

Damage to Territory property

The permit holder will be responsible for any damage to Territory property caused by the activity. This includes damage to roads, footpaths, kerbs and gutters, fences, gates, furniture, signs, BBQs, trees, verge vegetation (including turf), irrigation systems or any other property. The permit holder agrees to report any such damage to Land Use Team on (02) 6205 9850 as soon as practicable, and to repair the damage or reimburse the Territory for costs incurred in repairing the damage to TCCS satisfaction.

Drones

Drones are not considered as part of this application unless specifically requested, authorised and approved, by all relevant agencies.

Exclusive use

It should be noted that although approval has been given to use public unleased land for your activity, it does not guarantee exclusive use of that land as it always remains a public place. TCCS will, however, seek to avoid any conflicts arising with other approved events or municipal activities.

Fees

Fees are charged for the use of Public Unleased Land for Municipal Activities. Fees are determined under the [Disallowable Instrument](#) under the [Public Unleased Land Act 2013](#). Please contact the Public Land Use Team on (02) 6205 9850 for further details. Failure to pay associated fees may result in the cancellation of the permit and a removal notice issued. All invoices generally carry a 28-day payment period, however the Public Land Use Team may adjust this requirement, failure to pay invoices within this timeframe may result in cancellation of the permit and removal notices being issued.

Gates/Vehicle Access

It is the permit holder's responsibility to leave the gate as found (open or closed, locked or unlocked), unless otherwise authorised by TCCS. A gate unlocked by the permit holder must be attended while open then locked after use. A fee may apply for gate access. If access to gates is required, please provide additional information on this application. Vehicle access into irrigated parks will not be generally supported. If vehicle access is permitted, access must be kept to a minimum and must be for set-up and emergency purposes only. Vehicles over 4 tonnes are not permitted under any circumstances.

Guarantee

A Guarantee or Bond may be required depending on the type of works and possible potential damage to Territory Land. This determination will be made by the Municipal Land Use Coordinator.

Irrigation

Where there is an irrigation system in the park, the control box must not be blocked by construction fencing and 24-hour access must be given to the park maintenance team. Where activities include erecting structures and/or driving pegs or stakes into grassed areas, pegs should not be driven more than 200mm deep within irrigated areas. Where appropriate, you may be referred to park maintenance team to arrange for the marking of the irrigation system.

Legal Compliance

The permit holder must ensure that all persons involved in the activity are aware of and abide by Laws and Regulations governing the area, as shown by local regulatory signage and any additional conditions that may be attached to the approved application.

Movable Signage

It is the permit holder's responsibility to ensure compliance with the Code of Practice for Movable Signs, this can be located at <https://www.legislation.act.gov.au/View/di/2019-41/current/PDF/2019-41.PDF>

Permit holder's Responsibilities

This permit authorises the permit holder for the use of unleased Territory Land only. It is the responsibility of the permit holder to seek all necessary advice on further licensing requirements by other agencies (eg. Justice and Community Services for liquor licences, Roads ACT for Road opening and closing, Environment Protection Authority for noise related permits and the National Capital Authority for the use of National Land) in relation to the activity.

Power Access

If your activity is using power, any power leads crossing pedestrian areas must be suspended at least 2.4 metres above the pavement. Power cables must carry an inspection tag which is less than three months old. For further information please contact WorkSafe ACT on (02) 6207 3000.

Privacy Statement

TCCS adheres to the [ACT Information Privacy Act 2014](#). As a rule, the personal information that is provided to us is not passed on to private organisations or third parties without your written consent. However, your information may be provided to the ACT Civil and Administrative Tribunal (ACAT) or another court or tribunal if required by law. You can view our privacy policy on the About US page within the above link.

Public safety and insurance

The permit holder will take all reasonable steps to ensure the safety of the general public in the activity. In particular, the permit holder will inspect the area immediately prior to use to ensure that it is safe for that use and report to the Territory as soon as possible any hazard detected on that inspection. Commercial operators must provide evidence of a current Public Liability Insurance Policy to a value of at least \$20 million, or as determined by the ACT Insurance Authority in conjunction with TCCS.

Removal of litter and waste

The permit holder will ensure that all litter and rubbish resulting from the activity is removed from the site regularly, this includes temporary signage. Further action may be taken if commercial waste litters Public Land as a result of irregular rubbish removal.

Sound

Permit holders must ensure the sound generated does not impact adversely on nearby businesses or residents and must comply with the levels list below.

Further information on acceptable noise levels can be obtained by contacting the Environment Protection Authority on 13 22 81.

Location	7am–10pm (8am–10pm Sunday & Public Holidays)	10pm–7am (10pm–8am Sunday & Public Holidays)
Civic centre and other major town centres (Belconnen, Gungahlin, Woden, Tuggeranong)	60dB(A)	50dB(A)
Group centres such as Dickson and Kingston	55dB(A)	45dB(A)
Smaller local centres such as Griffith and Lyneham	50dB(A)	35dB(A)
Residential areas	45dB(A)	35dB(A)

Structures on designated land

Several parks within the ACT require Works Approval from the National Capital Authority (NCA) for the erection of any structures on Designated Land. You will be advised if this requirement applies upon application.

Suitability information

In deciding whether a person is suitable to hold a permit, the director-general (or delegate of) must consider:

- a) any conviction or finding of guilt for an offence against the *Public Unleased Land Act 2013* (ACT) or a substantially corresponding law;
- b) any non-compliance with a legal obligation in relation to carrying on an activity on public unleased land;
- c) any previous refusal of a permit application; and
- d) any other matter relevant to the person's ability to safely and responsibly carry on an activity on public unleased land.

Deed of Unconditional Financial Undertaking

Dated _____

Parties

Australian Capital Territory

AND

FULL NAME OF APPLICANT:

ACN:

PERMIT NUMBER:

AND

FULL NAME OF GUARANTOR:

Prepared by

**Financial undertaking for City Services
to use a public place for Municipal
Activities**

Transport Canberra and City Services

Business Strategy and Support

City Services

GPO Box 158

Canberra ACT 2601

Ph: 02 6205 5341

Fax: 02 6207 6255

Parties: **Australian Capital Territory**, the body politic established by section 7 of the *Australian Capital Territory (Self-Government) Act 1988* (Cth) (**Territory**) represented by the Transport Canberra and City Services Directorate.

FULL NAME OF APPLICANT:

ACN:

PERMIT NUMBER:

APPLICANT BUSINESS ADDRESS:

FULL NAME OF GUARANTOR:

RESIDENTIAL ADDRESS:

Recitals

- A. The Applicant has submitted an application to Use a Public Place for [insert type of activity and location details].
- B. The Guarantor has agreed to provide a financial undertaking to the Territory in the form of this Deed.
- C. A public unleased land permit will be granted to the Applicant pending the approval of the application to Use a Public Place and the execution of this Deed.

It is agreed by the parties as follows.

1. Interpretation

1.1 Definitions

The following definitions apply in this Deed, unless the context otherwise requires.

Contact Officer for the:

- | | | |
|------------------------------------|-----|---|
| <i>See clause 3.4 of this Deed</i> | (1) | Territory:
Address: GPO Box 158

Attention: Darren Gerrard

Email: Darren.Gerrard@act.gov.au |
| | (2) | Applicant:
Address: [Insert]

Attention: [Insert]

Email: [Insert] |

Facsimile: [Insert]

(3) Guarantor:
Address: [Insert]

Attention: [Insert]

Email: [Insert]

Facsimile: [Insert]

Effective Date The date on which the Agreement commences.

See clause 2.2 of this Deed

Maximum Amount The total amount owed by the Applicant, or such other amount as may be agreed by the parties in writing.

See clauses 2.1 and 2.2 of this Deed

2. Undertaking

2.1 Undertaking

The Guarantor unconditionally and irrevocably agrees to pay to the Territory on demand without reference to the Applicant and separate from any notice given by the Applicant to the Guarantor not to pay any amount, any sum or sums which may from time to time be demanded in writing by the Territory up to the Maximum Amount.

2.2 Continuing Liability

The Guarantor's liability under this Deed is a continuing liability, from the Effective Date, until payment is made up to the Maximum Amount or the Territory notifies the Guarantor in writing that the undertaking is no longer required.

3. General

3.1 No reduction or release

(1) The Guarantor will not be discharged, released or excused from all or any part of this Deed by any act, omission, matter or thing (including any failure or omission by the Territory at any time to enforce or require strict or timely compliance with any provision of this Deed or the Agreement) unless released by the Territory by a notice under this Deed.

(2) The Guarantor's obligations under this Deed remain in effect despite the Applicant being bankrupt or insolvent, entering into voluntary administration or making any arrangement with its creditors or taking advantage of any statute for the relief of insolvent debtors.

3.2 Governing law and compliance with the law

This Deed is governed by and construed in accordance with the law for the time being in force in the Australian Capital Territory and the parties submit to the non-exclusive jurisdiction of the courts of the Australian Capital Territory.

3.3 Severability

Any provision of this Deed that is illegal, void or unenforceable will not form part of this Deed to the extent of that illegality, voidness or unenforceability. The remaining provisions of this Deed will not be invalidated by an illegal, void or unenforceable provision.

3.4 Notices

Any notice, including any other communication, required to be given or sent to either party under this Deed must be in writing and given to the relevant Contact Officer. A notice will be deemed to have been given:

- (1) if delivered by hand, on delivery;
- (2) if sent by prepaid mail, on the expiration of two business days after the date on which it was sent;
- (3) if sent by facsimile, on the sender's facsimile machine recording that the facsimile has been successfully and properly transmitted to the recipient's address; or
- (4) if sent by electronic mail, on the other party's acknowledgment of receipt by any means.

Butler, Erin

From: Attridge, Vanessa
Sent: Friday, 10 March 2023 10:31 AM
To: Steele, Peter
Subject: FW: For Approval: FILE2023/513 Gungahlin College PCAM Part B
Attachments: PROPERTY EQUIPMENT & FLEET - Construction - S G ICW - PCAM Gungahlin College-Expansion-PCAM Part A-Project Co-ordination.tr5; EGMBSG Signed PCAM.PDF

OFFICIAL

Hi

I haven't looked at this one yet. This is one I wondered if you could take a look at in terms of whether ICW has provided enough evidence that the PCAM represents value for money and also directly relates to the scope of the original minute and is therefore a reasonable variation? For some recent PCAMs I've needed to ask them for additional evidence, the original minute etc.

