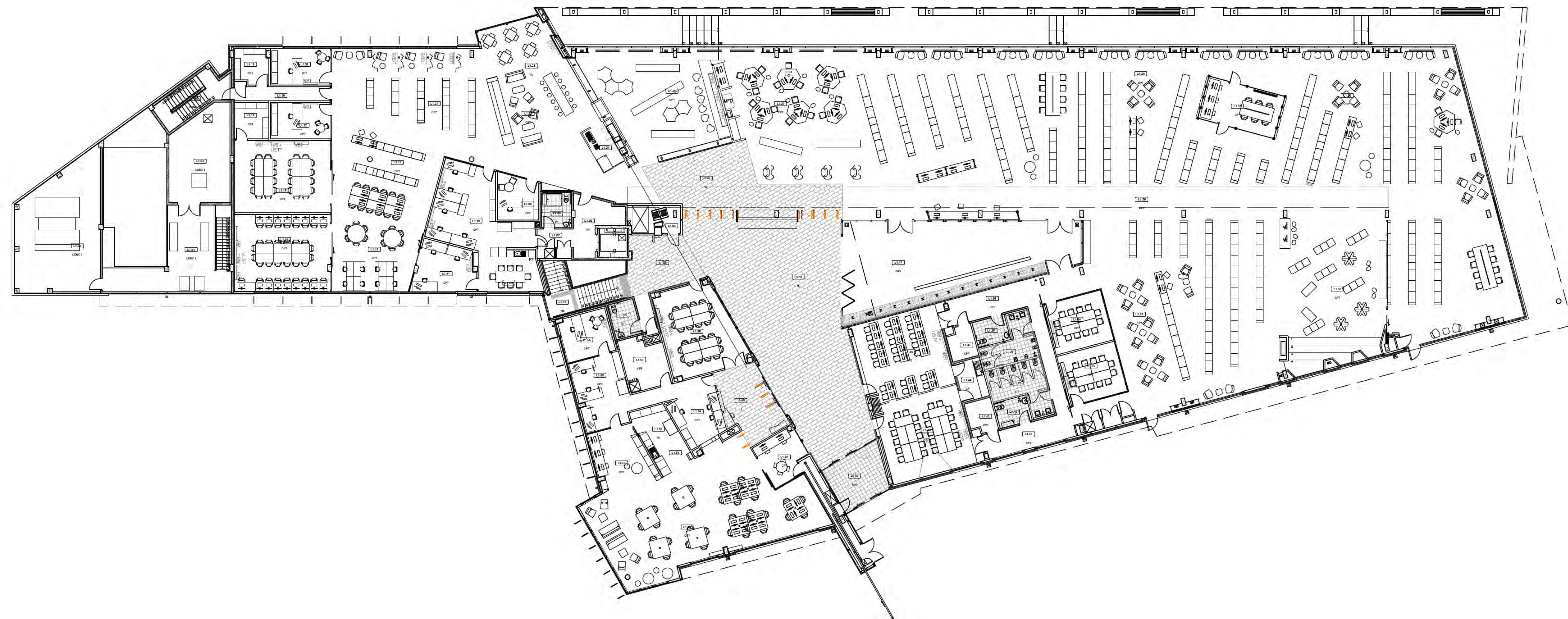
FLOOR PLAN -  
GROUND  
GUNGAHLIN COLLEGE +  
GUNGAHLIN LIBRARY

SCALE 1:200 @ A1 / 1:400 @ A3  
16.11.2022 NORTH



4203 SK102





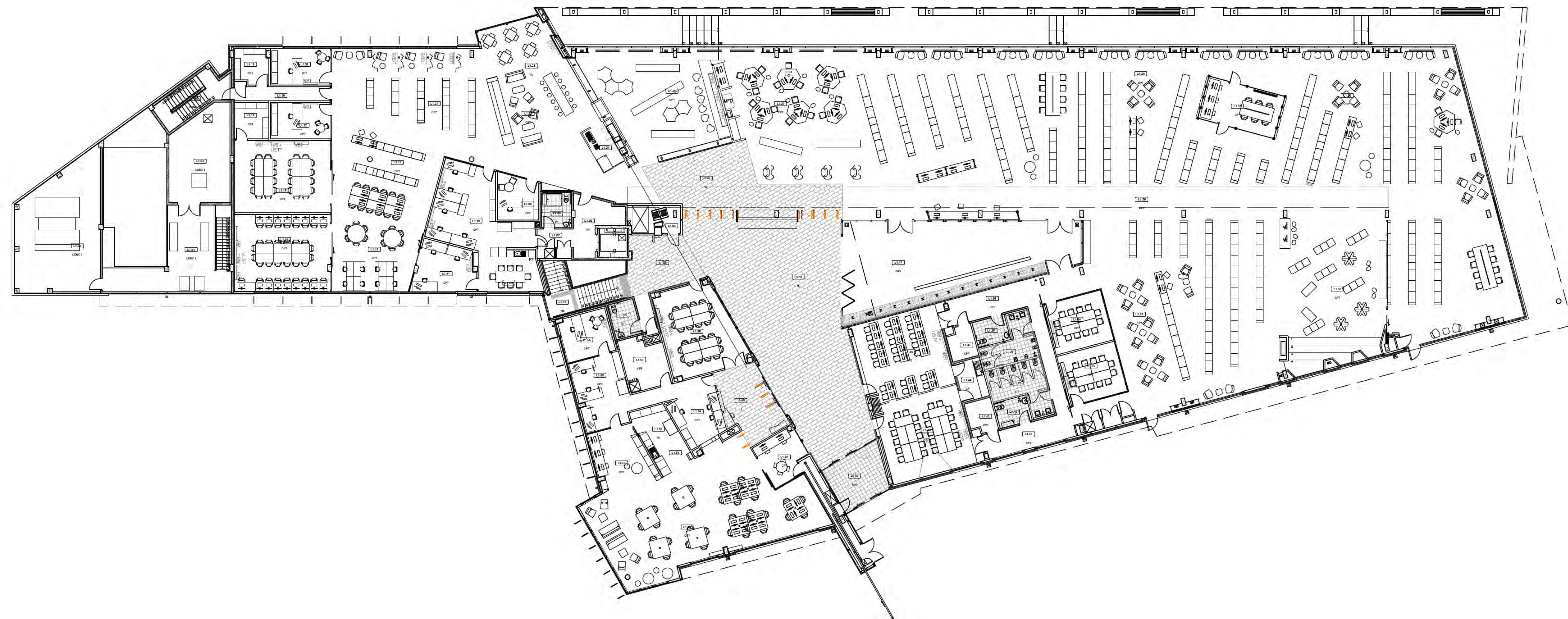
FLOOR PLAN -  
GROUND  
GUNGAHLIN COLLEGE +  
GUNGAHLIN LIBRARY

SCALE 1:200 @ A1 / 1:400 @ A3  
16.11.2022 NORTH



4203 SK102





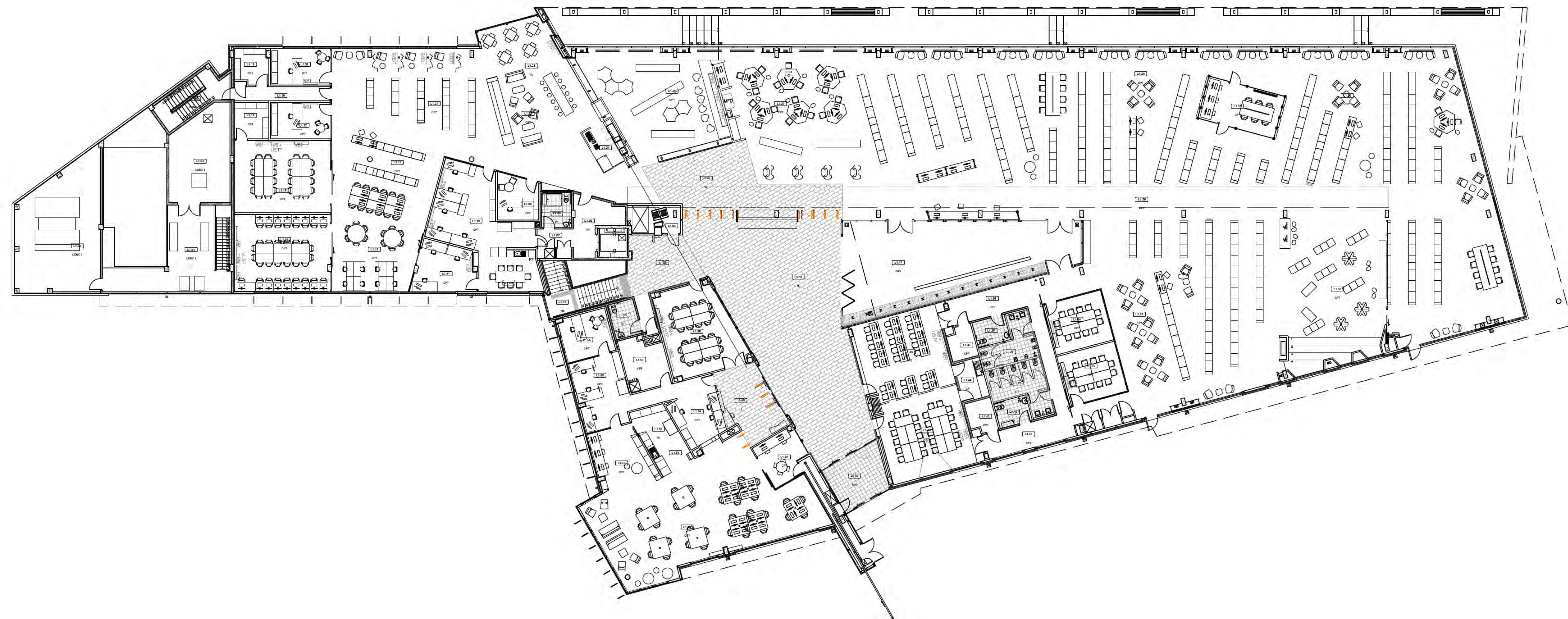
FLOOR PLAN -  
GROUND  
GUNGAHLIN COLLEGE +  
GUNGAHLIN LIBRARY

SCALE 1:200 @ A1 / 1:400 @ A3  
16.11.2022 NORTH



4203 SK102





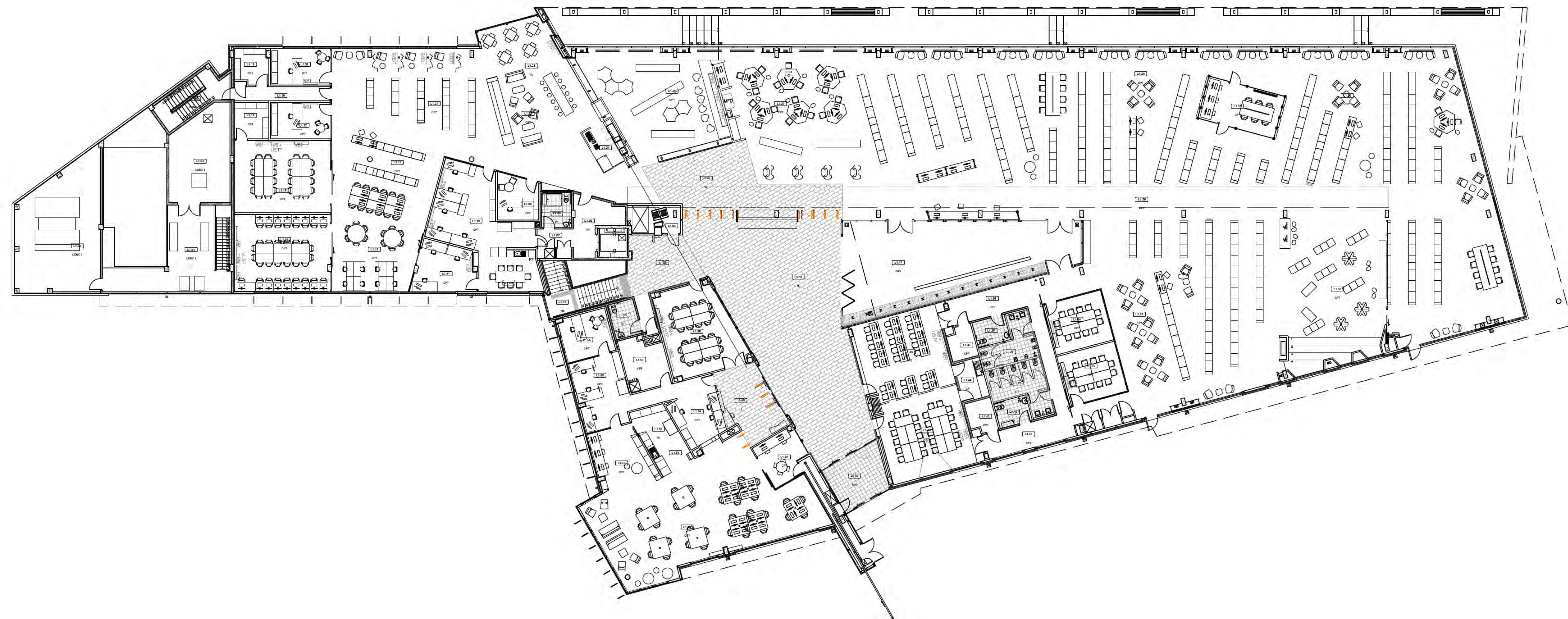
FLOOR PLAN -  
GROUND  
GUNGAHLIN COLLEGE +  
GUNGAHLIN LIBRARY

SCALE 1:200 @ A1 / 1:400 @ A3  
16.11.2022 NORTH



4203 SK102





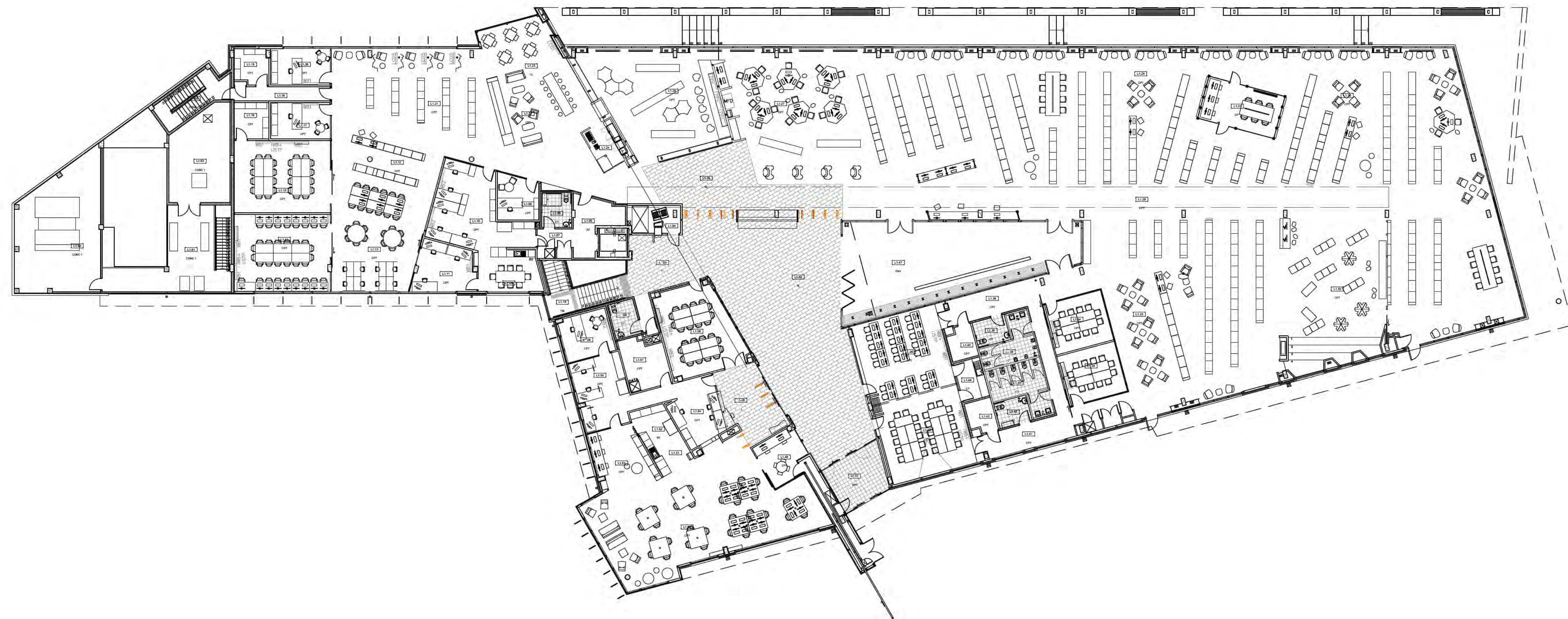
FLOOR PLAN -  
GROUND  
GUNGAHLIN COLLEGE +  
GUNGAHLIN LIBRARY

SCALE 1:200 @ A1 / 1:400 @ A3  
16.11.2022 NORTH



4203 SK102





FLOOR PLAN -  
GROUND  
GUNGAHLIN COLLEGE +  
GUNGAHLIN LIBRARY

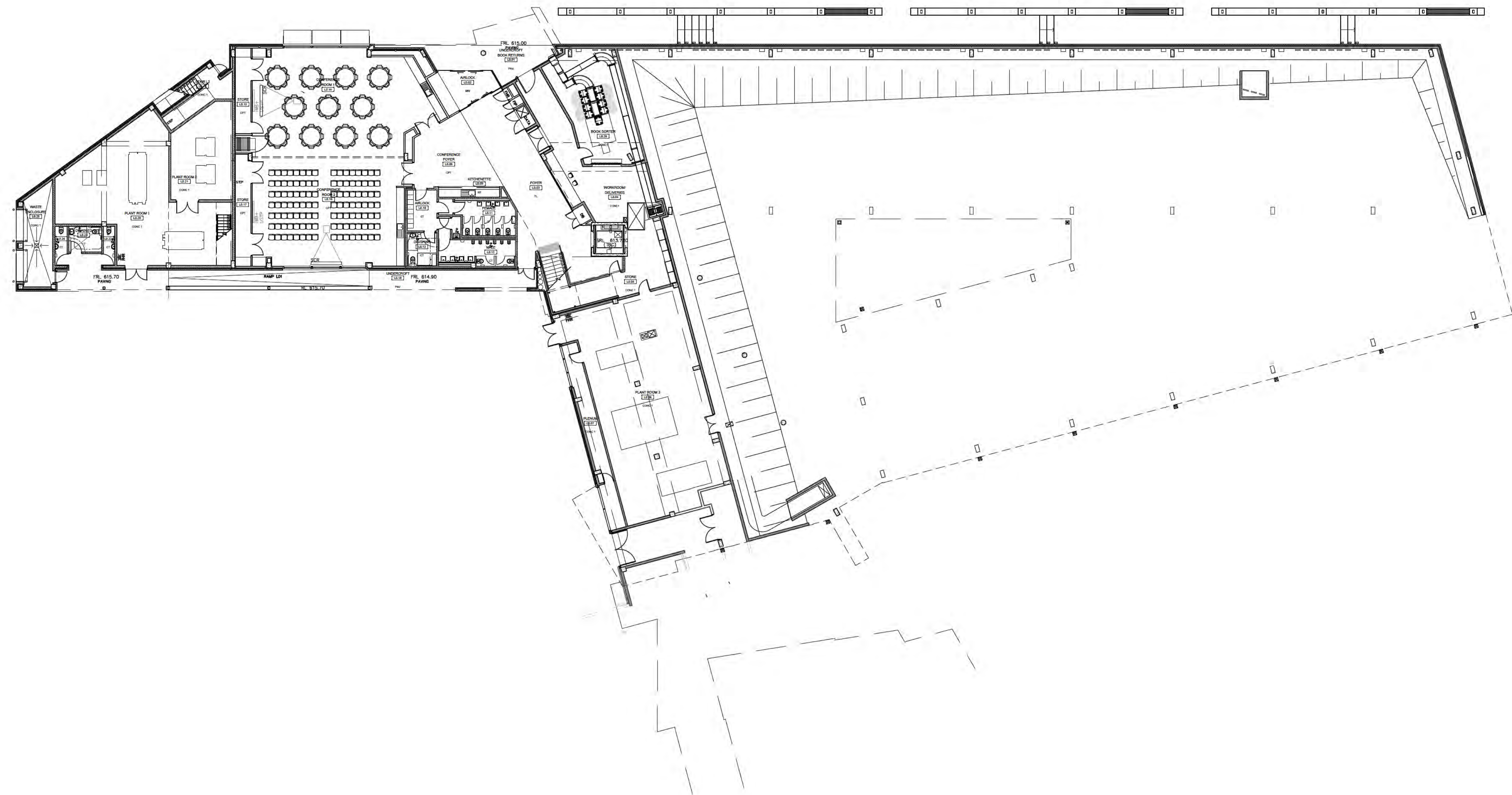
SCALE 1:200 @ A1 / 1:400 @ A3  
16.11.2022

NORTH



4203 SK102





FLOOR PLAN -  
 LOWER GROUND  
 GUNGAHLIN COLLEGE +  
 GUNGAHLIN LIBRARY

SCALE 1:200 @ A1 / 1:400 @ A3  
 16.11.2022 NORTH



4203 SK101



**Stewart, Eli**

---

**From:** Morton, Phillip  
**Sent:** Thursday, 15 December 2022 12:20 PM  
**To:** Nakkan, John  
**Cc:** Slater, Amanda; Blom, Dylan; McCarthy, David; ICW EBM Office  
**Subject:** RE: Gungahlin College Library Scope

UNOFFICIAL

Thanks John,

I'll include options B, C and D now in the PCAM and include a note that other areas may require work if required.

Regards,  
Phill M

---

**From:** Nakkan, John <John.Nakkan@act.gov.au>  
**Sent:** Thursday, 15 December 2022 12:08 PM  
**To:** Morton, Phillip <Phillip.Morton@act.gov.au>  
**Cc:** Slater, Amanda <Amanda.Slater@act.gov.au>; Blom, Dylan <Dylan.Blom@act.gov.au>; McCarthy, David <David.McCarthy@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>  
**Subject:** RE: Gungahlin College Library Scope

UNOFFICIAL

Hi Phil,

We are currently waiting for either CIT or the Library to review and hopefully select a commercial tenancy in the town centre before the end of the year. This will determine the priority of the options that will be progressed. At this moment it could be options B, C and D or possibly even none.

I appreciate this makes it difficult to approach the market with such limited information. From a procurement perspective, can we just include these works as an option on the school and transportable works with a provision for a maximum value?

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Sent:** Thursday, 15 December 2022 11:08 AM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>; Blom, Dylan <[Dylan.Blom@act.gov.au](mailto:Dylan.Blom@act.gov.au)>; McCarthy, David <[David.McCarthy@act.gov.au](mailto:David.McCarthy@act.gov.au)>  
**Subject:** Gungahlin College Library Scope

UNOFFICIAL

Hi John,

I'm finalising the PCAM and scope for Gungahlin College. I would like confirmation of what aspects of the Library works are to be included within the available funding ( \$4.021M)

Am I funding the whole scope in the attached or just some elements. The low hanging fruit ( and the agreed best early options) is opportunity C and D and will be included.

Should I include opportunity B ( CIT space) given we are yet to identify a space to relocate CIT - and we don't know the timing of the move. Is this something we can hold off on?

Regards,

Phill M



**Stewart, Ell**

---

**From:** Rastogi, Aditya  
**Sent:** Friday, 16 December 2022 11:58 AM  
**To:** Nakkan, John; Little, Vanessa  
**Cc:** Childs, Daniel  
**Subject:** RE: off site community rooms  
**Attachments:** Leasing Enquiry\_Market Sweep\_EDU\_Two 50m<sup>2</sup>.xlsx

OFFICIAL

Thanks John.

Hi Vanessa,

Please let us know, the preferred sites for inspection and I reach out to agents for their availability.

Kind regards,  
Aditya

**Aditya Rastogi AAPI MRICS | Director Lease and Transaction Management | ACT Property Group  
Chief Minister, Treasury & Economic Development | ACT Government**

Phone: (02) 620 75602 | e: [aditya.rastogi@act.gov.au](mailto:aditya.rastogi@act.gov.au)

PO Box 777, Fyshwick, ACT, 2609 |

For repairs and maintenance related matters, please contact the Response Centre: [actpg@act.gov.au](mailto:actpg@act.gov.au)

**Christmas and New Year**

**ACT Property Group's Office will close at 12pm 23 December 2022 and re-open Tuesday 3 January 2023.**

**During this period emergency maintenance requests can be phoned through to the Response Centre on 6213 0700 and selecting option 6.**

**The Response Centre will operate 24/7 over the holiday period.**

**The team at ACT Property Group wish you a Merry Christmas and a Happy New Year.**

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Friday, 16 December 2022 11:38 AM  
**To:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>; Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Cc:** Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>  
**Subject:** RE: off site community rooms

OFFICIAL

Hi Vanessa,

Thanks for the chat, as discussed Adi Rastogi is available to arrange the site visits and will lead the lease negotiations with the landlords around fit out and amenity.

Adi,

Further to our chat this morning, EDU is happy to fund any improvements to incorporate disabled toilet facilities in the context of the lease negotiations.

Please contact Vanessa to arrange the site visits.

Regards,

John Nakkan | Acting Executive Branch Manager  
 Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
 Infrastructure and Capital Works | Education | ACT Government  
 Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
 Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Sent:** Friday, 16 December 2022 10:00 AM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>  
**Subject:** off site community rooms

OFFICIAL

Yuma John

A heads up to keep you in the loop. My team looked at the offered spaces and disability toilet access is an issue. Would you prefer me to work directly with PG on this or keep working through you and your team? I am assuming the large cost and timeline of creating disability toilets will be a deal breaker so we may need to look at what exists in each site and see which one can be modified to meet requirements.

Sorry about this – I know you don't want another topic on your list but we will have to comply.

Let me know who you prefer me to work with.

Regards  
 Vanessa

**Vanessa Little** | Executive Branch Manager, Libraries ACT  
 Phone: 02 6207 6695 | Email: [vanessa.little@act.gov.au](mailto:vanessa.little@act.gov.au)  
**Libraries ACT** | Territory and Business Services | Transport Canberra and City Services ACT  
 Government  
 Level 3, 480 Northbourne Avenue, Dickson ACT 2602 | GPO Box 158, Canberra ACT 2601 |  
[www.act.gov.au](http://www.act.gov.au)

(*Yuma* – Hello; *Djan yimaba* – Thank you; *Yara* – Goodbye in **Ngunnawal**)

**Currently reading:** *The Winter Dress* by Lauren Chater  
**Currenty listening:** Don't look away by Danielle Laidley



I acknowledge the Traditional Custodians of the ACT, the Ngunnawal people. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

Artwork "Relationships" by Lynnice Letty Church



Market Sweep											
No	Agent/Landlord name	Building Name (if any)	Property Address	Suburb	Suite/Tenancy number	NLA [m <sup>2</sup> ]	Estimated Rent	Parking	ACTPG Comments	Website	DIRECTORATE COMMENTS
1		Gungahlin V Ridge	46-50 Hbbeison Street	Gungahlin	Suite 2H; 2F			Generous parking is available within the village.	Located on the first floor. Common bathrooms are available with shower for tenants on the floor. Two (2) separate spaces available 98sqm & 96sqm or combined for 194sqm. High ceilings of 6 meters give the potential for a Mezzanine floor. Excellent location less than 300 meters from the town's centre.		
2		Mezzo	Unit 127/77 Gozzard Stre	Gungahlin	Unit 127			On-site parking	Two (2) separate spaces available 98sqm & 96sqm or combined for 194sqm. High ceilings of 6 meters give the potential for a Mezzanine floor. Excellent location less than 300 meters from the town's centre.		
3		Mezzo	Unit 128/77 Gozzard Stre	Gungahlin	Unit 128			On-site parking	Two (2) separate spaces available 98sqm & 96sqm or combined for 194sqm. High ceilings of 6 meters give the potential for a Mezzanine floor. Excellent location less than 300 meters from the town's centre.		
4		Infinity tower	433/1 Anthony Rolfe Ave	Gungahlin	Unit 433			including one basement car parking space. Available parking on the shopfront and along the nearby street.	Units with 113 sqm suit for a wide variety of commercial uses. Surrounded by multiple high-density residential apartment buildings.		
5			/85 Anthony Rolfe Ave	Gungahlin	Unit 1			Off street parking	Full Glass Shopfront 127sqm Internal On-site amenity Air condition Rear access to courtyard Great signage option		
6		Ruby	Shop 187/B Gribble Stree	Gungahlin	Unit 187			TBA	Located on the ground floor of brand new development with 17 levels of residential apartments above. Short walk to Gungahlin CBD and Light rail station.		
7		Metro One	Unit 0/85 Anthony Rolfe	Gungahlin	Unit 10			TBA	Ground floor corner unit at Metro One.		
8		Thirty5 Hinder	Thirty5 Hinder 35 Hinder Street	Gungahlin	ACT 2912				1 car park included.		

**Stewart, Ell**

---

**From:** Nakkan, John  
**Sent:** Monday, 19 December 2022 10:54 AM  
**To:** Morton, Phillip  
**Cc:** ICW EBM Office; Slater, Amanda  
**Subject:** FW: Gungahlin commercial accommodation options  
**Attachments:** Leasing Enquiry Market Sweep - Education November 2022.xlsx; 5 Fussell Lane - Property Information.pdf

**Importance:** High

Hi Phil,

As discussed, thanks for making yourself available to attend. Please see the below schedule for the CIT opportunities. The attached spreadsheet and .pdf include information on these properties.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Snell, Esther <Esther.Snell@act.gov.au> **On Behalf Of** ACTPG Leasing  
**Sent:** Monday, 19 December 2022 10:45 AM  
**To:** Nakkan, John <John.Nakkan@act.gov.au>  
**Cc:** Rastogi, Aditya <Aditya.Rastogi@act.gov.au>; Oldfield, MeghanK <MeghanK.Oldfield@cit.edu.au>; Clarke, Michelle <Michelle.Clarke@cit.edu.au>  
**Subject:** RE: Gungahlin commercial accommodation options  
**Importance:** High

Good Morning,

We have scheduled the following inspections:

20<sup>th</sup> December 1.30PM 5 Fussell Lane  
20<sup>th</sup> December 2.20PM 6-8 Gribble Street

Could you please confirm if the above works? Following this, I will send through an invite.

In the meantime, I am waiting to hear back on 2/2 Franz Borman's agent.

I'll keep you posted.

Many thanks,

**Esther Snell**  
Leasing and Tenant Occupancy Manager



**P 02 6207 2989 | M 0466 517 590 | [actpgleasing@act.gov.au](mailto:actpgleasing@act.gov.au)**  
**ACT Property Group** | Chief Minister, Treasury and Economic  
Development Directorate | **ACT Government**  
255 Canberra Avenue, Fyshwick ACT 2609 | GPO Box 777 Fyshwick  
ACT 2609 | [www.economicdevelopment.act.gov.au](http://www.economicdevelopment.act.gov.au) |  
[www.act.gov.au](http://www.act.gov.au)

Please note my work days are Monday, Tuesday and Wednesday.

***ACT Property Group's Office will close at 12pm 23 December 2022 and re-open Tuesday 3 January 2023.***

***During this period emergency maintenance requests can be phoned through to the Response Centre on 6213 0700 and selecting option 6.***

***The Response Centre will operate 24/7 over the holiday period.***

***The team at ACT Property Group wish you a Merry Christmas and a Happy New Year.***

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Friday, 16 December 2022 12:37 PM  
**To:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** FW: Gungahlin commercial accommodation options

Hi Adi,

Can you please arrange for a site visit to Fussell Lane for next week for Meghan and Michelle from CIT. Vanessa Little might also be interested in this one in-case we do a co-location with CIT and the Library.

As Meghan has noted if we could see the others, that would also be good. My order of preference would be:

1. 2/2 Franz Borman
2. 6-8 Gribble
3. 35 Hinder

I can make time either Tuesday or Wednesday afternoon, Thursday morning or anytime Friday. If it is outside these times, I will have someone else from EDU attend.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
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Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

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**From:** Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>  
**Sent:** Friday, 16 December 2022 12:23 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>; Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>; Clarke, Michelle <[Michelle.Clarke@cit.edu.au](mailto:Michelle.Clarke@cit.edu.au)>  
**Cc:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>  
**Subject:** RE: Gungahlin commercial accommodation options

OFFICIAL

Hi John

We would be interested in having a look at the Fussell Lane property next week if feasible. That is our preferred of the four options. If there is time, we could also have a look at the other three for comparison/just in case. (The 'we' is me and Michelle if she is available).

Thanks  
Meghan

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Tuesday, 13 December 2022 9:35 AM  
**To:** Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; Little, Vanessa (ACTGOV) <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>; Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>; Clarke, Michelle <[Michelle.Clarke@cit.edu.au](mailto:Michelle.Clarke@cit.edu.au)>  
**Cc:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** Gungahlin commercial accommodation options

Dear all,

Can you please nominate the properties from the attached lists that you are interested in viewing and advise on a suitable day, no earlier than this Thursday, to attend. I'm happy to arrange separate visits for both CIT and Libraries ACT if that works better for yourselves.

The 'Leasing Enquiry Market Sweep EDU Two 50m<sup>2</sup>' list is only suitable as a temporary replacement for the two community meeting rooms at the entry. The 'Leasing Enquiry Market Sweep – Education November 2022' list could be used for either Libraries ACT or CIT and the 5 Fussell Lane property could be fitted out for either or as a shared facility.

Please also let me know if you would like others to attend.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
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Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

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# Leasing Enquiry Form

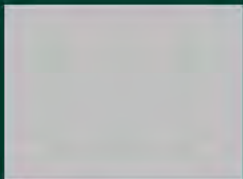
Directorate / Agency Details		
Directorate / Agency	Education Directorate	
Business Unit	Infrastructure and Capital Works	
Requested by		
Name	John Nakkam	
Designation	A/Executive Branch Manager	
Email	<a href="mailto:John.nakkam@act.gov.au">John.nakkam@act.gov.au</a>	
Contact number	0466 015 922	
Requirements		
1	Type of accommodation Office accommodation including public interface accommodation	
2	Space required (m <sup>2</sup> ) upwards of 220m <sup>2</sup>	
3	Floor Preference Ground preferred but not essential	
4	Public Access - Yes / No Yes	
5	Preferred location: - Airport - Belconnen - City CBD - Gungahlin - North Canberra - South Canberra - Tuggeranong - Woden	Gungahlin
6	Current location Gungahlin Library	
7	Lease commencement date (estimate) Mar-23	
8	Preferred Term / Tenure (years) 6-9 months	
9	Options	
10	Car Parks required	
11	Storage (m <sup>2</sup> )	
12	Any additional information / background 1 x large learning space and accommodation for 24 workstations. Est. 100 m <sup>2</sup> 1 x breakout learning space. Est. 30 m <sup>2</sup> Office space for 3-4 staff. Est 50 m <sup>2</sup> Kitchen and meals area. Est 20 m <sup>2</sup> Toilets	
Finance		
1	Budget/Funding available for premises to be leased by ACT Property Group on behalf of the Territory Yes	
2	If No, please advise if this is subject to Budget consideration and expected funding/budget approval timeline	
3	Budget/Funding available for fit out works to be undertaken to new premises Yes	
4	If No, please advise if this is subject to Budget consideration and expected funding/budget approval timeline	
Delegate approval and signature:		
Delegate Name		
Delegate Signature		
Date		
Please return completed requisition to <a href="mailto:ACTPGleasing@act.gov.au">ACTPGleasing@act.gov.au</a>		

Received from Phil Wales on 18 October 2022

# 5 Fussell Lane, Gungahlin ACT 2912

## Property Information

30 November 2022



Based on information available to [REDACTED] as of 18/11/2022. The information in this document is general in nature and is a guide only. It does not take into account your individual circumstances. Before acting, you should check the accuracy of the information and seek your own independent financial advice and legal advice. The information must not be relied on to make any investment decisions. The principal and its agent will not be liable for your failure to verify the information or seek appropriate advice. [REDACTED]



# 5 Fussell Lane Gungahlin

*(Boundary, maps and plotting are indicative)*



## LOCATION INFORMATION

5 Fussell Lane is a new-built commercial building located in the heart of Gungahlin Town Centre - Australia's second-fastest growing region with over 71,000 residents. The building is on the corner of Anthony Rolfe Avenue and Fussell Lane, benefiting from a very prominent street frontage along the busy avenue and less than 300 metres\* from the Light Rail Stop.

5 Fussell Lane is part of the bustling commercial, retail and hospitality precinct that includes Gungahlin Marketplace, Gungahlin Square and Gungahlin Village with drawcards such as Woolworths, Bunnings, Coles, Aldi, Access Canberra, major banks, popular brands and health facilities.

Currently occupied by Commonwealth of Australia, through Services Australia, with the Gungahlin Centrelink and Medicare shopfront, the building is also close to Winyu House, occupied by ACT Government and the recently completed office building for Defense Housing Australia.



# 5 Fussell Lane Gungahlin





# 5 Fussell Lane Gungahlin

## For Lease

### **PROPERTY INFORMATION**

The building consists of 3 storeys plus basement parking. All of ground floor and part Level 1 is occupied by Services Australia. The remaining part of Level 1 is occupied by Crown Institute of Higher Education.

Available for lease is approx. 800sqm on Level 2, overlooking Anthony Rolfe Avenue with a northern aspect and excellent natural light. The floor has lift access and a balcony wrapped around most of the tenancy.

Splitting the tenancy could be also be considered depending on the requirement.

Up to 20 car parking spaces are available in the basement, in addition to the spaces already reserved for existing tenants.