Cheers,

Nessa

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMBSG
Sent: Wednesday, 8 March 2023 2:22 PM
To: Attridge, Vanessa <VanessaS.Attridge@act.gov.au>
Cc: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: For Approval: FILE2023/513 Gungahlin College PCAM Part B

OFFICIAL

Hi Nessa

Please find attached PCAM for your approval and signature on page 2 if agreed.

Thank you
Kim

From: Stewart, Ell <Ell.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office
Sent: Wednesday, 8 March 2023 10:11 AM
To: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: FOR APPROVAL/SIGNATURE: FILE2023/513 Gungahlin College PCAM Part B

OFFICIAL

Good morning

PCAM Part B is in TRIM (**subfolder – PCAM Part B**) for EGM approval and signature on page 2 please

For reference, PCAM Part A was signed by EGMB on 23/1/23 (attached)

Thank you

EII

From: Morton, Phillip <Phillip.Morton@act.gov.au>
Sent: Wednesday, 8 March 2023 9:23 AM
To: Stewart, EII <EII.Stewart@act.gov.au>
Cc: Blom, Dylan <Dylan.Blom@act.gov.au>; Slater, Amanda <Amanda.Slater@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>
Subject: Gungahlin College - PMA - PCAM part B

OFFICIAL

Hi Elle,

Can you please forward the attached PMA – Gungahlin College Expansion – PCAM Part B to David Mathews for endorsement.

The PCAM part – B has been reviewed and approved by EDU.

I have attached the original signed Panel of Project Managers Procurement and Contract Authorisation Minute for reference.

Regards,
Phill M

Phill Morton | Assistant Director - Major Projects
Phone:+61 2 6207 6551 | MOB: 0447 734 021 | Email: 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



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

PART A

PROCUREMENT OVERVIEW	
Name/Title of Project	Gungahlin College - Expansion
Requesting Directorate	<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.....
Nominated PMA Project Manager	Project Co-ordination (Australia) Pty Ltd
Panel Deed Number	2018.29696.110.16
EBS Project Number: (Directorate Project Number)	81017 (81476-81701)
Objective or scope of works or services to be provided	<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"> • 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 • Undertake building modifications to create contemporary learning spaces. • 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. • Relocate current functions (e.g. the café or community rooms, etc.) in the Library to enable joint use with the College. • Up-grade works are to be carried out on the existing Gungahlin College

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"> All on site staff need to have Working with Vulnerable People (WWVP) <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>
Site	The Site is located at Gungahlin College, 23 Gozzard Street, Gungahlin Town Centre ACT 2912 - Block 6 and 7, Section 223.
Timing/Critical Dates	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	
Funding Amount and Source	<p>Funding has been identified across several appropriations including:</p> <ul style="list-style-type: none"> 81476 (More Places at Gungahlin Schools) - \$1,063,700 (Inc GST) 81017 (More Places for Students at North Side Schools) - \$2,809,400 (Inc GST) 81701 (External learning Environments) - \$550,000 (Inc GST) <p>Total - \$4,423,100 (Inc GST)</p>
Total Budget \$ Inc GST	\$4,125,000
Infrastructure Delivery Partners Fee \$ Inc GST	\$165,000
Active Certification Audit Allowance \$ Inc GST	<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>
Project Managers Budget \$ Inc GST	\$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"> The PM can immediately commence design and due diligence work; 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. 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 & students; The ability to flexibly respond to known and emerging risks including but not limited to stakeholder sensitivities and site latent conditions; 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 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. 	

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 Capcorp Constructions Pty Ltd to provide project management services for the above project.

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

AGENCY / DIRECTORATE DIRECTOR / SENIOR DIRECTOR ENDORSEMENT

Name	John Nakkan	Phone Number	[Redacted]
Directorate	Education Directorate	Position	A/g Executive Branch Manager
Signature	[Redacted]	Date	16 January 2023

AGENCY / DELEGATE APPROVAL

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

PART A, ATTACHMENT A

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

Company Name: Project Co-ordination (Australia) Pty Ltd
Project Name: Gungahlin College - Expansion
Completed by insert name (PMA PM)
Date: 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:

	1. Procurement Value Category <i>*Project Delegate to choose at least one</i>	2. Application of Procurement Values for this Procurement <i>*PMA PM to complete. Suggestions appear below:</i>
1	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"> ○ <i>Aboriginal and Torres Strait Islander Enterprise Subcontractor.</i> ○ <i>Aboriginal and Torres Strait Islander Employment Targets.</i> ○ <i>other (please specify)....</i>
2	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"> ○ <i>engaged a Canberra Region enterprise.</i> ○ <i>engaged a Small to Medium Enterprise.</i> ○ <i>complied with the Local Industry Participation Policy</i> ○ <i>entered an arrangement under the Guideline for Unsolicited Proposals.</i> ○ <i>other (please specify)</i>
3	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"> ○ <i>compliance with the Workplace Gender Equality Act 2012 (Cth).</i> ○ <i>other (please specify)</i>
4	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"> ○ <i>compliance with the Sustainable Procurement Policy 2015 (ACT).</i>

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

Butler, Erin

From: Attridge, Vanessa
Sent: Tuesday, 14 March 2023 12:18 PM
To: EDU, EGMBSG
Subject: RETURN FOR ACTION: FILE2023/513 Gungahlin College PCAM Part B
Attachments: PROPERTY EQUIPMENT & FLEET - Construction - S G ICW - PCAM Gungahlin College-Expansion-PCAM Part A-Project Co-ordination.tr5; EGMBSG Signed PCAM.PDF

OFFICIAL

Hi Kim,

Can we please return this to ICW for further work as this package is unclear.

The container includes PCAM A EGMBSG signed and unsigned versions – please can ICW clarify attachments.

Also A & B have the same dollar value – please clarify.

Regards,

Nessa

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMBSG
Sent: Wednesday, 8 March 2023 2:22 PM
To: Attridge, Vanessa <VanessaS.Attridge@act.gov.au>
Cc: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: For Approval: FILE2023/513 Gungahlin College PCAM Part B

OFFICIAL

Hi Nessa

Please find attached PCAM for your approval and signature on page 2 if agreed.

Thank you
Kim

From: Stewart, Eil <Eil.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office
Sent: Wednesday, 8 March 2023 10:11 AM
To: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: FOR APPROVAL/SIGNATURE: FILE2023/513 Gungahlin College PCAM Part B

OFFICIAL

Good morning

PCAM Part B is in TRIM (**subfolder – PCAM Part B**) for EGM approval and signature on page 2 please

For reference, PCAM Part A was signed by EGMBS on 23/1/23 (attached)

Thank you
EII

From: Morton, Phillip <Phillip.Morton@act.gov.au>
Sent: Wednesday, 8 March 2023 9:23 AM
To: Stewart, EII <EII.Stewart@act.gov.au>
Cc: Blom, Dylan <Dylan.Blom@act.gov.au>; Slater, Amanda <Amanda.Slater@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>
Subject: Gungahlin College - PMA - PCAM part B

OFFICIAL

Hi Elle,

Can you please forward the attached PMA – Gungahlin College Expansion – PCAM Part B to David Mathews for endorsement.

The PCAM part – B has been reviewed and approved by EDU.

I have attached the original signed Panel of Project Managers Procurement and Contract Authorisation Minute for reference.

Regards,
Phill M

Phill Morton | Assistant Director - Major Projects
Phone:+61 2 6207 6551 | MOB: 0447 734 021 | Email: 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



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

PART A

PROCUREMENT OVERVIEW	
Name/Title of Project	Gungahlin College - Expansion
Requesting Directorate	<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.....
Nominated PMA Project Manager	Project Co-ordination (Australia) Pty Ltd
Panel Deed Number	2018.29696.110.16
EBS Project Number: (Directorate Project Number)	81017 (81476-81701)
Objective or scope of works or services to be provided	<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"> • 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 • Undertake building modifications to create contemporary learning spaces. • 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. • Relocate current functions (e.g. the café or community rooms, etc.) in the Library to enable joint use with the College. • Up-grade works are to be carried out on the existing Gungahlin College

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"> All on site staff need to have Working with Vulnerable People (WWVP) <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>
Site	The Site is located at Gungahlin College, 23 Gozzard Street, Gungahlin Town Centre ACT 2912 - Block 6 and 7, Section 223.
Timing/Critical Dates	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	
Funding Amount and Source	<p>Funding has been identified across several appropriations including:</p> <ul style="list-style-type: none"> 81476 (More Places at Gungahlin Schools) - \$1,063,700 (Inc GST) 81017 (More Places for Students at North Side Schools) - \$2,809,400 (Inc GST) 81701 (External learning Environments) - \$550,000 (Inc GST) <p>Total - \$4,423,100 (Inc GST)</p>
Total Budget \$ Inc GST	\$4,125,000
Infrastructure Delivery Partners Fee \$ Inc GST	\$165,000
Active Certification Audit Allowance \$ Inc GST	<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>
Project Managers Budget \$ Inc GST	\$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"> The PM can immediately commence design and due diligence work; 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. 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 & students; The ability to flexibly respond to known and emerging risks including but not limited to stakeholder sensitivities and site latent conditions; 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 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. 	




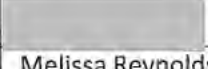
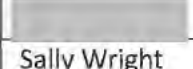

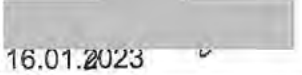
INFRASTRUCTURE DELIVERY PARTNERS RECOMMENDATION

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;

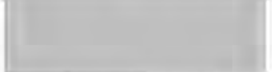
Appropriate financial level to undertake the Project;

- ✓ 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 Capcorp Constructions Pty Ltd to provide project management services for the above project.