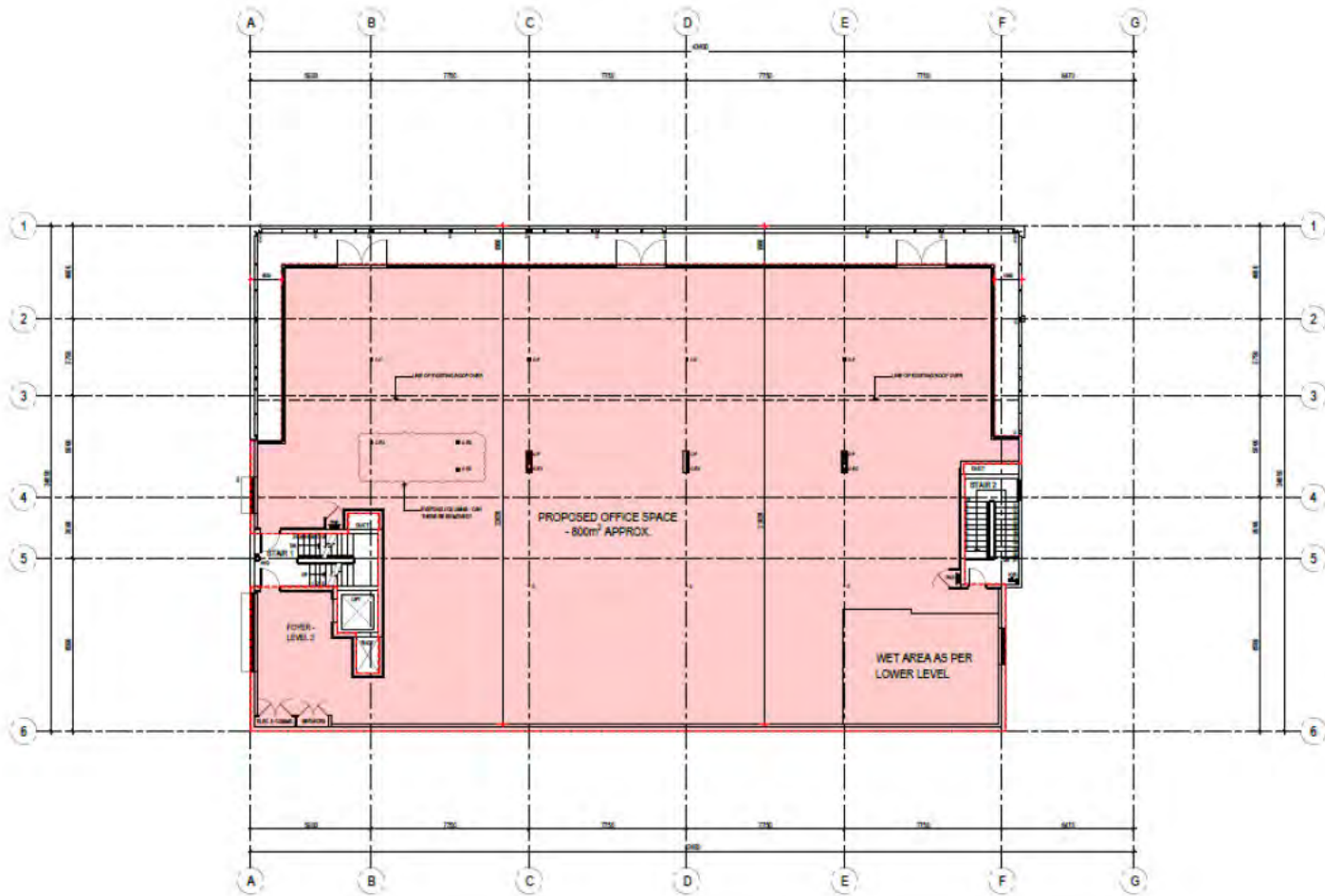
There is a wide-range of permitted uses including community activity, health facility, office, business and public agencies.

### **TIMING**

The floor is currently undergoing base-build works and is anticipated for handover for fit-out Q2 2023.

# 5 Fussell Lane Gungahlin

## Level 2 Plan - Proposed





**From:** [Rastogi, Aditya](#)  
**To:** [Nakkan, John](#)  
**Subject:** RE: OFFSITE GU ROOMS..... RE: please telephone me urgently about your report on Gungahlin [REDACTED] thanks  
**Date:** Wednesday, 21 December 2022 9:56:03 AM  
**Attachments:** [RE OFFSITE GU ROOMS..... RE please telephone me urgently about your report on Gungahlin thanks.msg](#)  
[image001.png](#)  
[image002.png](#)

---

OFFICIAL

Hi John,

No feedback yet but there was only a query with respect to the fit-out timeframe.

Attached mail response.

Kind regards,  
Aditya

**Aditya Rastogi AAPI MRICS | Director Lease and Transaction Management | ACT Property Group  
Chief Minister, Treasury & Economic Development | ACT Government**

Phone: (02) 620 75602 | e: [aditya.rastogi@act.gov.au](mailto:aditya.rastogi@act.gov.au)

PO Box 777, Fyshwick, ACT, 2609 |

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**Christmas and New Year**

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**The Response Centre will operate 24/7 over the holiday period.**

**The team at ACT Property Group wish you a Merry Christmas and a Happy New Year.**

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Wednesday, 21 December 2022 9:52 AM  
**To:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** RE: OFFSITE GU ROOMS..... RE: please telephone me urgently about your report on Gungahlin [REDACTED] thanks

OFFICIAL

Hi Adj,

Have you had any further feedback from Libraries ACT on these options?

Regards,

John Nakkan | Acting Executive Branch Manager

Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)

Infrastructure and Capital Works | Education | ACT Government

Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601

Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

**From:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Sent:** Monday, 19 December 2022 12:18 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Subject:** FW: OFFSITE GU ROOMS..... RE: please telephone me urgently about your report on Gungahlin [REDACTED] thanks

OFFICIAL

Hi John,

Below update on the sites shortlisted by Libraries.

Kind regards,  
 Aditya

**From:** Snell, Esther <[Esther.Snell@act.gov.au](mailto:Esther.Snell@act.gov.au)> **On Behalf Of** ACTPG Leasing  
**Sent:** Monday, 19 December 2022 12:10 PM  
**To:** McGowan, Dianne <[Dianne.McGowan@act.gov.au](mailto:Dianne.McGowan@act.gov.au)>  
**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** RE: OFFSITE GU ROOMS..... RE: please telephone me urgently about your report on Gungahlin [REDACTED] thanks

OFFICIAL

Hi Dianne,

We have received an update from the agents with regards to the disabled bathrooms. Please see details summarised below:

	<b>2B/Thrity5 Hinder</b>	<b>46-50 Hibberson</b>
Can we install a disabled bathroom within the tenancy for exclusive use?	Yes	Highly unlikely, agent will confirm with Landlord
Is there a disabled bathroom available within the building?	Yes, shared with 2 other tenants (café and a commercial tenant)	Yes, available for public use

Please let me know if you have further questions and your next preferred course of action.

Many thanks,

**Esther Snell**  
**Leasing and Tenant Occupancy Manager**  
**P 02 6207 2989 | M 0466 517 590 |**  
[actpgleasing@act.gov.au](mailto:actpgleasing@act.gov.au)  
**ACT Property Group** | Chief Minister, Treasury and



Economic Development Directorate | **ACT Government**  
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**From:** McGowan, Dianne <[Dianne.McGowan@act.gov.au](mailto:Dianne.McGowan@act.gov.au)>  
**Sent:** Friday, 16 December 2022 2:03 PM  
**To:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** RE: OFFSITE GU ROOMS..... RE: please telephone me urgently about your report on  
Gungahlin [REDACTED] thanks

OFFICIAL

Hi Aditya

It is our Libraries ACT policy to be inclusive and accessibility friendly. The accessibility toilet is also down the corridor on the first floor of 46-50 Hibberson. [REDACTED] has their own toilets and change rooms within their space.

It is important that access to toilets is appraised for security risk. The entrance for Hibberson rental is by way of a foyer off the street with lift in front and stairs to the right. As [REDACTED] and if we took tenancy, would be the only tenants accessing that space. If the door on the street is left open during the day security in accessing toilet is an increased risk.

Please call if you have further questions

Dianne

MOB: [REDACTED]

---

**From:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Sent:** Friday, 16 December 2022 1:50 PM  
**To:** McGowan, Dianne <[Dianne.McGowan@act.gov.au](mailto:Dianne.McGowan@act.gov.au)>  
**Subject:** RE: OFFSITE GU ROOMS..... RE: please telephone me urgently about your report on  
Gungahlin [REDACTED] thanks

OFFICIAL

Hi Dianne,

Thanks for your mail.

Can you please advise if the accessibility toilet has to be within your tenancy?

I note from the below mail that option at 46-50 Hibberson –1st floor has a toilets including accessibility available at lower floor.

We will reach out to the agent to check for 2B /Thirty5 Hinder Street.

Kind regards,  
Aditya

**Aditya Rastogi AAPI MRICS | Director Lease and Transaction Management | ACT Property Group  
Chief Minister, Treasury & Economic Development | ACT Government**

Phone: (02) 620 75602 | e: [aditya.rastogi@act.gov.au](mailto:aditya.rastogi@act.gov.au)

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**From:** McGowan, Dianne <[Dianne.McGowan@act.gov.au](mailto:Dianne.McGowan@act.gov.au)>

**Sent:** Friday, 16 December 2022 1:25 PM

**To:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>

**Subject:** FW: OFFSITE GU ROOMS..... RE: please telephone me urgently about your report on Gungahlin [REDACTED] thanks

OFFICIAL

Hi Aditya

My apologies. Out in Branch we don't use Teams because we are generally away from computers. I have forwarded you the email I sent to Vanessa below, outlining my preferences and why.

If you have any further queries, please call me on my mobile listed below.

Thanks

Dianne

Dianne McGowan (Dr)

Branch Coordinator Dickson & assisting Gungahlin

Manager & reviewing Libraries ACT Customer Information Centre (CIC)

Phone: 0478982559 | Email: [dianne.mcgowan@act.gov.au](mailto:dianne.mcgowan@act.gov.au)

**Libraries ACT | Transport Canberra and City Services Directorate | ACT Government**

Level 7, 480 Northbourne Avenue, Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

[www.library.act.gov.au](http://www.library.act.gov.au) | [Twitter](https://twitter.com/LibrariesACT) | [Facebook](https://facebook.com/LibrariesACT) | @LibrariesACT





---

**From:** McGowan, Dianne  
**Sent:** Friday, 16 December 2022 12:38 PM  
**To:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Subject:** OFFSITE GU ROOMS..... RE: please telephone me urgently about your report on Gungahlin  
[REDACTED] thanks

OFFICIAL

Hi Vanessa

If I was to pick an offsite space the two below would be the pick—

- 2B /Thirty5 Hinder Street (& corner of main street Hibberson)
  - Would need outfitting
  - Toilets would need to be fitted out
  - Street level
  - Coles car park opposite
  - Tram and bus terminal at hand
  - 96m<sup>2</sup> (comparable space as each training room is 48m<sup>2</sup>)
  
- 46-50 Hibberson –1<sup>st</sup> floor
  - No fit out needed, may need some refreshing of paint, only viewed outside, agent didn't have the key
  - Toilets including accessibility available down the corridor—no one else using them
  - Street access to lift and stairs in foyer also used by Anytime Fitness
  - Coles carpark below
  - Tram and bus terminal at hand
  - 58m<sup>2</sup> (comparable space as each training room is 48m<sup>2</sup>)

The other properties have parking issues and need fitouts.

Thanks

Dianne

MOB [REDACTED]

---

**From:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Sent:** Friday, 16 December 2022 9:42 AM  
**To:** McGowan, Dianne <[Dianne.McGowan@act.gov.au](mailto:Dianne.McGowan@act.gov.au)>  
**Subject:** please telephone me urgently about your report on Gungahlin [REDACTED] thanks  
**Importance:** High

OFFICIAL

**Libraries ACT | Territory and Business Services | Transport Canberra and City Services ACT Government**

Level 3, 480 Northbourne Avenue, Dickson ACT 2602 | GPO Box 158, Canberra ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

(*Yuma* – Hello; *Djan yimaba* – Thank you; *Yara* – Goodbye in **Ngunnawal**)

**Currently reading:** *The Winter Dress* by Lauren Chater

**Currenty listening:** Don't look away by Danielle Laidley





**From:** [Snell, Esther](#) on behalf of [ACTPG Leasing](#)  
**To:** [McGowan, Dianne](#)  
**Cc:** [Rastogi, Aditya](#)  
**Subject:** RE: OFFSITE GU ROOMS..... RE: please telephone me urgently about your report on Gungahlin [REDACTED]  
thanks  
**Date:** Monday, 19 December 2022 1:54:06 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

OFFICIAL

Hi Dianne,

The agent has advised that currently there is a cold shell fit out – the indicative turnaround time for additional fit out is 4-6 weeks.

This timeframe is dependant on the extent of the works to be carried out.

Please let me know if you have further questions.

Many thanks,

**Esther Snell**

**Leasing and Tenant Occupancy Manager**

**P 02 6207 2989 | M 0466 517 590 |**

[actpgleasing@act.gov.au](mailto:actpgleasing@act.gov.au)

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***The Response Centre will operate 24/7 over the  
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***The team at ACT Property Group wish you a Merry  
Christmas and a Happy New Year.***

---

**From:** McGowan, Dianne <Dianne.McGowan@act.gov.au>  
**Sent:** Monday, 19 December 2022 1:36 PM  
**To:** ACTPG Leasing <ACTPGLeasing@act.gov.au>  
**Cc:** Rastogi, Aditya <Aditya.Rastogi@act.gov.au>  
**Subject:** RE: OFFSITE GU ROOMS..... RE: please telephone me urgently about your report on Gungahlin [REDACTED] thanks

OFFICIAL

Hi Esther

Have we any indication on the timeline for a fit out for Thirty5 Hinder Street?

Anticipating what may be the next question.

Thanks

Dianne

MOB [REDACTED]

---

**From:** Snell, Esther <[Esther.Snell@act.gov.au](mailto:Esther.Snell@act.gov.au)> **On Behalf Of** ACTPG Leasing

**Sent:** Monday, 19 December 2022 12:10 PM

**To:** McGowan, Dianne <[Dianne.McGowan@act.gov.au](mailto:Dianne.McGowan@act.gov.au)>

**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>

**Subject:** RE: OFFSITE GU ROOMS..... RE: please telephone me urgently about your report on Gungahlin [REDACTED] thanks

OFFICIAL

Hi Dianne,

We have received an update from the agents with regards to the disabled bathrooms. Please see details summarised below:

	<b>2B/Thirty5 Hinder</b>	<b>46-50 Hibberson</b>
Can we install a disabled bathroom within the tenancy for exclusive use?	Yes	Highly unlikely, agent will confirm with Landlord
Is there a disabled bathroom available within the building?	Yes, shared with 2 other tenants (café and a commercial tenant)	Yes, available for public use

Please let me know if you have further questions and your next preferred course of action.

Many thanks,

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**From:** McGowan, Dianne <[Dianne.McGowan@act.gov.au](mailto:Dianne.McGowan@act.gov.au)>  
**Sent:** Friday, 16 December 2022 2:03 PM  
**To:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** RE: OFFSITE GU ROOMS..... RE: please telephone me urgently about your report on Gungahlin [REDACTED] thanks

OFFICIAL

Hi Aditya

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It is important that access to toilets is appraised for security risk. The entrance for Hibberson rental is by way of a foyer off the street with lift in front and stairs to the right. As [REDACTED] and if we took tenancy, would be the only tenants accessing that space. If the door on the street is left open during the day security in accessing toilet is an increased risk.

Please call if you have further questions  
Dianne  
MOB: [REDACTED]

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**From:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Sent:** Friday, 16 December 2022 1:50 PM  
**To:** McGowan, Dianne <[Dianne.McGowan@act.gov.au](mailto:Dianne.McGowan@act.gov.au)>  
**Subject:** RE: OFFSITE GU ROOMS..... RE: please telephone me urgently about your report on Gungahlin [REDACTED] thanks

OFFICIAL

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If you have any further queries, please call me on my mobile listed below.

Thanks

Dianne

Dianne McGowan (Dr)

Branch Coordinator Dickson & assisting Gungahlin

Manager & reviewing Libraries ACT Customer Information Centre (CIC)

Phone: 0478982559 | Email: [dianne.mcgowan@act.gov.au](mailto:dianne.mcgowan@act.gov.au)

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[www.library.act.gov.au](http://www.library.act.gov.au) | [Twitter](#) | [Facebook](#) | @LibrariesACT



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**To:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>

**Subject:** OFFSITE GU ROOMS..... RE: please telephone me urgently about your report on Gungahlin [REDACTED] thanks

OFFICIAL



Hi Vanessa

If I was to pick an offsite space the two below would be the pick—

- 2B /Thirty5 Hinder Street (& corner of main street Hibberson)
  - Would need outfitting
  - Toilets would need to be fitted out
  - Street level
  - Coles car park opposite
  - Tram and bus terminal at hand
  - 96m<sup>2</sup> (comparable space as each training room is 48m<sup>2</sup>)
  
- 46-50 Hibberson –1<sup>st</sup> floor
  - No fit out needed, may need some refreshing of paint, only viewed outside, agent didn't have the key
  - Toilets including accessibility available down the corridor—no one else using them
  - Street access to lift and stairs in foyer also used by Anytime Fitness
  - Coles carpark below
  - Tram and bus terminal at hand
  - 58m<sup>2</sup> (comparable space as each training room is 48m<sup>2</sup>)

The other properties have parking issues and need fitouts.

Thanks

Dianne

MOB [REDACTED]

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**Sent:** Friday, 16 December 2022 9:42 AM

**To:** McGowan, Dianne <[Dianne.McGowan@act.gov.au](mailto:Dianne.McGowan@act.gov.au)>

**Subject:** please telephone me urgently about your report on Gungahlin [REDACTED] thanks

**Importance:** High

OFFICIAL

**Vanessa Little** | Executive Branch Manager, Libraries ACT

Phone: 02 6207 6695 | Email: [vanessa.little@act.gov.au](mailto:vanessa.little@act.gov.au)

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**Currently reading:** *The Winter Dress* by Lauren Chater

**Currenty listening:** Don't look away by Danielle Laidley



**Stewart, Eli**

---

**From:** Oldfield, MeghanK <MeghanK.Oldfield@cit.edu.au>  
**Sent:** Wednesday, 21 December 2022 5:48 PM  
**To:** Nakkan, John  
**Subject:** RE: Gungahlin commercial accommodation options

OFFICIAL

That makes good sense, thanks

---

**From:** Nakkan, John <John.Nakkan@act.gov.au>  
**Sent:** Wednesday, 21 December 2022 5:43 PM  
**To:** Oldfield, MeghanK <MeghanK.Oldfield@cit.edu.au>  
**Subject:** Re: Gungahlin commercial accommodation options

Hi Meghan,

This will assist us for the start of the year until we can get the transportables in. It is a much smaller space than Fussell place but will offset the 2 training rooms at the library entry.

Regards,

John Nakkan  
0466 015 922

---

**From:** Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>  
**Sent:** Wednesday, December 21, 2022 5:33:34 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Subject:** RE: Gungahlin commercial accommodation options

OFFICIAL

Hi John

I hadn't appreciated Libraries interest in a different property on Hibberson Street. Does this alleviate the pressure for 2023?

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Wednesday, 21 December 2022 3:40 PM  
**To:** ACTPG Leasing <[ACTPGLeasing@act.gov.au](mailto:ACTPGLeasing@act.gov.au)>  
**Cc:** Rastogi, Aditya (ACTGOV) <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>; Wales, PhillipB (ACTGOV) <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; Morton, Phillip (ACTGOV) <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>; Clarke, Michelle <[Michelle.Clarke@cit.edu.au](mailto:Michelle.Clarke@cit.edu.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** RE: Gungahlin commercial accommodation options

Hi Esther,

Thanks for your efforts in progressing the site visits. Education will now undertake some estimates of costs and governance around 5 Fussell Lane and Phil Morton may need to obtain further site information to assist with this process. We hope to be in a position during January to let you know our commitment going forward.



Libraries ACT have indicated their support to occupy the property at 46-50 Hibberson St. Can you please commence the leasing process for an initial 12 month period on behalf of Education. Phil M will also be in touch regarding any fit-out requirements for this property shortly.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

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**Sent:** Wednesday, 21 December 2022 2:48 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>; Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>; Clarke, Michelle <[Michelle.Clarke@cit.edu.au](mailto:Michelle.Clarke@cit.edu.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>  
**Subject:** RE: Gungahlin commercial accommodation options

Hi John,

We have conducted the site visits yesterday for 5 Fussell and 6-8 Gribble.

We have received a positive feedback on 5 Fussell Lane, if you could kindly let us know whether more information is needed.

In the meantime, I just wanted to mention that it appears the facility is fully electric, which is in accordance with our zero emission policy. We will seek a more firm confirmation on this.

I have attached the proposed plans for the Level 2 extension. These plans have not been lodged for DA and are subject to planning approvals. They are hoping that DA is lodged early/mid-January 2023, once the remaining consultants have given their go-ahead for the plan. Following DA approval, the agents were hoping for a 10-12 week turnaround time on completion of works. We believe this may be a little ambitious considering the scope of works.

Please let me know if you have further questions.

Many thanks,

**Esther Snell**  
**Leasing and Tenant Occupancy Manager**  
**P 02 6207 2989 | M 0466 517 590 | [actpgleasing@act.gov.au](mailto:actpgleasing@act.gov.au)**  
**ACT Property Group** | Chief Minister, Treasury and Economic  
Development Directorate | **ACT Government**  
255 Canberra Avenue, Fyshwick ACT 2609 | GPO Box 777 Fyshwick  
ACT 2609 | [www.economicdevelopment.act.gov.au](http://www.economicdevelopment.act.gov.au) |  
[www.act.gov.au](http://www.act.gov.au)  
Please note my work days are Monday, Tuesday and Wednesday.

**ACT Property Group's Office will close at 12pm 23 December 2022 and re-open Tuesday 3 January 2023.**

*During this period emergency maintenance requests can be phoned through to the Response Centre on 6213 0700 and selecting option 6.*

*The Response Centre will operate 24/7 over the holiday period.*

*The team at ACT Property Group wish you a Merry Christmas and a Happy New Year.*

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Monday, 19 December 2022 10:56 AM  
**To:** ACTPG Leasing <[ACTPGLeasing@act.gov.au](mailto:ACTPGLeasing@act.gov.au)>  
**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; Clarke, Michelle <[Michelle.Clarke@cit.edu.au](mailto:Michelle.Clarke@cit.edu.au)>; Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Subject:** RE: Gungahlin commercial accommodation options

Thanks Esther,

Phil Morton from the Education Major Projects team will be able to attend at these times on my behalf. Phil is managing all the EDU works associated with accommodating the expansion at the college.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Snell, Esther <[Esther.Snell@act.gov.au](mailto:Esther.Snell@act.gov.au)> **On Behalf Of** ACTPG Leasing  
**Sent:** Monday, 19 December 2022 10:45 AM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; Clarke, Michelle <[Michelle.Clarke@cit.edu.au](mailto:Michelle.Clarke@cit.edu.au)>  
**Subject:** RE: Gungahlin commercial accommodation options  
**Importance:** High

Good Morning,

We have scheduled the following inspections:

20<sup>th</sup> December 1.30PM 5 Fussell Lane  
20<sup>th</sup> December 2.20PM 6-8 Gribble Street

Could you please confirm if the above works? Following this, I will send through an invite.

In the meantime, I am waiting to hear back on 2/2 Franz Borman's agent.

I'll keep you posted.

Many thanks,

**Esther Snell**

**Leasing and Tenant Occupancy Manager**

**P 02 6207 2989 | M 0466 517 590 | [actpgleasing@act.gov.au](mailto:actpgleasing@act.gov.au)**

**ACT Property Group | Chief Minister, Treasury and Economic  
Development Directorate | ACT Government**

255 Canberra Avenue, Fyshwick ACT 2609 | GPO Box 777 Fyshwick  
ACT 2609 | [www.economicdevelopment.act.gov.au](http://www.economicdevelopment.act.gov.au) |

[www.act.gov.au](http://www.act.gov.au)

Please note my work days are Monday, Tuesday and Wednesday.

***ACT Property Group's Office will close at 12pm 23 December  
2022 and re-open Tuesday 3 January 2023.***

***During this period emergency maintenance requests can be  
phoned through to the Response Centre on 6213 0700 and  
selecting option 6.***

***The Response Centre will operate 24/7 over the holiday  
period.***

***The team at ACT Property Group wish you a Merry  
Christmas and a Happy New Year.***

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Friday, 16 December 2022 12:37 PM  
**To:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** FW: Gungahlin commercial accommodation options

Hi Adi,

Can you please arrange for a site visit to Fussell Lane for next week for Meghan and Michelle from CIT. Vanessa Little might also be interested in this one in-case we do a co-location with CIT and the Library.

As Meghan has noted if we could see the others, that would also be good. My order of preference would be:

1. 2/2 Franz Borman
2. 6-8 Gribble
3. 35 Hinder

I can make time either Tuesday or Wednesday afternoon, Thursday morning or anytime Friday. If it is outside these times, I will have someone else from EDU attend.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
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Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

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**From:** Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>  
**Sent:** Friday, 16 December 2022 12:23 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>; Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>; Clarke, Michelle <[Michelle.Clarke@cit.edu.au](mailto:Michelle.Clarke@cit.edu.au)>  
**Cc:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>  
**Subject:** RE: Gungahlin commercial accommodation options



## OFFICIAL

Hi John

We would be interested in having a look at the Fussell Lane property next week if feasible. That is our preferred of the four options. If there is time, we could also have a look at the other three for comparison/just in case. (The 'we' is me and Michelle if she is available).

Thanks  
Meghan

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Tuesday, 13 December 2022 9:35 AM  
**To:** Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; Little, Vanessa (ACTGOV) <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>; Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>; Clarke, Michelle <[Michelle.Clarke@cit.edu.au](mailto:Michelle.Clarke@cit.edu.au)>  
**Cc:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** Gungahlin commercial accommodation options

Dear all,

Can you please nominate the properties from the attached lists that you are interested in viewing and advise on a suitable day, no earlier than this Thursday, to attend. I'm happy to arrange separate visits for both CIT and Libraries ACT if that works better for yourselves.


The 'Leasing Enquiry Market Sweep EDU Two 50m<sup>2</sup>' list is only suitable as a temporary replacement for the two community meeting rooms at the entry. The 'Leasing Enquiry Market Sweep – Education November 2022' list could be used for either Libraries ACT or CIT and the 5 Fussell Lane property could be fitted out for either or as a shared facility.

Please also let me know if you would like others to attend.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

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**From:** Efthymiades, Deb  
**Sent:** Thursday, 22 December 2022 9:36 AM  
**To:** Matthews, David <David.Matthews@act.gov.au>; Haire, Katy <Katy.Haire@act.gov.au>  
**Cc:** Nakkan, John <John.Nakkan@act.gov.au>; Attridge, Vanessa <VanessaS.Attridge@act.gov.au>;  
EDU, EGMSG <EGMSG.EDU@act.gov.au>; EDU, Director-General Office  
<EDUDirectorGeneralOffice@act.gov.au>  
**Subject:** RE: Confirmation

OFFICIAL

Well landed Mr Nakkan, THANKS!

d

---

**From:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>  
**Sent:** Thursday, 22 December 2022 9:12 AM  
**To:** Haire, Katy <[Katy.Haire@act.gov.au](mailto:Katy.Haire@act.gov.au)>; Efthymiades, Deb <[Deb.Efthymiades@act.gov.au](mailto:Deb.Efthymiades@act.gov.au)>  
**Cc:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; Attridge, Vanessa <[VanessaS.Attridge@act.gov.au](mailto:VanessaS.Attridge@act.gov.au)>;  
EDU, EGMSG <[EGMSG.EDU@act.gov.au](mailto:EGMSG.EDU@act.gov.au)>; EDU, Director-General Office  
<[EDUDirectorGeneralOffice@act.gov.au](mailto:EDUDirectorGeneralOffice@act.gov.au)>  
**Subject:** FW: Confirmation

OFFICIAL

See below confirmation that Libraries ACT have agreed to use an alternative location for community access, at our expense, to secure the necessary classroom space at Gungahlin College for 2023.

Huge shout out to John for negotiating this outcome.

Regards  
David Matthews

---

**From:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Sent:** Wednesday, 21 December 2022 3:51 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>; Hopkins, Lela <[Lela.Hopkins@act.gov.au](mailto:Lela.Hopkins@act.gov.au)>; Matthews,  
David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; Morton, Phillip  
<[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>; Hopkins, Lela <[Lela.Hopkins@act.gov.au](mailto:Lela.Hopkins@act.gov.au)>; McGowan, Dianne  
<[Dianne.McGowan@act.gov.au](mailto:Dianne.McGowan@act.gov.au)>  
**Subject:** RE: Confirmation

OFFICIAL

Yuma John  
Thanks for that. We are confirming 46 – 50 Hibberson Street for Term One  
Have a good break and a Happy Christmas  
Vanessa

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Wednesday, 21 December 2022 3:27 PM  
**To:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Cc:** Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>; Hopkins, Lela <[Lela.Hopkins@act.gov.au](mailto:Lela.Hopkins@act.gov.au)>; Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Subject:** RE: Confirmation

OFFICIAL

Hi Vanessa,

Thank you for all your efforts in getting us to this stage. Yes, the Library will still be able to access the training rooms outside of college hours.

Education will progress the lease and fit-out arrangements with the ACT Property Group.

Have a great break, enjoy your trip and we'll catch up in the new year.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Sent:** Wednesday, 21 December 2022 2:28 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>; Hopkins, Lela <[Lela.Hopkins@act.gov.au](mailto:Lela.Hopkins@act.gov.au)>  
**Subject:** Confirmation

OFFICIAL

Yuma John  
It looks like 46 Hibberson Street is the selected option for us for Term 1. This is on the proviso that we can still access our training rooms in the library building in the evenings and weekends, as we do with the rooms downstairs.  
Can you please confirm this and we can then confirm 46 – 50 Hibberson Street. Will you liaise with



Property Group about the lease and fitout?

Thanks

Vanessa

**Vanessa Little** | Executive Branch Manager, Libraries ACT

Phone: 02 6207 6695 | Email: [vanessa.little@act.gov.au](mailto:vanessa.little@act.gov.au)

**Libraries ACT** | Territory and Business Services | Transport Canberra and City Services ACT Government

Level 3, 480 Northbourne Avenue, Dickson ACT 2602 | GPO Box 158, Canberra ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

(*Yuma* – Hello; *Djan yimaba* – Thank you; *Yara* – Goodbye in **Ngunnawal**)

**Currently reading:** *The Winter Dress* by Lauren Chater

**Currently listening:** Don't look away by Danielle Laidley



I acknowledge the Traditional Custodians of the ACT, the Ngunnawal people. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

Artwork "Relationships" by Lynnice Letty Church

**Butler, Erin**

---

**From:** Attridge, Vanessa  
**Sent:** Monday, 9 January 2023 12:01 PM  
**To:** Das, Sean  
**Subject:** RE: Inquiry into future of ACT School Infrastructure draft response  
**Attachments:** Draft Inquiry Input - Enrolments and Planning.DOCX

OFFICIAL

Hi Sean,

Please see attached. Please feel free to add any other content (we had a version control issue in late Dec I think).

EDUMCR should be able to give you access to FOL22/3921 too.

Cheers,

Nessa

---

**From:** Das, Sean <Sean.Das@act.gov.au>  
**Sent:** Monday, 9 January 2023 9:21 AM  
**To:** Attridge, Vanessa <VanessaS.Attridge@act.gov.au>  
**Subject:** RE: Inquiry into future of ACT School Infrastructure draft response  
**Importance:** Low

OFFICIAL

Hi Vanessa,

Would you be able to share the TRIM link for our final input – for some reason it won't turn up though maybe I don't have access. I assume the G Drive version may be an older one.

Cheers

Sean

---

**From:** Attridge, Vanessa <VanessaS.Attridge@act.gov.au>  
**Sent:** Thursday, 22 December 2022 2:35 PM  
**To:** Eppelstun, Krystal <Krystal.Eppelstun@act.gov.au>; Das, Sean <Sean.Das@act.gov.au>  
**Cc:** Klein, Liz <Liz.Klein@act.gov.au>; Percival, Tom <Tom.Percival@act.gov.au>  
**Subject:** RE: Inquiry into future of ACT School Infrastructure draft response

OFFICIAL

Thanks Krystal,

Strangely some of the content I added yesterday is gone – no matter, have re-added and saved it here FOL22/3921

Thanks all,

Nessa

**From:** Eppelstun, Krystal <[Krystal.Eppelstun@act.gov.au](mailto:Krystal.Eppelstun@act.gov.au)>  
**Sent:** Wednesday, 21 December 2022 9:40 PM  
**To:** Attridge, Vanessa <[VanessaS.Attridge@act.gov.au](mailto:VanessaS.Attridge@act.gov.au)>; Das, Sean <[Sean.Das@act.gov.au](mailto:Sean.Das@act.gov.au)>  
**Cc:** Klein, Liz <[Liz.Klein@act.gov.au](mailto:Liz.Klein@act.gov.au)>; Percival, Tom <[Tom.Percival@act.gov.au](mailto:Tom.Percival@act.gov.au)>  
**Subject:** Inquiry into future of ACT School Infrastructure draft response

OFFICIAL


Hi all,

The draft response to the Inquiry into the Future of School Infrastructure is saved here:

G:\Enrolments and Planning\04 Government relations\14 -2022-23 Inquiry into the future of ACT School Infrastructure

Thanks all for your input so far. There are three things to address noted in the doc:

- 1) Sean's questions regarding demographics
- 2) Nessa's request that Sean include discussions on classroom forecasting for high demand schools
- 3) Adding information under the *PEA and a guaranteed place at your local school (travel)*

 I will leave it in your capable hands to progress. Thank you!

Have a great break!  
Krystal



## School Infrastructure Inquiry Submission DRAFT Enrolments and Planning input

### Planning for the next decade

Every child in Canberra has access to a great public school close to home. The ACT Government is investing record amounts in ACT public schools to meet current and future education needs. As Canberra continues to grow, the ACT Government is building new public schools and upgrading education facilities across Canberra. This means people moving to new suburbs and growing regions can access public education close to where they live.

Every ACT public school has improvements every year with many of these upgrades required to ensure inclusive facilities so that all students can take full advantage of educational opportunities.

Local families in Gungahlin, Strathnairn, Narrabundah and Garran will benefit from new and improved school infrastructure. A new primary (P-6) school and Early Childhood Education Centre in Strathnairn, Ginninderry is expected to open in 2025.

Major infrastructure projects to modernise facilities and better meet the learning needs of communities include the expansion of Margaret Hendry School and the Garran Primary School and Narrabundah College modernisation projects.

Design and construction of two high schools is underway to meet the rapid growth in Gungahlin, which is one of the fastest growing regions in Australia. East Gungahlin high school in Kenny and North Gungahlin high school in Taylor are expected to open in 2024

Commented [AV1]: Source – MPC website: [Schools and Education - Built for CBR \(act.gov.au\)](https://www.act.gov.au/schools-and-education/built-for-cbr)

The Directorate undertakes long term demand response planning on an ongoing basis through a regional approach to planning. This is based on a 10-year student enrolment forecast developed and updated continually in collaboration with the ANU School of Demography.

Through this approach we consider the needs, growth, and capacity of each public school individually as well as for the region collectively. This approach allows the Directorate to test and design effective long-term responses that maximise capacity of the overall region and best respond to future growth, while also taking into account circumstances of individual schools.

We also take into account the long term multi decade demographic lifecycle of a catchment area, particularly in developing areas.

The Directorate considers a range of inputs to respond to enrolment growth. In the first instance, enrolment policy levers support demand management and enrolment integrity, building on successful approaches to maximise existing available capacity, by keeping enrolments local. Enrolment policy is also very cost effective.

This includes changes to limit out of area enrolments in capacity constrained or high demand schools (changing from Category B to Category A schools, designating High Demand Preschools), changes to Priority Enrolment Areas, and redirecting NSW students to NSW Pathway Schools with available capacity.

We have taken steps to increase enrolment integrity and minimise disingenuous enrolments from applicants who may not genuinely reside in a particular Priority Enrolment Area. We now have a requirement for 100 points of identification to confirm proof of residence within a PEA before enrolment is confirmed.

The Government is continuing to see the positive effects of enrolment policy to shift enrolments of Tuggeranong residents in the Woden region back to Tuggeranong.

- In 2015, there was a net outflow of 2,200 students from Tuggeranong.
- In 2022, there was a net outflow of 1,750 – a decline of around 20%.

At a system wide level, in 2017 35.3 per cent of all public-school enrolments were from out of area. This decreased to 30.4 per cent in 2022. This decline will continue as students already enrolled outside their local area finish school.

- For example Lyneham High School has experienced a significant reduction of out of area students, while its in area enrolments have grown. In 2017, 559 of the school's 1,084 students were out of area, or 52 per cent. By 2022, only 207 of the 1,035 students were out of area, or 19 per cent.

#### **Infrastructure Investment for new and expanded capacity**

Permanent expansions are only considered where enrolment growth is projected to continue in future years, and where additional permanent capacity is the most appropriate response.

Schools with lower levels of enrolments continue to be thriving schools. They have turned smaller catchments into a strength.

Those schools make the most of their size by developing deep connections with their families and students, as well as developing a very strong sense of community.

New schools require significant investment and are appropriate where projections demonstrate ongoing and sustained population growth which will in turn sustain the viability of the school over the long term, particularly in developing greenfield areas in anticipation of growth, and in regions where that growth cannot reasonably be met by established schools within a region.

In every jurisdiction in Australia, Relocatable Learning Units (also known as transportable infrastructure) provide an important source of flexibility for schools that are experiencing temporary growth in enrolments, as well as to provide time to plan for and deliver permanent investment in capacity where it is needed for the long term. Schools that are built in greenfield suburbs experience a demographic peak in enrolments and then decrease towards a lower level of enrolments. Relocatable Learning Units are a normal part of planning for growth at these types of schools and many schools choose to retain RLUs in the longer term where they provide additional learning spaces that meet the unique needs of each school.

Modernisation is a key ongoing element of schools planning, as well as alongside permanent expansions, to update ageing and end of life infrastructure and ensure safe and inclusive environments that support learning and participation.

The ACT Government is committed to continuing to invest in modernisation to ensure school infrastructure keeps pace with modern pedagogy, the needs of students, to ensure inclusion and to uphold the highest levels of safety and amenity.

#### **Where our new schools will be**

The ACT Infrastructure Plan released in October 2019 identified indicative future investments in public education, including new and expanded schools within five years. The next update of the ACT

Infrastructure Plan expected to be released in mid-2023 and will similarly identify anticipated investments into public education.

The Government has committed to delivering 4 new public schools in the next few years and work is continuing to consider future public education needs through new schools, temporary and permanent expansions as well as ongoing modernisation and upgrades.

- **North Gungahlin High School in Taylor** expected to open in 2024, the school will have 800 places when it opens
- **East Gungahlin High School in Kenny** will open in 2024 and have 800 places when it opens.
- **A new EC to 6 primary school at Strathnairn** in Ginninderry will open in 2025 and have 780 places plus ECEC places, when it opens as the first new school in the developing West Belconnen area.

**A new EC to 6 primary school in Whitlam** which will provide 780 places as well as ECEC places and begin accepting enrolments in the 2025 school year in the Molonglo Valley.

As with recent years, forecast growth will not be evenly distributed across the ACT – the need for new schools and expanded capacity will be concentrated in areas of greatest development.

In Gungahlin, for example, with the final suburbs in the region coming online in conjunction with higher levels of expected births there will contribute to increased enrolments in the future.

In Woden and Molonglo, growth is coming from the new developments in Molonglo and infill development around Woden. In Belconnen, growth is coming from Ginninderry, along with some central infill growth.

In the central region, the growth is coming from infill development. For instance, the inner north is experiencing significant residential redevelopment that will make it denser.

*<Insert Heat Map of ACT showing regions of high student growth – graphic help from comms required>*

While it is more challenging to predict enrolments in greenfield areas, we monitor land release and residential development to predict when new people move into an area, so we can be sure we're predicting that demand as accurately as we can and delivering new school capacity in time to meet that demand.

We know our work with the ANU School of Demography developing enrolment projections uses the right data sources to help us predict population growth and the demand for enrolment in developing and greenfield areas.

#### Demographics

The Directorate projects enrolments for all schools in collaboration with the ANU School of Demography and regularly updates projections based on enrolment trends and new demographic information. Through this partnership we also undertake demographic research and have improved the Directorate's approach to forecasting enrolments. This collaboration with the ANU ensures a high level of integrity and access to specialist demographic and modelling knowledge and techniques.