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

AGENCY / DIRECTORATE DIRECTOR / SENIOR DIRECTOR ENDORSEMENT

Name	John Nakkan	Phone Number	0466 015 922
Directorate	Education Directorate	Position	A/g Executive Branch Manager
Signature		Date	16 January 2023

AGENCY / DELEGATE APPROVAL

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

PART A, ATTACHMENT A

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

Company Name: Project Co-ordination (Australia) Pty Ltd
Project Name: Gungahlin College - Expansion
Completed by insert name (PMA PM)
Date: 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:

	1. Procurement Value Category <i>*Project Delegate to choose at least one</i>	2. Application of Procurement Values for this Procurement <i>*PMA PM to complete. Suggestions appear below:</i>
1	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"> ○ <i>Aboriginal and Torres Strait Islander Enterprise Subcontractor.</i> ○ <i>Aboriginal and Torres Strait Islander Employment Targets.</i> ○ <i>other (please specify)....</i>
2	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"> ○ <i>engaged a Canberra Region enterprise.</i> ○ <i>engaged a Small to Medium Enterprise.</i> ○ <i>complied with the Local Industry Participation Policy</i> ○ <i>entered an arrangement under the Guideline for Unsolicited Proposals.</i> ○ <i>other (please specify)</i>
3	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"> ○ <i>compliance with the Workplace Gender Equality Act 2012 (Cth).</i> ○ <i>other (please specify)</i>
4	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"> ○ <i>compliance with the Sustainable Procurement Policy 2015 (ACT).</i>

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

From: [Currey, Katarina](#) on behalf of [EDU, EGMSG](#)
To: [ICW EBM Office](#)
Subject: FAA: FILE2023/513 Gungahlin College PCAM Part B
Date: Thursday, 16 March 2023 12:26:00 PM
Attachments: [PROPERTY EQUIPMENT & FLEET - Construction - S G ICW - PCAM Gungahlin College-Expansion-PCAM Part A-Project Co-ordination.tr5](#)
[image001.jpg](#)

Hi Ell,
 Please find attached EGMSG cleared PCAM Part B FAA.
 Kind Regards,

Katarina Currey

Executive Support Officer | Business Services Group
 Education Directorate | ACT Government
 GPO Box 158 Canberra ACT 2601

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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, Ell <Ell.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office
Sent: Wednesday, 15 March 2023 8:47 AM
To: EDU, EGMSG <EGMSG.EDU@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: FW: RETURN FOR ACTION: FILE2023/513 Gungahlin College PCAM Part B

Good morning
 The document (1) requiring approval/signature is in **subfolder PCAM Part B** (not documents in the Part A subfolder)
 The PCAM Part B is in this subfolder and requires signature on page 2 please
 It is correct that the amounts in both PCAMs Part A and B have the same dollar value
 As this has now become critical for works to commence can you please prioritise this when David returns
 Thank you
 Ell

From: Currey, Katarina <Katarina.Currey@act.gov.au> **On Behalf Of** EDU, EGMSG
Sent: Tuesday, 14 March 2023 2:01 PM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: RETURN FOR ACTION: FILE2023/513 Gungahlin College PCAM Part B

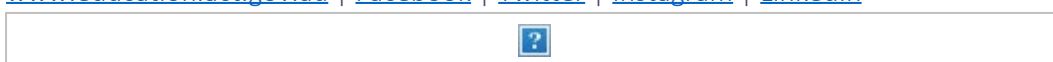
OFFICIAL

Hi Ell,
 Please see Nessa's comments below FAA.
 Kind Regards,

Katarina Currey

Executive Support Officer | Business Services Group
 Education Directorate | ACT Government
 GPO Box 158 Canberra ACT 2601

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: Attridge, Vanessa <VanessaS.Attridge@act.gov.au>
Sent: Tuesday, 14 March 2023 12:18 PM
To: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: RETURN FOR ACTION: FILE2023/513 Gungahlin College PCAM Part B

OFFICIAL

Hi Kim,

Can we please return this to ICW for further work as this package is unclear.

The container includes PCAM A EGMBSG signed and unsigned versions – please can ICW clarify attachments.

Also A & B have the same dollar value – please clarify.

Regards,
 Nessa

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMBSG
Sent: Wednesday, 8 March 2023 2:22 PM
To: Attridge, Vanessa <VanessaS.Attridge@act.gov.au>
Cc: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: For Approval: FILE2023/513 Gungahlin College PCAM Part B

OFFICIAL

Hi Nessa

Please find attached PCAM for your approval and signature on page 2 if agreed.

Thank you

Kim

From: Stewart, Ell <Ell.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office
Sent: Wednesday, 8 March 2023 10:11 AM
To: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: FOR APPROVAL/SIGNATURE: FILE2023/513 Gungahlin College PCAM Part B

OFFICIAL

Good morning

PCAM Part B is in TRIM (**subfolder – PCAM Part B**) for EGM approval and signature on page 2
 please

For reference, PCAM Part A was signed by EGMBS on 23/1/23 (attached)

Thank you

Ell

From: Morton, Phillip <Phillip.Morton@act.gov.au>
Sent: Wednesday, 8 March 2023 9:23 AM
To: Stewart, Ell <Ell.Stewart@act.gov.au>
Cc: Blom, Dylan <Dylan.Blom@act.gov.au>; Slater, Amanda <Amanda.Slater@act.gov.au>;
 Nakkan, John <John.Nakkan@act.gov.au>
Subject: Gungahlin College - PMA - PCAM part B

OFFICIAL

Hi Elle,

Can you please forward the attached PMA – Gungahlin College Expansion – PCAM Part B to David Mathews for endorsement.

The PCAM part – B has been reviewed and approved by EDU.

I have attached the original signed Panel of Project Managers Procurement and Contract

Authorisation Minute for reference.

Regards,

Phill M

Phill Morton | Assistant Director - Major Projects

Phone:+61 2 6207 6551|MOB: 0447 734 021|Email: 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

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

PART A

PROCUREMENT OVERVIEW	
Name/Title of Project	Gungahlin College - Expansion
Requesting Directorate	<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.....
Nominated PMA Project Manager	Project Co-ordination (Australia) Pty Ltd
Panel Deed Number	2018.29696.110.16
EBS Project Number: (Directorate Project Number)	81017 (81476-81701)
Objective or scope of works or services to be provided	<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"> • 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 • Undertake building modifications to create contemporary learning spaces. • 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. • Relocate current functions (e.g. the café or community rooms, etc.) in the Library to enable joint use with the College. • Up-grade works are to be carried out on the existing Gungahlin College

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).
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 - 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.
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 - Due diligence and site preparation to enable the installation of the RLU(s).
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 - Hydraulic services (sinks & floor waste etc.)
 - Mechanical services (heating and cooling etc.)
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 - 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"> All on site staff need to have Working with Vulnerable People (WWVP) <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>
Site	The Site is located at Gungahlin College, 23 Gozzard Street, Gungahlin Town Centre ACT 2912 - Block 6 and 7, Section 223.
Timing/Critical Dates	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	
Funding Amount and Source	<p>Funding has been identified across several appropriations including:</p> <ul style="list-style-type: none"> 81476 (More Places at Gungahlin Schools) - \$1,063,700 (Inc GST) 81017 (More Places for Students at North Side Schools) - \$2,809,400 (Inc GST) 81701 (External learning Environments) - \$550,000 (Inc GST) <p>Total - \$4,423,100 (Inc GST)</p>
Total Budget \$ Inc GST	\$4,125,000
Infrastructure Delivery Partners Fee \$ Inc GST	\$165,000
Active Certification Audit Allowance \$ Inc GST	<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>
Project Managers Budget \$ Inc GST	\$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"> The PM can immediately commence design and due diligence work; 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. 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 & students; The ability to flexibly respond to known and emerging risks including but not limited to stakeholder sensitivities and site latent conditions; 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 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. 	


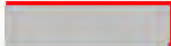

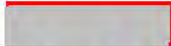
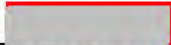
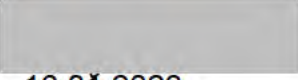
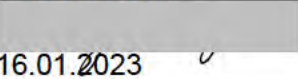
INFRASTRUCTURE DELIVERY PARTNERS RECOMMENDATION

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;

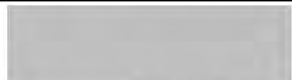
Appropriate financial level to undertake the Project;

- ✓ 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 Capcorp Constructions Pty Ltd to provide project management services for the above project.

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

AGENCY / DIRECTORATE DIRECTOR / SENIOR DIRECTOR ENDORSEMENT

Name	John Nakkam	Phone Number	0466 015 922
Directorate	Education Directorate	Position	A/g Executive Branch Manager
Signature		Date	16 January 2023

AGENCY / DELEGATE APPROVAL

Name	David Matthews	Phone Number	(02) 6207 0384
Directorate	Education Directorate	Position	Executive Group Manager
Section/Department	Business Services		
Signature		Date	

PART A, ATTACHMENT A

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

Company Name: Project Co-ordination (Australia) Pty Ltd
Project Name: Gungahlin College - Expansion
Completed by insert name (PMA PM)
Date: 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:

	1. Procurement Value Category <i>*Project Delegate to choose at least one</i>	2. Application of Procurement Values for this Procurement <i>*PMA PM to complete. Suggestions appear below:</i>
1	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"> <i>o Aboriginal and Torres Strait Islander Enterprise Subcontractor.</i> <i>o Aboriginal and Torres Strait Islander Employment Targets.</i> <i>o other (please specify)....</i>
2	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"> <i>o engaged a Canberra Region enterprise.</i> <i>o engaged a Small to Medium Enterprise.</i> <i>o complied with the Local Industry Participation Policy</i> <i>o entered an arrangement under the Guideline for Unsolicited Proposals.</i> <i>o other (please specify)</i>
3	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"> <i>o compliance with the Workplace Gender Equality Act 2012 (Cth).</i> <i>o other (please specify)</i>
4	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"> <i>o compliance with the Sustainable Procurement Policy 2015 (ACT).</i>

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

From: [Stewart, Eil](#) on behalf of [ICW EBM Office](#)
To: [Morton, Phillip](#); [Slater, Amanda](#)
Cc: [Nakkan, John](#); [Blom, Dylan](#); [ICW EBM Office](#)
Subject: SIGNED: FILE2023/513 Gungahlin College PCAM Part B
Date: Thursday, 16 March 2023 12:32:50 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 Part B.PDF](#)

Hi all – finally!

Signed attached and in TRIM

Eil

From: Currey, Katarina <Katarina.Currey@act.gov.au> **On Behalf Of** EDU, EGMBSG
Sent: Thursday, 16 March 2023 12:27 PM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: FAA: FILE2023/513 Gungahlin College PCAM Part B

Hi Eil,

Please find attached EGMBSG cleared PCAM Part B FAA.

Kind Regards,

Katarina Currey

Executive Support Officer | Business Services Group
Education Directorate | ACT Government
GPO Box 158 Canberra ACT 2601

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> **On Behalf Of** ICW EBM Office
Sent: Wednesday, 15 March 2023 8:47 AM
To: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: FW: RETURN FOR ACTION: FILE2023/513 Gungahlin College PCAM Part B

Good morning

The document (1) requiring approval/signature is in **subfolder PCAM Part B** (not documents in the Part A subfolder)

The PCAM Part B is in this subfolder and requires signature on page 2 please

It is correct that the amounts in both PCAMs Part A and B have the same dollar value

As this has now become critical for works to commence can you please prioritise this when David returns

Thank you
Ell

From: Currey, Katarina <Katarina.Currey@act.gov.au> **On Behalf Of** EDU, EGMB SG
Sent: Tuesday, 14 March 2023 2:01 PM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: RETURN FOR ACTION: FILE2023/513 Gungahlin College PCAM Part B

OFFICIAL

Hi Ell,

Please see Nessa's comments below FAA.