**Commented [EK2]:** Comments from Sean – not yet addressed

*-We could provide a small discussion on ACT School age resident growth trends, public sector affiliations etc accompanied by representing demographic data that shows school age population projections across regions from CMTEDD?*

*-Or are we comfortable releasing public school enrolment projections at a system level for next 5 years (like we did to*



Projections and planning occurs in advance of significant capacity pressure. This ensures necessary future infrastructure needs are identified, funded, designed and built in the right place ready for use at the time it will be required.

Projections are most useful when considering the next 5 years, as beyond 5 years they become less reliable. That's also why we need to continue to revisit projections as one of our planning inputs.

This is informed and driven by regional level demographic trends, forecast enrolment growth and available capacity over the long term, aligned with the overall urban planning strategy of the government.

The unique nature of a new or an existing school due to its location, nature of the site, surrounding demographics, existing infrastructure, proximity to other schools and transport corridors means there is no single standard ideal capacity planning approach.

#### Overview of the Enrolment Forecasting STEP Model – the Student Transition and Estimation Projection Model

The Directorate's Kindergarten to Year 12 enrolment projections are based on a cohort transition approach to estimate future student enrolments. This is based on taking ACT population projection produced by ACT Treasury for preschool entries, allocating them to a local primary school and tracking them as they graduate through to high schools and eventually college. Projections include a number of inputs and underlying assumptions including historical schooling preferences, suburb and catchment specific demographics. The core of the model is a matrix that connects every grade level at every government and non-government school, from one year to the next.

The STEP enrolment projection methodology previously used birth data to predict 4-year-old enrolment intake entries. From 2023 onwards the model will now use the 4-year-old resident population projection produced by ACT Treasury for greater accuracy.

A key feature of the model is that it explicitly aligns the enrolment forecast with demographic forecasting and does so by explicitly incorporating net migration (entries and exits) into the model.

The model is continually updated to take into account current enrolment trends and other new information where this becomes available.

More sophisticated custom modelling is also undertaken at a suburb level whereby we can include the unique circumstances of each region and develop custom scenarios to test planning responses.

#### **Projected growth of students**

We can be confident the Government can identify and respond to demand to deliver new or different planning responses when they are needed, by anticipating future enrolments using projections, combined with continuing to closely monitor and respond to enrolment fluctuations.

This includes monitoring the students already enrolled in ACT public schools and planning to ensure there are sufficient high school and college places available in the right regions, as those students age through schooling.

### **Managing enrolment demand in ACT Colleges**

Colleges have a lot of flexibility in how they use their spaces, both across their general learning areas as well as their specialist learning areas.

Enrolment policy allows some flexibility for college enrolments outside of a student's local area, recognising important factors like curriculum diversity and student cohorts.

While some colleges currently have high demand, there is forecast available capacity across colleges in the ACT.

We know students enrolled in high school will continue their learning through Years 7-10 and onto college, and our planning work will ensure there are places available for those students.

The ACT Government has committed to delivering new college capacity in Canberra's northside, with feasibility funding for a second college in Gungahlin announced earlier this year through the 2021-22 Budget. a

- This feasibility and planning work includes consideration of a preferred site identified adjacent to the existing Gold Creek School.
- As well as site due diligence and land planning studies, indicative masterplanning and preliminary design works to inform the most appropriate demand response and future investment decisions by Government.

Additional capacity is also in the process of being provided for Gungahlin College in 2023 given it is experiencing population growth-led peak in enrolments.

Colleges like Gungahlin College which has a high take up of hospitality classes also typically offers a class later in the afternoon also recognising that some college age students are also participating in employment or traineeships and appreciate that flexibility.

### **School sizes and types and class sizes**

Class sizes are a significant variable and input in determining the effective usable capacity of a school and consequently the need for investment into school capacity. School enrolment projections developed by the Directorate to inform planning are complemented by projected school capacity and classroom utilisation analysis. This also supports our commitment to the Education workforce and adhering to the Class Size Policy, as part of the ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement. The Class Size Policy recognises the valuable contribution class sizes make to learning outcomes and places limits on class sizes depending on the school year group.

Classroom capacity is determined using a multiplier (representing an average number of students considered in relation to the Directorate's Class Size Policy). This approach takes into account the number of teaching spaces within the school, how many specialist classrooms are required to offer a full curriculum and how many classes could be reasonably run within the school's general learning and specialist classrooms. For instance, college class sizes tend to be lower because they require a greater number of specialist classrooms to offer a full curriculum.

Due to differences in curriculum and the way that classes are organized between primary, high school and college, the Directorate calculates utilisation separately for each academic level.

For primary school level, enrolments and capacity of preschool are not included in calculation of utilisation. The class size policy and the way to organize roll groups within a school (e.g. composite classes) might make the available capacity and spare capacity in a school very different from utilisation defined in (ii). Therefore, the Directorate considers classroom utilisation as a more appropriate measure than utilisation for primary school level.

For high demand schools where capacity reaches 80%, the Directorate begins to monitor utilisation of the facilities on a room by room basis. When utilisation increases to 85%, we very closely monitor longer term enrolment projections as well as to assess the availability and suitability of play, general and specialist learning spaces in relation to safely managing capacity.

This approach provides consistency and comparative data across the sector and supports Directorate to analyse and predict future utilisation rates across the system. Use of the multiplier facilitates longer term planning and removes the impact of fluctuations in enrolments year by year. It is important to consider these inputs together, especially in case of high demand established schools in regions experiencing significant growth, as when actual utilisation is considered against the number of classrooms available and in accordance with the Class Size Policy, the effective utilisation may be lower than the overall capacity might suggest.

While class sizes may be individually negotiated to exceed the policy in specific cases, the class size limits are an important input used to determine the new or expanded capacity required to meet demand pressures.

**Table: Class size limits**

<i>School year</i>	<i>Class Size</i>
<i>Pre-schools</i>	<i>22</i>
<i>K-3</i>	<i>21</i>
<i>4-6</i>	<i>30</i>
<i>7-9</i>	<i>32</i>
<i>10</i>	<i>30</i>
<i>11-12</i>	<i>25</i>

The Directorate uses a difference approach to calculate utilisation. The utilisation in a school is the share of capacity filled up by enrolments.

Schools have flexibility in how they use learning spaces and this can change Term to Term and year to year, as well as according to the unique circumstances of each school and its students. Generally, all schools can operate comfortably around 85% utilisation and colleges in particular can operate safely at higher levels of utilisation due to the flexibility in their curriculum and the way they use their learning spaces.

Where enrolment projections demonstrate sustained or strong projected growth beyond 85% utilisation, we undertake planning to develop responses to meet that growth. Demand and capacity planning is not always visible to the community when it is in the planning or development stages, and is often delivered in a just-in-time approach. We do this by anticipating future enrolments using projections, closely monitoring enrolment fluctuations and delivering the most appropriate demand response (either through enrolment policy, expanded or new capacity).



### PEAs and a guaranteed place at your local school (travel)

The ACT Government is committed to providing an excellent education to all ACT public school students irrespective of where they live, their circumstances, or the school they attend. The Australian Curriculum is taught in all ACT public schools.

Priority Enrolment Areas (PEAs) are defined geographical areas which provide the mechanism to prioritise enrolment of ACT residents at their local Kindergarten to Year 12 school. All students are guaranteed a K-12 enrolment place at their local school, as required under the *Education Act, 2004*. All Australian States and Territories have a version of school zoning or PEAs in place. There are many benefits to PEA's, including:

- Providing certainty for our community about enrolment opportunities in their local area and close to home;
- Helping to manage school capacity fairly and transparently. This also ensures available capacity is utilised to maximum efficiency before costly new schools or school expansions are needed; and
- Ensuring some enrolment flexibility so that once all in-PEA demand has been met, a school may consider enrolment applications from students who live outside of the PEA.

Some Priority Enrolment Areas include **Shared Zones** which are an important demand management lever, particularly where there are large school aged catchments or rapid/fluctuating enrolment growth.

In Shared Zones, Principals can work together to balance enrolments across their schools and still ensures the community are guaranteed a place at their local school(s).

The inner north is a great example of a **One Way Shared Zone** which means families can chose to enrol at one of two schools located close to home, making use of available capacity at Ainslie School also located close to the city centre and supporting demand management for North Ainslie & Majura which have lots of local enrolments.

Occasionally a family's PEA school may not be their nearest school. This is because PEA design must take into account both geographical (for example main roads, suburb boundaries and green spaces), and population and demographic considerations. While this may be inconvenient for those few families, and is avoided wherever possible, in rare cases it is necessary to continue to uphold the ACT Government's responsibility to guarantee a place for all Kindergarten to Year 12 students at their PEA school.

We recognise families make choices about where they live and where they expect their children to go to school.

We give the community the stability and assurance by maintaining Priority Enrolment Areas as much as possible.

Sometimes adjusting PEAs is necessary, only where changing Priority Enrolment Areas is the most reasonable response to demand management, enrolment growth or to support establishment of new schools.

PEA's are reviewed annually to take into consideration updated school enrolment and population data, including population projections and to prepare for new schools to open. PEA changes are only made where they are the most reasonable or necessary response, as chopping and changing PEAs would undermine the need to provide stability and certainty for our community. Where possible, changes are notified in advance to provide certainty for families and support smooth transitions between levels of schooling.

In rare cases or due to individual circumstances related to student wellbeing, a student's best interests may be best served at a school other than their PEA school. These circumstances do not include the PEA school's ability to meet the student's educational or pastoral care needs, but are usually related to circumstances in the student's broader life environment. Enrolment policy settings are sufficiently flexible that enrolment decisions are able to be made in the best interests of the child, which may include offering enrolment at a school that is not their PEA school.

### **3.Modernising and upgrading existing schools**

#### **School Facilities for community use**

While the core function of schools is to provide education, schools are also key community hubs providing more than access to learning.

All public schools have community facilities that can be made available outside of school hours, such as meeting rooms, halls, sporting facilities and outdoor areas.

Access to school facilities by the community supports social cohesion and opportunities for community building and relationships, which is also a Future of Education Strategy foundation for building strong communities for learning.

School facilities for community use are particularly important in greenfield areas where they contribute the main community facilities for a new and growing areas.

Schools are key community hubs providing more than access to learning. New schools also contribute community facilities, particularly important in greenfield areas where they may contribute the only community facilities for an area.

**Stewart, Eli**

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**From:** Morton, Phillip  
**Sent:** Monday, 9 January 2023 1:41 PM  
**To:** ACTPG Leasing  
**Cc:** Wales, PhillipB; Clarke, Michelle; Oldfield, Meghank; ICW EBM Office; Slater, Amanda; Nakkan, John; Rastogi, Aditya  
**Subject:** RE: Gungahlin commercial accommodation options

Thanks Esther. Sounds perfect.

---

**From:** Snell, Esther <Esther.Snell@act.gov.au> **On Behalf Of** ACTPG Leasing  
**Sent:** Monday, 9 January 2023 1:40 PM  
**To:** Morton, Phillip <Phillip.Morton@act.gov.au>  
**Cc:** Wales, PhillipB <PhillipB.Wales@act.gov.au>; Clarke, Michelle <Michelle.Clarke@cit.edu.au>; Oldfield, Meghank <Meghank.Oldfield@cit.edu.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>; Slater, Amanda <Amanda.Slater@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>; Rastogi, Aditya <Aditya.Rastogi@act.gov.au>  
**Subject:** RE: Gungahlin commercial accommodation options

Thank you Phill.

I have arranged the visit for this Wednesday at 3.30PM.

I will send a meeting invite shortly. Please let me know if you have any questions in the meantime.

Many thanks,

**Esther Snell**  
**Leasing and Tenant Occupancy Manager**  
**P 02 6207 2989 | M 0466 517 590 | [actpgleasing@act.gov.au](mailto:actpgleasing@act.gov.au)**  
**ACT Property Group | Chief Minister, Treasury and Economic**  
**Development Directorate | ACT Government**  
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ACT 2609 | [www.economicdevelopment.act.gov.au](http://www.economicdevelopment.act.gov.au) |  
[www.act.gov.au](http://www.act.gov.au)  
*Please note my work days are Monday, Tuesday and Wednesday.*

---

**From:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Sent:** Monday, 9 January 2023 1:06 PM  
**To:** ACTPG Leasing <[ACTPGLeasing@act.gov.au](mailto:ACTPGLeasing@act.gov.au)>  
**Cc:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; Clarke, Michelle <[Michelle.Clarke@cit.edu.au](mailto:Michelle.Clarke@cit.edu.au)>; Oldfield, Meghank <[Meghank.Oldfield@cit.edu.au](mailto:Meghank.Oldfield@cit.edu.au)>; ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>; Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** RE: Gungahlin commercial accommodation options

Hi Esther,

I apologise for missing your call.

I'll make myself available any time that suits the agent.

Regards,



Phill M

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**From:** Snell, Esther <[Esther.Snell@act.gov.au](mailto:Esther.Snell@act.gov.au)> **On Behalf Of** ACTPG Leasing  
**Sent:** Monday, 9 January 2023 12:39 PM  
**To:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Cc:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; Clarke, Michelle <[Michelle.Clarke@cit.edu.au](mailto:Michelle.Clarke@cit.edu.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>; Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** RE: Gungahlin commercial accommodation options

Hi Phill,

I trust you had a lovely Christmas break.

I have tried to ring you earlier today to see what your availability is like for a site visit.

Could you please provide me with a few options for time and date so I can tie up the visit with the agent?

Thank you,

**Esther Snell**

**Leasing and Tenant Occupancy Manager**

**P 02 6207 2989 | M 0466 517 590 | [actpgleasing@act.gov.au](mailto:actpgleasing@act.gov.au)**

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[www.act.gov.au](http://www.act.gov.au)

*Please note my work days are Monday, Tuesday and Wednesday.*

---

**From:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Sent:** Wednesday, 4 January 2023 12:34 PM  
**To:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>; Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; Clarke, Michelle <[Michelle.Clarke@cit.edu.au](mailto:Michelle.Clarke@cit.edu.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; ACTPG Leasing <[ACTPGLeasing@act.gov.au](mailto:ACTPGLeasing@act.gov.au)>; Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>  
**Subject:** RE: Gungahlin commercial accommodation options

Hi Aditya,

Yes I did and I hope you did also.

I will need to visit the site to determine what the fit out scope and requirements are. Can you please organise a site visit for myself and Libraries ACT at the earliest opportunity.

Thanks in advance.

Regards,-  
Phill M

Phill Morton | Assistant Director - Major Projects  
Phone:+61 2 6207 6551 | MOB: 0447 734 021 | Email: [phillip.morton@act.gov.au](mailto:phillip.morton@act.gov.au)  
Infrastructure and Capital Works | Education and Training | ACT Government

---

**From:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Sent:** Wednesday, 4 January 2023 11:55 AM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Cc:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; Clarke, Michelle <[Michelle.Clarke@cit.edu.au](mailto:Michelle.Clarke@cit.edu.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; ACTPG Leasing <[ACTPGLeasing@act.gov.au](mailto:ACTPGLeasing@act.gov.au)>  
**Subject:** RE: Gungahlin commercial accommodation options

Hi Phil,

Hope you had a nice break.

Can you please advise the date for lease commencement for 46-50 Hibberson St. Also, the fit out requirements have to be approved by the landlord.

We understand from Vanessa that site is required for Term 1, which would be difficult to achieve considering such a short notice.

Kind regards,  
Aditya

**Aditya Rastogi AAPI MRICS | Director Lease and Transaction Management | ACT Property Group  
Chief Minister, Treasury & Economic Development | ACT Government**

Phone: (02) 620 75602 | e: [aditya.rastogi@act.gov.au](mailto:aditya.rastogi@act.gov.au)

PO Box 777, Fyshwick, ACT, 2609 |

For repairs and maintenance related matters, please contact the Response Centre: [actpg@act.gov.au](mailto:actpg@act.gov.au)

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Wednesday, 21 December 2022 3:40 PM  
**To:** ACTPG Leasing <[ACTPGLeasing@act.gov.au](mailto:ACTPGLeasing@act.gov.au)>  
**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>; Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>; Clarke, Michelle <[Michelle.Clarke@cit.edu.au](mailto:Michelle.Clarke@cit.edu.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** RE: Gungahlin commercial accommodation options

Hi Esther,

Thanks for your efforts in progressing the site visits. Education will now undertake some estimates of costs and governance around 5 Fussell Lane and Phil Morton may need to obtain further site information to assist with this process. We hope to be in a position during January to let you know our commitment going forward.

Libraries ACT have indicated their support to occupy the property at 46-50 Hibberson St. Can you please commence the leasing process for an initial 12 month period on behalf of Education. Phil M will also be in touch regarding any fit-out requirements for this property shortly.

Regards,

John Nakkan | Acting Executive Branch Manager

Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)

Infrastructure and Capital Works | Education | ACT Government

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Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Snell, Esther <[Esther.Snell@act.gov.au](mailto:Esther.Snell@act.gov.au)> **On Behalf Of** ACTPG Leasing  
**Sent:** Wednesday, 21 December 2022 2:48 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>; Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>; Clarke, Michelle <[Michelle.Clarke@cit.edu.au](mailto:Michelle.Clarke@cit.edu.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>  
**Subject:** RE: Gungahlin commercial accommodation options

Hi John,

We have conducted the site visits yesterday for 5 Fussell and 6-8 Gribble.

We have received a positive feedback on 5 Fussell Lane, if you could kindly let us know whether more information is needed.

In the meantime, I just wanted to mention that it appears the facility is fully electric, which is in accordance with our zero emission policy. We will seek a more firm confirmation on this.

I have attached the proposed plans for the Level 2 extension. These plans have not been lodged for DA and are subject to planning approvals. They are hoping that DA is lodged early/mid-January 2023, once the remaining consultants have given their go-ahead for the plan. Following DA approval, the agents were hoping for a 10-12 week turnaround time on completion of works. We believe this may be a little ambitious considering the scope of works.

Please let me know if you have further questions.

Many thanks,

**Esther Snell**  
**Leasing and Tenant Occupancy Manager**  
**P 02 6207 2989 | M 0466 517 590 | [actpgleasing@act.gov.au](mailto:actpgleasing@act.gov.au)**  
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**Development Directorate | ACT Government**  
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ACT 2609 | [www.economicdevelopment.act.gov.au](http://www.economicdevelopment.act.gov.au) |  
[www.act.gov.au](http://www.act.gov.au)  
Please note my work days are Monday, Tuesday and Wednesday.

***ACT Property Group's Office will close at 12pm 23 December 2022 and re-open Tuesday 3 January 2023.***

***During this period emergency maintenance requests can be phoned through to the Response Centre on 6213 0700 and selecting option 6.***

***The Response Centre will operate 24/7 over the holiday period.***

***The team at ACT Property Group wish you a Merry Christmas and a Happy New Year.***

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Monday, 19 December 2022 10:56 AM  
**To:** ACTPG Leasing <[ACTPGLeasing@act.gov.au](mailto:ACTPGLeasing@act.gov.au)>  
**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; Clarke,



Michelle <[Michelle.Clarke@cit.edu.au](mailto:Michelle.Clarke@cit.edu.au)>; Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Subject:** RE: Gungahlin commercial accommodation options

Thanks Esther,

Phil Morton from the Education Major Projects team will be able to attend at these times on my behalf. Phil is managing all the EDU works associated with accommodating the expansion at the college.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

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**From:** Snell, Esther <[Esther.Snell@act.gov.au](mailto:Esther.Snell@act.gov.au)> **On Behalf Of** ACTPG Leasing  
**Sent:** Monday, 19 December 2022 10:45 AM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; Clarke, Michelle <[Michelle.Clarke@cit.edu.au](mailto:Michelle.Clarke@cit.edu.au)>  
**Subject:** RE: Gungahlin commercial accommodation options  
**Importance:** High

Good Morning,

We have scheduled the following inspections:

20<sup>th</sup> December 1.30PM 5 Fussell Lane  
20<sup>th</sup> December 2.20PM 6-8 Gribble Street

Could you please confirm if the above works? Following this, I will send through an invite.

In the meantime, I am waiting to hear back on 2/2 Franz Borman's agent.

I'll keep you posted.

Many thanks,

**Esther Snell**  
**Leasing and Tenant Occupancy Manager**  
**P 02 6207 2989 | M 0466 517 590 | [actpgleasing@act.gov.au](mailto:actpgleasing@act.gov.au)**  
**ACT Property Group** | Chief Minister, Treasury and Economic  
Development Directorate | **ACT Government**  
255 Canberra Avenue, Fyshwick ACT 2609 | GPO Box 777 Fyshwick  
ACT 2609 | [www.economicdevelopment.act.gov.au](http://www.economicdevelopment.act.gov.au) |  
[www.act.gov.au](http://www.act.gov.au)

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*During this period emergency maintenance requests can be phoned through to the Response Centre on 6213 0700 and selecting option 6.*

*The Response Centre will operate 24/7 over the holiday period.*

*The team at ACT Property Group wish you a Merry Christmas and a Happy New Year.*

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Friday, 16 December 2022 12:37 PM  
**To:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** FW: Gungahlin commercial accommodation options

Hi Adi,

Can you please arrange for a site visit to Fussell Lane for next week for Meghan and Michelle from CIT. Vanessa Little might also be interested in this one in-case we do a co-location with CIT and the Library.

As Meghan has noted if we could see the others, that would also be good. My order of preference would be:

1. 2/2 Franz Borman
2. 6-8 Gribble
3. 35 Hinder

I can make time either Tuesday or Wednesday afternoon, Thursday morning or anytime Friday. If it is outside these times, I will have someone else from EDU attend.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

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**From:** Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>  
**Sent:** Friday, 16 December 2022 12:23 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>; Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>; Clarke, Michelle <[Michelle.Clarke@cit.edu.au](mailto:Michelle.Clarke@cit.edu.au)>  
**Cc:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>  
**Subject:** RE: Gungahlin commercial accommodation options

OFFICIAL

Hi John

We would be interested in having a look at the Fussell Lane property next week if feasible. That is our preferred of the four options. If there is time, we could also have a look at the other three for comparison/just in case. (The 'we' is me and Michelle if she is available).

Thanks  
Meghan

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Tuesday, 13 December 2022 9:35 AM  
**To:** Oldfield, MeghanK <[MeghanK.Oldfield@cit.edu.au](mailto:MeghanK.Oldfield@cit.edu.au)>; Little, Vanessa (ACTGOV) <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>;  
Ganendran, Jaci <[Jaci.Ganendran@cit.edu.au](mailto:Jaci.Ganendran@cit.edu.au)>; Clarke, Michelle <[Michelle.Clarke@cit.edu.au](mailto:Michelle.Clarke@cit.edu.au)>  
**Cc:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** Gungahlin commercial accommodation options

Dear all,

Can you please nominate the properties from the attached lists that you are interested in viewing and advise on a suitable day, no earlier than this Thursday, to attend. I'm happy to arrange separate visits for both CIT and Libraries ACT if that works better for yourselves.

The 'Leasing Enquiry Market Sweep EDU Two 50m<sup>2</sup>' list is only suitable as a temporary replacement for the two community meeting rooms at the entry. The 'Leasing Enquiry Market Sweep – Education November 2022' list could be used for either Libraries ACT or CIT and the 5 Fussell Lane property could be fitted out for either or as a shared facility.

Please also let me know if you would like others to attend.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
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**From:** [Nakkan, John](#)  
**To:** [Morton, Phillip](#)  
**Cc:** [Slater, Amanda](#)  
**Subject:** Gungahlin Library temporary community accommodation  
**Date:** Tuesday, 10 January 2023 1:53:00 PM

---

Hi Phil,

Thanks for the call. Please see attached information about the site. It is units 2D and 2F that we are arranging to lease.

<https://www.allhomes.com.au/unit-2f-46-hibberson-street-gungahlin-act-2912>

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
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**From:** [Nakkan, John](#)  
**To:** [Morton, Phillip](#)  
**Subject:** FW: Final decision on library community rooms for Term 1  
**Date:** Friday, 13 January 2023 9:02:00 AM  
**Attachments:** [image001.png](#)

---

## OFFICIAL

Hi Phil,

Does your understanding of the space requirements concur with Libraries ACT? I'll call to discuss shortly.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)


---

**From:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Sent:** Thursday, 12 January 2023 12:07 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>  
**Subject:** Final decision on library community rooms for Term 1

## OFFICIAL

Yuma John

Library staff with Education and ACTPG reps viewed 2 different spaces within the 46-50 Hibberson/Coles complex—  
The one selected by Library Staff is:

Room 1/   
Both rooms to be used, compensating the loss of the 2 training rooms

- Room 2 needs walls removed to make one large space
- Room 1 needs blinds for privacy and heat mitigation. Investigation is needed as to whether heating and A/C is adequate for the space

Djan yimaba  
Vanessa

**Vanessa Little** | Executive Branch Manager, Libraries ACT

Phone: 02 6207 6695 | Email: [vanessa.little@act.gov.au](mailto:vanessa.little@act.gov.au)

**Libraries ACT** | Territory & Business Services | Transport Canberra & City Services | ACT  
Government

Level 3, 480 Northbourne Avenue, Dickson ACT 2602 | GPO Box 158, Canberra ACT 2601 |  
[www.act.gov.au](http://www.act.gov.au)

(*Yuma* – Hello; *Djan yimaba* – Thank you; *Yara* – Goodbye in **Ngunnawal**)

**Currently reading:** *The Jacaranda House* by Deborah Challinor

**Currently listening:** *Too much lip* by Melissa Lukashenko





**Stewart, Eli**

---

**From:** Morton, Phillip  
**Sent:** Monday, 16 January 2023 10:58 AM  
**To:** Nakkan, John; Slater, Amanda  
**Subject:** RE: Gungahlin Library

UNOFFICIAL

Yep. Definitely will do.

---

**From:** Nakkan, John <John.Nakkan@act.gov.au>  
**Sent:** Monday, 16 January 2023 10:57 AM  
**To:** Morton, Phillip <Phillip.Morton@act.gov.au>; Slater, Amanda <Amanda.Slater@act.gov.au>  
**Subject:** RE: Gungahlin Library

UNOFFICIAL

Thanks Phil, that's good news.

Please let us know as soon as ACTPG can confirm so we can brief the College and Library on any work-arounds that may be required.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Sent:** Monday, 16 January 2023 10:14 AM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>  
**Subject:** Gungahlin Library

UNOFFICIAL

Hi John,

I just had a chat with Esther. We should be able to occupy the spaces ( at least one) in two weeks time. She will contact me again when she knows the actual date.

Regards,  
Phill M

Phill Morton | Assistant Director - Major Projects  
Phone:+61 2 6207 6551 | MOB: 0447 734 021 | Email: [phillip.morton@act.gov.au](mailto:phillip.morton@act.gov.au)  
Infrastructure and Capital Works | Education and Training | ACT Government



**From:** [Stewart, Eil](#) on behalf of [ICW EBM Office](#)  
**To:** [Morton, Phillip](#); [Slater, Amanda](#)  
**Cc:** [Nakkan, John](#); [ICW EBM Office](#)  
**Subject:** SIGNED: FILE2023/513 S/G ICW PCAM Gungahlin College-Expansion Project Co-ordination  
**Date:** Monday, 23 January 2023 5:05:36 PM  
**Attachments:** [PROPERTY EQUIPMENT & FLEET - Construction - S G ICW - PCAM Gungahlin College-Expansion-PCAM Part A-Project Co-ordination.tr5](#)  
[image001.jpg](#)  
[EGMBSG Signed PCAM.PDF](#)

---

Signed attached and in TRIM

Eil

---

**From:** Lokvicic, Katarina <[Katarina.Lokvicic@act.gov.au](mailto:Katarina.Lokvicic@act.gov.au)> **On Behalf Of** EDU, EGMBSG  
**Sent:** Monday, 23 January 2023 5:00 PM  
**To:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** FOR PROGRESSION: FILE2023/513 S/G ICW PCAM Gungahlin College-Expansion Project Co-ordination

OFFICIAL

Hi Eil,

Please find attached EGMBSG signed PCAM for Progression.

Kind Regards,

**Katarina Lokvicic**

Executive Support Officer | Business Services Group

Education Directorate | ACT Government

GPO Box 158 Canberra ACT 2601

[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)



We acknowledge the Traditional Custodians of the ACT, the Ngunnawal people. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

---

**From:** Stewart, Eil <[Eil.Stewart@act.gov.au](mailto:Eil.Stewart@act.gov.au)> **On Behalf Of** ICW EBM Office  
**Sent:** Tuesday, 17 January 2023 9:24 AM  
**To:** EDU, EGMBSG <[EGMBSG.EDU@act.gov.au](mailto:EGMBSG.EDU@act.gov.au)>  
**Cc:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** FOR APPROVAL/SIGNATURE: FILE2023/513 S/G ICW PCAM Gungahlin College-Expansion Project Co-ordination

Good morning

PCAM in TRIM for EGM approval and [signature on page 4](#) please

Thank you



Ell

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Monday, 16 January 2023 5:33 PM  
**To:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** FW: 81017-Gungahlin College-Expansion-PCAM Part A-Project Co-ordination

OFFICIAL

Sorry Ell,

This one is signed by me.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Sent:** Monday, 16 January 2023 4:09 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>  
**Subject:** FW: 81017-Gungahlin College-Expansion-PCAM Part A-Project Co-ordination

OFFICIAL

Hi John,

Please find attached the signed and approved ( by MPC) PCAM for the Gungahlin College works.

Can you please review and endorse and seek approval from David Mathews.

Regards,  
Phill M

---

**From:** Sharma, ShobhaX <[ShobhaX.Sharma@act.gov.au](mailto:ShobhaX.Sharma@act.gov.au)>  
**Sent:** Monday, 16 January 2023 3:29 PM  
**To:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Cc:** Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>; Blom, Dylan <[Dylan.Blom@act.gov.au](mailto:Dylan.Blom@act.gov.au)>;

Reynolds, Melissa <[Melissa.Reynolds@act.gov.au](mailto:Melissa.Reynolds@act.gov.au)>

**Subject:** 81017-Gungahlin College-Expansion-PCAM Part A-Project Co-ordination



## Project Management Agreement Panel Procurement and Contract Authorisation Minute (PCAM)

### PART A

PROCUREMENT OVERVIEW	
<b>Name/Title of Project</b>	Gungahlin College - Expansion
<b>Requesting Directorate</b>	<input type="checkbox"/> CIT <input checked="" type="checkbox"/> EDU <input type="checkbox"/> CHS <input type="checkbox"/> JACS <input type="checkbox"/> EPSDD <input type="checkbox"/> ACTHD <input type="checkbox"/> TCCS <input type="checkbox"/> CMTEDD <input type="checkbox"/> MPC <input type="checkbox"/> OTHER.....
<b>Nominated PMA Project Manager</b>	Project Co-ordination (Australia) Pty Ltd
<b>Panel Deed Number</b>	2018.29696.110.16
<b>EBS Project Number: (Directorate Project Number)</b>	81017 (81476-81701)
<b>Objective or scope of works or services to be provided</b>	<p>To undertake design and construction (fit for DA lodgement if required) for the Gungahlin College Expansion Project. All design work, due diligence activities, and approvals required for the below tasks are to be managed and completed by the Project Manager. The College will remain operational during the project's duration, so the Project Manager needs to make allowances for work to be completed outside of normal working hours or during school holidays. The works need to be undertaken with no disruption to College operations. Works within the Library building must be undertaken outside the Library operational hours with appropriate hoarding in place to prevent public access to the construction zones.</p> <p>The objectives of the works are to:</p> <ul style="list-style-type: none"> <li>• Undertake building modifications to create additional specialist science facilities by modifying the storage room, enclosing few spaces and expanding into and closing in existing balcony areas</li> <li>• Undertake building modifications to create contemporary learning spaces.</li> <li>• Additional learning areas have been identified within the adjoining Library and CIT Building that will require fit out works to activate them as spaces for teaching.</li> <li>• Relocate current functions (e.g. the café or community rooms, etc.) in the Library to enable joint use with the College.</li> <li>• Up-grade works are to be carried out on the existing Gungahlin College</li> </ul>



grass oval. A Ministerial Commitment has been made to upgrade the oval, which may require the existing surface to be replaced with artificial turf.

- Decommissioning and relocation of up to 3 no. T-2 modular learning classrooms from the current stock (either in storage or from an existing school) to the Gungahlin Town Square (corner of Hibberson and Gozzard Streets) or another suitable location on-site (pending approvals and feasibility works currently underway).
- The scope of services for this work will include:
  - Management and coordination of design and due diligence investigations for all aspects of the Project.
  - Design and documentation of the modification works required for the College.
  - The decommissioning and removal of the transportable building/de-complexing from the nominated school/storage site (including confirmation of any upgrade of the RLUs that may be required) and re-complexing and installation on site.
  - Project Management coordination with other service providers to facilitate the design, specification and connection of services and delivery of associated works with particular attention to the interface /connection of works by different service providers.
  - Provision of all required documentation associated with accessing school site(s), including (but not limited to), all permits, approvals and temporary traffic management plans.
  - Provision of a site safety plan appropriate for a school environment.
  - Due diligence and site preparation to enable the installation of the RLU(s).
  - This will potentially include where practicable for re-use as required (but not be limited to):
    - T2 (two classroom unit)
    - Base boards
    - Furniture Fittings & equipment and joinery.
    - Electrical services (including lighting control etc.)
    - Hydraulic services (sinks & floor waste etc.)
    - Mechanical services (heating and cooling etc.)
    - Flooring, window blinds/ furnishing, painting & final clean.
    - Associated ramps, stairs, verandahs, connecting walkways and any associated infrastructure.
    - All units are required to have all approvals needed for occupancy and use.
  - Pricing schedule to be provided for enabling site works.
  - Defect rectification and warranty management and warranty handover at the end of the defect period.
  - Provision of all manuals and works as executed documents in

	<p>usable format (.pdf, .doc, .dwg etc.)</p> <ul style="list-style-type: none"> <li>All on site staff need to have Working with Vulnerable People (WWVP)</li> </ul> <p>All on site staff need to be compliant with COVID-19 requirements at that time and consider all measures possible to respond to the potential impact of these COVID-19 requirements to minimise the risk to delivery.</p>
<b>Site</b>	The Site is located at Gungahlin College, 23 Gozzard Street, Gungahlin Town Centre ACT 2912 - Block 6 and 7, Section 223.
<b>Timing/Critical Dates</b>	The Works Commencement Date is 01-February-2023. The estimated Date for Completion of the Services is 31-July-2024 including 12 months Defects Liability Period.

FINANCIAL SUMMARY	
<b>Funding Amount and Source</b>	<p>Funding has been identified across several appropriations including:</p> <ul style="list-style-type: none"> <li>81476 (More Places at Gungahlin Schools) - \$1,063,700 (Inc GST)</li> <li>81017 (More Places for Students at North Side Schools) - \$2,809,400 (Inc GST)</li> <li>81701 (External learning Environments) - \$550,000 (Inc GST)</li> </ul> <p>Total - \$4,423,100 (Inc GST)</p>
<b>Total Budget \$ Inc GST</b>	\$4,125,000
<b>Infrastructure Delivery Partners Fee \$ Inc GST</b>	\$165,000
<b>Active Certification Audit Allowance \$ Inc GST</b>	<p>Allowance for Work Health and Safety Audit/s in accordance with the Active Certification Policy and an Industrial Relations and Compliance Audit if necessary.</p> <p>\$13,200</p>
<b>Project Managers Budget \$ Inc GST</b>	\$3,946,800
PMA PANEL USE STATEMENT	
<p>The PMA is the appropriate delivery model for this project because:</p> <ul style="list-style-type: none"> <li>The PM can immediately commence design and due diligence work;</li> <li>The PM can undertake the project and deliver the services or works in accordance with the Agreement, Work Order and the Panel Deed where the scope of works is not defined.</li> <li>The PM can coordinate access within the college to areas of work, whereby reducing the impact on college operational requirements and maintaining safety of staff &amp; students;</li> <li>The ability to flexibly respond to known and emerging risks including but not limited to stakeholder sensitivities and site latent conditions;</li> <li>It provides value for money for the Territory in the ability to quickly provide upgraded infrastructure and make good of the facility to support the increasing enrolment needs of the college; and</li> <li>the procurement will be conducted in accordance with the Government Procurement (Charter of Procurement Values) Direction 2020 and that this procurement demonstrates outcomes in at least one of the six Procurement Values detailed at Attachment A to this Project Management Agreement Panel Procurement and Contract Authorisation Minute.</li> </ul>	



### INFRASTRUCTURE DELIVERY PARTNERS RECOMMENDATION

This project meets the requirements of procurement policy, practices, principles and legislation for the Project Management Agreement Panel Deed to be used as the delivery mechanism, as endorsed in the Procurement Plan. This Procurement and Contract Authorisation Plan requires that all projects undertaken using this methodology are assessed, to ascertain the most appropriate Project Manager to deliver the project, taking into account;

Appropriate financial level to undertake the Project;

- ✓ The quoted price (if relevant) and value for money;
- ✓ The capacity and availability of Project Manager's resources (including availability of any special equipment, expertise or products required);
- ✓ The Project Manager's areas of speciality;
- ✓ The Project Manager's ability to respond and complete performance of the work within the required timeframe (including in light of its current workloads);
- ✓ The Project Manager's current Secure Local Jobs Code Certification;
- ✓ The *Government Procurement (Charter of Procurement Values Direction) 2020* in accordance with **Attachment A** to this Procurement and Contract Authorisation Minute; and
- ✓ Attempt to balance workloads between the Panel members.

Based upon the above factors, I seek your approval to request a quotation from [REDACTED] to provide project management services for the above project.

<b>Project Manager:</b>	Shobha Sharma	<b>Signature and Date:</b>	[REDACTED] 09-Jan-2023
<b>Phone:</b>	[REDACTED]		
<b>PMA Panel Manager:</b>	Katie Costabile	<b>Signature and Date:</b>	[REDACTED] 11/01/2022
<b>Phone:</b>	[REDACTED]		
<b>Director/Manager:</b>	Melissa Reynolds	<b>Signature and Date:</b>	Melissa Reynolds 16 January 2023
	[REDACTED]		
<b>A/g Executive Branch Manager:</b>	Sally Wright	<b>Signature and Date:</b>	[REDACTED] 16.01.2023
<b>A/g PMA Panel Director:</b>	Sally Wright	<b>Signature and Date:</b>	[REDACTED] 16.01.2023

### AGENCY / DIRECTORATE DIRECTOR / SENIOR DIRECTOR ENDORSEMENT

<b>Name</b>	John Nakkan	<b>Phone Number</b>	0466 015 922
<b>Directorate</b>	Education Directorate	<b>Position</b>	A/g Executive Branch Manager
<b>Signature</b>	[REDACTED]	<b>Date</b>	16 January 2023

### AGENCY / DELEGATE APPROVAL

<b>Name</b>	David Matthews	<b>Phone Number</b>	(02) 6207 0384
<b>Directorate</b>	Education Directorate	<b>Position</b>	Executive Group Manager
<b>Section/Department</b>	Business Services		
<b>Signature</b>	[REDACTED]	<b>Date</b>	23 JANUARY 2023



## PART A, ATTACHMENT A

## Consideration of Government Procurement (Charter of Procurement Values) Direction 2020

<b>Company Name:</b> Project Co-ordination (Australia) Pty Ltd
<b>Project Name:</b> Gungahlin College - Expansion
<b>Completed by</b> insert name (PMA PM)
<b>Date:</b> xx/xxxx/2022

### Instructions:

- 1. Procurement Value Category:** The Project Delegate selects one (or more) Procurement Value Categories that should apply to this project. Delete those that are not applicable.
- 2. Application of Procurement Values for this Project:** Once the Procurement Values have been nominated by the Project Delegate, this form is to be sent to PMA Project Manager along with the Draft Work Order for completion on "how" the nominated values will be met. The PMA PM may use one (or more) of the suggested options below or add their own and return with the completed Work Order.

In accordance with the Government Procurement (Charter of Procurement Values) Direction 2020, this procurement demonstrates outcomes in at least one of the six Procurement Values as follows:

	<b>1. Procurement Value Category</b> <i>*Project Delegate to choose at least one</i>	<b>2. Application of Procurement Values for this Procurement</b> <i>*PMA PM to complete. Suggestions appear below:</i>
<b>1</b>	Does this procurement comply with the Employment of Aboriginal & Torres Strait Islander Peoples' Economic Participation Procurement Value?	<i>If applicable, indicate how this Procurement Value will be met (select one or more of the following options):</i> <ul style="list-style-type: none"> <li>○ <i>Aboriginal and Torres Strait Islander Enterprise Subcontractor.</i></li> <li>○ <i>Aboriginal and Torres Strait Islander Employment Targets.</i></li> <li>○ <i>other (please specify)....</i></li> </ul>
<b>2</b>	Does this procurement comply with the Business Development and Innovation Procurement Value?	<i>If applicable, indicate how this Procurement Value will be met (select one or more of the following options):</i> <ul style="list-style-type: none"> <li>○ <i>engaged a Canberra Region enterprise.</i></li> <li>○ <i>engaged a Small to Medium Enterprise.</i></li> <li>○ <i>complied with the Local Industry Participation Policy</i></li> <li>○ <i>entered an arrangement under the Guideline for Unsolicited Proposals.</i></li> <li>○ <i>other (please specify) ....</i></li> </ul>
<b>3</b>	Does this procurement comply with the Gender Equality Diversity and Inclusion Procurement Value?	<i>If applicable, indicate how this Procurement Value will be met (select one or more of the following options):</i> <ul style="list-style-type: none"> <li>○ <i>compliance with the Workplace Gender Equality Act 2012 (Cth).</i></li> <li>○ <i>other (please specify) ....</i></li> </ul>
<b>4</b>	Does this procurement comply with the Environmentally Responsible Procurement Value?	<i>If applicable, indicate how this Procurement Value will be met (select one or more of the following options):</i> <ul style="list-style-type: none"> <li>○ <i>compliance with the Sustainable Procurement Policy 2015 (ACT).</i></li> </ul>

		<input type="radio"/> <i>other (please specify) ....</i>
<b>5</b>	Does this procurement comply with the Fair and Safe Conditions for Worker Procurement Value?	<i>If applicable, indicate how this Procurement Value will be met (select one or more of the following options):</i> <ul style="list-style-type: none"> <li><input type="radio"/> <i>compliance with the Secure Local Jobs Code 2019.</i></li> <li><input type="radio"/> <i>ACT Work Health Safety Active Certification Policy.</i></li> <li><input type="radio"/> <i>Guidelines for Managing Work Health and Safety on construction work with a value of \$250,000 or more.</i></li> <li><input type="radio"/> <i>other (please specify) .....</i></li> </ul>
<b>6</b>	Does this procurement comply with the Transparent and Ethical Engagement Procurement Value?	<i>If applicable, indicate how this Procurement Value will be met (select one or more of the following options):</i> <ul style="list-style-type: none"> <li><input type="radio"/> <i>Supplier completed an Ethical Suppliers Declaration</i></li> <li><input type="radio"/> <i>other (please specify) .....</i></li> </ul>

**Butler, Erin**

---

**From:** Enrolment and Planning Branch  
**Sent:** Tuesday, 24 January 2023 12:16 PM  
**To:** Seebohm, Helen  
**Subject:** FW: FOR APPROVAL BY 1/2: Assembly Briefs for Sitting Period 7-9 February 2023 (SPR)  
**Attachments:** 00. Assembly Brief Index - 7-9 February 2023.tr5; Question Time Briefs (Assembly Briefs).tr5  
**Follow Up Flag:** Follow up  
**Flag Status:** Completed

OFFICIAL

Hi Helen

Can you please update Gungahlin College Capacity Planning with track changes to reflect enrolments as of the most recent info accessible.

Thank you,

Nessa

---

**From:** Enrolment and Planning Branch  
**Sent:** Friday, 20 January 2023 12:48 PM  
**To:** System Policy and Reform Office <SPROffice@act.gov.au>  
**Cc:** Klein, Liz <Liz.Klein@act.gov.au>; Howell, Elizabeth <Elizabeth.Howell@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>; Eppelstun, Krystal <Krystal.Eppelstun@act.gov.au>  
**Subject:** FOR APPROVAL BY 1/2: Assembly Briefs for Sitting Period 7-9 February 2023 (SPR)

OFFICIAL

Good afternoon,

I have made minor updates to E&P Branch Assembly Briefs, for Deb's awareness/approval, due 1 Feb.

Enrolment Projections
Planning to Meet Growth
Gungahlin College Capacity Planning

Kind regards,  
 Nessa

---

**From:** Nott, Georgia <[Georgia.Nott@act.gov.au](mailto:Georgia.Nott@act.gov.au)> **On Behalf Of** EDU Cabinet Liaison Officer  
**Sent:** Friday, 20 January 2023 12:10 PM  
**To:** Attridge, Vanessa <[VanessaS.Attridge@act.gov.au](mailto:VanessaS.Attridge@act.gov.au)>; Enrolment and Planning Branch <[EnrolmentandPlanning@act.gov.au](mailto:EnrolmentandPlanning@act.gov.au)>; EDU, Analytics and Evaluation <[edu.analyticsandevaluation@act.gov.au](mailto:edu.analyticsandevaluation@act.gov.au)>; Srivastava, Anshu <[Anshu.Srivastava@act.gov.au](mailto:Anshu.Srivastava@act.gov.au)>  
**Cc:** System Policy and Reform Office <[SPROffice@act.gov.au](mailto:SPROffice@act.gov.au)>; EDU Cabinet Liaison Officer <[EDUCabinet@act.gov.au](mailto:EDUCabinet@act.gov.au)>; Bessey, Rochelle <[Rochelle.Bessey@act.gov.au](mailto:Rochelle.Bessey@act.gov.au)>  
**Subject:** FOR ACTION: Assembly Briefs for Sitting Period 7-9 February 2023 (SPR)



## OFFICIAL

Good afternoon

Please see below and attached for action.

Title/Question	FOR ACTION: Assembly Briefs for Sitting Period 7-9 February 2023
Action	1. Draft/update Assembly Briefs as required 2. If no are updates required, please email <a href="mailto:educabinet@act.gov.au">educabinet@act.gov.au</a> and we will complete action tree/notes
Responsibility	E&P: 12, 16, 17 and 18 (18 also allocated to ICW as done previously) A&E: 21 (new brief – see note on template) Please liaise with other BU's as required.
Response type	Assembly Brief
TRIM	SUB23/336
Date due to DDGSPR	COB Wednesday, 1 February 2023
Date Due to MO	Midday Friday, 3 February 2023 Note: If the brief requires critical updates beyond this point, please provide cleared updates no later than 11:00AM to allow time for ALO and MO processes with regards to updating packs.
Clearance	Please refer to the Executive Clearance Protocol document for appropriate clearance levels/drop copy requirements: <a href="#">here</a>
Comment	<ul style="list-style-type: none"> <li>• <a href="#">@System Policy and Reform Office</a> – Please allow sufficient clearance time is in the diary so these are <b>returned to <a href="mailto:EDUCabinet@act.gov.au">EDUCabinet@act.gov.au</a> by COB 2 February 2023</b> for collation and provision to MO.</li> <li>• Please note: TRIM Action Trees will be established by COB today.</li> </ul>

Please contact [educabinet@act.gov.au](mailto:educabinet@act.gov.au) if you have any questions. Thank you.

Kind regards –

Georgia Nott | Assembly Liaison Officer | Ministerial & Corporate Reporting  
Communications, Engagement and Government Support | Education | ACT Government  
GPO Box 158 Canberra ACT 2601

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I acknowledge the traditional custodians of the lands and waters where we live and work, and pay my respects to elders past, present, and future.

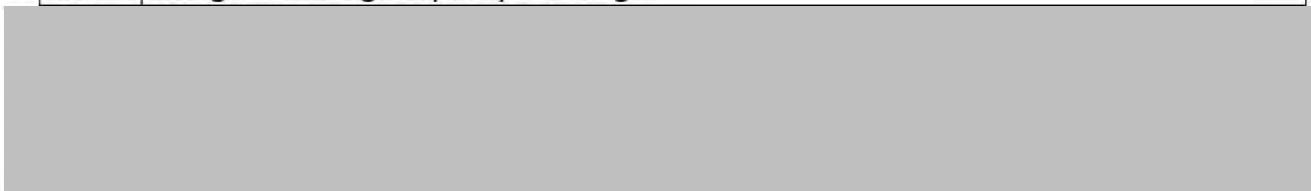


MINISTER FOR EDUCATION AND YOUTH AFFAIRS  
MINISTER FOR EARLY CHILDHOOD DEVELOPMENT

ASSEMBLY BRIEFS INDEX  
SITTING PERIOD: 7-9 February 2023



16.	Enrolment Projections
17.	Planning to Meet Growth
18.	Gungahlin College Capacity Planning



**Portfolio/s:** Education and Youth Affairs

## **GUNG AHLIN COLLEGE CAPACITY PLANNING**

### **Talking points**

- The Education Directorate undertakes enrolment projections to consider and plan for enrolment growth in ACT public schools and ensure sufficient available capacity. The Directorate has been closely monitoring enrolments at Gungahlin College for the past five years and is aware of emerging enrolment pressure at Gungahlin College.
- The Directorate is confident that steps being taking, both at Gungahlin College and in the planning for more college capacity at a second site in Gungahlin, will ensure that all students continue to be guaranteed a place at their Priority Enrolment Area college.
- Planning for a second college in Gungahlin is also underway, with \$1 million provided through the 2022-23 Budget for feasibility work and a preferred site identified adjacent to the existing Gold Creek School.
- Feasibility work includes site due diligence and land planning studies, as well as indicative masterplanning and preliminary design works to inform the most appropriate demand response and future investment decisions by Government.
- Additional capacity will also be delivered at Gungahlin College in 2023.

### **Key Information**

- The Education Directorate is working closely with Gungahlin College to deliver new capacity in the short term:
  - It is planned to install two Relocatable Learning Units (totalling four classrooms) at the college by term 2, 2023.
  - Some science labs at the school will also be modified next year to allow for more flexible delivery of learning.
  - Two community spaces in the school library will be repurposed during school days for use as additional learning spaces in 2023, with alternative arrangements provided for the community programs that make use of those spaces.
- After being stable between 2017 (1166) and 2022 (1124), enrolment projections for Gungahlin College indicate it is possible enrolments may rise to 1248 students in 2023, although as at 3 November 2022 there are 1155 actual enrolments for 2023. If this change is realised, this is a similar level of growth to that seen between 2016 and 2017 (114 additional students).
- Low levels of continued growth are projected in 2024 and 2025. If these enrolment projections are realised, students will be able to be accommodated within the increased capacity of the school.
- Gungahlin families will continue to have the option to enrol at Dickson College under the Priority Enrolment Area (PEA) Shared Zone that came into effect in 2022. This will ensure families on the northside have several college enrolment options ahead of a new college in Gungahlin being established in future years.

Cleared as complete and accurate: 20/01/2023  
Cleared for public release by: Deputy Director-General  
Contact Officer name: John Nakkan/Vanessa  
Attridge  
Lead Directorate: Education  
TRIM Ref: SUB23/336



**Background Information**

- The Education Directorate is aware there is a high level of community interest and anticipation for this project and that additional capacity to be brought online very soon (early in 2023) will meet enrolment growth.
- In 2020 the Government committed to work towards an expansion of Northside college capacity.
- Student demand projections are developed by the Education Directorate in collaboration with the ANU School of Demography. This collaboration ensures a high level of integrity in the projections process combined with access to expertise in specialist demographic techniques and knowledge. Significant data input sources include ABS Birth data, ACT Education Census results and ACT Treasury (CMTEDD) Official Population projections.
- The Directorate continues to monitor enrolments at Gungahlin College for 2023 and future years.

Cleared as complete and accurate: 20/01/2023  
Cleared for public release by: Deputy Director-General  
Contact Officer name: John Nakkan/Vanessa  
Attridge  
Lead Directorate: Education  
TRIM Ref: SUB23/336

**Portfolio/s:** Education and Youth Affairs**PLANNING TO MEET GROWTH****Talking points**

- The ACT Government will plan for and deliver new and expanded capacity where needed to ensure every child continues to be guaranteed a place at their Priority Enrolment Area (PEA) school.
- That work is not always visible to the community when it is in the planning or development stages, or until a decision is taken by Government.
- The Government has committed to delivering 4 new public schools
  - North Gungahlin High School in Taylor which will have 800 places when it opens;
  - East Gungahlin High School in Kenny will open in 2024 and have 800 places;
  - A new EC to 6 primary school at Strathnairn in Ginninderry will open in 2025 and have 780 places plus ECEC places, when it opens as the first new school in the developing West Belconnen area; and
  - A new EC to 6 primary school in Whitlam which will provide 780 places as well as ECEC places for the Molonglo Valley.
- We are continuing to consider future public education needs through new schools, temporary and permanent expansions as well as ongoing modernisation and upgrades. This will be subject to future decision making and announcements.
- Modernisation, upgrades and expansions help to keep pace with ageing infrastructure and capacity pressure ahead of longer term investments being delivered.

**College Planning**

- We know students enrolled in high school will continue their learning through Years 7-10 and on to college. While some colleges currently have high demand, there is forecast available capacity across colleges in the ACT.
- Colleges have a lot of flexibility in how they use their spaces, both across their general learning areas as well as their specialist learning areas.
- Enrolment policy allows flexibility for college enrolments outside of a student's local area, recognising important factors like curriculum diversity and student cohorts.
- **Gungahlin College** has experienced rapid enrolment growth and fluctuation in enrolments each year since 2016.
  - New capacity is being delivered to accommodate additional students in 2023, including through Relocatable Learning Units and additional spaces previously used by CIT/Gungahlin Library.
- The Government has committed to delivering new college capacity in Canberra's northside, with \$1.0 million feasibility funding for a **second college in Gungahlin** through the 2021-22 Budget. Feasibility work includes consideration of the preferred site adjacent to Gold Creek School in Nicholls, and will inform the most appropriate demand response and future investment decisions by Government.

## QUESTION TIME BRIEF

- The location of a **new Molonglo Valley College** (and high school campus) was established a number of years ago and identified for release in 2023/24 on the 2022-23 Indicative Land Release Program.
- I can confirm work is underway across Government to plan for that college which will be delivered in time to meet demand in Molonglo later this decade.
- Capacity is available at the two closest colleges (Canberra & Hawker), eg around 300 in-area places at Canberra College in 2022 which could meet local demand if required.

### School Capacity and Demand Planning

- The Education Directorate monitors land release and residential development to predict when new people move into an area, so we can be sure we're predicting enrolment demand accurately and delivering new school capacity in time.
- New schools need healthy catchments that support their establishment, so it is important to deliver new schools at the right time for students who live in the area.
- Enrolment projections are considered alongside classroom utilisation and availability, to predict when a school may require additional temporary or permanent capacity. Fluctuations occur throughout each term and year, so closely monitoring changes means extra capacity can be delivered just in time.

### Lower demand schools

- Schools with lower levels of enrolments continue to be thriving schools. They have turned smaller catchments into a strength and make the most of their size, through deep connections with families and students and a strong sense of community.
- While the core function of schools is to provide education, schools are also key community hubs providing more than access to learning.

### High demand schools

- Where capacity reaches 80%-85%, the Directorate begins to monitor utilisation of facilities on a room by room basis as well as assess the availability and suitability of play, general and specialist learning spaces in relation to safely managing capacity.
- Where enrolment projections demonstrate sustained or strong projected growth beyond 85% utilisation, the Government responds through a range of enrolment policy or planning actions to develop responses to meet that growth.

### **Key Information**

- The enrolment projections partnership with ANU ensures a high level of integrity in enrolment projections and specialist demographic techniques and knowledge.
- While projections are a critical element of the schools planning process, they only provide a point in time reference and don't necessarily reflect planned enrolment policy shifts, investments or potential responses. They are subject to change and influenced by external factors such as enrolment policy, investment decisions, affiliation shifts, fluctuations in population and births.



**Portfolio/s:** Education and Youth Affairs**ENROLMENT PROJECTIONS****Talking points**

- Public school enrolments are projected to continue growing at around 1% in the coming years of this decade, at a lower rate than approx 3% annual growth in recent years.
  - This projection is based on 2022 data and will be updated in the first quarter of 2023 to incorporate most recent data.
- Student demand projections are developed by the Education Directorate with the ANU School of Demography. Projections are regularly updated to reflect enrolment information on every student collected via the annual schools census and new data eg. new ABS Census or Estimated Resident Population data.
- Births will continue to be the main source of enrolment growth in the future, with the greenfield areas of Gungahlin, Molonglo and Belconnen projected to experience the highest rates of growth.
- Public school enrolments are projected to grow across all ACT regions, apart from Tuggeranong which may see a small decline across the decade.
  - Gungahlin College has experienced rapid enrolment growth and work is underway to provide new capacity at the school in the short term (2023) which may include transportable infrastructure, ahead of work underway to design and plan for a new College.
  - Enrolment projections also anticipate Belconnen Town centre growth and residential development. Current projections anticipate the number of primary school aged residents and from those, public education primary school aged residents. At this stage there is sufficient available capacity in nearby primary schools to accommodate that growth. Monitoring is ongoing.
- Enrolment projections are considered alongside classroom utilisation and availability, to predict when a school will require additional temporary or permanent capacity.

**Key Information**

- The partnership with ANU ensures a high level of integrity in the projections process and access to specialist demographic techniques and knowledge.
- The new STEP (School Transition Estimation and Projection) model was introduced in 2021-22. It uses a 'cohort transition' model which is based on taking births in an area, allocating them to a local primary school and tracking them as they graduate through to high schools and eventually college. It takes into account the preference for public schools based on historical experience, catchment area and underlying demographics.
  - The model relies on assumptions to predict transition from primary to high school and to college, based on historical out of area enrolment trends and progression ratios. Transitions through K-12 are based on children already

## QUESTION TIME BRIEF

enrolled so there is a high degree of predictive reliability about the primary school they are likely to enrol in.

- The enhanced model includes non-government schools and the ability to run scenarios across key factors such as migration levels, new suburbs, new schools, PEA changes, and affiliation. This is particularly relevant in the context of the COVID-19 Pandemic.
- Short to medium term public school enrolment projections have not been fundamentally altered by COVID-19 as the greater portion of anticipated demand comes from children born prior to 2021 and already within the school system.
- Education Directorate have confirmed there have been no issues with ABS data for births and the school aged cohort. Updates in the 2022 ABC Census related to an undercount of the ACT working age population of between 19-39 has not impacted public school enrolment projections.

### Background Information

- Projections are based on current information and policy settings, including 2022 ABS data, and take into account the downward impact of COVID-19 and international border closures in 2020-2021.
- The Directorate also undertakes area specific custom modelling when investment into infrastructure is being considered. This supports the Directorate to anticipate the impacts of enrolment policy measures or investment decisions more precisely through generating or testing alternative policy or infrastructure scenarios according to the unique characteristics of each region.
- While projections are a critical element of the schools planning process, they can only provide a point in time reference and does not necessarily reflect planned enrolment policy shifts, future investments or potential planning responses. Projections are subject to change and influenced by external factors such as enrolment policy, investment decisions, affiliation shifts, fluctuations in population and births.
- The Education Directorate projects up to ten years in advance however five year projections are considered more robust and the shorter term the most robust. International migration is a significant driver of population growth and longer term student demand, and for this reason long range projections beyond 6-7 years are sensitive to broader policy changes.



**From:** Efthymiades, Deb  
**Sent:** Tuesday, 24 January 2023 12:50 PM  
**To:** EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>; EDU, EGMBSG <EGMBSG.EDU@act.gov.au>  
**Cc:** Matthews, David <David.Matthews@act.gov.au>; System Policy and Reform Office <SPROffice@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>  
**Subject:** DDGSPR CLEARED: Assembly Briefs for Sitting Period 7-9 February 2023 (SPR)

OFFICIAL

Hi team – I have cleared all of those in the list below

Per below, there are two that should have ICW check over for any updates from their perspective

Cheers

d

**From:** System Policy and Reform Office <[SPROffice@act.gov.au](mailto:SPROffice@act.gov.au)>  
**Sent:** Friday, 20 January 2023 2:19 PM  
**To:** Efthymiades, Deb <[Deb.Efthymiades@act.gov.au](mailto:Deb.Efthymiades@act.gov.au)>  
**Subject:** NEXT WEEK - FOR CLEARANCE: Assembly Briefs for Sitting Period 7-9 February 2023 (SPR)

OFFICIAL

Hi Deb,

The below Assembly Briefs have been updated and are ready for your clearance.

16. Enrolment Projections
17. Planning to Meet Growth
18. Gungahlin College Capacity Planning <b>recommend ICW check</b>

Due to [EDUCabinet@act.gov.au](mailto:EDUCabinet@act.gov.au) by **COB Thursday 2 February**.

Rach



**Rachel Burton** | System Policy and Reform Business Manager and Executive Support Officer to Nicole Moore, Executive Branch Manager, Strategic Policy Education Directorate | ACT Government  
 Email: [rachel.burton@act.gov.au](mailto:rachel.burton@act.gov.au) | Phone +61 2 6205 3227  
 Level 4, 220 London Circuit, Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Pinterest](#) | [LinkedIn](#) | [Google+](#)



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**Sent:** Friday, 20 January 2023 12:48 PM  
**To:** System Policy and Reform Office <[SPROffice@act.gov.au](mailto:SPROffice@act.gov.au)>  
**Cc:** Klein, Liz <[Liz.Klein@act.gov.au](mailto:Liz.Klein@act.gov.au)>; Howell, Elizabeth <[Elizabeth.Howell@act.gov.au](mailto:Elizabeth.Howell@act.gov.au)>; ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; Eppelstun, Krystal <[Krystal.Eppelstun@act.gov.au](mailto:Krystal.Eppelstun@act.gov.au)>  
**Subject:** FOR APPROVAL BY 1/2: Assembly Briefs for Sitting Period 7-9 February 2023 (SPR)

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**Cc:** System Policy and Reform Office <[SPROffice@act.gov.au](mailto:SPROffice@act.gov.au)>; EDU Cabinet Liaison Officer <[EDUCabinet@act.gov.au](mailto:EDUCabinet@act.gov.au)>; Bessey, Rochelle <[Rochelle.Bessey@act.gov.au](mailto:Rochelle.Bessey@act.gov.au)>  
**Subject:** FOR ACTION: Assembly Briefs for Sitting Period 7-9 February 2023 (SPR)

OFFICIAL

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Please see below and attached for action.

Title/Question	FOR ACTION: Assembly Briefs for Sitting Period 7-9 February 2023
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Kind regards –

**Georgia Nott | Assembly Liaison Officer | Ministerial & Corporate Reporting**

Communications, Engagement and Government Support | Education | ACT Government  
GPO Box 158 Canberra ACT 2601

[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)



**Portfolio/s:** Education and Youth Affairs**ENROLMENT PROJECTIONS****Talking points**

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## QUESTION TIME BRIEF

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- Colleges have a lot of flexibility in how they use their spaces, both across their general learning areas as well as their specialist learning areas.
- Enrolment policy allows flexibility for college enrolments outside of a student's local area, recognising important factors like curriculum diversity and student cohorts.
- **Gungahlin College** enrolments were stable from 2017 (1166 students) to 2022 (1124 students) however growth is anticipated from 2023 onwards.
  - New capacity is being delivered to accommodate additional students in 2023, including through Relocatable Learning Units and additional spaces previously used by CIT/Gungahlin Library.
- The Government has committed to delivering new college capacity in Canberra's northside, with \$1.0 million feasibility funding for a **second college in Gungahlin** through the 2021-22 Budget. Feasibility work includes consideration of the preferred site adjacent to Gold Creek School in Nicholls, and will inform the most appropriate demand response and future investment decisions by Government.

## QUESTION TIME BRIEF

- The location of a **new Molonglo Valley College** (and high school campus) was established a number of years ago and identified for release in 2023/24 on the 2022-23 Indicative Land Release Program.
- I can confirm work is underway across Government to plan for that college which will be delivered in time to meet demand in Molonglo later this decade.
- Capacity is available at the two closest colleges (Canberra & Hawker), eg around 300 in-area places at Canberra College in 2022 which could meet local demand if required.

### School Capacity and Demand Planning

- The Education Directorate monitors land release and residential development to predict when new people move into an area, so we can be sure we're predicting enrolment demand accurately and delivering new school capacity in time.
- New schools need healthy catchments that support their establishment, so it is important to deliver new schools at the right time for students who live in the area.
- Enrolment projections are considered alongside classroom utilisation and availability, to predict when a school may require additional temporary or permanent capacity. Fluctuations occur throughout each term and year, so closely monitoring changes means extra capacity can be delivered just in time.

### Lower demand schools

- Schools with lower levels of enrolments continue to be thriving schools. They have turned smaller catchments into a strength and make the most of their size, through deep connections with families and students and a strong sense of community.
- While the core function of schools is to provide education, schools are also key community hubs providing more than access to learning.

### High demand schools

- Where capacity reaches 80%-85%, the Directorate begins to monitor utilisation of facilities on a room by room basis as well as assess the availability and suitability of play, general and specialist learning spaces in relation to safely managing capacity.
- Where enrolment projections demonstrate sustained or strong projected growth beyond 85% utilisation, the Government responds through a range of enrolment policy or planning actions to develop responses to meet that growth.

### **Key Information**

- The enrolment projections partnership with ANU ensures a high level of integrity in enrolment projections and specialist demographic techniques and knowledge.
- While projections are a critical element of the schools planning process, they only provide a point in time reference and don't necessarily reflect planned enrolment policy shifts, investments or potential responses. They are subject to change and influenced by external factors such as enrolment policy, investment decisions, affiliation shifts, fluctuations in population and births.



**Portfolio/s:** Education and Youth Affairs

## **GUNG AHLIN COLLEGE CAPACITY PLANNING**

### **Talking points**

- The Education Directorate undertakes enrolment projections to consider and plan for enrolment growth in ACT public schools and ensure sufficient available capacity. The Directorate has been closely monitoring enrolments at Gungahlin College for the past five years and is aware of emerging enrolment pressure at Gungahlin College.
- The Directorate is confident that steps being taking, both at Gungahlin College and in the planning for more college capacity at a second site in Gungahlin, will ensure that all students continue to be guaranteed a place at their Priority Enrolment Area college.
- Planning for a second college in Gungahlin is also underway, with \$1 million provided through the 2022-23 Budget for feasibility work and a preferred site identified adjacent to the existing Gold Creek School.
- Feasibility work includes site due diligence and land planning studies, as well as indicative masterplanning and preliminary design works to inform the most appropriate demand response and future investment decisions by Government.
- Additional capacity will also be delivered at Gungahlin College in 2023.

### **Key Information**

- The Education Directorate is working closely with Gungahlin College to deliver new capacity in the short term:
  - It is planned to install two Relocatable Learning Units (totalling four classrooms) at the college by term 2, 2023.
  - Some science labs at the school will also be modified next year to allow for more flexible delivery of learning.
  - Community spaces in the adjoining library are being repurposed for use during school days as additional learning spaces in 2023. Alternative arrangements have been made for the community programs that make use of those spaces.
- After being stable between 2017 (1166) and 2022 (1124), enrolment projections for Gungahlin College indicate it is possible enrolments may rise to 1248 students in 2023, although as at 23 January 2023 there are 1178 actual enrolments for 2023. If this change is realised, this is a similar level of growth to that seen between 2016 and 2017 (114 additional students).
- Low levels of continued growth are projected in 2024 and 2025. If these enrolment projections are realised, students will be able to be accommodated within the increased capacity of the school.
- Gungahlin families will continue to have the option to enrol at Dickson College under the Priority Enrolment Area (PEA) Shared Zone that came into effect in 2022. This will ensure families on the northside have several college enrolment options ahead of a new college in Gungahlin being established in future years.

Cleared as complete and accurate: 31/01/2023  
Cleared for public release by: Deputy Director-General  
Contact Officer name: John Nakkan/Vanessa  
Attridge  
Lead Directorate: Education  
TRIM Ref: SUB23/336

## Background Information

- The Education Directorate is aware there is a high level of community interest and anticipation for this project and that additional capacity to be brought online very soon (early in 2023) will meet enrolment growth.
- In 2020 the Government committed to work towards an expansion of Northside college capacity.
- Student demand projections are developed by the Education Directorate in collaboration with the ANU School of Demography. This collaboration ensures a high level of integrity in the projections process combined with access to expertise in specialist demographic techniques and knowledge. Significant data input sources include ABS Birth data, ACT Education Census results and ACT Treasury (CMTEDD) Official Population projections.
- The Directorate continues to monitor enrolments at Gungahlin College for 2023 and future years.

Cleared as complete and accurate: 31/01/2023  
Cleared for public release by: Deputy Director-General  
Contact Officer name: John Nakkan/Vanessa  
Attridge  
Lead Directorate: Education  
TRIM Ref: SUB23/336

**Stewart, Eli**

---

**From:** McCarthy, David  
**Sent:** Tuesday, 24 January 2023 3:16 PM  
**To:** Morton, Phillip; Nakkan, John; Slater, Amanda; Blom, Dylan  
**Subject:** RE: Gungahlin College - Budget

UNOFFICIAL

Thanks Phil,

Can I suggest we have a catch up to discuss the options tomorrow before you speak with the school.

I will try and find us a spot.

**David McCarthy | School Principal, Major Projects**

Phone: 0418 630698 | Email: [david.mccarthy@act.gov.au](mailto:david.mccarthy@act.gov.au)

Infrastructure and Capital Works | Education | ACT Government

Level 2, 220 London Crt | Canberra City, ACT

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*We acknowledge the Ngunnawal people, the traditional custodians of the lands and waters where we live and learn; and pay our respects to elders past, present, and future.*

---

**From:** Morton, Phillip <Phillip.Morton@act.gov.au>  
**Sent:** Tuesday, 24 January 2023 3:09 PM  
**To:** Nakkan, John <John.Nakkan@act.gov.au>; Slater, Amanda <Amanda.Slater@act.gov.au>; Blom, Dylan <Dylan.Blom@act.gov.au>; McCarthy, David <David.McCarthy@act.gov.au>  
**Subject:** Gungahlin College - Budget

UNOFFICIAL

Hi All,

The purpose of this email is to highlight some risks associated with Gungahlin College Works.

Project CO - Ordination have a budget of \$3,946Mil for Gungahlin College. When looking at their fees for Campbell Primary their Profit Fees/Support Management fees/ Admin costs and Onsite Personnel equate to nearly [REDACTED] of the overall budget. Throw in contingency/consultant fees and we have [REDACTED] of the total budget not available for construction. ( I have sent an email to MPC questioning the fees – but I suspect we wont receive positive response)

When applying the same fee structure to Gungahlin College we would only have [REDACTED] in actual construction costs. I don't feel this budget will achieve the outcomes that will satisfy the college with the priority to create learning spaces.. The scope includes infilling 2 external balconies/ building 2 spaces under the college roof line/ installing 2 transportable buildings/ new oval and relocating the café within the library to create 2 learning areas. Noting the oval is a ministerial commitment.

My recommendation is to install 4 transportable buildings rather than 2 ( achieving 8 additional learning spaces as per the scope) - undertake the oval works and if the budget allows undertake the works in the library to relocate the café.



Noting I have not received a cost breakdown from MPC yet but I want this on our radar. We have a scheduled meeting with the principal tomorrow at 3:30 tomorrow but I can change it to Friday.

Regards,  
Phill M

Phill Morton | Assistant Director - Major Projects  
Phone:+61 2 6207 6551 | MOB: 0447 734 021 | Email: [phillip.morton@act.gov.au](mailto:phillip.morton@act.gov.au)  
Infrastructure and Capital Works | Education and Training | ACT Government  
220 London Crt | GPO Box 158 Canberra ACT 2601 | [www.det.act.gov.au](http://www.det.act.gov.au)

**From:** [Morton, Phillip](#)  
**To:** [Nakkan, John](#)  
**Cc:** [McCarthy, David](#); [Slater, Amanda](#)  
**Subject:** RE: Urgent Fwd: Hibberson St accommodation  
**Date:** Monday, 30 January 2023 8:36:11 AM

---

Hi John,

It would be good if we could get a look at what the library has scheduled for the community rooms. ( bookings etc) If need we could negotiated with the College in the short term and work around a plan that would suit all.

Regards,  
Phill M

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Friday, 27 January 2023 4:26 PM  
**To:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Cc:** McCarthy, David <[David.McCarthy@act.gov.au](mailto:David.McCarthy@act.gov.au)>; Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>  
**Subject:** FW: Urgent Fwd: Hibberson St accommodation

Phil,

For your information. No action as yet, but we might be called upon at short notice to assist the Library.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Nakkan, John  
**Sent:** Friday, 27 January 2023 4:24 PM  
**To:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Cc:** Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>  
**Subject:** RE: Urgent Fwd: Hibberson St accommodation

Yuma Vanessa,

Thanks for the update, please let us know if there is anything that we can do to support the team.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
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Ngunnawal Country  
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---

**From:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Sent:** Friday, 27 January 2023 4:20 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>  
**Subject:** FW: Urgent Fwd: Hibberson St accommodation

Yuma John  
Seems like we didn't expect the rooms to be ready. See below.  
Cheers  
Vanessa

---

**From:** McGowan, Dianne <[Dianne.McGowan@act.gov.au](mailto:Dianne.McGowan@act.gov.au)>  
**Sent:** Friday, 27 January 2023 3:49 PM  
**To:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Subject:** RE: Urgent Fwd: Hibberson St accommodation

Hi Vanessa  
CIC and I have been working with the plan that the offsite alternative Training Rooms would not be ready at the beginning of term. I was out at Gungahlin this morning checking out how the spaces I had identified as substitutes was proceeding. The Gu Team had attended to almost all I had asked them to do. I am following up with the rest. I have also spoken personally with the Room Users displaced and we are as organised as we can be.  
I have done everything we can to cover this shortfall.  
Regards  
Dianne  
MOB: [REDACTED]

---

**From:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Sent:** Friday, 27 January 2023 3:17 PM  
**To:** McGowan, Dianne <[Dianne.McGowan@act.gov.au](mailto:Dianne.McGowan@act.gov.au)>; Hopkins, Lela <[Lela.Hopkins@act.gov.au](mailto:Lela.Hopkins@act.gov.au)>  
**Cc:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Subject:** Urgent Fwd: Hibberson St accommodation

Yuma Dianne  
Can you see what bookings we have in the training rooms for the days as per below?



This is urgent  
Thanks  
Vanessa  
Get [Outlook for iOS](#)

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Friday, January 27, 2023 2:39:36 PM  
**To:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Subject:** Hibberson St accommodation

Hi Vanessa,

We have been advised by the ACT Property Group today that the lease for the two spaces at 46-50 Hibberson St will not be ready for about another two weeks. Even then, this may only be for only one of the spaces as the other has the building works yet to be completed.

Can you please let me know what impact this will have on your program so I can progress alternative options if required.

Also as discussed, EDU is happy to support the Gungahlin Library with any additional signage and communications requirements that are needed to advise users of the new spaces and access to them. I'm happy for EDU to arrange these matters to your specification or to fund these on the library's behalf if your team prefer to make the arrangements.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
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**Stewart, Ell**

---

**From:** Nakkan, John  
**Sent:** Monday, 30 January 2023 1:27 PM  
**To:** Morton, Phillip  
**Subject:** RE: 5 Fussell Lane, Gungahlin

OFFICIAL

Hi Phill,

Provided that we are confident the other measures will give us the capacity we need for the next couple of years, then yes.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
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---

**From:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Sent:** Monday, 30 January 2023 12:54 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Subject:** FW: 5 Fussell Lane, Gungahlin

OFFICIAL

Hi John,

Are you happy for me to let Aditya know we are no longer interested.

Regards,  
Phill M

---

**From:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Sent:** Monday, 30 January 2023 10:24 AM  
**To:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Cc:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>  
**Subject:** 5 Fussell Lane, Gungahlin

OFFICIAL

Hi Phill,

Just by way of update, the agent has advised that DA has been lodged for the space at 5 Fussell Lane, Gungahlin.

We look forward to your instructions on the area requirement for CIT and next steps for this site.

Kind regards,

Aditya

**Aditya Rastogi AAPI MRICS | Director Lease and Transaction Management | ACT Property Group  
Chief Minister, Treasury & Economic Development | ACT Government**

Phone: (02) 620 75602 | e: [aditya.rastogi@act.gov.au](mailto:aditya.rastogi@act.gov.au)

PO Box 777, Fyshwick, ACT, 2609 |

For repairs and maintenance related matters, please contact the Response Centre: [actpg@act.gov.au](mailto:actpg@act.gov.au)

**Stewart, Eli**

---

**From:** Rastogi, Aditya  
**Sent:** Wednesday, 1 February 2023 8:07 AM  
**To:** Morton, Phillip  
**Cc:** Nakkan, John; Wales, PhillipB; Slater, Amanda  
**Subject:** RE: 5 Fussell Lane, Gungahlin

OFFICIAL

Thanks Phill for the update.

We will advise the agent.

Kind regards,  
Aditya

**Aditya Rastogi AAPI MRICS | Director Lease and Transaction Management | ACT Property Group  
Chief Minister, Treasury & Economic Development | ACT Government**

Phone: (02) 620 75602 | e: [aditya.rastogi@act.gov.au](mailto:aditya.rastogi@act.gov.au)

PO Box 777, Fyshwick, ACT, 2609 |

For repairs and maintenance related matters, please contact the Response Centre: [actpg@act.gov.au](mailto:actpg@act.gov.au)

---

**From:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Sent:** Tuesday, 31 January 2023 3:57 PM  
**To:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Cc:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>  
**Subject:** RE: 5 Fussell Lane, Gungahlin

OFFICIAL

Hi Aditya,

We are currently looking at alternative options. At this stage EDU/CIT do not wish to take up a lease at 5 Fussell Lane.

Kind Regards,  
Phill M

Phill Morton | Assistant Director - Major Projects  
Phone:+61 2 6207 6551 | MOB: 0447 734 021 | Email: [phillip.morton@act.gov.au](mailto:phillip.morton@act.gov.au)  
Infrastructure and Capital Works | Education and Training | ACT Government  
220 London Crt | GPO Box 158 Canberra ACT 2601 | [www.det.act.gov.au](http://www.det.act.gov.au)

---

**From:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Sent:** Monday, 30 January 2023 10:24 AM  
**To:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Cc:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>  
**Subject:** 5 Fussell Lane, Gungahlin



OFFICIAL

Hi Phill,

Just by way of update, the agent has advised that DA has been lodged for the space at 5 Fussell Lane, Gungahlin.