Kind Regards,

Katarina Currey

Executive Support Officer | Business Services Group

Education Directorate | ACT Government

GPO Box 158 Canberra ACT 2601

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: Attridge, Vanessa <VanessaS.Attridge@act.gov.au>
Sent: Tuesday, 14 March 2023 12:18 PM
To: EDU, EGMB SG <EGMB SG.EDU@act.gov.au>
Subject: RETURN FOR ACTION: FILE2023/513 Gungahlin College PCAM Part B

OFFICIAL

Hi Kim,

Can we please return this to ICW for further work as this package is unclear.

The container includes PCAM A EGMB SG signed and unsigned versions – please can ICW clarify attachments.

Also A & B have the same dollar value – please clarify.

Regards,

Nessa

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMBSG
Sent: Wednesday, 8 March 2023 2:22 PM
To: Attridge, Vanessa <VanessaS.Attridge@act.gov.au>
Cc: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: For Approval: FILE2023/513 Gungahlin College PCAM Part B

OFFICIAL

Hi Nessa

Please find attached PCAM for your approval and signature on page 2 if agreed.

Thank you
Kim

From: Stewart, Ell <Ell.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office
Sent: Wednesday, 8 March 2023 10:11 AM
To: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: FOR APPROVAL/SIGNATURE: FILE2023/513 Gungahlin College PCAM Part B

OFFICIAL

Good morning

PCAM Part B is in TRIM (**subfolder – PCAM Part B**) for EGM approval and signature on page 2 please

For reference, PCAM Part A was signed by EGMBS on 23/1/23 (attached)

Thank you
Ell

From: Morton, Phillip <Phillip.Morton@act.gov.au>
Sent: Wednesday, 8 March 2023 9:23 AM
To: Stewart, Ell <Ell.Stewart@act.gov.au>
Cc: Blom, Dylan <Dylan.Blom@act.gov.au>; Slater, Amanda <Amanda.Slater@act.gov.au>;
Nakkan, John <John.Nakkan@act.gov.au>
Subject: Gungahlin College - PMA - PCAM part B

OFFICIAL

Hi Elle,

Can you please forward the attached PMA – Gungahlin College Expansion – PCAM Part B to David Mathews for endorsement.

The PCAM part – B has been reviewed and approved by EDU.

I have attached the original signed Panel of Project Managers Procurement and Contract Authorisation Minute for reference.

Regards,
Phill M

Phill Morton | Assistant Director - Major Projects
Phone:+61 2 6207 6551 | MOB: 0447 734 021 | Email: 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

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

PART A

PROCUREMENT OVERVIEW	
Name/Title of Project	Gungahlin College - Expansion
Requesting Directorate	<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.....
Nominated PMA Project Manager	Project Co-ordination (Australia) Pty Ltd
Panel Deed Number	2018.29696.110.16
EBS Project Number: (Directorate Project Number)	81017 (81476-81701)
Objective or scope of works or services to be provided	<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"> • 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 • Undertake building modifications to create contemporary learning spaces. • 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. • Relocate current functions (e.g. the café or community rooms, etc.) in the Library to enable joint use with the College. • Up-grade works are to be carried out on the existing Gungahlin College

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"> All on site staff need to have Working with Vulnerable People (WWVP) <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>
Site	The Site is located at Gungahlin College, 23 Gozzard Street, Gungahlin Town Centre ACT 2912 - Block 6 and 7, Section 223.
Timing/Critical Dates	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	
Funding Amount and Source	<p>Funding has been identified across several appropriations including:</p> <ul style="list-style-type: none"> 81476 (More Places at Gungahlin Schools) - \$1,063,700 (Inc GST) 81017 (More Places for Students at North Side Schools) - \$2,809,400 (Inc GST) 81701 (External learning Environments) - \$550,000 (Inc GST) <p>Total - \$4,423,100 (Inc GST)</p>
Total Budget \$ Inc GST	\$4,125,000
Infrastructure Delivery Partners Fee \$ Inc GST	\$165,000
Active Certification Audit Allowance \$ Inc GST	<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>
Project Managers Budget \$ Inc GST	\$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"> The PM can immediately commence design and due diligence work; 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. 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 & students; The ability to flexibly respond to known and emerging risks including but not limited to stakeholder sensitivities and site latent conditions; 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 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. 	

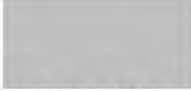


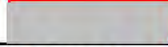

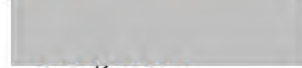

INFRASTRUCTURE DELIVERY PARTNERS RECOMMENDATION

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;

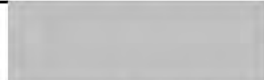
Appropriate financial level to undertake the Project;

- ✓ 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 Capcorp Constructions Pty Ltd to provide project management services for the above project.

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

AGENCY / DIRECTORATE DIRECTOR / SENIOR DIRECTOR ENDORSEMENT

Name	John Nakkam	Phone Number	0466 015 922
Directorate	Education Directorate	Position	A/g Executive Branch Manager
Signature		Date	16 January 2023

AGENCY / DELEGATE APPROVAL

Name	David Matthews	Phone Number	(02) 6207 0384
Directorate	Education Directorate	Position	Executive Group Manager
Section/Department	Business Services		
Signature		Date	

PART A, ATTACHMENT A

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

Company Name: Project Co-ordination (Australia) Pty Ltd
Project Name: Gungahlin College - Expansion
Completed by insert name (PMA PM)
Date: 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:

	1. Procurement Value Category <i>*Project Delegate to choose at least one</i>	2. Application of Procurement Values for this Procurement <i>*PMA PM to complete. Suggestions appear below:</i>
1	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"> <i>o Aboriginal and Torres Strait Islander Enterprise Subcontractor.</i> <i>o Aboriginal and Torres Strait Islander Employment Targets.</i> <i>o other (please specify)....</i>
2	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"> <i>o engaged a Canberra Region enterprise.</i> <i>o engaged a Small to Medium Enterprise.</i> <i>o complied with the Local Industry Participation Policy</i> <i>o entered an arrangement under the Guideline for Unsolicited Proposals.</i> <i>o other (please specify)</i>
3	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"> <i>o compliance with the Workplace Gender Equality Act 2012 (Cth).</i> <i>o other (please specify)</i>
4	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"> <i>o compliance with the Sustainable Procurement Policy 2015 (ACT).</i>

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

PART B

WORK ORDER SUMMARY		
Project Manager's Representative	Name: [REDACTED]	
	Telephone: [REDACTED] Email address: [REDACTED]	
Pricing Information:	E. PROJECT BUDGET	
	Lump sum components:	
	Profit and Support Management Fee (Section A, Schedule 6)	[REDACTED]
	Reimbursable components:	
	Administration costs (Section B, Schedule 6)	[REDACTED]
	On Site Key Personnel (Section B, Schedule 6)	[REDACTED]
	Project Manager's Subcontracts & Materials (Section C, Schedule 6)	[REDACTED]
	Day Labour Allowance (if required) (Section C, Schedule 6)	Included above
	Plant and Equipment (if required) (Section C, Schedule 6)	Included above
	Project Manager's Consultants (Section D, Schedule 6)	[REDACTED]
	TOTAL Contract Sum:	[REDACTED]
	Trade Contracts with Principal (if required)	\$0.00
	Contingencies	[REDACTED]
	MAXIMUM PROJECT BUDGET	[REDACTED]

DIRECTORATE DELEGATE AUTHORISATION TO IMPLEMENT THE PROJECT

I have the properly delegated authority from the Director General of the **Education Directorate** with regard to the above approved procurement expenditure to authorise an officer of Infrastructure Delivery Partners, to **sign** documents as may be required to effect the delivery of the Project.

I also have the properly delegated authority from the Director General of **Education Directorate** with regard to the above approved procurement to expend \$4400.00 (including GST) per Work Health and Safety Audit in accordance with the Active Certification Policy <http://www.procurement.act.gov.au/About/active-certification>. Funding is also approved to cover any Work Health & Safety checks undertaken as part of the tender evaluation process. There is also up to \$4400.00 (including GST) in the project budget to undertake an Industrial Relations and Compliance Audit if necessary.

I confirm that the above approved procurement has been conducted in accordance with the *Government Procurement (Charter of Procurement Values Direction)2020*, as detailed in Attachment A to this Procurement and Contract Authorisation Minute.

Delegate Name	David Matthews	Phone Number	
Position and Directorate	Executive Group Manager, Business Services, Education Directorate		
Statement	The Panel of Project Managers Procurement and Contract Authorisation Minute and attachments are approved.		
Signature		Date	16 March 2023

From: [Matthews, David](#)
To: [EDU, EGMSG](#)
Subject: FW: For Clearance: URGENT PLS REC23/31728 : 10. Gungahlin College Capacity Planning
Date: Friday, 17 March 2023 4:25:00 PM
Attachments: [10. Gungahlin College Capacity Planning.tr5](#)
[10. Gungahlin College Capacity Planning.DOCX](#)
Importance: High

OFFICIAL

Approved, with thanks.

David Matthews
Executive Group Manager, Business Services Group

-----Original Message-----

From: Brady, Kim <Kim.Brady@act.gov.au> On Behalf Of EDU, EGMSG
Sent: Friday, 17 March 2023 1:43 PM
To: Matthews, David <David.Matthews@act.gov.au>
Cc: EDU, EGMSG <EGMSG.EDU@act.gov.au>
Subject: For Clearance: URGENT PLS REC23/31728 : 10. Gungahlin College Capacity Planning
Importance: High

Hi David

It would be appreciated if you could clear the attached QTB: Gungahlin College Capacity Planning please, noting it is joint between SPR and BS. Nessa did not clear this one.

Thank you
Kim

-----Original Message-----

From: Brady, Kim <Kim.Brady@act.gov.au> On Behalf Of EDU, EGMSG
Sent: Tuesday, 14 March 2023 5:05 PM
To: Attridge, Vanessa <VanessaS.Attridge@act.gov.au>
Cc: EDU, EGMSG <EGMSG.EDU@act.gov.au>
Subject: For Clearance: REC23/31728 : 10. Gungahlin College Capacity Planning

OFFICIAL

Hi Nessa

Please find attached QTB relating to Gungahlin College Capacity Planning for your clearance noting the QTB is also with DDGSPR for clearance due to the joint responsibility. Cleared by John

Due: 15 March 2023

Thanks
Kim

-----Original Message-----

From: Stewart, Ell <Ell.Stewart@act.gov.au> On Behalf Of ICW EBM Office
Sent: Tuesday, 14 March 2023 3:34 PM
To: EDU, EGMSG <EGMSG.EDU@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>; EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>

Subject: FW: HPE Content Manager Content : REC23/31728 : 10. Gungahlin College Capacity Planning

Good afternoon

Brief #10 in TRIM for EGMBS clearance please

It has also been returned to E&P for their clearance

Thanks
Ell

-----Original Message-----

From: Nakkan, John <John.Nakkan@act.gov.au>
Sent: Tuesday, 14 March 2023 3:23 PM
To: Ryan, Denise <Denise.Ryan@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>
Cc: Enrolment and Planning Branch <EnrolmentandPlanning@act.gov.au>; Percival, Tom <Tom.Percival@act.gov.au>
Subject: RE: HPE Content Manager Content : REC23/31728 : 10. Gungahlin College Capacity Planning

OFFICIAL

Hi Denise,

I have updated the brief regarding the use of the Library space and made a couple of very minor suggestions in track.

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 | Facebook | Twitter | Instagram | LinkedIn

-----Original Message-----

From: Ryan, Denise <Denise.Ryan@act.gov.au>
Sent: Tuesday, 14 March 2023 2:00 PM
To: Nakkan, John <John.Nakkan@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>
Cc: Enrolment and Planning Branch <EnrolmentandPlanning@act.gov.au>; Percival, Tom <Tom.Percival@act.gov.au>
Subject: HPE Content Manager Content : REC23/31728 : 10. Gungahlin College Capacity Planning

OFFICIAL

Hi John,

Wonder if you could please have a quick look at this joint Assembly brief and co-clear for me? I need to clear through to Nicole before COB.

Kind regards

Denise

Denise Ryan | A/g Executive Branch Manager Enrolments & Planning | Education | ACT Government
62070587
denise.ryan@act.gov.au
www.education.act.gov.au

-----< HPE Content Manager record Information >-----

Record Number : REC23/31728

Title : 10. Gungahlin College Capacity Planning

Portfolio/s: Education and Youth Affairs

GUNGAHLIN 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 ongoing enrolment pressure at Gungahlin College.
- The Directorate is taking steps to accommodate current enrolment at Gungahlin College, support enrolment at other colleges and progress planning for a second college in Gungahlin. The Directorate is confident that this 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 underway, with \$1 million provided through the 2022-23 Budget for feasibility work and a preferred site identified in Nicholls 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.

Key Information

- The Education Directorate is working closely with Gungahlin College to deliver new capacity in the short term:
 - Two Relocatable Learning Units (totalling four additional classrooms) are planned to be installed at the college in 2023.
 - Some science labs at the school will be modified in 2023 and 2024 to allow for more flexible delivery of learning.
 - Community spaces in the adjoining Gungahlin Library have been repurposed in 2023 for use as learning spaces during school hours. Alternative arrangements have been made for the community programs that make use of those spaces.
- 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. As well as easing some pressure on Gungahlin College, this ensures that families on the northside are provided options for college enrolment.
- Preliminary 2023 ACT Schools Census results indicate enrolment at Gungahlin College remain stable for 2023 (1,161 including year 10 students), continuing a trend of generally high though stable enrolments between 2017 (1,166) and 2022 (1,124).
- Enrolment is projected to grow moderately in 2024 and 2025. If these enrolment projections are realised, students will be able to be accommodated within the increased capacity of the school.

Background Information

Cleared as complete and accurate: 16/03/2023
Cleared for public release by: Executive Group Manager
Contact Officer name: David Matthews/Nicole Moore
Lead Directorate: Education
TRIM Ref: SUB23/339

QUESTION TIME BRIEF

- The Education Directorate is aware there is a high level of community interest and anticipation for works to support Gungahlin College. Additional capacity being put in place during 2023 will support accommodating current and projected enrolment.
- 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 closely monitor enrolments at Gungahlin College for 2023 and future years to ensure places are available for students at their Priority Enrolment Area college.



Request from EGM BSG

Title: Gungahlin College – shared facility

TRIM number:

Request: Talking points in relation to temporary Library accommodation

Request date: 20 March 2023

Response due to EGM: 31 March 2023

Response format: High level talking points

Cleared by: A/g Executive Branch Manager, ICW

ICW Response

Background

Gungahlin College has been under capacity pressure for several years. The student population continues to grow and the medium-term forecast has indicated the need for a second college in the region.

The ACT government allocated funds in the 2022-23 budget to undertake feasibility studies to identify a preferred site and undertake preliminary site inspections and designs.

It is anticipated, subject to government budget decisions, that a new college will open in the region in 2028.

Issues

The college is using various flexible education tools to assist with capacity management. These include operating classes beyond the standard school day and sharing enrolment access with Dickson College and Lage Ginninderra College.

A program of works at Gungahlin College is in design. These works will provide some learning space flexibility within the existing college building, however this will not be sufficient to accommodate the forecast increase in enrolments over the next 5 years.

In addition to the internal works EDU is working with TCCS to temporarily locate up to four transportable classrooms in the Town Park.

EDU have been working with Libraries ACT and CIT and Gungahlin College to assist in managing the short-term and medium-term capacity issues at the college by utilising additional space in the shared facility.

In December 2022 it was agreed by Libraries ACT, CIT and EDU that:

- the college would use the community training rooms during term 1,
- the library would relocate their community training off-site for Term 1 with the lease and moving costs met by EDU, and
- EDU would investigate relocating CIT into commercial property to allow the college to occupy the CIT space and the return the community training rooms to the Library.

Current Status

- The CIT commercial lease option proved not to be feasible with a 9 month and >\$1m cost for fit out.
- The Library commercial space leasing agreement and fit out in Hibberson St was delayed, resulting in the Library using temporary community spaces within the Library during term 1 (shown in pink below). This has now proven preferable to the Library over the off-site commercial space.



- Design and investigation work to relocate the Library café (shown in orange above) to allow college use of two spaces in the Library for the medium term is continuing. Discussions are currently underway to determine whether the college will occupy this new space or retain the two community training rooms.
- The temporary arrangements will now need to be in place throughout Term 2 and possibly in to Term 3.
- A new Memorandum of Understanding on the operation and obligations for the shared facility needs to be developed between the parties. The previous MOU expired in 2015. As the asset owner, Education is taking the lead on this work.

Whyte, Charmaine

Subject: Education Capital Works - Steering Committee
Location: Microsoft Teams Meeting

Start: Wed 22/03/2023 3:00 PM
End: Wed 22/03/2023 4:30 PM
Show Time As: Tentative

Recurrence: Monthly
Recurrence Pattern: the third Wednesday of every 1 month(s) from 3:00 PM to 4:30 PM

Meeting Status: Not yet responded

Organizer: EDU, EGMBSG

Required Attendees: Blom, Dylan; Wright, SallyA; Reynolds, Melissa; Hooper, Richard; Player, Ben; Hunter, Stuart; Abeysekera, Srimal; Ingram, Barry; Matthews, David; Sukloski, Ivan; O'Rourke, Matthew; Dragojlovic, Radovan

Optional Attendees: EBM Commercial Infrastructure; ICW EBM Office; Nakkam, John; Zhi, Viki; Dirnberger, Markus; Slater, Amanda; Dunne Breen, Michelle; Shanahan, ScottP; Piani, Adrian

Hi all

Please find attached papers for Wednesday 22 March.

Thanks
Katarina Currey

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 480 854 420 308

Passcode: qQaqco

[Download Teams](#) | [Join on the web](#)



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Capital Works Steering Committee