We look forward to your instructions on the area requirement for CIT and next steps for this site.

Kind regards,  
Aditya

**Aditya Rastogi AAPI MRICS | Director Lease and Transaction Management | ACT Property Group  
Chief Minister, Treasury & Economic Development | ACT Government**

Phone: (02) 620 75602 | e: [aditya.rastogi@act.gov.au](mailto:aditya.rastogi@act.gov.au)

PO Box 777, Fyshwick, ACT, 2609 |

For repairs and maintenance related matters, please contact the Response Centre: [actpg@act.gov.au](mailto:actpg@act.gov.au)

**From:** [Nakkan, John](#)  
**To:** [Morton, Phillip](#)  
**Subject:** FW: Urgent Fwd: Hibberson St accommodation  
**Date:** Wednesday, 1 February 2023 9:09:00 AM

---

Hi Phil,

Library contact for scheduling opportunities below.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Sent:** Monday, 30 January 2023 1:41 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Hopkins, Lela <[Lela.Hopkins@act.gov.au](mailto:Lela.Hopkins@act.gov.au)>  
**Subject:** RE: Urgent Fwd: Hibberson St accommodation

Yuma John  
**Lela Hopkins** is your best bet  
Thanks  
Vanessa

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Monday, 30 January 2023 11:15 AM  
**To:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Subject:** RE: Urgent Fwd: Hibberson St accommodation

Yuma Vanessa,

Who would be the best contact at the Library to work with the College on any access opportunities with the community rooms? As the term settles down, we will get a better feel for how much use these rooms are getting, I was thinking that we might be able to introduce some scheduling flexibility.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601

Ngunnawal Country

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---

**From:** Nakkan, John  
**Sent:** Friday, 27 January 2023 4:24 PM  
**To:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Cc:** Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>  
**Subject:** RE: Urgent Fwd: Hibberson St accommodation

Yuma Vanessa,

Thanks for the update, please let us know if there is anything that we can do to support the team.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
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Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Sent:** Friday, 27 January 2023 4:20 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>  
**Subject:** FW: Urgent Fwd: Hibberson St accommodation

Yuma John  
Seems like we didn't expect the rooms to be ready. See below.  
Cheers  
Vanessa

---

**From:** McGowan, Dianne <[Dianne.McGowan@act.gov.au](mailto:Dianne.McGowan@act.gov.au)>  
**Sent:** Friday, 27 January 2023 3:49 PM  
**To:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Subject:** RE: Urgent Fwd: Hibberson St accommodation

Hi Vanessa  
CIC and I have been working with the plan that the offsite alternative Training Rooms would not be ready at the beginning of term. I was out at Gungahlin this morning checking out how the spaces I had identified as substitutes was proceeding. The Gu Team had attended to almost all I had asked them to do. I am following up with the rest. I have also spoken personally with the Room Users displaced and we are as organised as we can be.

I have done everything we can to cover this shortfall.

Regards

Dianne

MOB: [REDACTED]

---

**From:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Sent:** Friday, 27 January 2023 3:17 PM  
**To:** McGowan, Dianne <[Dianne.McGowan@act.gov.au](mailto:Dianne.McGowan@act.gov.au)>; Hopkins, Lela <[Lela.Hopkins@act.gov.au](mailto:Lela.Hopkins@act.gov.au)>  
**Cc:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Subject:** Urgent Fwd: Hibberson St accommodation

Yuma Dianne

Can you see what bookings we have in the training rooms for the days as per below?

This is urgent

Thanks

Vanessa

Get [Outlook for iOS](#)

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Friday, January 27, 2023 2:39:36 PM  
**To:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Subject:** Hibberson St accommodation

Hi Vanessa,

We have been advised by the ACT Property Group today that the lease for the two spaces at 46-50 Hibberson St will not be ready for about another two weeks. Even then, this may only be for only one of the spaces as the other has the building works yet to be completed.

Can you please let me know what impact this will have on your program so I can progress alternative options if required.

Also as discussed, EDU is happy to support the Gungahlin Library with any additional signage and communications requirements that are needed to advise users of the new spaces and access to them. I'm happy for EDU to arrange these matters to your specification or to fund these on the library's behalf if your team prefer to make the arrangements.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
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**Butler, Erin**

**From:** Attridge, Vanessa  
**Sent:** Wednesday, 1 February 2023 11:51 AM  
**To:** Das, Sean; Patenia, Aizanel; Howell, Elizabeth  
**Subject:** RE: Business Case Projections - New DRAFT STEP vs Previous STEP

OFFICIAL

Thanks Sean,

Gungahlin College enrolments for 2023 are at 1171 so far – lower than predicted, which is a relief.

Nessa

**From:** Das, Sean <Sean.Das@act.gov.au>  
**Sent:** Wednesday, 1 February 2023 9:56 AM  
**To:** Patenia, Aizanel <Aizanel.Patenia@act.gov.au>; Howell, Elizabeth <Elizabeth.Howell@act.gov.au>; Attridge, Vanessa <VanessaS.Attridge@act.gov.au>  
**Subject:** Business Case Projections - New DRAFT STEP vs Previous STEP

OFFICIAL

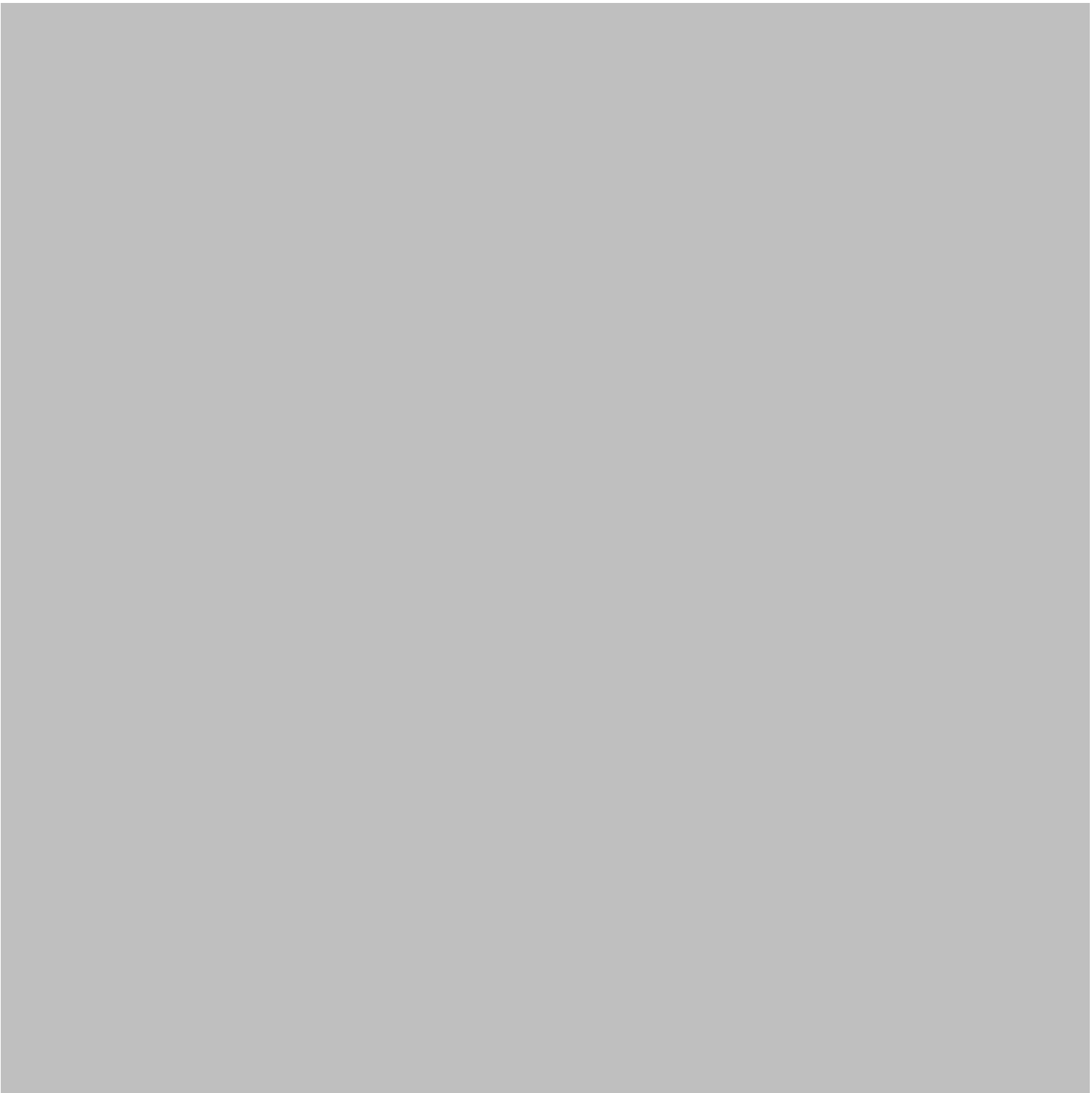
Hi All,


I ran a comparison of all the projections we have provided to [redacted] in relation to existing schools for business case purposes to see if anything had moved significantly. Please note the New STEP is still to be finalised so not ready for prime time and wider sharing outside of team as the below may change.

- Gungahlin College is down from 70 to 100 each year from the middle of this decade with a new peak of 1519 vs 1610 previously. This doesn't make sense to me as the only thing I thought that changed was the 4 Year old projection input. To be discussed with ANU (did the old projection have an error?).

School Name		Actual				
		2022	2023	2024	2025	2026
Gungahlin College	Enrolments	1124	1248	1286	1301	137
	Capacity	1280	1280	1280	1280	128
	Utilisation	88%	98%	100%	102%	107%
NEW STEP	Enrolments	1100	1201	1220	1222	120

- [redacted]
- [redacted]



Also please note we will be reviewing all the schools/lines in the new STEP. This is just a preliminary check related to  Business cases.

Cheers

Sean

**From:** Efthymiades, Deb  
**Sent:** Thursday, 9 February 2023 3:06 PM  
**To:** Attridge, Vanessa <VanessaS.Attridge@act.gov.au>  
**Cc:** System Policy and Reform Office <SPROffice@act.gov.au>  
**Subject:** RE: Closing out MINSET action

OFFICIAL

Thanks Ness – yes, absolutely, let's close out

Thanks

d

**From:** Attridge, Vanessa <VanessaS.Attridge@act.gov.au>  
**Sent:** Wednesday, 8 February 2023 10:19 AM  
**To:** Efthymiades, Deb <Deb.Efthymiades@act.gov.au>  
**Cc:** System Policy and Reform Office <SPROffice@act.gov.au>  
**Subject:** RE: Closing out MINSET action

OFFICIAL

Good morning,

Yes I believe we have fully addressed it – the Min Brief included a copy of the attached review into criteria which was very detailed (word version attached), as well as attachments showing the modelling

Are you happy for me to let MCR know?

Many thanks,

Nessa

**From:** Efthymiades, Deb <Deb.Efthymiades@act.gov.au>  
**Sent:** Tuesday, 7 February 2023 5:44 PM  
**To:** Attridge, Vanessa <VanessaS.Attridge@act.gov.au>  
**Cc:** System Policy and Reform Office <SPROffice@act.gov.au>  
**Subject:** RE: Closing out MINSET action

OFFICIAL

Thanks Ness – that crossed my mind – was just conscious that the context of the action related to Gungahlin College and that brief was more about Cat B (GNC is Cat A) – so wasn't sure if we needed more?

**From:** Attridge, Vanessa <VanessaS.Attridge@act.gov.au>  
**Sent:** Tuesday, 7 February 2023 5:39 PM  
**To:** Efthymiades, Deb <Deb.Efthymiades@act.gov.au>  
**Cc:** System Policy and Reform Office <SPROffice@act.gov.au>  
**Subject:** RE: Closing out MINSET action

OFFICIAL

Hi Deb,

Apologies, I obviously haven't looped back to MCR properly. My expectation is that we have closed out this MINSET action regarding college enrolments through the attached Min Brief Changes to K012 Out of Area Enrolment Criteria for 2024 Enrolments (as well as this work being informed by detailed analysis)

I will follow up with MCR if that sounds ok to you

Thank you,

Nessa

**From:** Efthymiades, Deb <Deb.Efthymiades@act.gov.au>  
**Sent:** Tuesday, 7 February 2023 4:56 PM  
**To:** Attridge, Vanessa <VanessaS.Attridge@act.gov.au>  
**Cc:** System Policy and Reform Office <SPROffice@act.gov.au>; Enrolment and Planning Branch <EnrolmentandPlanning@act.gov.au>  
**Subject:** Closing out MINSET action

OFFICIAL

Hey Ness

Would be good to close out this action given timing to settle for enrolments opening – happy to discuss as think there are a few bits to it that will no doubt pop straight to mind for you when you see this

Cheers

D



**Deb Efthymiades (she/her)** | Deputy Director-General System Policy & Reform  
Education | ACT Government  
Phone: +61 2 62059172 | Mobile : 0401 119 411 | Email: [Deb.Efthymiades@act.gov.au](mailto:Deb.Efthymiades@act.gov.au)  
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*I acknowledge the traditional custodians of the lands and waters where we live and work,  
and pay my respects to elders past, present and future.*

*I often work flexibly and may send emails outside of normal business hours.  
No need to respond to my emails outside of yours.*



**Butler, Erin**

**From:** Attridge, Vanessa  
**Sent:** Thursday, 9 February 2023 3:11 PM  
**To:** EDUMCR  
**Cc:** Enrolment and Planning Branch; System Policy and Reform Office; Education DLO; Howard, Glen; EDU Enrolments  
**Subject:** ACTION COMPLETE: MINSET ACTION: Gungahlin College 2023 enrolments and capacity planning  
**Attachments:** EDUCATION STRATEGY - Policy - Changes to K-12 Out of Area Enrolment Criteria for 2024 enrolments - 2022 23 - 2022.tr5  
**Sensitivity:** Confidential

OFFICIAL

Good afternoon,

This email is to confirm we have completed the MINSET action below regarding college enrolments. This was addressed through the attached Min Brief 'Changes to K-12 Out of Area Enrolment Criteria for 2024 Enrolments', signed by the Minister in January.

Regards,

Nessa

---

**From:** Page, Vicki <[Vicki.Page@act.gov.au](mailto:Vicki.Page@act.gov.au)> On Behalf Of Education DLO  
**Sent:** Monday, 19 September 2022 4:49 PM  
**To:** Attridge, Vanessa <[VanessaS.Attridge@act.gov.au](mailto:VanessaS.Attridge@act.gov.au)>; Enrolment and Planning Branch <[EnrolmentandPlanning@act.gov.au](mailto:EnrolmentandPlanning@act.gov.au)>; Efthymiades, Deb <[Deb.Efthymiades@act.gov.au](mailto:Deb.Efthymiades@act.gov.au)>; System Policy and Reform Office <[SPROffice@act.gov.au](mailto:SPROffice@act.gov.au)>  
**Cc:** Education DLO <[EDUDLO@act.gov.au](mailto:EDUDLO@act.gov.au)>  
**Subject:** MINSET ACTION: Gungahlin College 2023 enrolments and capacity planning  
**Sensitivity:** Confidential

Hi,

Please see attached for action.

MINSET ACTION	
<b>TRIM Number</b>	SUB22/41782
<b>Title/Question</b>	MINSET ACTION – Gungahlin College enrolment and capacity planning
<b>Action(s)</b>	EDU to review out of area enrolment policy for colleges for 2024 and provide advice to MO about changes proposed.
<b>Responsible Area</b>	E&P
<b>Response type</b>	Discussion at MINSET
<b>Clearance level required</b>	DDG SPR
<b>Date Due to MO</b>	To be determined by DDG SPR
<b>Further information i.e external deadlines, who</b>	Action arising from MINSET meeting on 19/09/2022

<i>requested the input, any additional context</i>	Gungahlin College 2023 enrolments and capacity planning to be discussed at upcoming MINSET meeting in couple week. DDG SPR to provide an update on out of area enrolment policy for colleges in 2024 and provide advice to MO about proposed changes.
<b>Comment</b>	Please contact <a href="mailto:edudlo@act.gov.au">edudlo@act.gov.au</a> if you have any questions.

Kind Regards,

Vicki Page | A/g Directorate Liaison Officer  
Ministerial & Corporate Reporting | Education Directorate | ACT Government  
T: via teams | E: [edudlo@act.gov.au](mailto:edudlo@act.gov.au) or [vicki.page@act.gov.au](mailto:vicki.page@act.gov.au)  
Level 4, 220 Northbourne Avenue Braddon | GPO Box 158, Canberra, ACT 2601 |





Education Directorate

<b>To:</b>	Minister for Education and Youth Affairs	Tracking No.: FILE2022/14937
<b>Date:</b>	08/12/2022	
<b>CC:</b>	Deputy Director-General; Executive Group Manager School Improvement	
<b>From:</b>	Director-General	
<b>Subject:</b>	Changes to K-12 enrolment criteria for 2024 enrolments	
<b>Critical Date:</b>	27/01/2023	
<b>Critical Reason:</b>	Allow time to finalise resources and communications for opening of 2024 enrolments	

Recommendations

That you:

- Note** the Executive Governance Committee Planning Sub-Committee met on 3 December 2022 and endorsed the discontinuation of criteria 6, 7 and 8 of the Kindergarten – Year 12 Out of Area Enrolment Criteria.

**Noted / Please Discuss**

- Note** the Directorate intends to proceed with implementation of these enrolment criteria changes from April 2023.

**Noted / Please Discuss**

Yvette Berry MLA .....

Minister's Office Feedback
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## Background

1. Every child from Kindergarten to Year 12 continues to be guaranteed a place at their local ACT public school (by Priority Enrolment Area or PEA).
2. Standard K-12 Out of Area (OOA) Enrolment Criteria were introduced in 2019 to smooth the transition for Canberran families to a stronger application of PEA's in the enrolment process. The criteria ensure consistency, equity and transparency in enrolment decision making, provide clarity and transparency for the ACT community, and give Principals clear parameters for assessing OOA applications.
3. Schools are categorised as either Category A (generally not able to accept students from OOA) or Category B (have **some capacity** to accept OOA enrolments). Some schools with a high proportion of OOA enrolments also have Intake Caps to support demand management.
4. Schools will enrol OOA applicants where two conditions are met:
  - a. Applicant fully satisfies one of the criteria, and
  - b. There is available capacity at the school (within the Intake Cap, where applicable).
5. OOA Enrolment Criteria for Kindergarten to Year 12 were last reviewed in 2020 ahead of the 2021 school year (MIN20/417).
  - a. Criterion Two was enhanced to include cultural siblings of Aboriginal and Torres Strait Islander families;
  - b. Criterion Four was tightened so that it applied only to High School (for access to language courses not available at the applicant's PEA school) and Colleges (for access to BSSS approved courses not available at the applicant's PEA College);
  - c. Criterion Six was clarified to apply only to students from ACT Public Schools with the majority of their school cohort, and only for Year 7 and Year 11 applicants.
6. The OOA Enrolment Criteria for Kindergarten to Year 12 are set out in priority order (that is, applicants are prioritised in criteria order until capacity or applicants are exhausted. Where all else is equal applicants are prioritised by their geographical proximity to the school) (Attachment A).



7. Note this brief also responds to an action arising from MINSET on 19 September 2022 (SUB22/41782) to provide an update on OOA enrolment policy for colleges in 2024 and advice about proposed changes.

### Issues

8. Every school is a great school and every ACT public school is able to meet the unique needs of all students.
9. However, eight enrolment criteria setting out a broad range of circumstances under which a student may enrol at an OOA K-12 school undermines this intent.
10. Enrolment criteria are intended to ensure consistency, equity, transparency and fairness in enrolment decision making. It was intended that 8 OOA criteria would enable flexibility for families and also support demand management at high demand schools experiencing capacity pressure.
11. Enrolments & Planning Branch has undertaken a detailed Review of OOA Enrolment Criteria and procedures ([Attachment B](#)), informed by analysis of 2022 and 2023 enrolment application data to assess whether the intent of each enrolment criteria is being achieved. The findings of the Review are summarised at [Attachment C](#).
12. Individual or unique circumstances will continue to be considered through Criterion 2, ensuring students with wellbeing needs can be enrolled at a school that meets their best interests.
13. In nearly all cases the ACT is the only Australian jurisdiction that takes all of these factors into account when assessing OOA applications.
14. The following changes are recommended to come into effect in April 2023:

Out of Area Enrolment Criteria	Recommendation
1. Legal considerations	No change
2. Individual circumstances based on student wellbeing	
3. ACT-based siblings of concurrently enrolled students	
4. Access to curriculum choices not available at the student's Priority Enrolment Area (PEA) school	
5. Student is an ACT resident from a designated high-demand PEA (Gungahlin)	
6. Applications from out of area students seeking to continue on to Year 7 or Year 11 with the majority cohort from their current ACT public school	Remove

Out of Area Enrolment Criteria	Recommendation
7. ACT-based siblings of former students	Remove
8. Siblings of NSW students	Remove

15. It is recommended **Criteria 6, 7 and 8** could be discontinued without disadvantaging the community or preventing access to high quality education, and without compromising enrolment policy integrity.

16. Data analysis and modelling indicates these enrolment criteria changes would mean a beneficial redistribution of enrolments, for the most part from low capacity/high demand to low-demand/high-capacity schools (Attachment D). Some schools would experience a net reduction in enrolments while other schools' enrolment levels would grow. Most schools would be neutrally impacted or positively benefit.

#### Financial Implications

17. Nil

#### Consultation

##### Internal

18. Enrolments and Planning Branch; Analysis and Evaluation Branch; Universal School Support; Learning and Wellbeing Policy & Design; Directors of School Improvement; School Improvement; Families, Students, Complaints and Feedback; Student Engagement (Clinical Practice & SE); Governance and Legal Liaison Branch.

19. Executive Governance Committee EGC Planning Sub Committee.

##### External

20. Executive of the Board of Senior Secondary Studies.

21. ACT Public Schools (Principals): Canberra College; Narrabundah College; Erindale College; UCSSC Lake Ginninderra; Hawker College; Lake Tuggeranong College; Dickson College; Gilmore Primary School; Richardson Primary School; Calwell Primary School; Calwell High School; Wanniasa School; Caroline Chisholm School; UCHS Kaleen; Charnwood-Dunlop School; Evatt Primary School.

#### Work Health and Safety

22. Nil



**Benefits/Sensitivities**

23. There is potential for feedback from the community, both positive and negative if changes are made to enrolment criteria, particularly where the community may feel enrolment choices are restricted.
24. It is essential to continue to guarantee in-area capacity for students at their Priority Enrolment Area school, to continue to fulfill legislative obligations under the Education Act 2004 and meet expectations of the community for demand management.
25. There is an established expectation that siblings be able to continue enrolment at same school as their NSW-resident siblings.

**Communications, media and engagement implications**

26. Changes to enrolment criteria will be published on the Education website ahead of 2024 enrolments opening in April 2023, to ensure awareness amongst the community.

Signatory Name: Katy Haire

Action Officer: Vanessa Attridge

Phone: 53502

**Attachments**

<b>Attachment</b>	<b>Title</b>
Attachment A	Kindergarten to Year 12 Out of Area Enrolment Criteria
Attachment B	Kindergarten – Year 12 Out of Area Enrolment Criteria Review (2022)
Attachment C	Summary of Findings – 2022 Review of Out of Area Criteria
Attachment D	Enrolment redistribution modelling for High Schools and Colleges

## Kindergarten to Year 12 Out of Area Enrolment Criteria

Out of Area Enrolment Criteria for Kindergarten to Year 12 are set out below in priority order (that is, applicants are prioritised in criteria order until capacity or applicants are exhausted. Where all else is equal applicants are prioritised by their geographical proximity to the school).

1. **Legal considerations** (applicable to all schools: Category A and Category B): If you have legal considerations, where a Court Order identifies that a student needs to attend a specific school.
2. **Individual circumstances based on student wellbeing** (applicable to all schools: Category A and Category B): If there are individual circumstances, based on student wellbeing, that mean that your child cannot attend your local school and must attend the school they have applied for. (Where there are reasons why your child cannot attend their local school, but they could attend another school with more room to take OOA enrolments, the Directorate will help your family find an alternative school.
3. **ACT-based siblings of concurrently enrolled students** (applicable to all schools: Category A and Category B schools): Subject to capacity, the school will enrol your child if they have an ACT-resident sibling attending that school. This includes step/half and cultural siblings (recognition of Aboriginal and Torres Strait Islander kinship relationships).
4. **Access to curriculum choices not available at the student's Priority Enrolment Area (PEA) school** (applicable to Category B schools only): Student is an ACT resident seeking to access a curriculum choice(s) not available at their PEA school (High School and College only. High School curriculum choice for languages only).
5. **Student is an ACT resident from a designated high-demand PEA** (applicable to Category B schools only): Student is an ACT resident from a designated high-demand PEA. In 2022, this applies to all Gungahlin-region resident students (please note that Gungahlin resident students are all guaranteed a place in their local school if that is their school of choice).
6. **Applications from out of area students seeking to continue on to Year 7 or Year 11 with the majority cohort from their current ACT public school** (Category B schools



only): student is an ACT resident seeking to continue on to Year 7 or Year 11 with the majority cohort from their current ACT public school.

7. **ACT-based siblings of former students** (Category B schools only): Student is an ACT resident who had a sibling who formerly attended the school.
8. **Siblings of NSW students** (Category B schools only): Student lives in NSW and has a sibling concurrently attending the school. For 2022 enrolments, the sibling must still be attending the school in 2022.




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**Kindergarten to Year 12 Out of Area Enrolment Criteria Review**


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**(2022)**

<b>Approval</b>	Executive Governance Committee - Planning Sub Committee
<b>Effective from:</b>	April 2023 (2024 enrolment opening date)
<b>Version:</b>	1.0
<b>Contact:</b>	Enrolment Policy Team x52020
<b>Related documents:</b>	<ul style="list-style-type: none"> <li>• Compulsory Education (Student Enrolment and Attendance) Policy;</li> <li>• Enrolment in ACT Public Schools Kindergarten to Year 12 Procedure;</li> <li>• Admissions System</li> </ul>

## Contents

<b>1. Objectives</b> .....	5
<b>2. Drivers</b> .....	5
<b>3. Methodology</b> .....	5
<b>4. Background</b> .....	6
<b>5. High Level Summary</b> .....	7
Options for consideration .....	8
<b>Impacts of proposed changes</b> .....	9
Table 1: Estimated impacts on High Schools of proposed changes to Out of Area criteria (2022) .....	10
Table 2: Estimated impacts on Colleges of proposed changes to Out of Area criteria (2022) .....	10
Figure 3: Proportion ACT public high school students enrolled at an Out of Area school, by home PEA (2022).....	11
Figure 4: Estimated number of Out of Area enrolments by schooling level and by criterion (2022).....	11
<b>Jurisdictional comparison</b> .....	12
<b>Analysis of 2022 enrolments under K-12 standard enrolment criteria</b> .....	13
<b>Criterion 1 - Legal considerations (applicable to all schools: Category A and Category B):</b> If you have legal considerations, where a court order identifies that a student needs to attend a specific school .....	13
Purpose .....	13
History /provenance .....	13
Usage - data .....	13
Table 3: Number of 2023 Out of Area enrolments under Criterion 1 (Legal) by school (as at 29 August 2022).....	13
Usage – analysis .....	14
Issues.....	14
Recommendation.....	14
<b>Criterion 2 – Individual circumstances based on student wellbeing (applicable to all schools: Category A and Category B):</b> If there are individual circumstances, based on student wellbeing, that mean that your child cannot attend your local school and must attend the school they have applied for.....	14
Purpose .....	14
History /provenance .....	14
Usage - data .....	14
Table 4: Number of 2023 Out of Area enrolments under Criterion 2 (Wellbeing) by school (as at 29 August 2022).....	15
Usage – analysis .....	16

Issues.....	16
Recommendations .....	16
<b>Criterion 3. ACT-based siblings of concurrently enrolled students (applicable to all schools: Category A and Category B schools):</b> Subject to capacity, the school will enrol your child if they have an ACT-resident sibling attending that school. This includes step/half and cultural siblings (recognition of Aboriginal and Torres Strait Islander kinship relationships) .....	17
Purpose .....	17
History /provenance .....	17
Usage – data.....	17
Table 5: Number of 2023 Out of Area enrolments under Criterion 3 (ACT Sibling) by school (as at 29 August 2022). .....	17
Usage – analysis .....	19
Issues.....	19
Recommendation.....	19
<b>Criterion 4 – Access to curriculum choices not available at the student’s Priority Enrolment Area (PEA) school (applicable to Category B schools):</b> Student is an ACT resident seeking to access a curriculum choice(s) not available at their PEA school (High School and College only. High School curriculum choice for languages only) .....	20
Purpose .....	20
History /provenance .....	20
Usage – data.....	20
Table 6: Number of 2023 Out of Area enrolments under Criterion 4 (Curriculum access) by school (as at 29 August 2022). .....	20
Usage – analysis .....	21
Issues.....	22
Options to consider.....	22
<b>Criterion 5 - Student is an ACT resident from a designated high-demand PEA:</b> Applicants from Gungahlin who wish to apply to schools in another network are prioritised for out of area places at Category B schools (subject to capacity). .....	23
Purpose .....	23
History /provenance .....	23
Usage - data .....	23
Table 7: Number of 2023 Out of Area enrolments under Criterion 5 (High-demand PEA) by school (as at 29 August 2022). .....	23
Usage – analysis .....	23
Issues.....	23
Options to consider.....	24



## Official Use Only

<b>Criterion 6 - Applications from out of area students seeking to continue on to Year 7 or Year 11 with the majority cohort from their current ACT public school (Category B schools only):</b> Student is an ACT resident seeking to continue on to Year 7 or Year 11 with the majority cohort from their current ACT public school. ....	25
Purpose .....	25
History /provenance .....	25
Usage - data .....	25
Table 8: Number of 2023 Out of Area enrolments under Criterion 6 (Cohort) by school (as at 29 August 2022). ....	25
Usage – analysis .....	26
Issues.....	26
Options to consider.....	27
<b>Criterion 7 - ACT-based siblings of former students (Category B schools only):</b> Student is an ACT resident who had a sibling who formerly attended the school.....	28
Purpose .....	28
History /provenance .....	28
Usage - data .....	28
Table 9: Number of 2023 Out of Area enrolments under Criterion 7 (Non-concurrent sibling) by school (as at 29 August 2022). ....	28
Usage – analysis .....	29
Issues.....	29
Opportunities to consider .....	29
<b>Criterion 8 - Siblings of NSW students (Category B schools only):</b> Student lives in NSW and has a sibling concurrently attending the school. For 2022 enrolments, the sibling must still be attending the school in 2022.....	30
Purpose .....	30
History /provenance .....	30
Usage - data .....	30
Table 10: Number of 2023 Out of Area enrolments under Criterion 8 (NSW Sibling) by school (as at 29 August 2022). ....	30
Usage – analysis .....	30
Issues.....	31
Opportunities for consideration .....	31
Attachment A .....	32
Attachment B .....	33
Overview of Government Schools .....	34
School Structure for Compulsory years .....	34

### 1. Objectives

The objectives of this Review are to:

- (a) determine the extent to which existing Out of Area K-12 enrolment criteria and processes:
  - Are achieving their stated goals;
  - Remain relevant in the current environment; and
  - Meet the needs of schools and the community.
- (b) recommend changes (if required).

### 2. Drivers

The key drivers of this Review are:

- (a) Upholding the principles of fairness, equity and transparency in enrolment policy and procedures, including testing the consistency with which criteria are applied across the system;
- (b) Improving, where possible, the impact of Out Area criteria by reducing unnecessary enrolments (including from low to high-demand schools);
- (c) Ensuring ACT public school enrolment practices remain relevant supporting demand management and capacity;
- (d) Improved understanding of issues related to high out of area enrolments at some schools/colleges and reducing enrolment numbers at others;
- (e) Adhering to public policy good practice by conducting a periodic review of policy impact as well as maintaining public confidence in ACT Public Schools Enrolment Policy and Procedures.

### 3. Methodology

This Review took place between August and November 2022 by Enrolment & Planning Branch and comprised:

- (a) Desktop data review of out of area enrolment application outcomes by school, year level and criteria
- (b) Consultation with a selection of ACT public school leaders and Education Support Office including:
  - i. Enrolments & Planning Branch
  - ii. Analysis and Evaluation Branch
  - iii. Universal School Support (including P-12 Programs and Services)
  - iv. School Improvement
  - v. Families, Students, Complaints and Feedback
  - vi. Student Engagement
  - vii. Governance and Legal Liaison
  - viii. Learning, Wellbeing, Policy & Design Branch
  - ix. Directors of School Improvement and School Operations
  - x. Executive of the Board of Senior Secondary Studies.
- (c) Data analysis and development of potential opportunities and recommendations for consideration by the Executive Governance Committee Planning Subcommittee (EGCPC).

#### 4. Background

Every ACT child from Kindergarten to Year 12 is guaranteed a place at their local ACT public school (by Priority Enrolment Area or PEA). Enrolment policy and processes are intended to underpin the policy that every school is a great school, and every local school can meet the unique needs of all students to provide a great education and the life chances which flow from it.

As part of the standard K-12 enrolment criteria, Out of Area (OOA) enrolment criteria were introduced from 2020 to provide clarity and transparency for the ACT community, and to give Principals clear parameters for assessing applications from outside their PEA.

ACT Public Schools are categorised as either Category A (generally **not able** to accept students from out of their area) or Category B (have **some capacity** to accept out of area enrolments)<sup>1</sup>. A list of 2022 Category A and Category B schools are at [Attachment A](#). Some schools with a high proportion of Out of Area enrolments were also assigned enrolment intake caps.

Schools will enrol Out of Area applicants where two conditions are met:

- applicant fully satisfies one of the criteria below, and
- capacity remains at the school (within the school's agreed intake cap, where applicable).

If an applicant meets a criterion, and the school has capacity, the school must enrol the applicant.

The Out of Area enrolment criteria for Kindergarten to Year 12 were last reviewed in 2020 ahead of the 2021 school year (MIN20/417). Based on feedback from schools, several criteria were refined for greater clarity and transparency:

- Criterion Two was enhanced to include cultural siblings of Aboriginal and Torres Strait Islander families;
- Criterion Four was tightened so that it applied only to High School (for access to language courses not available at the applicant's PEA school) and Colleges (for access to BSSS approved courses not available at the applicant's PEA College);
- Criterion Six was clarified to apply only to students from ACT Public Schools with the majority of their school cohort, and only for Year 7 and Year 11 applicants.

The current Out of Area criteria for Kindergarten to Year 12 are set out below in priority order (that is, applicants are prioritised in criteria order until capacity or applicants are exhausted. Where all else is equal applicants are prioritised by their geographical proximity to the school).

1. **Legal considerations** (applicable to all schools: Category A and Category B): If you have legal considerations, where a court order identifies that a student needs to attend a specific school.
2. **Individual circumstances based on student wellbeing** (applicable to all schools: Category A and Category B): If there are individual circumstances, based on student wellbeing, that mean that your child cannot attend your local school and must attend the school they have

---

<sup>1</sup> In 2020 there was a third category of school - Category C. Category C schools had more capacity than Category B, whereas Category B schools were on the verge of becoming Category A schools and needing closer management, including intake caps. The system was found to be confusing for both schools and the community and was simplified to two categories from 2021.

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applied for. (Where there are reasons why your child cannot attend their local school, but they could attend another school with more room to take out of area enrolments, the Directorate will help your family find an alternative school.

3. **ACT-based siblings of concurrently enrolled students** (applicable to all schools: Category A and Category B schools): Subject to capacity, the school will enrol your child if they have an ACT-resident sibling attending that school. This includes step/half and cultural siblings (recognition of Aboriginal and Torres Strait Islander kinship relationships).
4. **Access to curriculum choices not available at the student's Priority Enrolment Area (PEA) school** (applicable to Category B schools only): Student is an ACT resident seeking to access a curriculum choice(s) not available at their PEA school (High School and College only. High School curriculum choice for languages only).
5. **Student is an ACT resident from a designated high-demand PEA.** (applicable to Category B schools only): Student is an ACT resident from a designated high-demand PEA. In 2022, this applies to all Gungahlin-region resident students (please note that Gungahlin resident students are all guaranteed a place in their local school if that is their school of choice).
6. **Applications from out of area students seeking to continue on to Year 7 or Year 11 with the majority cohort from their current ACT public school** (Category B schools only): student is an ACT resident seeking to continue on to Year 7 or Year 11 with the majority cohort from their current ACT public school.
7. **ACT-based siblings of former students** (Category B schools only): Student is an ACT resident who had a sibling who formerly attended the school.
8. **Siblings of NSW students** (Category B schools only): Student lives in NSW and has a sibling concurrently attending the school. For 2022 enrolments, the sibling must still be attending the school in 2022.

## 5. High Level Summary

There is an opportunity to reconsider whether it is necessary to provide 8 criteria through which out of area enrolment is enabled, and incongruence with the policy aims that every school is a great school that can meet the needs of all students.

There is an ongoing necessity to ensure some level of out of area enrolments, particularly with regard to criteria 1-3, as well as potential to support demand management across the ACT public education system.

Current analysis indicates the impacts on demand management are mixed and opportunities exist to revisit this. The purpose of Out of Area enrolment criteria is to:

1. Provide some flexibility for families to enrol at an Out of Area school under specific circumstances, and recognition that sometimes a child's best interests may lie at a school other than their Priority Enrolment Area school; and



2. That it functions as a crucial tool for managing demand and capacity in a two-speed system, where some areas experience low demand for places from their PEA and other areas are at critical capacity levels through high in-PEA demand.

In 2002 29.2% of students (31,151 / 45,027) were enrolled at a school other than their PEA school. The sector with the highest proportion of OOA enrolments was Colleges at 36.9% of all OOA enrolments (2,047/31,151).

Low-demand (or high-capacity) school PEA's account for the highest proportion of students enrolled at an OOA school, with 92.5% of Out of Area students enrolled under only four criteria, respectively: curriculum, sibling, wellbeing and cohort. Curriculum was the single largest element, with 37.9% of all 2023 Out of Area enrolments, of which 78% were at College level.

This Review assessed the performance of the standard Out of Area criteria against their stated goals and found that:

**Criteria 1 – 3 are playing an important role by embedding flexibility through a student-centred assessment of each applicant's best interests;**

**Criterion 4 is not achieving its goals at the High School level, however is playing an important role at the College level by alleviating pressure on low capacity colleges while providing flexibility that operates in the interests both of the ACT community and (for the most part) Colleges themselves; and**

**Criteria 5 – 8 are not achieving their stated goals, and in fact may be undermining the larger policy intent by enabling pathways out of low-demand PEAs, compromising the capacity of those schools to deliver a rich and broad education program. These criteria can be discontinued without greatly disadvantaging the community, and without compromising the integrity of the Out of Area system.**

**In nearly all cases the ACT is the only Australian jurisdiction that takes these factors into account when assessing Out of Area applications.**

**Changes to these criteria would result in re-distribution of student enrolments, for the most part from low capacity/high demand to low-demand/high-capacity schools. Some schools would experience a net reduction in enrolments while other schools' enrolment levels would grow. It is anticipated that more schools will have neutral impact or positively benefit, than would be negatively affected by potential changes.**

### Options for consideration

- Development of a detailed proposal to pilot centralised assessment and processing of Out of Area applications under Criterion Two from April 2023.
- Potential changes to HS and College enrolment criteria outlined below. Such changes would also mean categorisations of schools for enrolment purposes as either Category A or Category B would no longer be required.