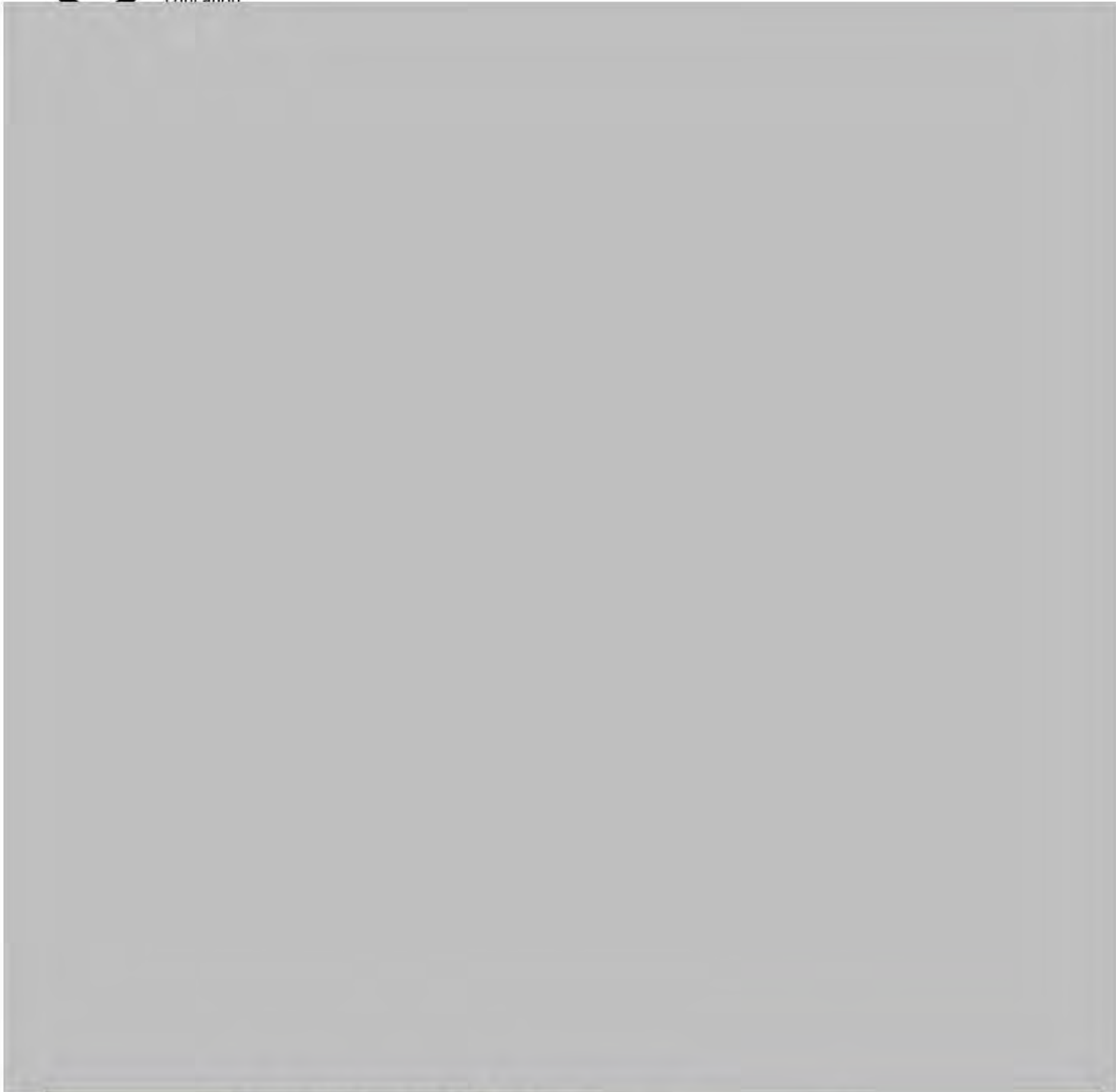
MEETING MINUTES

Date 7 February 2023
Time 3pm
Venue MS Teams

Chair	- David Matthews - Executive Group Manager, Business Services Group - EDU
Members	- Adrian Piani - Executive Group Manager, Infrastructure Delivery Partners - John Nakkam - Executive Branch Manager, Infrastructure and Capital Works - Nessa Attridge - Executive Branch Manager, Enrolments and Planning Branch - Matthew O'Rourke - Executive Branch Manager, Infrastructure Delivery Partners – Commercial - Srimal Abeysekera - Senior Director, Treasury
Presenters / Observers	- Radovan Dragojlovic – Executive Branch Manager, Social Policy - Treasury - Dylan Blom - Senior Director, Infrastructure and Capital Works – Major Projects - Ben Player - Director, Infrastructure and Capital Works – Major Projects - Amanda Slater - Director, Infrastructure and Capital Works – Major Projects - Peter Podnar - Senior Director, Business Services Group – Strategic Finance and Procurement - Michelle Dunne Breen - Communications and Engagement, EDU - Sally Wright – Project Director, Infrastructure Delivery Partners – Commercial - Mel Reynolds – Project Director, Infrastructure Delivery Partners – Commercial - Barry Ingram – Project Director, Infrastructure Delivery Partners – Commercial
Apologies	- Nicole Duffy - Program Manager Education, DDTS
Secretariat	- Dylan Blom – Senior Director, ICW

No.	Time	Item	Presenter	Paper Y/N	Action Required
1		Acknowledgement of Country	Chair	N	
2		Conflict of interest declaration	Chair	N	
		<ul style="list-style-type: none"> No conflicts of interest declared. 			
3		Review and accept previous minutes and Decisions and Actions Register	Chair	Y	

General Committee Business	Presenter	Action Required
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10	Transportable Program 2023 and Long-Term Panel for Supply and Install	MPC	Y
	<ul style="list-style-type: none">Procurement documentation prepared for panel.		





• Nil updates.		
For Noting	Presenter	Action Required
New or Other Business	Presenter	Action Required
Next meeting: March 2023	Chair	N

Capital Works Steering Committee

AGENDA

Date 22 March 2023
Time 3pm
Venue MS Teams

Chair	- David Matthews - Executive Group Manager, Business Services Group - EDU
Members	- Adrian Piani - Executive Group Manager, Infrastructure Delivery Partners - John Nakkam - Executive Branch Manager, Infrastructure and Capital Works - Nessa Attridge - Executive Branch Manager, Enrolments and Planning Branch - Matthew O'Rourke - Executive Branch Manager, Infrastructure Delivery Partners – Commercial - Srimal Abeysekera - Senior Director, Treasury (Education, JACs & NDRRA) - Nicole Duffy - Program Manager Education, DOTS
Presenters / Observers	- Dylan Blom - Senior Director, Infrastructure and Capital Works – Major Projects - Ben Player - Director, Infrastructure and Capital Works – Major Projects - Amanda Slater - Director, Infrastructure and Capital Works – Major Projects - Peter Podnar - Senior Director, Business Services Group – Strategic Finance and Procurement - Michelle Dunne Breen - Communications and Engagement, EDU - Sally Wright – Project Director, Infrastructure Delivery Partners – Commercial - Mel Reynolds – Project Director, Infrastructure Delivery Partners – Commercial - Barry Ingram – Project Director, Infrastructure Delivery Partners – Commercial
Apologies	
Secretariat	Education

No.	Time	Item	Presenter	Paper Y/N	Action Required
1		Acknowledgement of Country	Chair	N	
2		Conflict of interest declaration	Chair	N	
3		Review and accept previous minutes and Decisions and Actions Register	Chair	Y	Refer Attachment
General Committee Business			Presenter		Action Required

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10		Transportable Program 2023 Update	MPC - Mel	Y	
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<ul style="list-style-type: none"> • Roof Upgrades • HVAC Upgrades 		
For Consideration/Discussion/Action	Presenter	Action Required
		N
By Exception or New Project Update	Presenter	Action Required
	Chair	N
For Noting	Presenter	Action Required
	Chair	N
New or Other Business	Presenter	Action Required
Next Meeting April 2023	Chair	N

Education Capital Works Steering Committee - Action Register

Open Actions

#	Meeting/Date	Project	Action Required	Responsible	Status	
3	29/11/2022	Transportables Program	GPB update breif to be prepared regarding limited market availability of T4 units.	MPC	Open	

Closed Actions

#	Meeting/Date	Project	Action Required	Responsible	Status	Closed Date
	29/11/2022	Transportables Program	GPB update breif to be prepared regarding limited market availability of T4 units.- No longer an issue as two tenders received.	MPC	Closed	07/02/2023

Stewart, Eli

From: Nakkan, John
Sent: Tuesday, 28 March 2023 1:46 PM
To: Morton, Phillip
Cc: Slater, Amanda
Subject: RE: Gungahlin Library - Community spaces

Follow Up Flag: Flag for follow up
Flag Status: Flagged

UNOFFICIAL

Thanks Phill, Amanda,

I have reviewed correspondence from last year and think Vanessa is on the right track, from her perspective.

The plan in December was:

- the college to use the community training rooms during term 1, which they currently are.
- the library would relocate their community training off-site for Term 1.
- EDU investigate relocating CIT into commercial property to allow the college to occupy the CIT space and the Library to get their community training rooms back.

Since then:

- CIT commercial option not feasible. 9 months and >\$1m for fit out.
- Library commercial space delayed, resulting in library using temporary community spaces during term 1 (Shown in pink). Now, Library do not want to use commercial space at all.



The Library is suggesting that we move the café and fit out that space as 2 learning areas for either Library or the College. We retain 2 learning spaces, the Library get 2 community training rooms back and the temporary community spaces return to their previous function.

Vanessa has requested that the College indicate their mid-term preference for the café space or stay where they are now.

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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: Morton, Phillip <Phillip.Morton@act.gov.au>
Sent: Tuesday, 28 March 2023 12:12 PM
To: Nakkan, John <John.Nakkan@act.gov.au>
Cc: Slater, Amanda <Amanda.Slater@act.gov.au>
Subject: FW: Gungahlin Library - Community spaces

UNOFFICIAL

Hi John,

Please see below suggested wording in response to Vanessa's email.

Happy to discuss.

Regards,
Phill M

Dear Vanessa,

It was EDU's understanding that the conversion of the 2 identified areas within the library for use as community training spaces (in lieu of an external rental), was a medium to a long term solution, until such time that the college no longer had increased enrolment demand. Additionally, given that demand, it was also EDU's understanding that the college would be utilising both the training rooms, and the rooms created by the relocation of the café.

There is considerable costly infrastructure required to temporarily convert the two areas within the library for community use and then relocate the café to create a further two temporary teaching spaces, for a long term net gain of 2 additional teaching spaces for the college. Therefore the proposed schedule of works, for a temporary solution only, does not represent value for money for the Territory. EDU are currently investigating alternative solutions outside of the Library area, we will discuss these with you once we have further details.

From: Little, Vanessa <Vanessa.Little@act.gov.au>
Sent: Tuesday, 21 March 2023 9:24 AM
To: Morton, Phillip <Phillip.Morton@act.gov.au>
Cc: Nakkan, John <John.Nakkan@act.gov.au>; Slater, Amanda <Amanda.Slater@act.gov.au>; Childs, Daniel <Daniel.Childs@act.gov.au>
Subject: RE: Gungahlin Library - Community spaces

UNOFFICIAL

Yuma Phill

I am seeking further clarification from you before I agree to the below. My queries are in red below. As you can appreciate it is important that the community has sound proof and appropriate rooms and we are prepared to make do for a few months but cannot agree to this in the medium – long term.

Thanks

Vanessa

From: Morton, Phillip <Phillip.Morton@act.gov.au>

Sent: Tuesday, 14 March 2023 11:23 AM

To: Little, Vanessa <Vanessa.Little@act.gov.au>

Cc: Nakkan, John <John.Nakkan@act.gov.au>; Slater, Amanda <Amanda.Slater@act.gov.au>

Subject: Gungahlin Library - Community spaces

UNOFFICIAL

Hi Vanessa,

Thank you for the time last week to discuss the library community room options..

I would like to confirm the outcome of our meeting last week, where we discussed potential solutions within the existing library footprint for use as **temporary** community spaces, in lieu of pursuing offsite rental solutions. Attached is a drawing of the spaces that we agreed could be converted into **temporary** community use room, which are highlighted in pink. Could you please review the drawing and confirm that you are in agreement with the spaces marked. **The spaces marked are correct for temporary spaces to avoid us having to have offsite rooms and therefore staff and to save money for EDU.**

The task to convert the spaces will be included in the scope of works with the existing contractor that is currently designing the relocation of the café. **Does this work include the new classrooms in the café area? Has Priscilla decided which rooms (our training rooms or the new rooms in the café area) that she wants? I understood we were going to meet to discuss. The College cannot have both. The agreed solution using the Hangout area and that in the top corner of the library were agreed as temporary only until the new rooms were completed and we either resume our training rooms or use the newly constructed ones where the cafe is now.**

It should be noted physical works will not occur within the next three months. A period of time will be required for design and procurement of materials. In the interim if there is any way we can assist ie temporary partitions/dividers please let me know.