OOA Criterion	Current Settings	Options to Consider
---------------	------------------	---------------------

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1. Legal	All schools	No change
2. Wellbeing	All schools	No change
3. Concurrent sibling	All schools	No change
4. Curriculum choices	HS (language only) and College	Cease for HS (in alignment with the future Languages Education Action Plan)  Retain for College only.  Clarify College curriculum subjects that meet the threshold.
5. High demand PEA (Gungahlin)	Cat B subject to capacity	Cease for all
6. Cohort	Cat B, Y7 and Y11 only, subject to capacity	Cease for all
7. Non-concurrent sibling	Cat B subject to capacity	Cease for all
8. NSW sibling	Cat B subject to capacity	Cease for all

**Impacts of proposed changes**

Modelling at [Table 1](#) and [Table 2](#) identifies the potential impact of these recommendations on school enrolments if they had been implemented for the 2022 school year.

Table 2: Estimated impacts on Colleges of proposed changes to Out of Area criteria (2022)

School Name	Total 2022 applications accepted (at 29/8/21)	OOA Accepted under current OOA Criteria (at 29/8/21)	OOA would have been accepted under recommended OOA criteria changes (at 29/8/21)	Adjusted Total enrolments accepted if with OOA criteria changes (at 29/8/22)	Reduction (OOA sent back to PEA school)	Gain (PEA returned from OOA school)	Net Change
Gungahlin College	547	1	0	-1	1	547	0

LEGEND	
Green: Net change =0 or gain >0	
ORANGE: Reduced net enrolments <= 10	
RED: Reduced net enrolments >10	

NB: Totals at Columns A and E will not reconcile as modelling does not include 19 applicants whose applications were invalid addresses, and unable to be assigned a PEA

Data Source: 2022 enrolment application data as at 29.8.2021, includes only applications marked as Offer accepted, Offer sent, Ready for offer & Sentral import completed on the Admissions System.

It is likely applicant enrolment choices would change if presented with fewer options (e.g. applicants might seek enrolment through majority cohort considerations under student wellbeing if cohort was no longer an option), though it is not possible to model this.

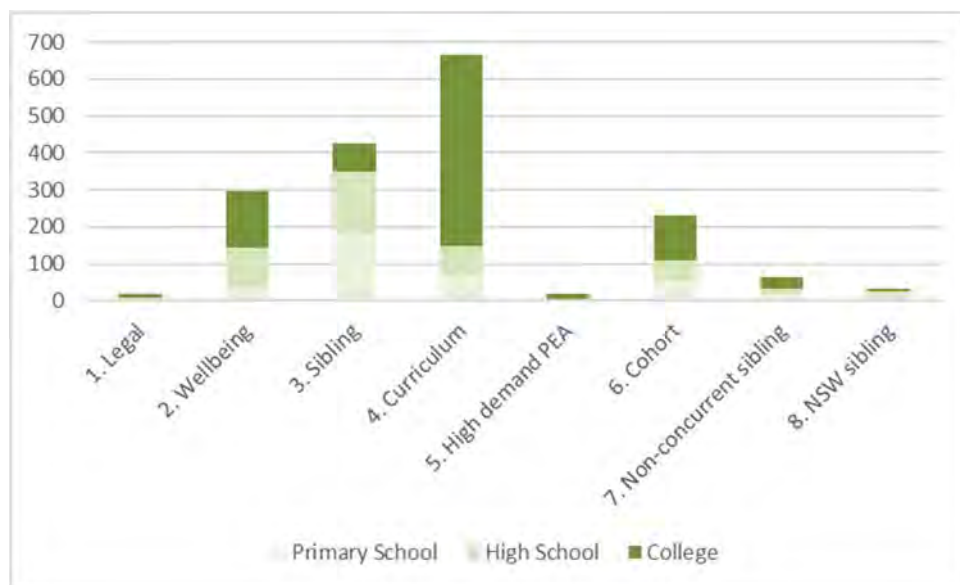


Figure 3: Proportion ACT public high school students enrolled at an Out of Area school, by home PEA (2022).



PEA's on the left of the graph at Figure 3 have a relatively high proportion of students enrolled at an Out of Area school

Figure 4: Estimated number of Out of Area enrolments by schooling level and by criterion (2022).




Data Source: 2022 enrolment application data as at 29.8.2021, includes only applications marked as Offer accepted, Offer sent, Ready for offer & Sentral import completed on the Admissions System.

Figure 4 illustrates the most common criteria under which Out of Area students are enrolled, respectively:



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1. Criterion 4: Curriculum (37.9% of all OOA enrolments, of which the majority – 78%, or 518 students – were at College level.
  2. Criterion 3: Concurrent sibling (24.4% of total)
  3. Criterion 2: Wellbeing (17% of total)
  4. Criterion 6: Cohort (13.1% of total).
- 

## Attachment A

**Categorisation of schools for enrolment purposes for 2023 Enrolment Period**

<b>Category A schools (alphabetical order)</b>	
Alfred Deakin High School	Hawker Primary School
Amaroo High School	Lyneham High School
Amaroo Primary School	Lyneham Primary School
Aranda Primary School	Majura Primary School
Arawang Primary School	Margaret Hendry School
Charles Conder Primary School	Maribyrnong Primary School
Curtin Primary School	Mawson Primary School <sup>(b)</sup>
Forrest Primary School	Mount Rogers Primary School
Franklin School	Neville Bonner Primary School <sup>(a)</sup>
Fraser Primary School	Ngunnawal Primary School
Garran Primary School	North Ainslie Primary School
Giralang Primary School	Palmerston District Primary School
Gold Creek High School <sup>(a)</sup>	Red Hill Primary School
Gold Creek Primary School <sup>(a)</sup>	Taylor Primary School
Gungahlin College	Telopea Park Primary School
Harrison High School	Telopea Park High School <sup>(c)</sup>
Harrison Primary School	Yarralumla Primary School <sup>(b)</sup>

- (a) This school will take out of area enrolments from other Gungahlin network resident students, to ease pressure on high utilisation schools in the Gungahlin region.
- (b) This school will accept out of area enrolments for the bilingual programs up to capacity, after all Priority Enrolment Area students have been catered for, but for all other purposes is a Category A school.
- (c) This school will only accept out of area students continuing from the Year 6 language program at Telopea Park primary school into the French Stream. For all other purposes this is a Category A school.

<b>Category B schools (alphabetical order)</b>		
Ainslie School	Farrer Primary School	Miles Franklin Primary School
Belconnen High School	Florey Primary School	Mount Stromlo High School
Bonython Primary School	Gilmore Primary School	Monash Primary School
Calwell High School	Gordon Primary School	Namadgi High School
Calwell Primary School	Gowrie Primary School	Namadgi Primary School
Campbell High School	Hawker College	Narrabundah College
Campbell Primary School	Hughes Primary School	Narrabundah ECS
Canberra College, The	Isabella Plains ECS	O'Connor Cooperative School
Canberra High School	Kaleen Primary School	Richardson Primary School
Caroline Chisholm HS	Kingsford Smith High School	Theodore Primary School
Caroline Chisholm PS	Kingsford Smith Primary School	Throsby School
Chapman Primary School	Lake Tuggeranong College	Torrens Primary School
Charles Weston School	Lanyon High School	Turner School
Charnwood-Dunlop School	Latham Primary School	UC College Lake Ginninderra
Dickson College	Lyons ECS	UC High School Kaleen
Duffy Primary School	Macgregor Primary School	Wanniassa High School
Erindale College	Macquarie Primary School	Wanniassa Hills Primary School
Evatt Primary School	Melba Copland College	Wanniassa Primary School
Evelyn Scott School	Melba Copland Secondary	Weetangera Primary School
Fadden Primary School	Melrose High School	

FILE2022/14937 - Attachment C

Summary of findings - 2022 Review of Out of Area Enrolment Criteria and procedures

1.



**Criterion 4 - Curriculum**

Not necessarily achieving all intended goals at High School level, although playing an important role at College level, alleviating pressure on low-capacity colleges while providing flexibility in the interest of the community and (for the most part) Colleges.

In 2022 this criterion accounts for 37.9% (the greatest share) of all OOA enrolments, of which 78%, or 518 students were at College level.



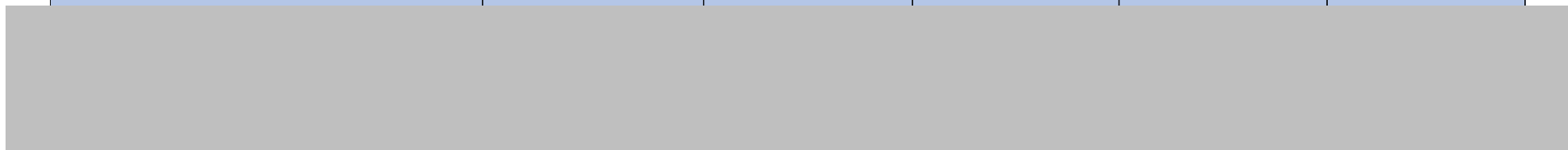
- Beneficial at College level as it enables students to apply to an OOA college which offers a BSSS-approved course not available at their PEA college (Category B schools only, subject to capacity).
  - This has relieved population growth-led capacity pressure on Gungahlin College, enabling students from Gungahlin College PEA to enrol elsewhere (in particular at Narrabundah College).

On balance, there is merit in continuing this criterion.



**TABLE 2: Modelled redistribution of 2022 Out of Area enrolments for Colleges, under changed Out of Area Criteria (removal of criteria 6, 7 & 8), as at 22 November 2022**

School Name	OOA Accepted under current OOA Criteria (at 25/11/22)	OOA would have been accepted under recommended OOA criteria changes (at 25/11/22)	Reduction (OOA sent back to PEA school)	Gain (PEA returned from OOA school)	Net Change
-------------	---	---	---	-------------------------------------	------------



Gungahlin College	4	1	3	2	-1
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LEGEND					
Green: Net change =0 or gain >0					
ORANGE: Reduced net enrolments <= 10					
RED: Reduced net enrolments >10					

**From:** [Nakkan, John](#)  
**To:** [Morton, Phillip](#)  
**Subject:** RE: Gungahlin Library alternative accommodation  
**Date:** Friday, 10 February 2023 9:12:00 AM

---

Thanks Phill

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Sent:** Friday, 10 February 2023 9:05 AM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>  
**Subject:** RE: Gungahlin Library alternative accommodation

Hi John,

I reached out to Aditya yesterday seeking an update. He is on leave now till the 20<sup>th</sup> - I sent the email to Phill Wales also.

I am yet to hear back from him....i'll give him a call today.

Regards,  
Phill M

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Friday, 10 February 2023 8:51 AM  
**To:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Subject:** Gungahlin Library alternative accommodation

Hi Phil,

Can you please get an update from the ACT Property Group on when the Hibberson St accommodation will be available.

Regards,

John Nakkan | Acting Executive Branch Manager

Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: john.nakkan@act.gov.au  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

**Butler, Erin**

---

**Subject:** FW: Transportable program 23-24  
**Location:** 220LC 4.33 (Capacity 10, Seats 6, COVID safe, Webex)

**Start:** Tue 21/02/2023 9:00 AM  
**End:** Tue 21/02/2023 10:00 AM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Slater, Amanda

-----Original Appointment-----

**From:** Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>

**Sent:** Wednesday, 15 February 2023 2:53 PM

**To:** Slater, Amanda; Blom, Dylan; Nakkan, John; Attridge, Vanessa; Das, Sean; Flett, Penny

**Subject:** Transportable program 23-24

**When:** Tuesday, 21 February 2023 9:00 AM-10:00 AM (UTC+10:00) Canberra, Melbourne, Sydney.

**Where:** 220LC 4.33 (Capacity 10, Seats 6, COVID safe, Webex)

Dear All,

The purpose of this meeting is to discuss/plan the coming years transportable schedule.

Driving the need to identify and plan for the coming cycle includes the following issues:

- Currently there are 3x T2 units at Murrumbateman, 2 of these units are slated for Gungahlin College, however the council has requested that all units be removed, initially citing that this should happen by March

Regards  
Amanda

---

## Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 479 128 150 865

Passcode: YisnpP

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[Learn More](#) | [Help](#) | [Meeting options](#) | [Legal](#)

---

**Stewart, Eli**

---

**From:** Nakkan, John  
**Sent:** Friday, 17 February 2023 10:43 AM  
**To:** Wales, PhillipB; Morton, Phillip  
**Cc:** Rastogi, Aditya; Slater, Amanda  
**Subject:** RE: Gungahlin Library - Room Options

OFFICIAL

Thanks Phil,

That's good news. Do you know when it will be available for the Library to move in?

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>  
**Sent:** Friday, 17 February 2023 10:27 AM  
**To:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>; Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>; Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>  
**Subject:** RE: Gungahlin Library - Room Options

OFFICIAL

Hi John and Phillip

Clarification from the agent is the HVAC is electric. No need for the exemption.

Regards,

Phil

---

**From:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Sent:** Thursday, 16 February 2023 11:19 AM  
**To:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>; Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>  
**Subject:** RE: Gungahlin Library - Room Options

UNOFFICIAL

Thanks Phil

---

**From:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>  
**Sent:** Thursday, 16 February 2023 11:07 AM

**To:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>; Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>; Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>  
**Subject:** RE: Gungahlin Library - Room Options

UNOFFICIAL

Hi Phill

Please see attached. To date there has been two exemptions one being the attached and the other being Legal Aid who had agreement from the owner that they would convert during the time of the lease.

The agent's response has been for Gungahlin has been for two years, confirming we are now looking at 12 months.

Regards,

Phil.

---

**From:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Sent:** Thursday, 16 February 2023 10:27 AM  
**To:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>; Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>  
**Subject:** RE: Gungahlin Library - Room Options

UNOFFICIAL

Hi Phil,

With regard to the exemption do you have an example of what this looks like and how much information/depth is required from EDU?

Regards,  
Phill M

---

**From:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>  
**Sent:** Wednesday, 15 February 2023 1:52 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** RE: Gungahlin Library - Room Options

UNOFFICIAL

Yes, however you will get the exemption given the less than 12 months

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Wednesday, 15 February 2023 12:55 PM  
**To:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>  
**Subject:** RE: Gungahlin Library - Room Options  
**Importance:** High

UNOFFICIAL

Hi Phil W,

Does this mean that we need to seek a DG endorsed exemption request to the Chief Minister for a sub-12 month lease?

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>  
**Sent:** Wednesday, 15 February 2023 11:40 AM  
**To:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>; Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Subject:** RE: Gungahlin Library - Room Options

UNOFFICIAL

Hi Phil,

As discussed, please see attached.

Extract:

## Exemptions

There may be some circumstances in which gas is required for new or existing leases. The Director-General of the directorate seeking the new or extended lease can request an exemption from the Chief Minister from meeting the requirements of these guidelines based on consideration of the following influencing factors:

- Gas is required for a specific purpose (such as in a laboratory, or in the delivery of educational curriculum noting connection to a non-mains gas supply may be appropriate in this situation).
- There is no net environmental benefit to moving to a new site
- The cost of relocation is significantly higher than the reduction in emissions. The *social cost of carbon* could be used as a guide.
- The lease is for a period of less than 12 months.
- No other suitable accommodation is available due to the site being specialist in nature and cannot become fossil fuel free due to technical restrictions.
- There is some other significant operational or contractual reason why the ACT Government cannot use a different facility.

Requests for exemptions are to be made in writing by the Director-General and submitted to the Chief Minister for approval and should give consideration to an expiry date for the exemption.

Regards,

Phil.

---

**From:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Sent:** Wednesday, 15 February 2023 11:09 AM  
**To:** Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>  
**Cc:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>; Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Subject:** FW: Gungahlin Library - Room Options



UNOFFICIAL

Hi Phill,

Are you able to provide an up-date as to when the Hibberson St accommodation will be available.

Regards,  
Phill M

Phill Morton | Assistant Director - Major Projects  
Phone:+61 2 6207 6551 | MOB: 0447 734 021 | Email: [phillip.morton@act.gov.au](mailto:phillip.morton@act.gov.au)  
Infrastructure and Capital Works | Education and Training | ACT Government  
220 London Crt | GPO Box 158 Canberra ACT 2601 | [www.det.act.gov.au](http://www.det.act.gov.au)

---

**From:** Morton, Phillip  
**Sent:** Thursday, 9 February 2023 8:48 AM  
**To:** Rastogi, Aditya <[Aditya.Rastogi@act.gov.au](mailto:Aditya.Rastogi@act.gov.au)>; Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>  
**Cc:** Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>  
**Subject:** Gungahlin Library - Room Options

UNOFFICIAL

Hi Phill,



Do we have any movement on the Lease for the two spaces EDU/ ACT Libraries wish to occupy?

Regards,  
Phill M

Phill Morton | Assistant Director - Major Projects  
Phone:+61 2 6207 6551 | MOB: 0447 734 021 | Email: [phillip.morton@act.gov.au](mailto:phillip.morton@act.gov.au)  
Infrastructure and Capital Works | Education and Training | ACT Government  
220 London Crt | GPO Box 158 Canberra ACT 2601 | [www.det.act.gov.au](http://www.det.act.gov.au)

**From:** [Nakkan, John](#)  
**To:** [Morton, Phillip](#)  
**Cc:** [Slater, Amanda](#); [ICW EBM Office](#)  
**Subject:** RE: Gungahlin College expansion - library works  
**Date:** Wednesday, 22 February 2023 8:17:56 AM

---

Thanks Phill,

Please let me know when we receive the work order.

Regarding the lease fee, yes the project is paying for the first 12 months. The agreement is that if we can offer space back to the Library but they want to stay in the leased accommodation, it becomes their cost. If we continue to displace them, then it will be our cost.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
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---

**From:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Sent:** Tuesday, 21 February 2023 3:29 PM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>; ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** RE: Gungahlin College expansion - library works

Hi John

MPC received the Gungahlin College/ Library work order from Project Co-ordination last Friday. They are reviewing it before sending across and I'm hoping to receive it within the next few days.

A question I have – Is the project funding the cost of the weekly lease?

Regards,  
Phill M

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Tuesday, 21 February 2023 3:26 PM  
**To:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Cc:** Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>; ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** RE: Gungahlin College expansion - library works

Hi Phill,

Thanks for the update, I will escalate with them.

Also, what about the works within the shared facility – i.e. moving the café etc?

Regards,

John Nakkam | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkam@act.gov.au](mailto:john.nakkam@act.gov.au)  
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---

**From:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Sent:** Tuesday, 21 February 2023 3:16 PM  
**To:** Nakkam, John <[John.Nakkam@act.gov.au](mailto:John.Nakkam@act.gov.au)>  
**Cc:** Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>; ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** RE: Gungahlin College expansion - library works

Hi John,

I've been corresponding with Property Group today.

As it stands– No leasing agreement is in place and works cannot commence within the spaces until the lease has been signed.

It appears we are relying on Aditya to undertake the negotiations with the agents.

Regards,  
Phill M

---

**From:** Nakkam, John <[John.Nakkam@act.gov.au](mailto:John.Nakkam@act.gov.au)>  
**Sent:** Tuesday, 21 February 2023 1:48 PM  
**To:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Cc:** Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>; ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** Gungahlin College expansion - library works

Hi Phill,

Can you please let me know where we are up to with the planning for any modification works in the Library/CIT facility. Libraries ACT are following up.

Regards,

John Nakkam | Acting Executive Branch Manager

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**From:** [Blom, Dylan](#)  
**To:** [Wickham, Ilona](#); [Scanes, Mark](#); [Nakkan, John](#)  
**Cc:** [Ryan, Denise](#); [Das, Sean](#); [Slater, Amanda](#)  
**Subject:** RE: DG APPROVED AND FURTHER ACTION: Business Case - Public school expansions  
**Date:** Thursday, 23 February 2023 1:19:43 PM  
**Attachments:** [image001.png](#)

---

OFFICIAL

We met this morning to discuss the list for next year. Until we get the census data next month and can complete the utilisation review late March/April we don't finalise the schools. Our list also keeps track of units available to transfer.

**Dylan Blom | Senior Director, Major Projects**

Infrastructure and Capital Works | **Education** | ACT Government

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---

**From:** Wickham, Ilona <[Ilona.Wickham@act.gov.au](mailto:Ilona.Wickham@act.gov.au)>  
**Sent:** Thursday, 23 February 2023 12:48 PM  
**To:** Scanes, Mark <[Mark.Scanes@act.gov.au](mailto:Mark.Scanes@act.gov.au)>; Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>; Blom, Dylan <[Dylan.Blom@act.gov.au](mailto:Dylan.Blom@act.gov.au)>  
**Subject:** RE: DG APPROVED AND FURTHER ACTION: Business Case - Public school expansions

OFFICIAL

Hi Mark,

I'll see what I can find out, I'd say the list of where they should go is fairly easy to get, where they are coming from is more dependant of the funding over the 4 years I believe. Leave it with me.

Thanks

---

**From:** Scanes, Mark <[Mark.Scanes@act.gov.au](mailto:Mark.Scanes@act.gov.au)>  
**Sent:** Thursday, 23 February 2023 12:10 PM  
**To:** Wickham, Ilona <[Ilona.Wickham@act.gov.au](mailto:Ilona.Wickham@act.gov.au)>  
**Subject:** FW: DG APPROVED AND FURTHER ACTION: Business Case - Public school expansions

OFFICIAL

Good news – this one is cleared. DG comments are below. My reading is we should have this information available for the Minister but not necessarily included in the BC. I could be wrong though so may be worth a discussion between Nessa and John to confirm

Thanks

Mark

---

**From:** Reyes, Kristine <[Kristine.Reyes@act.gov.au](mailto:Kristine.Reyes@act.gov.au)> **On Behalf Of** EDU, Director-General Office  
**Sent:** Thursday, 23 February 2023 12:00 PM  
**To:** Scanes, Mark <[Mark.Scanes@act.gov.au](mailto:Mark.Scanes@act.gov.au)>; Turnbull, Ian <[Ian.Turnbull@act.gov.au](mailto:Ian.Turnbull@act.gov.au)>; CFO EDU Office <[CFOEDUOffice@act.gov.au](mailto:CFOEDUOffice@act.gov.au)>  
**Cc:** EDU, Director-General Office <[EDUDirectorGeneralOffice@act.gov.au](mailto:EDUDirectorGeneralOffice@act.gov.au)>; Attridge, Vanessa <[VanessaS.Attridge@act.gov.au](mailto:VanessaS.Attridge@act.gov.au)>; EDU, EGMSG <[EGMSG.EDU@act.gov.au](mailto:EGMSG.EDU@act.gov.au)>; Narayan, Debra <[Debra.Narayan@act.gov.au](mailto:Debra.Narayan@act.gov.au)>  
**Subject:** DG APPROVED AND FURTHER ACTION: Business Case - Public school expansions

OFFICIAL

Hi Team

Please see below DG approval for your reference with comments for appropriate action.

Thanks

KR

---

**From:** Haire, Katy <[Katy.Haire@act.gov.au](mailto:Katy.Haire@act.gov.au)>  
**Sent:** Thursday, 23 February 2023 11:40 AM  
**To:** EDU, Director-General Office <[EDUDirectorGeneralOffice@act.gov.au](mailto:EDUDirectorGeneralOffice@act.gov.au)>  
**Subject:** Re: FOR APPROVAL: Business Case - Public school expansions

OFFICIAL

This one is approved however I believe we need to have an actual list of schools, at least for the first year, not just numbers by network. The Min will want this as will Tsy.

Also, given the Tsy may well brief to only fund for one year or two years we need to know in which years the 8 reusable units will come online (maybe this is in the financial tables which I have not reviewed?)

For Vanessa's consideration

KH

Katy Haire (*she/her*) | Education Directorate  
02 6205 9158 | [Katy.Haire@act.gov.au](mailto:Katy.Haire@act.gov.au)

---

**From:** Reyes, Kristine <[Kristine.Reyes@act.gov.au](mailto:Kristine.Reyes@act.gov.au)> on behalf of EDU, Director-General Office <[EDUDirectorGeneralOffice@act.gov.au](mailto:EDUDirectorGeneralOffice@act.gov.au)>  
**Sent:** Wednesday, February 22, 2023 5:04:57 PM  
**To:** Haire, Katy <[Katy.Haire@act.gov.au](mailto:Katy.Haire@act.gov.au)>

**Subject:** FOR APPROVAL: Business Case - Public school expansions

OFFICIAL

Hi K

For your review and approval.

[Public school expansions](#)

KR

---

**From:** Scanes, Mark <[Mark.Scanes@act.gov.au](mailto:Mark.Scanes@act.gov.au)>  
**Sent:** Wednesday, 22 February 2023 4:10 PM  
**To:** EDU, Director-General Office <[EDUDirectorGeneralOffice@act.gov.au](mailto:EDUDirectorGeneralOffice@act.gov.au)>  
**Cc:** Turnbull, Ian <[Ian.Turnbull@act.gov.au](mailto:Ian.Turnbull@act.gov.au)>; Attridge, Vanessa <[VanessaS.Attridge@act.gov.au](mailto:VanessaS.Attridge@act.gov.au)>; EDU, EGMSG <[EGMSG.EDU@act.gov.au](mailto:EGMSG.EDU@act.gov.au)>; Narayan, Debra <[Debra.Narayan@act.gov.au](mailto:Debra.Narayan@act.gov.au)>  
**Subject:** Business Cases for DG review

OFFICIAL

Hello Team

█ capital business cases are now EGMSG and CFO cleared and ready for DG review. The business cases are located at the link below.

[P:\2023-24 Full Business Cases\Capital\Director-General Review](#)

Please note – the link is to the top level folder and then there is a separate folder for each business case under that folder. As agreed with DG Office only the business case is included in the folder. No attachments are included.

The business cases included at the link are

- █
- 2. New college in Gungahlin
- █
- █
- 5. Public school expansions

Including the two capital business cases previously approved by the DG this takes the total number of business cases provided to the DG to 7/11. The business cases not yet completed are

- █
- █
- █
- █

These will be provided as soon as possible – will discuss with DG office if these should be cleared by DG or acting DG

thanks

Mark Scanes | Senior Director

Phone: +61 2 6205 5478 | Email: [mark.scanes@act.gov.au](mailto:mark.scanes@act.gov.au)

Strategic Finance | Education | ACT Government

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**Butler, Erin**

---

**From:** Attridge, Vanessa  
**Sent:** Thursday, 23 February 2023 6:20 PM  
**To:** EDU, Director-General Office  
**Cc:** Scanes, Mark; Turnbull, Ian; EDU, EGMBSG; CFO EDU Office  
**Subject:** FOR URGENT APPROVAL: Business Cases - Batch One  
**Attachments:** FINANCE & TREASURY MANAGEMENT - Budgeting - Appropriations - Education Directorate 2023-24 Budget Business Cases – Batch One - 2022 23.tr5

**Importance:** High

OFFICIAL

Good evening,

Please see Budget Batch One for DG's endorsement through to MO tomorrow, in anticipation of Minister endorsing through to the Treasurer on Monday.

Thank you,

Nessa

---

**From:** Attridge, Vanessa  
**Sent:** Thursday, 23 February 2023 5:39 PM  
**To:** Simmons, Jane <Jane.Simmons@act.gov.au>; EDU, Director-General Office <EDUDirectorGeneralOffice@act.gov.au>  
**Cc:** Scanes, Mark <Mark.Scanes@act.gov.au>; Turnbull, Ian <Ian.Turnbull@act.gov.au>; EDU, EGMBSG <EGMBSG.EDU@act.gov.au>; CFO EDU Office <CFOEDUOffice@act.gov.au>  
**Subject:** Business Case Update  
**Importance:** High

OFFICIAL





**ACT**  
Government

Major Projects Canberra



**ACT**  
Government

Education

# New College in Gungahlin (Nicholls)

## Detailed Business Case

ACT Education Directorate

DRAFT as at 22 February 2023



Note: Background image publicly available from ACT Government (Our Canberra, March 2019)



**ACT**  
Government

# Business Case

<b>Project Name:</b>	New College in Gungahlin (Nicholls)
<b>Tier</b>	Tier 1
<b>Risk assessment (high/med/low):</b>	Refer to Risk Register ( <b>Appendix G</b> )

<b>Sponsoring Agency:</b>	ACT Education Directorate
<b>Sponsoring Minister:</b>	Yvette Berry MLA, Minister for Education and Youth Affairs and Minister for Early Childhood Development
<b>Contact officer:</b>	John Nakkam Acting Executive Branch Manager – Infrastructure and Capital Works (Education)
<b>Business Case advisors:</b>	KPMG

## Sign Offs

**Sponsoring Agency:**

\_\_\_\_\_

*Print name*

\_\_\_\_\_

*Signature*



# CONTENTS

1	Executive Summary	4
2	Introduction	15
3	Needs Analysis	19
4	Strategy and Policy Alignment	23
5	Options Analysis	30
6	Project Scope	36
7	Risk Analysis	37
8	Delivery Model Analysis	42
9	Financial Analysis	49
10	Economic Appraisal	54
11	Project Governance	56
12	Stakeholder Engagement Plan	59
13	Advisor Engagement Plan	63
14	Timeline	65
15	Appendices	68



# 1 Executive Summary

## 1.1 Introduction

This Business Case demonstrates the need for a capital investment of [redacted] for a new College in Gungahlin in the suburb of Nicholls, and [redacted] in recurrent expenses over the forward estimates (increasing to [redacted] in 2028-29 and [redacted] in 2029-30) for school-specific teaching and administrative costs and repairs and maintenance, which will require continued funding beyond the budget cycle. This Business Case does not include recurrent expense funding for enrolment-based classroom teachers and services, as this is managed by the Education Directorate through the annual teacher enrolment adjustment. The Project will increase college capacity in the Gungahlin region which, based on current Directorate forecasts, is already operating above the Directorate’s preferred utilisation level.

The project will:

- Fulfil the ACT Government’s commitment to the community to invest \$50m to increase college capacity in Canberra’s north, as committed through the 2020 ACT Legislative Assembly election: Deliver a new college in Gungahlin to cater for up to 800 college students, with capacity for future expansion to cater for up to 1,100 students.
- Ensure the Government can fulfil its legislative obligations to continue to guarantee local places for in-area students as well as to meet Class Size Policy under the Enterprise Bargaining Agreement (EBA) through ensuring sufficient availability of classrooms.
- The new college will be located to the north of the existing Gold Creek High School and be built on Block 11, Section 78, which is currently vacant land and is under the custodianship of the Directorate.

Construction is targeted for completion for the commencement of the 2028 school year.

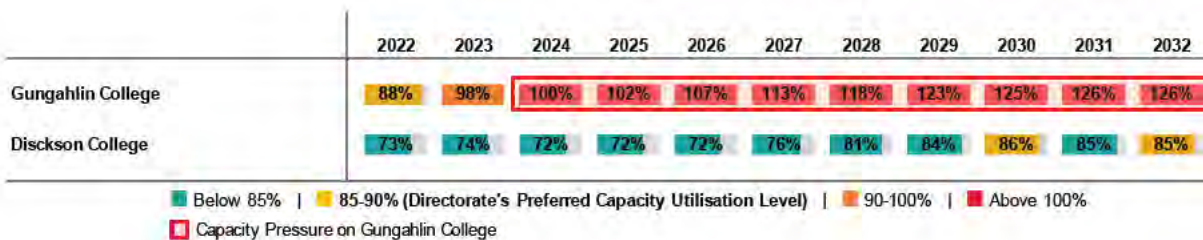
## 1.2 Needs Analysis

Gungahlin has undergone rapid population growth and residential development over the past two decades. The Directorate has responded to this growth by delivering a number of new primary and high schools as well as investment in additional temporary and permanent school capacity. The increase in primary and high school enrolments across Gungahlin is now flowing through to colleges and is creating college enrolment pressure across a number of ACT Colleges, primarily Gungahlin College (and also at Canberra and Narrabundah Colleges due to the outflow of Gungahlin residents to those schools).

Gungahlin College, in particular, is already operating well above the Directorate’s optimal capacity utilisation – highlighting the urgent need for additional capacity. Without new capacity investment, existing issues around limited specialist and general classrooms, gathering and open spaces and access to sporting facilities, would be significantly exacerbated in the future – as well as operational impacts inhibiting the College’s ability to deliver learning to a large and growing number of students without additional facilities to do so.

Figure 1 below outlines the Directorate’s enrolment projections for the colleges in North Canberra and highlights the capacity issues at Gungahlin College.

**Figure 1 – Enrolment projections (developed November 2022) for North Canberra colleges**



Source: ACT Education Directorate (November 2022) – Population and Enrolment Data



In recent years, enrolment policy has minimised out-of-area enrolments at Gungahlin College as much as possible, to preserve capacity in order to meet in-area demand. The Directorate has also sought to help manage the demand by creating a unique Priority Enrolment Area Shared Zone to allow Gungahlin residents the option to enrol at Dickson College.

However, Dickson College (which also requires significant future investment in modernisation to ensure it can keep pace with modern pedagogy and meet the expectations of the community) has not seen a significant increase in enrolments from Gungahlin-based residents and strong feedback from both colleges and key community stakeholders indicates that students should not be expected to travel outside of their district to access public education.

Enrolment policy settings also enable college age residents of Gungahlin to enrol at other Category B colleges outside the Gungahlin region, prioritised through enrolment criterion 5 'Student is an ACT resident from a designated high-demand PEA. In 2022, this applies to all Gungahlin-region resident students (note that Gungahlin resident students are all guaranteed a place in their local school if that is their school of choice.)<sup>1</sup>.

Ahead of the construction of a new College in Gungahlin, short term approaches have been used to alleviate the 2023 enrolment and classroom capacity pressure. Additional capacity is being delivered at Gungahlin College in 2023 through:

- Installing two Relocatable Learning Units (totalling four classrooms) at the college by term 2, 2023.
- Some science labs at the school will also be modified to allow for more flexible delivery of learning.
- Community spaces in the adjoining library are being repurposed for use during school days as additional learning spaces in 2023. (Note alternative arrangements have been made for the community programs that make use of those spaces).

There is a clear need for investment in additional and appropriately sized classroom learning spaces, both generalist and specialist learning spaces, given the availability of classrooms has been exhausted at Gungahlin College. The maximum number of students allowed in a class is dictated by the Territory's Class Size Policy Limits, as part of the Enterprise Bargaining Agreement (EBA). The EBA requires the Directorate to ensure sufficient planning and infrastructure to ensure enough classrooms are available, to avoid placing undue workforce pressure on school staff and in recognition of the relationship between smaller class sizes and learning outcomes.

School capacity has traditionally been provided within a student's residential region and, in line with this, there is a strongly held community expectation that additional capacity should be made available within Gungahlin. This is also a requirement of the *Education Act 2004* to guarantee students enrolment at their local college.

Of note, every other region in the ACT has at least two established, public colleges except for Gungahlin, which only has one college (Gungahlin College). It is therefore critical that the Government provides appropriate and adequate public-school infrastructure, and capacity that meets current and future enrolment demand to provide students with access to sufficient public schooling in their local area and fulfil the Government's obligations under the Education legislation.

Following works programmed for 2023, the existing college in Gungahlin town centre will have no further space to expand into to accommodate growth in student enrolments. The government will be at risk of not being able to fulfil its legislative obligations for local places for ACT students under the *Education Act*.

### 1.3 Options Analysis

The Directorate considered a range of potential options to increase college capacity in Gungahlin and more broadly in the North of Canberra.

This includes a site assessment by Knight Frank in November 2019, who conducted a Gungahlin School Site Investigation to identify potential future public education sites in the Gungahlin region. This site investigation study into suitable school sites was carried out as a 'process of elimination' to identify the least constrained site to facilitate

---

<sup>1</sup> <https://www.education.act.gov.au/public-school-life/enrolling-in-a-public-school/enrolling-in-kindergarten-to-year-12>



a possible future school. A criterion was developed in conjunction with the ACT Education Directorate to assess each of the sites.

Further deliberations and analysis of site options occurred through Education's Executive Governance Committee Planning Sub Committee over 2021 & 2022. The options that were considered included:

- Expansion of Gungahlin College within the existing Gungahlin College site;
- Expansion of Gungahlin College on a nearby site along Flemington Road (Section 231 Block 4);
- Construction of a new college adjacent to Gold Creek High School at Nicholls; and
- Expansion and modernisation of Dickson College (located outside of the Gungahlin region).

The Nicholls site was confirmed as the preferred site based on analysis of a number of site options to assess their potential suitability.

The Directorate then undertook additional investigations and further due diligence on the Nicholls site. Based on the outcomes of the site analysis, together with the availability of large vacant land in Nicholls, the construction of a new College in Nicholls was confirmed to be best situated to respond to growing college enrolment pressures in Gungahlin.

The site is well placed to respond to demand from the region, including potential future Ginninderra residential development and associated population growth. The site is already Community Facilities (CFZ) zoned, suitable for public education and enabling development up to 3 storeys, and would enable delivery of new, expansive infrastructure without the risk of site transfer, innovative design delays, or the risk of requirement for a Territory Plan Variation which could extend the delivery timeframe by up to 2 additional years.

A Priority Enrolment Area would be established to draw from the western side of Gungahlin towards Nicholls and a PEA would be established for the existing Gungahlin College to ensure demand management across both sites.

The development of this business case has been informed by the development of a number of indicative masterplan options for a new college in Nicholls. The masterplan options have been developed in accordance with the Directorate's functional briefs (EDIS) for Colleges (Years 11 & 12), with refinements based on site-specific and school-specific requirements. The process has included stakeholder workshops involving the Directorate and Major Projects Canberra. They have also been informed by a range of site investigations and studies including:

- Topographic study;
- Geotechnical study; and
- Traffic assessment.

Figure 2 outlines the preferred masterplan option for the Project. It is important to note that the next phase of the Project development will involve further design work which may result in changes to the high-level masterplan outlined in this business case. In particular the Directorate is currently refining its nature of inclusivity model for colleges which may result in design changes prior to the procurement of a construction contractor.



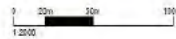
Figure 2 – Preferred Masterplan Option

**DRAFT**

3/02/2023



- LEGEND**
- A** BUILDING MASS A - 1-2 STOREY
  - B** BUILDING MASS B - 1 STOREY
  - 1** ADMINISTRATION, LEADERSHIP & STAFF CENTRE
  - 2** STUDENT SERVICE CENTRE (LIBRARY)
  - 3** LEARNING RESOURCE CENTRE (LIBRARY)
  - 4** CAFE & STUDENTS COMMONS
  - 5** GENERAL LEARNING SETTINGS
  - 6** PERFORMING ARTS (THEATRE/ETC)
  - 7** PERFORMING ARTS (DANCE, MUSIC & DRAMA)
  - 8** DATS - WOOD/METAL TECH & SCIENCE
  - 9** DATS - ARTS & TECHNOLOGY
  - 10** DATS - SCIENCE & FOOD TECH
  - 11** DOUBLE GYMNASIUM (HEALTH AND PHYSICAL EDUCATION)
  - 12** OUTDOOR COURTYARD
  - 13** SCHOOL ENTRY PARKING/DROP OFF
  - 14** DROP OFF & DELIVERY DOCK
  - 15** HARDCOURTS (NETBALL/BASKETBALL)
  - 16** TENNIS HARDCOURTS
  - 17** SPORTS FIELDS (SOCCER / RUGBY)
  - 18** BICYCLE STORAGE
  - 19** LANDSCAPE OVAL
  - 20** PROPOSED SCHOOL EXPANSION
  - 21** PROPOSED TEMPORARY TRANSPORTABLES FOR EXPANSION
  - 22** PARKING & GYMNASIUM DELIVERY
  - I** SITE INFRASTRUCTURE (POWER & WATER)
  - W** WASTE MANAGEMENT (ASSUMED)
  - STAFF WORKSPACE
  - GENERAL LEARNING SETTINGS (OLS)
  - SPECIALIST LEARNING SETTINGS (DATS)
  - SPECIALIST LEARNING SETTINGS (DATS)
  - AMENITIES
  - OTHER SPACES - INTERNAL



NICHOLLS COLLEGE

PROPOSED SITE PLAN - STAGE 1 - LOD

DIVISION: S40.9.10  
REV: DATE



Source: Draft Master Planning documentation dated 3 February 2023

The preferred master plan option involves a two-storey college with a double gymnasium, two hardcourt areas, tennis hardcourts, an open school oval/playing field. This option also provides for two access points to disperse traffic and mitigate potential traffic management issues.

### 1.4 Project Scope

Table 1 outlines the scope of works for the Project based on the preferred masterplan option.

Table 1 – Scope of Work for the Project

Project	Description
<b>Delivery of a new college in Gungahlin (Nicholls)</b>	<p>Delivery of a new College in Gungahlin to cater for 800 students, with capacity for future expansion to cater for up to 1,100 students.</p> <p>The scope of the full development includes:</p> <ul style="list-style-type: none"> <li>● New general and specialised areas for teaching and learning, which will be designed to allow for the delivery of contemporary pedagogy and ensure the Class Size Policy can be adhered to;</li> <li>● Inclusive settings that meet the learning and wellbeing needs of all students including students with disability;</li> <li>● Administration, leadership and staff centre;</li> <li>● Café and student commons;</li> <li>● Performing arts theatre;</li> <li>● Double gymnasium;</li> <li>● Science and food technology facilities;</li> <li>● Tennis hardcourts and sports fields;</li> <li>● Bike storage;</li> <li>● Car parking spaces for 163 vehicles; and</li> <li>● Environmentally sustainable and fully electric design.</li> </ul>

*Source: ACT Education Directorate and Draft Master Plan dated 3 February 2023*

In addition, the services of the school will include:

- School operations and education – Core services, such as teaching, student support and administration of the school (noting that funding for direct classroom teachers and services is provided under the Schools' Resource Allocation Framework);
- Facilities management and maintenance – Soft facilities management services (e.g., cleaning, waste management, grounds maintenance, security services, and canteen services), hard facilities management and lifecycle replacement services (including repairs and maintenance); and
- Community access – while the core function of schools is to provide education, schools are also key community hubs providing more than access to learning. Access will be made available for out-of-school-hours to school facilities by sporting groups, leisure and community organisations and the general community.

## 1.5 Strategic and Policy Alignment

The Project is aligned with key government policies and strategies and will assist the Government to deliver on priorities for public education and infrastructure. This includes, but is not limited to, the following key policy and strategy documents:

- Infrastructure Plan 2019 – Planning for the Future
- The Future of Education Strategy (2018)
- Set up for Success: An Early Childhood Strategy for the ACT (2020)
- ACT Education Strategic Plan 2022-25
- ACT Transport Strategy 2020



- ACT Climate Change Strategy 2019-25
- ACT Planning Strategy 2018
- ACT Wellbeing Framework (2020)
- Powering Canberra: Our Pathway to Electrification
- Community Use of School Facilities Policy 2016 (ACT Education Directorate).

## 1.6 Risk Analysis

A comprehensive risk assessment was undertaken in accordance with the ACT Government Risk Management Framework and the Australian/New Zealand Standard *AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines*.

A risk workshop for the Project was undertaken on 31 January 2023, and included representatives from the Directorate, Major Projects Canberra and the Commercial Advisor. The purpose of the risk workshops was to identify and assess risks associated with the Project and note potential treatments and mitigation measures for the risks. Based on the identified risks, the workshop participants also sought to quantify the cost impact of these risks occurring. The outcomes of the risk quantification exercise are included in the Project cost estimates.

**Table 2 – Key Project Risks**



The risk analysis carried out has not identified any impediments that would prevent the Project from proceeding.

## 1.7 Delivery Model Analysis

## 1.8 Financial Analysis







## 1.9 Economic Appraisal



## 1.10 Project Governance

The Project has been identified as a priority infrastructure project and will be delivered by Major Projects Canberra in collaboration with the Directorate. A cross-agency governance framework has been established to coordinate delivery of the Project.

## 1.11 Stakeholder Engagement Plan

A preliminary stakeholder analysis has been undertaken to identify key internal and external stakeholders, examine their interests and define their required level of engagement during the Project. A detailed Communication and Engagement Plan will be developed to ensure all stakeholders, both internal and external to Government, will have the opportunity to contribute to the design and development of the redeveloped school. As part of this, a range of opportunities will be provided to members of the local community and other stakeholders to be engaged on the Project, dependent on their level of interest. These activities may include information sessions, workshops, briefings and surveys.

Community engagement is important for major school projects as it ensures that public input and feedback informs the development of the college, including future learning spaces and availability and accessibility to school facilities by the community. It should also ensure that the college, once completed, will meet the expectations and needs of the community, particularly its families and children.

Regular updates will be provided to the local community and other stakeholders on the progress of the Project, engagement activities and how the information provided by them has been (or will be) used to inform the design and construction of the college.

## 1.12 Advisor Engagement Plan

The Project will be developed, procured and implemented by Major Projects Canberra. A full-time Project Manager, supported by a Project Team, will manage and oversee procurement and construction of the Project via the recommended delivery model. Section 13 outlines the Project Team for the Project and the various advisors that have been engaged or will need to be engaged on the Project.

## 1.13 Timeline

The Directorate's timeline for the completion of the modernisation and expansion during the 2026 school year reflects a compressed construction period. The Directorate will need to carefully manage this timeline with the successfully appointed construction contractor. A Project timeline, including an outline of any risks, dependencies, constraints and/ or deadlines is provided in Section 14.

An indicative Project timeline is summarised at Table 5.

**Table 5 – Key Project Milestones and Indicative Target Dates**

Key Activity / Milestone	Indicative Timeline
<b>Business Case and Master Planning</b>	
Completion of Business Case and Master Planning	Q1 2023
Budget Delivered and Project Decision	Q3 2023
Project Funding Available	Q3 2023
<b>Procurement and Construction</b>	
Appointment of Design Team for Pre-Tender Designs	Q1 2024
Release of Expression of Interest for Head Contractor	Q3 2024

Key Activity / Milestone	Indicative Timeline
Close of Expression of Interest for Head Contractor	Q4 2024
Shortlisting of Head Contractors for Request for Tender	Q4 2024
Completion of Pre-Tender Designs	Q1 2025
Release of Request for Tender for Head Contractor	Q1 2025
Close of Request for Tender for Head Contractor	Q2 2025
Appointment of Head Contractor for the Project	Q2 2025
Construction Commencement	Q3 2025
Construction	Q3 2027
<b>Commissioning and Handover</b>	Q4 2027
<b>School commences operations</b>	<b>2028</b>
<i>Source: Based on required programme dates for the Project provided by the ACT Education Directorate</i>	



## 2 Introduction

### 2.1 Overview

This Business Case demonstrates the need for a **capital investment of [REDACTED]** for a new College in Gungahlin in the suburb of Nicholls ('the Project'), and [REDACTED] in recurrent expenses over the forward estimates (increasing to [REDACTED] when the college is fully operational) for school-specific teaching and administrative costs, which will require continued funding beyond the budget cycle. This Business Case does not include recurrent expense funding for enrolment-based classroom teachers and services, as this is managed by the Directorate through the annual teacher enrolment adjustment. The Project will increase college capacity in the Gungahlin region which, based on current Directorate forecasts, is already operating above the Directorate's optimal utilisation level.

The Project will deliver a new college in Gungahlin to cater for up to 800 college students, with capacity for future expansion to cater for up to 1,100 students. The new college is located to the north of the existing Gold Creek High School and will be built on Block 11, Section 78, which is currently vacant and is owned by the Directorate. Construction is targeted for completion for the commencement of the 2028 school year.

### 2.2 Project Background

Between 2012 and 2022 the ACT population increased at an average rate of 2.1% per annum.<sup>2</sup> Public school (K-12) enrolments across Canberra during the same period, however, increased at a much higher average rate of 3% per annum.<sup>3</sup> Based on population projections developed by CMTEDD, and modelling of enrolment demand undertaken using the Education Directorate STEP Model (which was developed in collaboration with the ANU School of Demography) the trend of school enrolment growth outpacing population growth is expected to continue over the next decade (2022-2032).<sup>4</sup> Over this period, the Directorate is projecting public school enrolments to increase by around 10%.<sup>5</sup> This is due to natural demographic growth, combined with an increasing preference for families continuing to choose to send their children to public schools rather than to non-government schools.

Although annual enrolment growth is projected to outpace population growth in the ACT, some areas will have faster rates of enrolment growth. North Canberra, encompassing Gungahlin and the Inner North, is one of the fastest growing areas of Canberra with a significant number of land releases and residential development projects either having been completed, underway or in the development pipeline.

To meet the growing demand, the Directorate has been undertaking a number of new and expanded primary and high school projects in North Canberra. Table 6 outlines the projects that have, or are being undertaken by the Directorate between 2022 and 2024.

**Table 6 – North Canberra New and Expanded Schools**

Project	Completion Date
<b>North Gungahlin High School</b> – a new high school in Taylor to cater for 800 students, located next to Margaret Hendry School.	2024 (TBC)
<b>East Gungahlin High School</b> – a new high school in Kenny to cater for 800 students.	2024
<b>Margaret Hendry Primary School Expansion</b> – the expansion of Margaret Hendry School in Taylor providing an additional 600 places.	2023
<b>Gold Creek High School Expansion</b> – the expansion of Gold Creek Senior School, creating an additional 200 places.	2022

<sup>2</sup> Australian Bureau of Statistics – National, State and Territory Population, June 2022. Figures as at end-June each year from June 2012 to June 2022.

<sup>3</sup> ACT School Census Date – Public School Enrolments; [https://www.education.act.gov.au/about-us/policies-and-publications/publications\\_a-z/census](https://www.education.act.gov.au/about-us/policies-and-publications/publications_a-z/census)

<sup>4</sup> ACT Education Directorate. (2020). Meeting the Growth in ACT Public Schools: Regional Demand Study (Draft, December 2020)

<sup>5</sup> ACT Education Directorate – Internal forecast data.

Project	Completion Date
<b>Amaroo Senior Campus Expansion</b> – the expansion of Amaroo Senior School, creating an additional 200 places.	2022
<b>Franklin Early Childhood School Expansion</b> – the expansion of Franklin School to cater for students to Year 6, creating an extra 400 places.	2022
<b>Throsby Primary School</b> – A new primary school in Throsby for 450 students and 130 preschool students.	2022
<b>Campbell Primary School</b> – the modernisation of Campbell Primary School.	2022

*Source: ACT Education*

The increase in primary and high school enrolments over the last two decades is now flowing through to colleges and is starting to create college enrolment pressure across the two colleges in the North of Canberra, particularly in the Gungahlin District. In response to this enrolment pressure, the ACT Labor Government committed \$50 million towards new northside college capacity as part of the 2020 ACT Legislative Assembly election.<sup>6</sup>

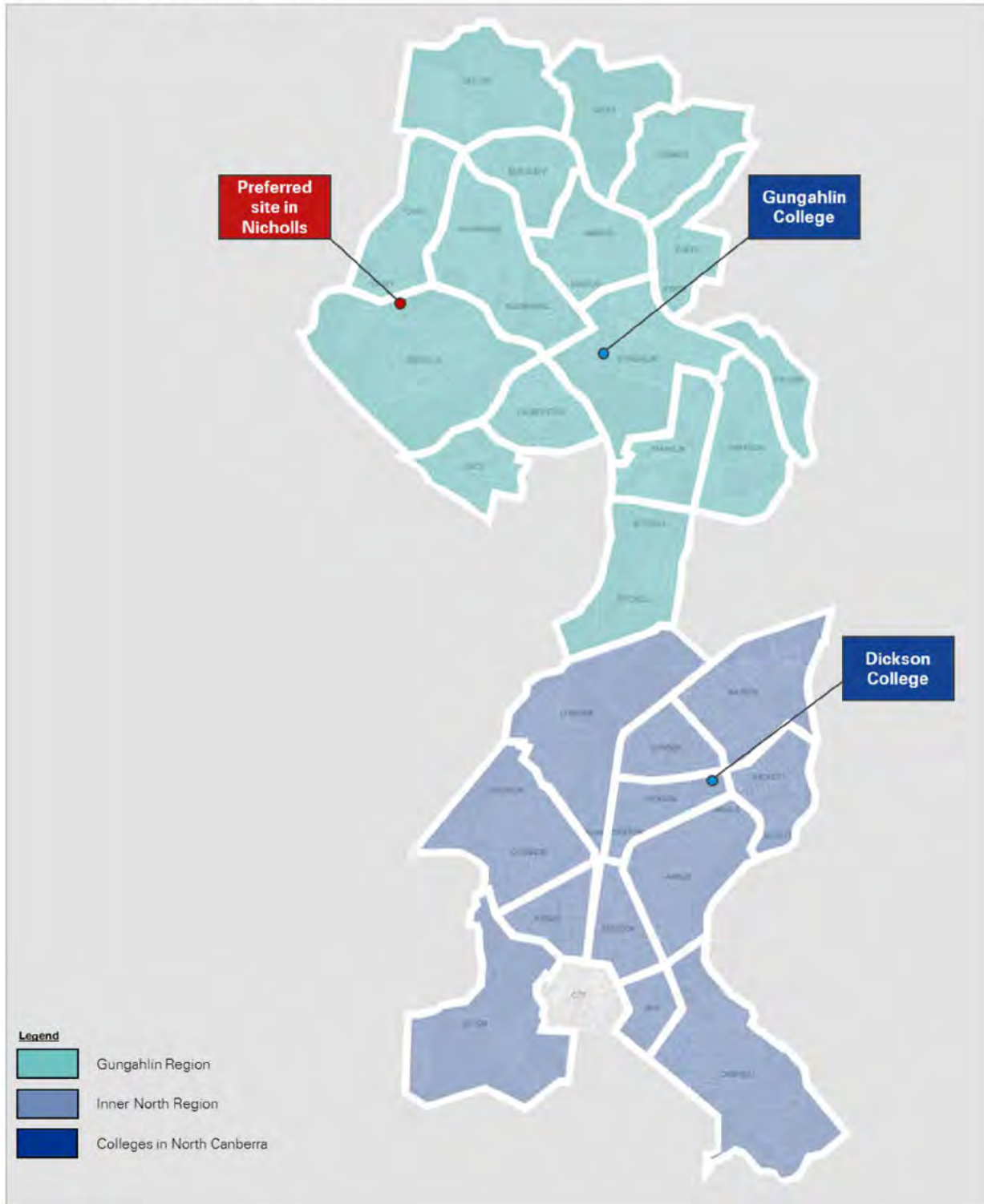
## 2.3 Current State

There are currently two colleges in North Canberra: Dickson College (built in 1962 and converted to a college in 1976) and Gungahlin College (built in 2011), although only Gungahlin College is located within the Gungahlin region. Figure 4 shows the location of the two colleges and the proposed site for new College in Gungahlin (this project).

<sup>6</sup> 2020 ACT Labor Election Commitment: New and Expanded Schools – Northside – Northside College Expansion. Accessed at [https://apps.treasury.act.gov.au/data/assets/pdf\\_file/0005/1646285/LAB036C.PDF](https://apps.treasury.act.gov.au/data/assets/pdf_file/0005/1646285/LAB036C.PDF) & <https://www.actlabor.org.au/media/3efvpbd/education-policy-position-statement.pdf>



Figure 4 – Colleges in North Canberra



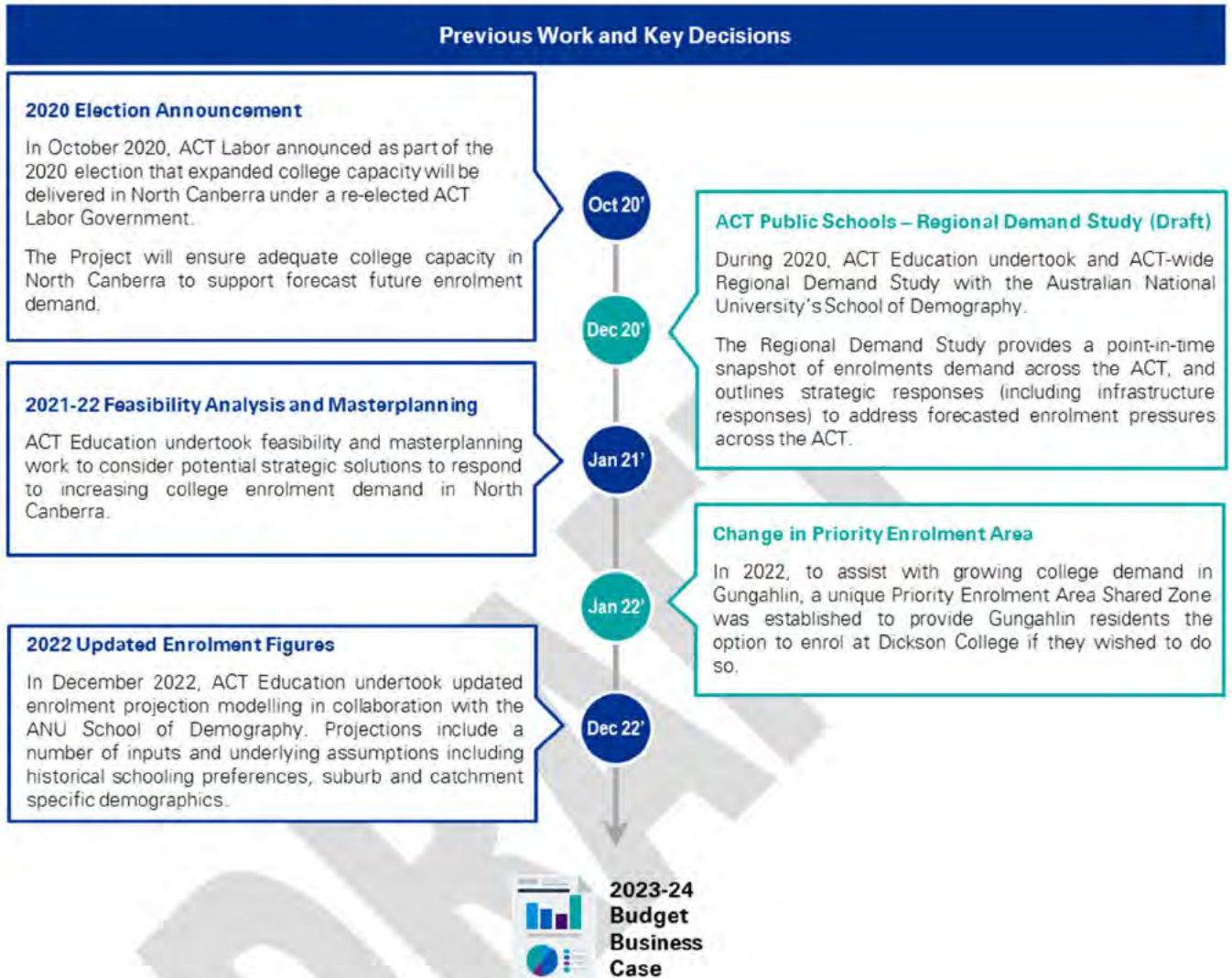
Source: ACTMapi

Gungahlin College is already operating well above the Directorate’s optimal capacity utilisation (85-90%) despite current settings and timetabling operations that are designed to maximise the use of its available capacity. In 2022, a unique Priority Enrolment Area Shared Zone was established to provide Gungahlin residents the option to enrol at Dickson College if they wished to do so. In addition to enrolments at Dickson College, a number of Gungahlin resident students also enrol at Narrabundah College and at Canberra College each year, which further supports demand management at Gungahlin College. The current capacity issues and impact on the Priority Enrolment Area Shared Zone are discussed in greater detail in Section 3.

## 2.4 Prior Activities and Planning

Figure 5 outlines the prior activities and planning undertaken for the new College in Gungahlin.

**Figure 5 – Prior Activities and Planning undertaken for the Project**



Source: ACT Government and ACT Education Directorate

## 2.5 Demand Studies and Forecast Modelling

The enrolment projections included in this Business Case have been developed in collaboration with the ANU School of Demography using the Education Directorate School Transition Estimation and Projection (STEP) Model. Projections are based on a cohort transition approach to estimate future student enrolments based on taking births in an area, allocating them to a local primary school and tracking them as they graduate through to high schools and eventually college. Projections include a number of inputs and underlying assumptions including historical schooling preferences, suburb and catchment specific demographics.

Note the STEP enrolment projection methodology previously used birth data to predict 4-year-old enrolment intake entries (from 2023 onwards), and now uses the ACT population projection produced by ACT Treasury for preschool entries. Projections included in Education Directorate 2023-34 Business Cases use the March 2022 version of the ACT's Population Projections for this purpose.

The Directorate is aware that the ACT's Population Projections are currently in the process of being revised by ACT Treasury. Enrolment projections will be updated early in 2023 and be made available to the ACT Treasury separately to this Business Case. Note significant changes to population estimates, if any, may also lead to changes in student enrolment projections which may impact the timing and scale of proposed investments.



## 3 Needs Analysis

### 3.1 Background and Overview

Gungahlin has undergone rapid growth and development over the past two decades. The rate of growth is expected to continue over the next decade, as the suburbs of Throsby and Kenny in the south-east, and Taylor and Jacka in the north, are scheduled for significant further land releases, and as the eastern area of the Gungahlin Town Centre is further developed. This population growth will put significant pressure on school capacity in the region, as a result of:

- **Growth in School-Aged Students in Gungahlin** – The number of Kindergarten to Year 12 (K-12) students residing in Gungahlin increased from 11,955 in 2015 to 15,620 in 2020 (an average increase of 5.5% per annum).<sup>7</sup> This growth is forecast to continue with K-12 students from Gungahlin projected to increase to over 19,000 by 2030;<sup>8</sup>
- **Growth in School-Aged Students in Surrounding Districts** – K-12 students residing in adjacent Districts, such as Belconnen and the Inner North, are also projected to increase over the next decade. A significant number of students residing in Gungahlin currently attend schools in these Districts, but this will be limited in future (particularly through enrolment policy settings), as schools in those regions experience capacity pressures; and
- **The Increasing Preference for Public Schools (vs non-public Schools)** – The public-school affiliation rate across the ACT in 2012 was 57.3 % increasing to 61.2% in 2022.<sup>9</sup> Newer suburbs in Gungahlin are experiencing even higher public school affiliation for instance Moncrieff and Taylor at 66.3% and 64.3% respectively (2022). As new suburbs in the region develop further, the region’s public-school affiliation rate may increase, which would create further pressure on public schools in Gungahlin. Land planning is underway across the Government which may lead to an additional non-government school in the Gungahlin region in the future, however this is expected to be in the longer term and subject to confirmation and future decisions of Government.

The Directorate is implementing a range of measures across Gungahlin to respond to population growth-led projected enrolment demand.

In the first instance, this includes non-capital measures such as changes to Priority Enrolment Areas to reduce out-of-area enrolments (including NSW). These measures have resulted in out-of-area enrolments decreasing; in 2020, out-of-area enrolments were 354 (down from 488 in 2015) and NSW enrolments decreased to 4% of total enrolments.

In East Gungahlin, major investments have been made in school infrastructure to increase capacity to meet forecast enrolments, including an expansion of the Franklin Early Childhood School to an Early Childhood to Year 6 primary school, construction of the new Throsby Primary School and development of the new East Gungahlin High School in Kenny. These investments will ensure East Gungahlin has sufficient capacity over the next decade to meet forecast enrolment demand.

The Directorate is also continuing to invest in primary and high school capacity in North Gungahlin. For example, expansions to Margaret Hendry Primary School, Gold Creek High School and Amaroo High School are currently underway. In addition, a new North Gungahlin High School in the suburb of Taylor is under construction, expected to be delivered in 2025. Investment in these schools will address the medium and long-term enrolment pressure and will provide increased primary and high school capacity in North Gungahlin.

The increase in primary and high school enrolments in the Gungahlin region is now flowing through to colleges across the ACT and is creating college enrolment pressure. Gungahlin College, in particular, is already operating well above the Directorate’s optimal capacity utilisation – highlighting the urgent need for additional capacity.

<sup>7</sup> ACT Education Directorate. (2020). Meeting the Growth in ACT Public Schools: Regional Demand Study (Draft, December 2020).

<sup>8</sup> ACT Education Directorate. (2021). Enrolments and Planning Division.

<sup>9</sup> ACT Education Directorate. (2023).



Additional temporary capacity is being delivered at Gungahlin College by Education through additional RLU infrastructure in 2023, however this is necessary to respond to the current demand and will not be sufficient to ensure adequate classroom spaces and capacity to accommodate projected growth over the next 5 and 10 years. 2023 RLUs are also genuinely temporary in nature given they have had to be placed on public unleased land (under TCCS custodianship).

The Directorate has sought to help manage the demand by creating a unique Priority Enrolment Area Shared Zone to allow Gungahlin residents the option to enrol at Dickson College. However, Dickson College – which requires significant modernisation – has not seen a significant increase in enrolments from Gungahlin-based residents. Feedback from both Colleges and key community stakeholders indicates that students should not be expected to travel outside of their district to access public education. This is discussed further in Section 3.2.1 below.

### 3.2 Problem, Strategic Responses and Benefits

The Directorate undertook an Investment Logic Workshop for the *Schools for our Growing City Program*. Based on this workshop, an Investment Logic Map (ILM) was developed for the Program and provides an overall framework within which specific problems or challenges can be defined for the purpose of developing individual project business cases. The Investment Logic Map for the *Schools for Our Growing City Program* is at Appendix A.

The key problems the Project is seeking to address are:

- Student inability to access high quality local learning, is reducing the opportunity for all students to maximise their learning potential; and
- Changing demographics are heightening enrolment and demand pressure across public schools, and for the community.

Table 7 summarises the Project specific problems, responses and benefits and their alignment to the Investment Logic Map for the *Schools for our Growing City Program*.

**Table 7 – Overview of Problems, Responses and Benefits**

Problem (ILM)	Response	Benefits
<ul style="list-style-type: none"> <li>• Student inability to access high quality local learning is reducing the opportunity for all students to maximise their learning potential.</li> <li>• Changing demographics are heightening enrolment and demand pressure across public schools, and for the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide appropriately located contemporary learning spaces.</li> <li>• Optimise enrolments across existing schools.</li> <li>• Increase system capacity in high demand regions that responds to projected enrolment and population growth.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Better and more equitable learning outcomes for students.</li> <li>✓ Meeting demand for educational services and community access to facilities across the ACT.</li> <li>✓ Government fulfils legislative and EBA obligations.</li> </ul>

Project Specific Problem	Project Response	Project Benefits
<p><b>Problem – Gungahlin College Capacity</b></p> <ul style="list-style-type: none"> <li>• Enrolment pressures on Gungahlin College, which is currently the only college in the Gungahlin District, has resulted in the school operating well above the Directorate’s preferred capacity.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish the new College in Nicholls with capacity of up to 800 students and potential for future expansion to 1,100 students.</li> <li>• Short term investment in additional temporary capacity at Gungahlin College (delivered in 2023) to add capacity through additional learning spaces.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Increased school capacity (modern and functionally appropriate), to respond to forecast demand.</li> <li>✓ Improved college enrolment distribution across the Canberra’s North, particularly in the Gungahlin region.</li> <li>✓ Adequate facilities for the community to access.</li> </ul>



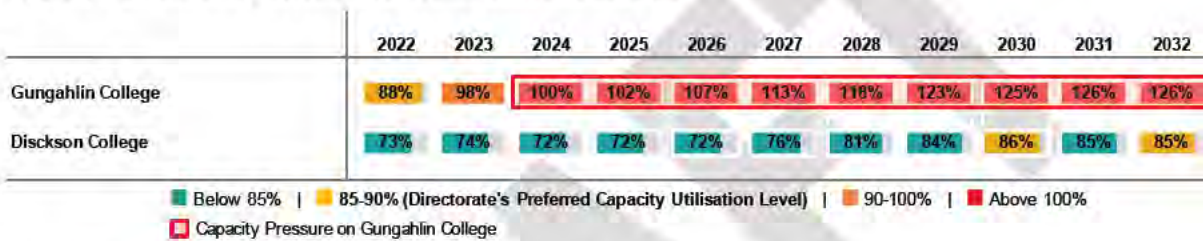
		<ul style="list-style-type: none"> <li>✓ Ensures safe and suitable learning spaces for students and staff.</li> <li>✓ Minimises the need for ongoing investment in temporary capacity at Gungahlin College.</li> </ul>
<p><i>Source: ACT Education Directorate – Investment Logic Map (ILM) – Schools for our Growing City Program (2019)</i></p>		

### 3.2.1 Problem – Gungahlin College Capacity

Gungahlin College is already operating well above the Directorate’s optimal capacity utilisation despite current settings and timetabling operations that are designed to maximise the use of its available capacity. Without new capacity investment, existing issues around limited gathering and open spaces, and access to sporting facilities, would be significantly exacerbated in the future – as well as operational impacts inhibiting the College’s ability to deliver learning to a large and growing number of students without additional facilities to do so, as well as ensuring the Class Size Policy is adhered to, alongside meeting the needs of the educational workforce.

Figure 6 below outlines the Directorate’s enrolment projections for the colleges in North Canberra.

**Figure 6 – Enrolment projections for North Canberra colleges**



*Source: ACT Education Directorate (November 2022) – Population and Enrolment Data*

Figure 6 shows that college demand is rising at a rapid rate in Gungahlin. This is due to the strong residential development-led demographic growth in greenfield suburbs that is now flowing into colleges following significant increases at the primary and high school levels in recent years. In 2022, there were well over 1,100 students enrolled at Gungahlin College and nearly 800 at Dickson College.

In recent years, enrolment policy has minimised out-of-area enrolments at Gungahlin College as much as possible. Whilst enrolment policy is playing a strong part to manage demand and enrolments, the impacts of non-infrastructure options have been exhausted to the extent that further capacity is required within Gungahlin.

In 2022, a unique Priority Enrolment Area Shared Zone was established to provide Gungahlin residents the option to enrol at Dickson College if they wished to do so. Despite this, Dickson College has not reported a significant increase in enrolment uptakes from Gungahlin-based students. In addition to enrolments at Dickson College, a number of Gungahlin resident students also enrol at Narrabundah College and at Canberra College each year, which further supports demand management at Gungahlin College.

Ahead of the construction of a new College in Gungahlin, short term approaches have been required to alleviate 2023 enrolment and classroom capacity pressure. Additional capacity is being delivered at Gungahlin College in 2023 through:

- Installing two Relocatable Learning Units (totalling four classrooms) at the college by term 2, 2023.
- Some science labs at the school will also be modified to allow for more flexible delivery of learning.
- Community spaces in the adjoining library are being repurposed for use during school days as additional learning spaces in 2023. (Note alternative arrangements have been made for the community programs that make use of those spaces).

The Directorate has considered the potential of enforcing Priority Enrolment Area Shared Zone measures to require Gungahlin residents in suburbs located relatively closer to the Inner North to enrol at Dickson College. However, feedback from both Colleges and key community stakeholders, such as the ACT Council of Parents and Citizens Associations and local community council, indicates that this is not an acceptable solution. The Directorate also

noted that school capacity has traditionally been provided within a student's residential region and, in line with this, there is a strongly held expectation by the community that additional capacity should be made available within Gungahlin. Of note, every other district in the ACT has at least two colleges except for Gungahlin, which only has one college (Gungahlin College).

DRAFT



# 4 Strategy and Policy Alignment

## 4.1 Legislative

Pursuant to the *Education Act 2004*, schooling for children (at least 6 years old until 17 years old or until year 12 has been completed) is compulsory in the ACT. The Education Act 2004 also outlines the Government School System principles of equity, universality and non-discrimination. It sets out the commitment to providing reasonable access to public education for all students in the ACT by requiring procedures that give priority to the enrolment of children in the government school in their neighbourhood. Neighbourhoods are defined as Priority Enrolment Areas.



It is therefore critical that the Government provides appropriate and adequate public school infrastructure and capacity that meets current and future enrolment demand to provide students with access to a public school in their local area. The Priority Enrolment Area is generally reflective of the neighbourhood where students live. Regions with large and growing student populations may require increased student places through the provision of new and/or expanded schools to meet enrolment demand.

A new college in Gungahlin (Nicholls) will support the Government to continue to deliver on its legislative obligations.




## 4.2 Alignment with Government Commitments and Policies

The early planning works, including site investigations and the masterplan designs for a new college, are aligned with key government policies and strategies which will assist the Government in delivering on priorities for public education and infrastructure. Table 8 outlines key policy and strategy documents and how the Project is aligned to these.

**Table 8 – Alignment with Government Policy and Strategy**

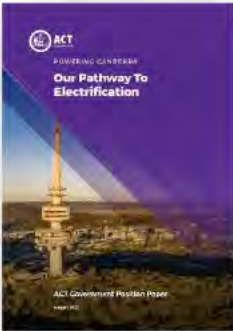

Document	Description
<p><b>Infrastructure Plan 2019 – Planning for the Future</b></p> 	<p>The ACT Government Infrastructure Plan 2019 outlines the Government’s blueprint for a \$14 billion infrastructure investment in the growing needs of the community.</p> <p>Since 2010, the number of students attending public schools has grown from around 39,000 to around 49,000 students (an increase of more than 26%) and consequently the infrastructure plan includes \$2.1 billion of expenditure on new schools and expansion of existing schools.</p>
<p><b>The Future of Education Strategy (2018)</b></p> 	<p>The Future of Education Strategy outlines the Government’s education strategy for 2018-2028. The Strategy establishes a policy direction that informs a range of future initiatives and projects, rather than simply listing disjointed remedies. The Strategy has a principle of access:</p> <p><i>“Supports for learning and wellbeing are available and provided to all students”</i></p>



Document	Description
<p><b>Set up for Success: An Early Childhood Strategy for the ACT (2020)</b></p> 	<p>Set up for Success is the ACT Government’s 10-year nation leading plan for early childhood education in the Territory.</p> <p>Underpinning this strategy is the ACT Government’s commitment to giving every child a fair start to life by improving access to high quality early childhood education that is affordable and that works in partnership with community and health services, to meet the unique needs of each child.</p>
<p><b>ACT Education Strategic Plan 2022-25</b></p> 	<p>The Strategic Plan 2022-25 is designed to create a coherent, equitable, inclusive, and excellent education system, and represents the ACT Education’s commitment to achieving this with the ACT community.</p> <p>The Plan’s vision states that <i>“every child and young person receives an excellent education, delivered and supported by highly skilled and valued professionals”</i> and brings to life ACT Education’s shared commitment to the Future of Education Strategy principles of equity, inclusion, access and student agency.</p>
<p><b>ACT Transport Strategy 2020</b></p> 	<p>The ACT Transport Strategy 2020 is the ACT Government’s integrated transport strategy, which provides the strategic direction for policies, infrastructure, programs and services required to meet Canberra’s future transport needs and expectations.</p> <p>The Strategy identifies how Canberra will connect and integrate its transportation modes (including active travel) to ensure a transport network that is modern, sustainable and provides a real alternative to driving.</p>

Document	Description
<p><b>ACT Climate Change Strategy 2019-25</b></p> 	<p>The ACT Climate Change Strategy 2019-25 outlines actions to meet the 2025 emission reduction target of 50-60% and establishes a pathway for net zero emissions by 2045.</p> <p>Over the next 30 years there will be major changes and technological improvements to support a shift to net zero emissions. However significant change is still a way off (e.g., zero emissions vehicles are not projected to increase sharply until post 2025), therefore in the short-term stronger emphasis needs to be placed on our choices (e.g., on active travel and/or public transport).</p> <p>Further, the ACT Government is committed to building and upgrading public schools to ensure they are sustainable for future generations. New schools will be fully electric – allowing them to run on renewable energy sources and to reduce greenhouse gases.</p>
<p><b>ACT Planning Strategy 2018</b></p> 	<p>The ACT Planning Strategy 2018 focuses on Canberra being a sustainable, competitive and equitable city and outlines a number of key themes for the development of Canberra.</p> <p>These themes include a focus on making Canberra a great place to live and work, including from the development of social infrastructure, open spaces and public places to meet community needs and support strong communities.</p>
<p><b>ACT Wellbeing Framework (2020)</b></p> 	<p>The ACT Government is making Canberra and its communities more liveable. The ACT Wellbeing Framework captures what is important to Canberra’s communities. As part of the Wellbeing Framework, twelve domains of wellbeing have been identified including:</p> <ul style="list-style-type: none"> <li>• Access and connectivity – Getting to places and accessing services.</li> <li>• Education and life-long learning – Gaining skills and education needed at all stages of life.</li> </ul>



Document	Description
<p><b>Powering Canberra: Our Pathway to Electrification</b></p> 	<p>The ACT will transition away from fossil fuel gas use to renewable electricity by 2045 by electrifying Canberra over the next two decades. As part of the Parliamentary and Governing Agreement, the ACT Government is ensuring that all new ACT Government buildings and facilities are fossil-fuel-gas free. In addition, all retrofits of Government facilities have the goal of net-zero emissions post retrofit. Under the Strategy, the Government is establishing pathways to net zero ACT Government schools. The ACT now has three all electric schools: Margaret Hendry (Taylor), Evelyn Scott (Denman Prospect) and Throsby School.</p>
<p><b>Community Use of School Facilities Policy 2016 (ACT Education Directorate)</b></p> 	<p>Positive partnerships between community organisations and schools can contribute to strong relationships and improved student learning.</p> <p>Canberra Public Schools are ACT Government facilities and are to be made available for community use when the facilities are not in use by the school. The Directorate encourages members of the local community and education groups to access their facilities when they are available.</p>

*Source: ACT Government policy and strategy documents as available*

### 4.2.1 Government Procurement (Charter of Procurement Values)

The Government is committed to active consideration of a range of ethical, environmental, economic and social factors to ensure procurement processes and outcomes reflect the values of the Government and the community. The Government established the *Government Procurement (Charter of Procurement Values) Direction 2020* that outlines the Charter of Procurement Values. The Charter was established to provide a procurement framework for government entities and suppliers that reflect the Government’s expectations in government procurements.