Thank you for ongoing assistance and please don't hesitate contacting me moving forward.

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
Infrastructure and Capital Works | Education and Training | ACT Government
220 London Crt | GPO Box 158 Canberra ACT 2601 | www.det.act.gov.au

Whyte, Charmaine

From: Rastogi, Aditya
Sent: Thursday, 30 March 2023 8:32 AM
To: Nakkan, John; Morton, Phillip
Cc: Wales, PhillipB; ACTPG Leasing; ICW EBM Office
Subject: RE: FW: FW: Lease proposal review - 46-50 Hibberson Street - Rooms 2D and 2F

OFFICIAL: Sensitive - Legal Privilege

Hi John,

All good, I 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

PO Box 777, Fyshwick, ACT, 2609 |

For repairs and maintenance related matters, please contact the Response Centre: actpg@act.gov.au

From: Nakkan, John <John.Nakkan@act.gov.au>

Sent: Wednesday, 29 March 2023 4:39 PM

To: Rastogi, Aditya <Aditya.Rastogi@act.gov.au>; Morton, Phillip <Phillip.Morton@act.gov.au>

Cc: Wales, PhillipB <PhillipB.Wales@act.gov.au>; ACTPG Leasing <ACTPGLeasing@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>

Subject: RE: FW: FW: Lease proposal review - 46-50 Hibberson Street - Rooms 2D and 2F

OFFICIAL: Sensitive - Legal Privilege

Hi Adi,

I am very sorry, but Libraries ACT has only just recently advised the Education Directorate that they no longer wish to accommodate their community language program off site. They have started using another space within the Gungahlin Library building ahead of our building works commencing.

Your efforts to secure the Hibberson St site are greatly appreciated and I apologise for the inconvenience that this has caused you, the agent and the landlord.

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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: Rastogi, Aditya <Aditya.Rastogi@act.gov.au>
Sent: Tuesday, 28 March 2023 3:50 PM
To: Nakkan, John <John.Nakkan@act.gov.au>; Morton, Phillip <Phillip.Morton@act.gov.au>
Cc: Wales, PhillipB <PhillipB.Wales@act.gov.au>; ACTPG Leasing <ACTPGLeasing@act.gov.au>
Subject: FW: FW: FW: Lease proposal review - 46-50 Hibberson Street - Rooms 2D and 2F

OFFICIAL: Sensitive - Legal Privilege

Hi John and Phil M,

Please see the below response from the agent.

Can you please advise to proceed with the attached lease proposals.

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

PO Box 777, Fyshwick, ACT, 2609 |

For repairs and maintenance related matters, please contact the Response Centre: actpg@act.gov.au

From: [REDACTED]
Sent: Tuesday, 28 March 2023 3:26 PM
To: Rastogi, Aditya Aditya.Rastogi@act.gov.au
Cc: Wales, PhillipB <PhillipB.Wales@act.gov.au>; ACTPG Leasing <ACTPGLeasing@act.gov.au>; Morton, Phillip <Phillip.Morton@act.gov.au>
Subject: Re: FW: FW: FW: Lease proposal review - 46-50 Hibberson Street - Rooms 2D and 2F

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Hi Aditya

Thanks for your email, the owner decided the offer remains the same. they will not reduce the rent.

Kind Regards,



On Tue, 28 Mar 2023 at 11:19, Rastogi, Aditya <Aditya.Rastogi@act.gov.au> wrote:

OFFICIAL

Hi [REDACTED]

Hope you doing well.

Tried reaching om your mobile but couldn't get through. Can you please update on the proposal.

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

PO Box 777, Fyshwick, ACT, 2609 |

For repairs and maintenance related matters, please contact the Response Centre: actpg@act.gov.au

From: Rastogi, Aditya

Sent: Wednesday, 22 March 2023 11:18 AM

To: [REDACTED]

Cc: Wales, PhillipB <PhillipB.Wales@act.gov.au>; ACTPG Leasing <ACTPGLeasing@act.gov.au>; Morton, Phillip <Phillip.Morton@act.gov.au>

Subject: RE: FW: FW: FW: Lease proposal review - 46-50 Hibberson Street - Rooms 2D and 2F

OFFICIAL

Hi [REDACTED],

Following up on the below mail.

Can you please update on the lease proposal.

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

PO Box 777, Fyshwick, ACT, 2609 |

For repairs and maintenance related matters, please contact the Response Centre: actpg@act.gov.au

From: Rastogi, Aditya

Sent: Thursday, 16 March 2023 11:16 AM

To: [REDACTED] >

Cc: Wales, PhillipB <PhillipB.Wales@act.gov.au>; ACTPG Leasing <ACTPGLeasing@act.gov.au>; Morton, Phillip <Phillip.Morton@act.gov.au>

Subject: RE: FW: FW: FW: Lease proposal review - 46-50 Hibberson Street - Rooms 2D and 2F

OFFICIAL

Hi [REDACTED]

Thanks for your mail.

The property was advertised for [REDACTED] per sqm and the rental provided in the leasing proposal is above the advertised rental.

We proposed the rental to be [REDACTED] per sqm for this tenancy.

Can you please review and advice.

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

PO Box 777, Fyshwick, ACT, 2609 |

For repairs and maintenance related matters, please contact the Response Centre: actpg@act.gov.au

From: [REDACTED]
Sent: Thursday, 16 March 2023 10:39 AM
To: Rastogi, Aditya <Aditya.Rastogi@act.gov.au>
Cc: Wales, PhillipB <PhillipB.Wales@act.gov.au>; ACTPG Leasing <ACTPGLeasing@act.gov.au>; Morton, Phillip <Phillip.Morton@act.gov.au>
Subject: Re: FW: FW: FW: Lease proposal review - 46-50 Hibberson Street - Rooms 2D and 2F

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Hi Aditya

The tenancy was never advertised at [REDACTED] per sqm. attached previous feedback from you has agreed on the rent and the [REDACTED] rent view. I have obtained my approval from the landlord based on your previous feedback.

The landlord will not negotiate further on the rent and rent review. [REDACTED] will only provide 1 option for their lease, happy to consider 3x2 if that works for you.

Kind Regards,



On Thu, 16 Mar 2023 at 09:59, Rastogi, Aditya <Aditya.Rastogi@act.gov.au> wrote:

OFFICIAL

Hi [REDACTED]

Thanks for your mail.

Please see the attached documents with our comments in red.

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
PO Box 777, Fyshwick, ACT, 2609 |

For repairs and maintenance related matters, please contact the Response Centre: actpg@act.gov.au

From: [REDACTED]
Sent: Tuesday, 14 March 2023 5:15 PM
To: Rastogi, Aditya <Aditya.Rastogi@act.gov.au>
Cc: Wales, PhillipB <PhillipB.Wales@act.gov.au>; ACTPG Leasing <ACTPGLeasing@act.gov.au>; Morton, Phillip <Phillip.Morton@act.gov.au>
Subject: Re: FW: FW: Lease proposal review - 46-50 Hibberson Street - Rooms 2D and 2F

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Hi Aditya

Please find the revised Lease Proposal.

Let me know if you have any questions.

Kind Regards,



On Tue, 7 Mar 2023 at 10:52, Rastogi, Aditya <Aditya.Rastogi@act.gov.au> wrote:

Hi [REDACTED]

Thanks for the update.

Noting the below advice, can you please update the proposal for lease tenure as 2 year + 2 year + 1 year options.

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
PO Box 777, Fyshwick, ACT, 2609 |

For repairs and maintenance related matters, please contact the Response Centre: actpg@act.gov.au

From: [REDACTED]
Sent: Monday, 6 March 2023 1:51 PM
To: Rastogi, Aditya <Aditya.Rastogi@act.gov.au>
Cc: Wales, PhillipB <PhillipB.Wales@act.gov.au>; ACTPG Leasing <ACTPGLeasing@act.gov.au>; Morton, Phillip <Phillip.Morton@act.gov.au>
Subject: Re: FW: FW: Lease proposal review - 46-50 Hibberson Street - Rooms 2D and 2F

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Hi Aditya

Unfortunately the owner can only agree on a 2 years lease term, they have rejected the 1 year + 1 year option. The landlord's work does not stack up with a 1 year lease.

Kind Regards,

On Mon, 6 Mar 2023 at 13:44, Rastogi, Aditya <Aditya.Rastogi@act.gov.au> wrote:

Hi [REDACTED]

Tried reaching on your mobile.

Can you please provide an update on the lease proposal.

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
PO Box 777, Fyshwick, ACT, 2609 |

For repairs and maintenance related matters, please contact the Response Centre: actpg@act.gov.au

From: Rastogi, Aditya
Sent: Wednesday, 1 March 2023 3:48 PM
To: [REDACTED]
Cc: Wales, PhillipB <PhillipB.Wales@act.gov.au>; ACTPG Leasing <ACTPGLeasing@act.gov.au>; Morton, Phillip <Phillip.Morton@act.gov.au>
Subject: RE: FW: Lease proposal review - 46-50 Hibberson Street - Rooms 2D and 2F

Hi [REDACTED],

Following up on discussions earlier this week.

Can you please advise on the leasing proposals.

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
PO Box 777, Fyshwick, ACT, 2609 |

For repairs and maintenance related matters, please contact the Response Centre: actpg@act.gov.au

From: Rastogi, Aditya

Sent: Monday, 20 February 2023 3:37 PM

To: [REDACTED]

Cc: Wales, PhillipB <PhillipB.Wales@act.gov.au>; ACTPG Leasing <ACTPGLeasing@act.gov.au>

Subject: FW: FW: Lease proposal review - 46-50 Hibberson Street - Rooms 2D and 2F

OFFICIAL

Hi [REDACTED]

Hope you doing well.

Our current requirement is for a period of 1 year lease with 1 year option.

Also, can you please advise on the rental and other details requested in our attached mail on the leasing proposal.

We note that the current lease proposal provides for makegood as below:

When the lease ends the Tenant must vacate the Premises and give them back to the Landlord in a clean state, in good and substantial repair (except for fair wear and tear) and in the base state (when the Tenant first took possession of the Premises).

We look forward to receiving the updated proposal. Happy to discuss in case of any queries.

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
PO Box 777, Fyshwick, ACT, 2609 |

For repairs and maintenance related matters, please contact the Response Centre: actpg@act.gov.au

From: [REDACTED]
Sent: Wednesday, 15 February 2023 11:38 AM
To: Wales, PhillipB <PhillipB.Wales@act.gov.au>
Cc: Rastogi, Aditya <Aditya.Rastogi@act.gov.au>; ACTPG Leasing <ACTPGLeasing@act.gov.au>; Morton, Phillip <Phillip.Morton@act.gov.au>
Subject: Re: FW: Lease proposal review - 46-50 Hibberson Street - Rooms 2D and 2F

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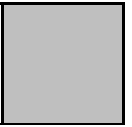
Hi Phillip

Did you receive my previous email? see attached.