Figure 7 below highlights the six procurement values in the Charter.

**Figure 7 – Procurement Values of the Government Procurement Charter**



The charter highlights the importance of increased economic participation by Aboriginal and Torres Strait Islander Enterprises through government procurements and also emphasises the Government’s focus on encouraging equitable opportunities for Territory businesses through procurements. Furthermore, the Government has a broad objective encouraging greater social inclusion and, as such, the Charter highlights a need for suppliers for delivery



of goods, services and works to Government to demonstrate their inclusive practices in their organisational structure during operations. The Charter also highlights the importance of suppliers demonstrating environmentally responsible procurement (e.g. sustainable construction materials and building design), fair and safe working conditions and the criticality of procurement processes being ethical and transparent.

The procurement values within the Charter provide detailed guidance to directorates and other government entities, to ensure procurements are undertaken in accordance with the values of the Government and the community. Requirements for procurement and delivery of the Project will take into consideration the values of the Charter, in particular, the requirement during procurement, design and construction, for the values to inform the formulation of evaluation criteria for any procurement that is to be used in the evaluation of the tender.

### 4.3 Wellbeing Impact Assessment

Government has established the ACT Wellbeing Framework ('the Wellbeing Framework'), which has been developed with extensive community consultation, including input from over 3,000 Canberrans, to capture aspects of wellbeing and quality of life that are important to Canberrans. The Wellbeing Framework has twelve domains of wellbeing, reflecting key factors that impact quality of life. A range of indicators have been developed to measure progress for each domain. The indicators for each of the domains provide a broad snapshot of the desired outcomes that are being sought by the Government in each domain. Figure 8 shows the twelve domains of the Wellbeing Framework.

Figure 8 – ACT Wellbeing Framework



The Government is focused on improving wellbeing for all Canberrans by ensuring that the formulation of budgets and investment decisions has regard to factors that contribute to the wellbeing and quality of life. The Wellbeing Framework will guide the development of budget and policy proposals and will enable the Government to consider wellbeing attributes of budget proposals put forward for decision – including business cases for major infrastructure projects. As part of the 2020-21 Budget, the Government identified a number of immediate priority infrastructure projects for the community, including – Light Rail Stage 2, the Canberra Hospital Expansion, the new CIT Woden Campus and expanded school capacity.<sup>10</sup>

One of the domains of the Wellbeing Framework is 'Education and life-long learning'. The domain centres on the importance of Canberrans having equitable access to education and learning opportunities, through all ages and stages of life, to develop and gain the skills needed to live life well. The Government has identified five indicators to measure progress and outcomes for this domain. Table 9 outlines the relevant indicators for the purpose of this Project and describes how the Project will contribute to these indicators.

A Wellbeing Impact Assessment setting out how the Project contributes to the wellbeing of Canberrans affected by it is at Appendix B.

Table 9 – How the Project will Contribute to ACT Wellbeing Framework Indicators

[Table content is obscured by a grey redaction box]

<sup>10</sup> ACT Government. (2021). Australian Capital Territory Budget 2020-21. <https://apps.treasury.act.gov.au/budget/budget-2020-21>



#### 4.4 Alignment with other Projects, Programs and Precincts

Based on discussions with the Department of Justice and Community Safety it is understood that a new Emergency Services Hub is being considered on the site directly next to the selected site for the new College in Gungahlin. This may impact traffic around the site and will require collaboration between the Directorate and the Department of Justice and Community Safety. The proposed site of the Emergency Services Hub is highlighted in Figure 9 below.



Figure 9 – Potential Emergency Services Hub Location



DRAFT

**Stewart, Eli**

---

**From:** Little, Vanessa  
**Sent:** Monday, 27 February 2023 4:47 PM  
**To:** Childs, Daniel; Nakkan, John  
**Cc:** ICW EBM Office  
**Subject:** RE: progress at Gungahlin

OFFICIAL

Yes John and I have just met and the PM for this project has been allocated. We will be touch with him and get better information flowing and to keep the project on track as far as we can.

---

**From:** Childs, Daniel  
<Daniel.Childs@act.gov.au> so we can keep  
planning  
**Sent:** Monday, 27 February 2023 4:36 PM  
**To:** Nakkan, John <John.Nakkan@act.gov.au>; Little, Vanessa <Vanessa.Little@act.gov.au>  
**Cc:** ICW EBM Office <ICWEBMOffice@act.gov.au>  
**Subject:** RE: progress at Gungahlin

OFFICIAL

Hi John and Vanessa – did we get a resolution here?

Thanks

Daniel

---

**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Tuesday, 21 February 2023 12:35 PM  
**To:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Cc:** Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>; ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** RE: progress at Gungahlin

OFFICIAL

Hi Vanessa,

I'll check with the team and get back to you and will also try to get an update on the Hibberson St accommodation.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)



**From:** Little, Vanessa <[Vanessa.Little@act.gov.au](mailto:Vanessa.Little@act.gov.au)>  
**Sent:** Tuesday, 21 February 2023 11:20 AM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Childs, Daniel <[Daniel.Childs@act.gov.au](mailto:Daniel.Childs@act.gov.au)>  
**Subject:** progress at Gungahlin

OFFICIAL

Yuma John

I appreciate you are probably very busy, but can you give me an update on where the building works are up to at Gungahlin Library? I would like to approve plans asap so that we are both aware of what will be built on the library footprint and the timeline.

Should I be meeting with [REDACTED] to finalise this?

Thanks

Vanessa

**Vanessa Little** | Executive Branch Manager, Libraries ACT

Phone: 02 6207 6695 | Email: [vanessa.little@act.gov.au](mailto:vanessa.little@act.gov.au)

**Libraries ACT** | Territory & Business Services | Transport Canberra & City Services | ACT Government

Level 3, 480 Northbourne Avenue, Dickson ACT 2602 | GPO Box 158, Canberra ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

(*Yuma* – Hello; *Djan yimaba* – Thank you; *Yara* – Goodbye in **Ngunnawal**)

**Currently reading:** *The Jacaranda House* by Deborah Challinor

**Currently listening:** *Too much lip* by Melissa Lukashenko



I acknowledge the Traditional Custodians of the ACT, the Ngunnawal people. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

Artwork "Relationships" by Lynnice Letty Church

**From:** [Nakkan, John](#)  
**To:** [Morton, Phillip](#)  
**Cc:** [Blom, Dylan](#); [ICW EBM Office](#)  
**Subject:** Gungahlin College - shared facility works  
**Date:** Monday, 27 February 2023 5:12:14 PM

---

Hi Phill,

I met with Vanessa Little from Libraries ACT this afternoon and as discussed will provide her with your and Amanda's contact details.

Vanessa mentioned that on more than one occasion people have entered the library and have been taking photos of spaces including the café. When asked by café staff they were advised that the café is moving which has caused significant concern to the café operator. She also expressed frustration that she has not received any updates since we last spoke – which is on me, sorry. She has requested that a regular (her preference weekly) meeting be set up to keep stakeholders informed.

I advised that something like a PCG will be formed that will include Library, CIT and College representatives and this will occur as soon as the project warrants it (which I assume is any time now?).

Vanessa has confirmed that they will now be happy with only occupying the space freed up by moving the café, rather than 2 spaces, on the condition it is enclosed. They are now using the corner of the library nearest the town park as a flexible space. She also noted that although she appreciates the college offering her day time slots in the timetable, they are not useful as they are not regular enough for her programs. The library still needs after hours use of the community rooms as previously agreed.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

**From:** [Nakkan, John](#)  
**To:** [McGowan, Dianne](#)  
**Cc:** [Morton, Phillip](#); [ICW EBM Office](#)  
**Subject:** RE: Gungahlin Library offsite Community Rooms  
**Date:** Monday, 27 February 2023 6:06:00 PM  
**Attachments:** [image001.png](#)

---

UNOFFICIAL

Hi Dianne,

We are following up the building owner via the ACT Property Group and will let you know as soon as we have a response. I do not expect that either space will be available this week and have advised Vanessa Little of this today.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** McGowan, Dianne <[Dianne.McGowan@act.gov.au](mailto:Dianne.McGowan@act.gov.au)>  
**Sent:** Monday, 27 February 2023 10:16 AM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Subject:** Gungahlin Library offsite Community Rooms

UNOFFICIAL

Hi John

I am just enquiring as to when the Gungahlin Library offsite Community Rooms at 46-50 Hibberson Street will be available--

- [REDACTED] space was to be available towards the end of February  
Is this timeframe current?
- Space near the Centre Management was later than the [REDACTED] space  
The current timeframe?

Thanks

Dianne

Dianne McGowan (Dr)  
Branch Coordinator Dickson, Belconnen and Gungahlin  
Manager & reviewing Libraries ACT Customer Information Centre (CIC)  
Phone: 0478982559 | Email: [dianne.mcgowan@act.gov.au](mailto:dianne.mcgowan@act.gov.au)

**Libraries ACT | Transport Canberra and City Services Directorate | ACT Government**

Level 7, 480 Northbourne Avenue, Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

[www.library.act.gov.au](http://www.library.act.gov.au) | [Twitter](#) | [Facebook](#) | @LibrariesACT





**Butler, Erin**

**From:** Ryan, Denise  
**Sent:** Friday, 3 March 2023 1:13 PM  
**To:** Howard, Glen; Klein, Liz  
**Subject:** FW: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 21-23 and 28-30 March 2023 (SPR)  
**Attachments:** 00. Assembly Brief Index - 21-23 March and 28-30 March 2023.tr5; Question Time Briefs (Assembly Briefs).tr5  
**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

OFFICIAL

Hi Glen and Liz,

Could you please arrange for someone to draft each of the following Assembly briefs and get them back to me for clearance by COB 13 March:

8.	Enrolment Projections	Enrolments
9.	Planning to Meet Growth	Planning
10.	Gungahlin College Capacity Planning	Planning

Kind regards

Denise

Denise Ryan | A/g Executive Branch Manager  
 Enrolments & Planning | Education | ACT Government  
 62070587  
[denise.ryan@act.gov.au](mailto:denise.ryan@act.gov.au)  
[www.education.act.gov.au](http://www.education.act.gov.au)



**From:** Nott, Georgia <Georgia.Nott@act.gov.au> **On Behalf Of** EDU Cabinet Liaison Officer  
**Sent:** Friday, 3 March 2023 1:05 PM  
**To:** Enrolment and Planning Branch <EnrolmentandPlanning@act.gov.au>; Ryan, Denise <Denise.Ryan@act.gov.au>; EDU, Analytics and Evaluation <edu.analyticsandevaluation@act.gov.au>; Crowther, Michael <Michael.Crowther@act.gov.au>  
**Cc:** System Policy and Reform Office <SPROffice@act.gov.au>; EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>; Burn, Emma <Emma.Burn@act.gov.au>  
**Subject:** FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 21-23 and 28-30 March 2023 (SPR)

## OFFICIAL

Good afternoon

Please see below and attached for action.

Title/Question	FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 21-23 and 28-30 March 2023
Action	1. Draft/update Assembly Briefs as required 2. If no are updates required, please email <a href="mailto:educabinet@act.gov.au">educabinet@act.gov.au</a> and we will complete action tree/notes
Responsibility	E&P: Briefs 8 – 10 (please work with ICW on 10 as done previously) A&E: Brief 14 <b>NEW</b> Please liaise with other BU's as required.
Response type	Assembly Brief
TRIM	SUB23/339
Date due to DDGSPR	COB Tuesday, 14 March 2023
Date Due to MO	Midday Friday, 17 March 2023
Clearance	Please refer to the Executive Clearance Protocol document for appropriate clearance levels/drop copy requirements: <a href="#">here</a>
Comment	<ul style="list-style-type: none"> <li>• <a href="#">@System Policy and Reform Office</a> – Please allow sufficient clearance time is in the diary so these are <b>returned to <a href="mailto:EDUCabinet@act.gov.au">EDUCabinet@act.gov.au</a> by COB 16 March 2023</b> for collation and provision to MO.</li> <li>• Please note: TRIM Action Trees will be established by COB today.</li> </ul>

Please contact [educabinet@act.gov.au](mailto:educabinet@act.gov.au) if you have any questions. Thank you.

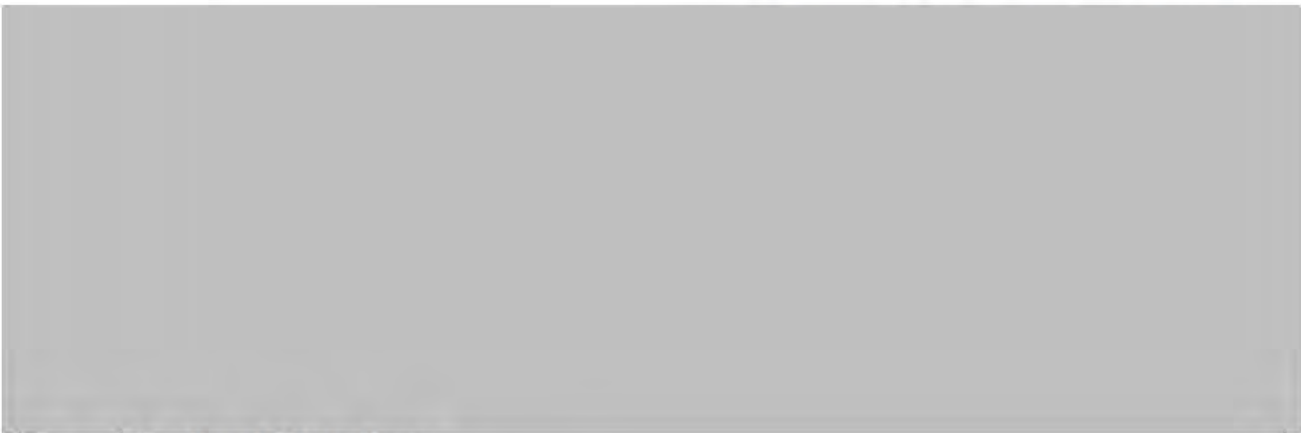
Kind regards –

Georgia Nott | Assembly Liaison Officer | Ministerial & Corporate Reporting  
Communications, Engagement and Government Support | Education | ACT Government  
GPO Box 158 Canberra ACT 2601

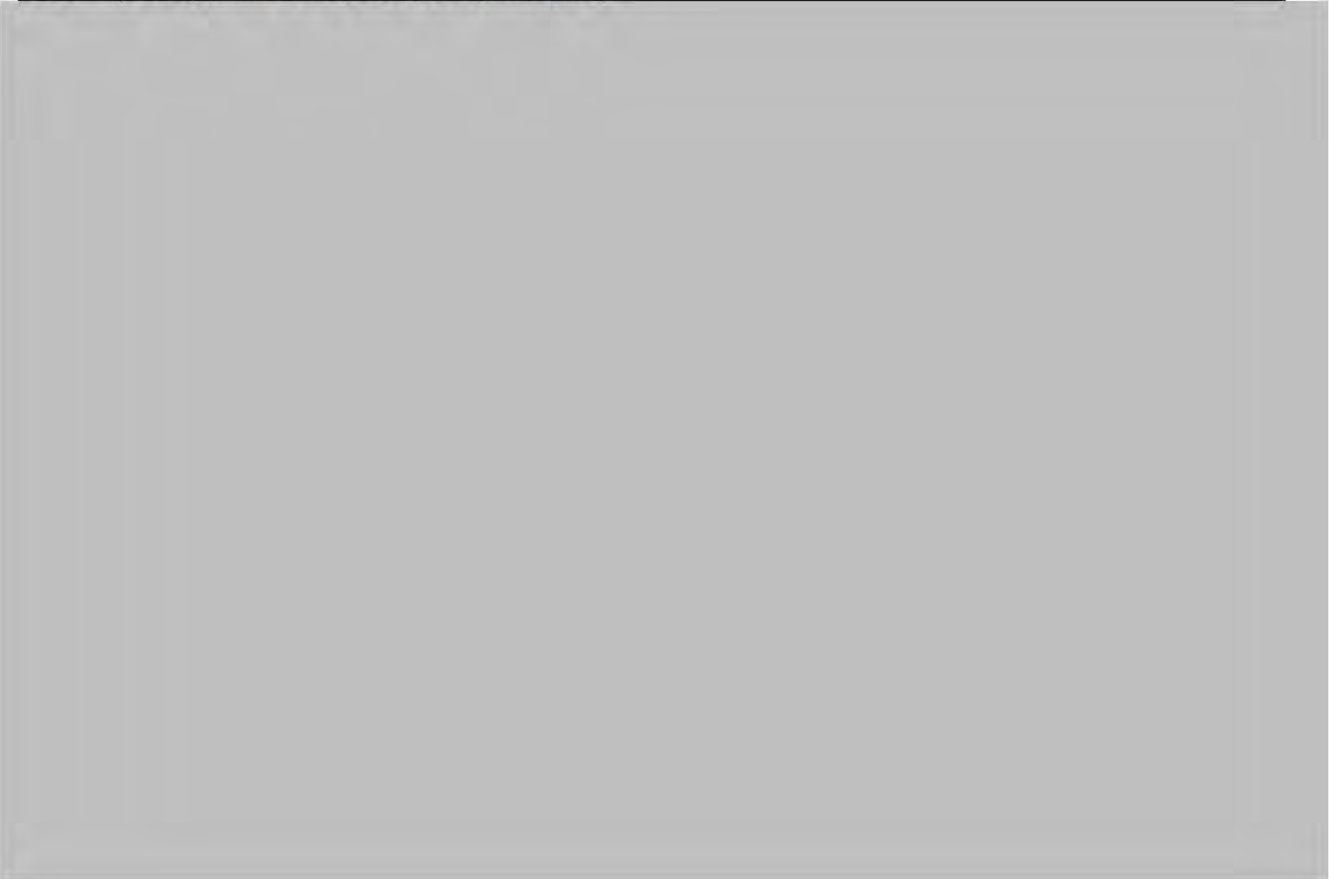
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)



I acknowledge the traditional custodians of the lands and waters where we live and work, and pay my respects to elders past, present, and future.



8.	Enrolment Projections
9.	Planning to Meet Growth
10.	Gungahlin College Capacity Planning



**Portfolio/s:** Education and Youth Affairs**ENROLMENT PROJECTIONS****Talking points**

- Public school enrolments are projected to continue growing at around 1% in the coming years of this decade, at a lower rate than approx 3% annual growth in recent years.
  - This projection is based on 2022 data and will be updated in the first quarter of 2023 to incorporate most recent data.
- Student demand projections are developed by the Education Directorate with the ANU School of Demography. Projections are regularly updated to reflect enrolment information on every student collected via the annual schools census and new data eg. new ABS Census or Estimated Resident Population data.
- Births will continue to be the main source of enrolment growth in the future, with the greenfield areas of Gungahlin, Molonglo and Belconnen projected to experience the highest rates of growth.
- Public school enrolments are projected to grow across all ACT regions, apart from Tuggeranong which may see a small decline across the decade.
  - Gungahlin College has experienced rapid enrolment growth and work is underway to provide new capacity at the school in the short term (2023) which may include transportable infrastructure, ahead of work underway to design and plan for a new College.
  - Enrolment projections also anticipate Belconnen Town centre growth and residential development. Current projections anticipate the number of primary school aged residents and from those, public education primary school aged residents. At this stage there is sufficient available capacity in nearby primary schools to accommodate that growth. Monitoring is ongoing.
- Enrolment projections are considered alongside classroom utilisation and availability, to predict when a school will require additional temporary or permanent capacity.

**Key Information**

- The partnership with ANU ensures a high level of integrity in the projections process and access to specialist demographic techniques and knowledge.
- The new STEP (School Transition Estimation and Projection) model was introduced in 2021-22. It uses a 'cohort transition' model which is based on taking births in an area, allocating them to a local primary school and tracking them as they graduate through to high schools and eventually college. It takes into account the preference for public schools based on historical experience, catchment area and underlying demographics.
  - The model relies on assumptions to predict transition from primary to high school and to college, based on historical out of area enrolment trends and progression ratios. Transitions through K-12 are based on children already enrolled so there is a high degree of predictive reliability about the primary school they are likely to enrol in.



## QUESTION TIME BRIEF

- The enhanced model includes non-government schools and the ability to run scenarios across key factors such as migration levels, new suburbs, new schools, PEA changes, and affiliation. This is particularly relevant in the context of the COVID-19 Pandemic.
- Short to medium term public school enrolment projections have not been fundamentally altered by COVID-19 as the greater portion of anticipated demand comes from children born prior to 2021 and already within the school system.
- Education Directorate have confirmed there have been no issues with ABS data for births and the school aged cohort. Updates in the 2022 ABC Census related to an undercount of the ACT working age population of between 19-39 has not impacted public school enrolment projections.

### Background Information

- Projections are based on current information and policy settings, including 2022 ABS data, and take into account the downward impact of COVID-19 and international border closures in 2020-2021.
- The Directorate also undertakes area specific custom modelling when investment into infrastructure is being considered. This supports the Directorate to anticipate the impacts of enrolment policy measures or investment decisions more precisely through generating or testing alternative policy or infrastructure scenarios according to the unique characteristics of each region.
- While projections are a critical element of the schools planning process, they can only provide a point in time reference and does not necessarily reflect planned enrolment policy shifts, future investments or potential planning responses. Projections are subject to change and influenced by external factors such as enrolment policy, investment decisions, affiliation shifts, fluctuations in population and births.
- The Education Directorate projects up to ten years in advance however five year projections are considered more robust and the shorter term the most robust. International migration is a significant driver of population growth and longer term student demand, and for this reason long range projections beyond 6-7 years are sensitive to broader policy changes.

**Portfolio/s:** Education and Youth Affairs**PLANNING TO MEET GROWTH****Talking points**

- The ACT Government will plan for and deliver new and expanded capacity where needed to ensure every child continues to be guaranteed a place at their Priority Enrolment Area (PEA) school.
- That work is not always visible to the community when it is in the planning or development stages, or until a decision is taken by Government.
- The Government has committed to delivering 4 new public schools
  - North Gungahlin High School in Taylor which will have 800 places when it opens;
  - East Gungahlin High School in Kenny will open in 2024 and have 800 places;
  - A new EC to 6 primary school at Strathnairn in Ginninderry will open in 2025 and have 780 places plus ECEC places, when it opens as the first new school in the developing West Belconnen area; and
  - A new EC to 6 primary school in Whitlam which will provide 780 places as well as ECEC places for the Molonglo Valley.
- We are continuing to consider future public education needs through new schools, temporary and permanent expansions as well as ongoing modernisation and upgrades. This will be subject to future decision making and announcements.
- Modernisation, upgrades and expansions help to keep pace with ageing infrastructure and capacity pressure ahead of longer term investments being delivered.

**College Planning**

- We know students enrolled in high school will continue their learning through Years 7-10 and on to college. While some colleges currently have high demand, there is forecast available capacity across colleges in the ACT.
- Colleges have a lot of flexibility in how they use their spaces, both across their general learning areas as well as their specialist learning areas.
- Enrolment policy allows flexibility for college enrolments outside of a student's local area, recognising important factors like curriculum diversity and student cohorts.
- **Gungahlin College** enrolments were stable from 2017 (1166 students) to 2022 (1124 students) however growth is anticipated from 2023 onwards.
  - New capacity is being delivered to accommodate additional students in 2023, including through Relocatable Learning Units and additional spaces previously used by CIT/Gungahlin Library.
- The Government has committed to delivering new college capacity in Canberra's northside, with \$1.0 million feasibility funding for a **second college in Gungahlin** through the 2021-22 Budget. Feasibility work includes consideration of the preferred site adjacent to Gold Creek School in Nicholls, and will inform the most appropriate demand response and future investment decisions by Government.

## QUESTION TIME BRIEF

- The location of a **new Molonglo Valley College** (and high school campus) was established a number of years ago and identified for release in 2023/24 on the 2022-23 Indicative Land Release Program.
- I can confirm work is underway across Government to plan for that college which will be delivered in time to meet demand in Molonglo later this decade.
- Capacity is available at the two closest colleges (Canberra & Hawker), eg around 300 in-area places at Canberra College in 2022 which could meet local demand if required.

### School Capacity and Demand Planning

- The Education Directorate monitors land release and residential development to predict when new people move into an area, so we can be sure we're predicting enrolment demand accurately and delivering new school capacity in time.
- New schools need healthy catchments that support their establishment, so it is important to deliver new schools at the right time for students who live in the area.
- Enrolment projections are considered alongside classroom utilisation and availability, to predict when a school may require additional temporary or permanent capacity. Fluctuations occur throughout each term and year, so closely monitoring changes means extra capacity can be delivered just in time.

### Lower demand schools

- Schools with lower levels of enrolments continue to be thriving schools. They have turned smaller catchments into a strength and make the most of their size, through deep connections with families and students and a strong sense of community.
- While the core function of schools is to provide education, schools are also key community hubs providing more than access to learning.

### High demand schools

- Where capacity reaches 80%-85%, the Directorate begins to monitor utilisation of facilities on a room by room basis as well as assess the availability and suitability of play, general and specialist learning spaces in relation to safely managing capacity.
- Where enrolment projections demonstrate sustained or strong projected growth beyond 85% utilisation, the Government responds through a range of enrolment policy or planning actions to develop responses to meet that growth.

### **Key Information**

- The enrolment projections partnership with ANU ensures a high level of integrity in enrolment projections and specialist demographic techniques and knowledge.
- While projections are a critical element of the schools planning process, they only provide a point in time reference and don't necessarily reflect planned enrolment policy shifts, investments or potential responses. They are subject to change and influenced by external factors such as enrolment policy, investment decisions, affiliation shifts, fluctuations in population and births.

**Portfolio/s:** Education and Youth Affairs

## **GUNG AHLIN COLLEGE CAPACITY PLANNING**

### **Talking points**

- The Education Directorate undertakes enrolment projections to consider and plan for enrolment growth in ACT public schools and ensure sufficient available capacity. The Directorate has been closely monitoring enrolments at Gungahlin College for the past five years and is aware of emerging enrolment pressure at Gungahlin College.
- The Directorate is confident that steps being taking, both at Gungahlin College and in the planning for more college capacity at a second site in Gungahlin, will ensure that all students continue to be guaranteed a place at their Priority Enrolment Area college.
- Planning for a second college in Gungahlin is also underway, with \$1 million provided through the 2022-23 Budget for feasibility work and a preferred site identified adjacent to the existing Gold Creek School.
- Feasibility work includes site due diligence and land planning studies, as well as indicative masterplanning and preliminary design works to inform the most appropriate demand response and future investment decisions by Government.
- Additional capacity will also be delivered at Gungahlin College in 2023.

### **Key Information**

- The Education Directorate is working closely with Gungahlin College to deliver new capacity in the short term:
  - It is planned to install two Relocatable Learning Units (totalling four classrooms) at the college by term 2, 2023.
  - Some science labs at the school will also be modified next year to allow for more flexible delivery of learning.
  - Community spaces in the adjoining library are being repurposed for use during school days as additional learning spaces in 2023. Alternative arrangements have been made for the community programs that make use of those spaces.
- After being stable between 2017 (1166) and 2022 (1124), enrolment projections for Gungahlin College indicate it is possible enrolments may rise to 1248 students in 2023, although as at 23 January 2023 there are 1178 actual enrolments for 2023. If this change is realised, this is a similar level of growth to that seen between 2016 and 2017 (114 additional students).
- Low levels of continued growth are projected in 2024 and 2025. If these enrolment projections are realised, students will be able to be accommodated within the increased capacity of the school.
- Gungahlin families will continue to have the option to enrol at Dickson College under the Priority Enrolment Area (PEA) Shared Zone that came into effect in 2022. This will ensure families on the northside have several college enrolment options ahead of a new college in Gungahlin being established in future years.

Cleared as complete and accurate: 31/01/2023  
Cleared for public release by: Deputy Director-General  
Contact Officer name: John Nakkan/Vanessa  
Attridge  
Lead Directorate: Education  
TRIM Ref: SUB23/339



**Background Information**

- The Education Directorate is aware there is a high level of community interest and anticipation for this project and that additional capacity to be brought online very soon (early in 2023) will meet enrolment growth.
- In 2020 the Government committed to work towards an expansion of Northside college capacity.
- Student demand projections are developed by the Education Directorate in collaboration with the ANU School of Demography. This collaboration ensures a high level of integrity in the projections process combined with access to expertise in specialist demographic techniques and knowledge. Significant data input sources include ABS Birth data, ACT Education Census results and ACT Treasury (CMTEDD) Official Population projections.
- The Directorate continues to monitor enrolments at Gungahlin College for 2023 and future years.

Cleared as complete and accurate: 31/01/2023  
Cleared for public release by: Deputy Director-General  
Contact Officer name: John Nakkan/Vanessa  
Attridge  
Lead Directorate: Education  
TRIM Ref: SUB23/339

**Stewart, Eli**

---

**From:** Nakkan, John  
**Sent:** Friday, 3 March 2023 1:59 PM  
**To:** Oldfield, MeghanK  
**Cc:** Little, Vanessa; Morton, Phillip; Blom, Dylan; ICW EBM Office  
**Subject:** RE: Gungahlin

Hi Meghan,

The large site that was preferred by CIT ended up not being feasible due to timing. Libraries ACT will be accessing some smaller spaces at 46-50 Hibberson St when the fit out is complete. We are waiting on the landlord to confirm a move in date.

Works at the shared facility are being developed which at this stage is the relocation of the café and fit out of the space created by that move. A head contractor and architect have been engaged and we are awaiting a construction program from them.

A Project Control Group is being stood in in the next week or so and will have CIT, Library and College representation. The Education Major Projects team will be seeking membership shortly.

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4, 220 London Circuit | GPO Box 158 Canberra ACT 2601  
Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

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**From:** Oldfield, MeghanK <MeghanK.Oldfield@cit.edu.au>  
**Sent:** Friday, 3 March 2023 12:37 PM  
**To:** Nakkan, John <John.Nakkan@act.gov.au>  
**Cc:** Little, Vanessa <Vanessa.Little@act.gov.au>; Oldfield, MeghanK <MeghanK.Oldfield@cit.edu.au>  
**Subject:** Gungahlin

OFFICIAL

Hi John

Hope you are well.

I haven't heard an update re Gungahlin this year. Could you please tell me where you are up to in evaluating the alternate site and anything else of relevance.

We are having queries from our Minister. Would appreciate update this arvo if you could.

Thanks  
Meghan

Get [Outlook for iOS](#)

**From:** [Morton, Phillip](#)  
**To:** [Nakkan, John](#)  
**Cc:** [Slater, Amanda](#); [ICW EBM Office](#)  
**Subject:** RE: Application - Public Unleased Land Permit  
**Date:** Monday, 6 March 2023 8:12:06 AM

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UNOFFICIAL

Hi John,

I'll change the date to January 2027. ( his was my error) This will eliminate the need to undertake an extension.

Regards,  
Phill M

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**From:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Sent:** Friday, 3 March 2023 4:55 PM  
**To:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Cc:** Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>; ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** RE: Application - Public Unleased Land Permit

UNOFFICIAL

Hi Phill,

I have signed the application form. We are noting that January 2025 is the duration for the temporary use. Are we able to specify a longer period or do we seek an extension later if it is still required?

Regards,

John Nakkan | Acting Executive Branch Manager  
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
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Ngunnawal Country  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

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**From:** Morton, Phillip <[Phillip.Morton@act.gov.au](mailto:Phillip.Morton@act.gov.au)>  
**Sent:** Friday, 3 March 2023 11:05 AM  
**To:** Nakkan, John <[John.Nakkan@act.gov.au](mailto:John.Nakkan@act.gov.au)>  
**Cc:** Slater, Amanda <[Amanda.Slater@act.gov.au](mailto:Amanda.Slater@act.gov.au)>  
**Subject:** Application - Public Unleased Land Permit

UNOFFICIAL

Hi John,

Please find attached the application for public unleased land permit.

The finance team have confirmed you have the authority to sign the document on behalf of the Education Directorate.

Can you please review and sign.

Regards,  
Phill M

Phill Morton | Assistant Director - Major Projects  
Phone: +61 2 6207 6551 | MOB: 0447 734 021 | Email: [phillip.morton@act.gov.au](mailto:phillip.morton@act.gov.au)  
Infrastructure and Capital Works | Education and Training | ACT Government  
220 London Crt | GPO Box 158 Canberra ACT 2601 | [www.det.act.gov.au](http://www.det.act.gov.au)



## Application for Public Unleased Land Permit

Section 45 of the *Public Unleased Land Act 2013 (ACT)*

### Submit form to:

Public Land Use Team  
Transport Canberra and City Services  
[tccs.commlanduse@act.gov.au](mailto:tccs.commlanduse@act.gov.au)

**Please note a minimum of 28 days is required for processing applications**

### Type of Activity

- Temporary storage of construction/building material
- Charity bins/waste bins
- Commercial waste bins/skips
- Overflow carparking
- Market activities
- Temporary signage (*pending details you may be asked to complete a sign approval form*)
- Other

### Description of Activity

Placement of Temporary Learning Units to be used by the Neighbouring Gungahlin College

### Location

Development or project name

Gungahlin College – Temporary Learning Units on Gungahlin Town Centre

Block and Section N<sup>o</sup> (if known)

Block 7, Section 223

Suburb

Gungahlin

Street address

Corner Gozzard Street and Hibberson Street

Commencement date and time

Upon approval of Public Land Use

Completion date and time

January 2025

Amount of public land to be used (m<sup>2</sup>)

107m<sup>2</sup>

N<sup>o</sup> of gazetted parking bays to be used

0



**Applicant’s Details**

Please complete (A) if an individual is applying to use public unleased land, or (B) if applying on behalf of a company to use public unleased land.

**A. Individual**

Full name

Email

Phone

Have you had any convictions or finding of guilt within the last 10 years against a law of a state or territory for offences related to the use of public unleased land?

- Yes       No

Have you had any previous non-compliance in relation to using public unleased land? (eg. failing to remove an object from public unleased land).

- Yes       No

Have you had an application for a licence or permit to carry on activity on public unleased land refused?

- Yes       No

If you answered YES to any of the above, please provide details:

**B. Company**

Note only a director or executive officer can apply on behalf of a corporation.

Full name and position

Email

Phone

Company name

ACN

Company address

For the below questions, please note the following are **relevant persons**:

- a) executive officer of the corporation;
- b) a person who exercises the power to take part in directorial, managerial or executive decision for the corporation;
- c) a person who has power to elect or appoint a person as an executive officer in the corporation;
- d) a person who has power to exercise a significant influence in relation to the conduct of the corporation;
- e) a related corporation; and
- f) an executive officer of a related corporation.

Have any relevant persons of the corporation had any convictions or finding of guilt within the last 10 years against a State or Territory law for offences related to the use of public land?

Yes       No

Have any relevant persons of the corporation had any previous non-compliance in relation to using public unleased land? (eg. failing to remove an object from public unleased land)

Yes       No

Have any relevant persons of the corporation had an application for a licence or permit to carry on activity on public unleased land refused?

Yes       No

If you answered YES to any of the above, please provide details:

**Guarantor** (the Land Use Team will advise upon receipt of application whether a Guarantor is needed)

In the event the Applicant is unable to pay the required fee, please provide details of the party who will act as a guarantor for the applicant.

.....  
Signature of Guarantor

.....  
Signature of Witness

.....  
Print name

.....  
Print name

**Payment of fees**

Use of public unleased land will incur fees. Please select your preferred payment method:

Upfront payment       Monthly invoice

*Note: In some circumstances the Land Use Team will require part payment of fees upfront.*



**Declaration**

- I acknowledge I have read the ‘Important Information for Applicants’ (page 5).
- I acknowledge I have read and accept all terms and conditions (pages 5-7).
- I acknowledge I will abide by any additional conditions that may be attached to the permit.
- I declare that the information provided is true and correct.
- I understand it is an offence to make a false or misleading statement, give false or misleading information or produce a false or misleading document under the *Criminal Code 2002* (ACT).

\_\_\_\_\_  
 Applicant's Signature

Phillip Morton  
 Witness Signature

3 March 2023  
 Date

Phillip Morton  
 Witness Name

**The below section is for office use only**

Permit holder

Permit number

- Approved** Date:     /     /
- Not Approved**

\_\_\_\_\_  
**Authorised officer name** \_\_\_\_\_  
**Position number**  
*This decision is made under section 57 of the Public Unleased Land Act 2013.*

**Block and Section number**  **Suburb**

**Street address**

**Approved from (date and time)**  **Approved to (date and time)**

**Fees**

**Approval conditions**

## Important Information for Applicants

This application form is to be completed to use public unleased land, for example to temporarily place objects or materials on public unleased land. If you intend to use public unleased land for an event, you will need to complete an Event Application Form – please contact [tccs.publicland@act.gov.au](mailto:tccs.publicland@act.gov.au)

The permit can only be granted for a maximum of three (3) years (section 59 of the *Public Unleased Land Act*).

Following receipt of this application, the Public Land Use Team may require the following supporting documents:

1. Proof of Public Liability Insurance with a minimum cover of \$20 million
2. Risk Management Plan
3. Landscape Management and Protection Plan that has been endorsed by Place Coordination (TCCS)
4. Temporary Traffic Management Plan that has been approved by Roads ACT (TCCS)
5. Dilapidation Report
6. Detailed Site Plan showing areas of public land to be used

It is an offence to:

- use public unleased land without a permit (section 43 of the *Public Unleased Land Act*).
- fail to comply with conditions set out in a permit (section 44 of *Public Unleased Land Act*).

## Terms and Conditions

**‘Applicant’** - is defined as the person who completes and signs this ‘Application to Use a Public Place’. Where the applicant represents an organisation or company, the applicant is assumed to have authority from the organisation or company to act on its behalf and enter into this agreement.

**‘Guarantor’** is a person who guarantees to pay a borrower's debt in the event the borrower defaults on a loan obligation. A **guarantor** acts as co-signer because they pledge their own assets or services in case the original debtor cannot perform their obligations.

### **‘Permit holder’**

This is the person or entity named to whom a permit approval is granted, as named on the permit.

**‘Territory’** - refers to the Australian Capital Territory Government and its agencies.

**‘Transport Canberra and City Services’ (TCCS)** - is a Directorate within the Australian Capital Territory Government responsible for the management and use of Unleased Territory Land.

### **Additional Conditions**

Approval for the activity may include site conditions as determined by TCCS.

### **Cancellation or modification of approval**

It may be necessary to include additional conditions, or cancel a permit, at any time if required for safety reasons. This includes the likelihood of damage to Territory Property as a result of rainfall, Total Fire Ban or other natural events or conditions. In such cases, the Territory will not be liable for any losses incurred by the permit holder but may consider refunding any fees paid, should the need arise for the area to be vacated as advised by the Territory. The permit holder should, as a matter of courtesy, inform the Land Use Team if an approved activity is to be cancelled or modified for any reason.

### **Damage to Public Artworks**

The permit holder is responsible to check if public artworks are located within their permit area. If so, the artwork must be protected from damage. All damage to ACT Artworks must be repaired to the satisfaction of Arts ACT and at the expense of the permit holder. A list of Arts ACT public artworks and a map of their locations can be located at <http://www.arts.act.gov.au/public-art/list>.