Can we agree to a 2 year deal and agree to complete a deficit to a warm shell in a clean and tidy state. No blinds in either option for both tenancies also. If you can agree to completing a deficit to a warm shell in a clean and tidy state then the additional option term would be at a [REDACTED] review as opposed to a market rent review?

Kind Regards,

[REDACTED]



On Wed, 15 Feb 2023 at 11:15, Wales, PhillipB <PhillipB.Wales@act.gov.au> wrote:

Hi 

Hi Aditya

I'm still waiting for the quote for the landlord's work, already chased yesterday. will let you know asap.

Do you have an update when we will receive this?

When will you have an agreement for lease ready.

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

For repairs and maintenance related matters, please contact the Response Centre: actpg@act.gov.au

From: Wales, PhillipB

Sent: Thursday, 9 February 2023 9:35 AM

To: Rastogi, Aditya <Aditya.Rastogi@act.gov.au>; [REDACTED]

Cc: ACTPG Leasing <ACTPGLeasing@act.gov.au>; Morton, Phillip <Phillip.Morton@act.gov.au>

Subject: RE: FW: Lease proposal review - 46-50 Hibberson Street - Rooms 2D and 2F

Hi [REDACTED]

[REDACTED]. Would you please provide an update on the leasing proposal.

All the best,

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

For repairs and maintenance related matters, please contact the Response Centre: actpg@act.gov.au

From: Rastogi, Aditya <Aditya.Rastogi@act.gov.au>
Sent: Tuesday, 31 January 2023 2:06 PM
To: [REDACTED]
Cc: Wales, PhillipB <PhillipB.Wales@act.gov.au>; ACTPG Leasing <ACTPGLeasing@act.gov.au>
Subject: RE: FW: Lease proposal review - 46-50 Hibberson Street - Rooms 2D and 2F

Thanks [REDACTED] for your quick revert.

Appreciate, if in the interim we can proceed on the leasing proposal for Room 1.

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
PO Box 777, Fyshwick, ACT, 2609 |

For repairs and maintenance related matters, please contact the Response Centre: actpg@act.gov.au

From: [REDACTED] >
Sent: Tuesday, 31 January 2023 2:00 PM
To: Rastogi, Aditya <Aditya.Rastogi@act.gov.au>
Cc: Wales, PhillipB <PhillipB.Wales@act.gov.au>; ACTPG Leasing <ACTPGLeasing@act.gov.au>
Subject: Re: FW: Lease proposal review - 46-50 Hibberson Street - Rooms 2D and 2F

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Hi Aditya

I'm still waiting for the quote for the landlord's work, already chased yesterday. will let you know asap.

Kind Regards,



On Tue, 31 Jan 2023 at 13:58, Rastogi, Aditya <Aditya.Rastogi@act.gov.au> wrote:

OFFICIAL

Hi 

Tried reaching you on your mobile yesterday.

Can you please provide an update on the leasing proposal.

Thanks and 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

PO Box 777, Fyshwick, ACT, 2609 |

For repairs and maintenance related matters, please contact the Response Centre: actpg@act.gov.au

From: Rastogi, Aditya

Sent: Monday, 23 January 2023 3:22 PM

To: [REDACTED]



14 March 2023

Aditya Rastogi
ACT Property Group
255 Canberra Ave
Fyshwick ACT 2609

By Email: ACTPGleasing@act.gov.au

Dear Aditya

Proposed Tenant: TBA

Premises: Office 2D, 46 -50 Gungahlin Village, Hibberson Street, Gungahlin ACT 2912

We refer to our recent discussions regarding the above Premises and are pleased to provide you with a Lease Proposal for your consideration.

Should the enclosed Lease Proposal be acceptable, please initial all pages of the attached Lease Proposal and attachments, sign the last page and return the document along with the completed Tenant Application Form.

Once received, we will be able to submit the Lease Proposal to the Landlord for formal approval, noting that the Lease Proposal remains subject to Landlord approval by [REDACTED] and execution of the required legal documentation.

Please contact me by telephone on [REDACTED] or email [REDACTED] should you have any queries.

Yours sincerely,



Bowden, Julia

From: Wray, Priscilla <Priscilla.Wray@ed.act.edu.au>
Sent: Thursday, 30 March 2023 4:37 PM
To: Gwilliam, Stephen
Subject: FW: Letter to GNGC community from Minister Berry
Attachments: Letter to Gungahlin College community_28 October 2022.pdf; GNGC Student Infrastructure & Capacity Survey Comments.docx; rooming and capacity.xlsx

OFFICIAL

Hi Stephen,

I have just come from a meeting with ICW where we discussed the below numbers and how it will impact the College moving forward and start the discussion regarding space requirements.

	Feb-Census			Gungahlin College - STEP Projection v2022				
	2021	2022	2023	2024	2025	2026	2027	2028
Total	1159	1124	1161	1286	1301	1372	1441	1514
Capacity	1280	1280	1280	1280	1280	1280	1280	1280
Utilisation	91%	88%	91%	100%	102%	107%	113%	118%

Essentially we are at capacity now. For us to expand we need two additional staffrooms before we are able to factor in extra classrooms.

Of concern, the library are asking for the two CIT training rooms back that we are currently using on all lines (contrary to the attached Ministers commitment) and the CIT is off the table currently so we are looking at four modular classrooms creating 8 classrooms spaces on TownPark.

My concern is that we are at capacity now using the two CIT classrooms now. Even with 8 classrooms all placed on TownPark we will be unable to cater beyond 1300 – the library and Gym space for assemblies and testing won't fit the students for AST or trial. There is no where for the students when not on class to sit/be. The library space for Study Support is currently inadequate and the P&C reported that their young people weren't able to find seating in the library last week and had to walk up the street and find some seating in the town centre to do some study between lessons.

Utilising all avenues, the college will be able to sustain the growth to 2025 but beyond this I don't see how it can be physically done without additional infrastructure.

I am collecting data and information for ICW to present this case and request your advocacy in this space also. We need support from the Minister in these negotiations now.

Thank you.

Priscilla

From: GungahlinCollege PandC <gungahlincollegepandc@gmail.com>

Sent: Wednesday, 2 November 2022 11:45 AM

To: [REDACTED]

Cc: Lemmey, Michael <Michael.Lemmey@ed.act.edu.au>; Wray, Priscilla <Priscilla.Wray@ed.act.edu.au>

Subject: Letter to GNGC community from Minister Berry

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe. [Learn why this is important](#)

Hi All

Just forwarding on the official email from Minister Berry following our meeting last week - see attached.

This really just covers everything I already mentioned, but it's nice to have something formal in writing.

The minister and reps at the meeting were very happy for this information to be shared with the community. I personally feel it would be helpful to share this letter, or at least parts of it, with the college community, so that students, staff and parents know that the ED are working on solutions and better supporting our community over the next several years while we await a second college. I know from talking to parents and students, that there is a real frustration and disappointment surrounding the college's capacity and infrastructure issues. This may help alleviate some concerns.

Michael, I know Priscilla and yourself have already received this letter. I'll leave it to you to suggest how this information would be most appropriately shared more broadly.

Thanks





Yvette Berry MLA

Deputy Chief Minister
 Minister for Early Childhood Development
 Minister for Education and Youth Affairs
 Minister for Housing and Suburban Development
 Minister for Women
 Minister for the Prevention of Domestic and Family Violence
 Minister for Sport and Recreation

Member for Ginninderra

President, Gungahlin College P&C

Chair, Gungahlin College Board

Dear [REDACTED]

I am writing following my meeting with P&C and SRC representatives on 27 October 2022, and to update you on the ongoing work to manage enrolment growth at your school.

As you are aware, the ACT Government invested \$1.0 million in the 2022-23 Budget for feasibility and design work for a future second public college in the Gungahlin region. This longer-term solution will ensure that all Gungahlin families can access a public college in their region.

In the short term, measures such as modified timetabling and the shared PEA with Dickson College have made a modest impact, however they are insufficient to manage the expected growth in the next few years.

In order to accommodate expected enrolments for next year, two extra spaces in Gungahlin Library will be available to the College from 8am to 5pm every weekday from the beginning of term one.

In addition, the government is working to install two modular learning units on the corner of Hibberson and Gozzard streets. These units will have two classrooms each. These units will be available at Gungahlin College in the short term and would be re-located to another school after the second public college in Gungahlin opens. While we aim to have these installed in time for term two 2023, there is more work to do with Transport Canberra and City Services (the land custodians), and to ensure compliance with safety regulations. I have asked the Education Directorate to keep the Gungahlin College community updated with progress.

ACT Legislative Assembly London Circuit, GPO Box 1020, Canberra ACT 2601



+61 2 6205 0233



berry@act.gov.au



@YvetteSBerry



YvetteSBerry




Yvette_berry_mla

The Education Directorate is also exploring how existing spaces within Gungahlin College could be modified according to the needs of the school, so that those learning spaces can be used more flexibly. I have asked the Education Directorate to consult with the school community on the planning of these improvements over the coming months. These changes will be considered for implementation after the modular learning units have been installed.

Please share this update with your community as I know there is a strong interest in these issues. The key contact at the Education Directorate for this work is Mr John Nakkan, A/g Executive Branch Manager Infrastructure Capital Works John.Nakkan@act.gov.au.

Gungahlin College is a great public school, one that students want to attend and teachers want to work at. I look forward to continuing to work with you to ensure the College meets the needs of its growing community into the future.



Minister for Education and Youth Affairs
31/10/2022

cc Michael Lemmey, A/g Principal, Gungahlin College
Michael.Lemmey@ed.act.edu.au

Ms Priscilla Wray, Principal, Gungahlin College
Priscilla.Wray@ed.act.edu.au

The biggest issue is definitely the lack of library space and quiet study space. The current library space dedicated to college students is completely inadequate meaning it is incredibly difficult to find a place to work. There is no point trying to find a space in the public library as it is full as well. The result is that instead of staying at college and studying between classes, students go into Gungahlin and wander around aimlessly. There is nowhere else for us to go. This is a particularly difficult situation for students who have large gaps between classes. Where can they go to work? Home is often too far away to get there and back before the next class but there is nowhere at college to work between classes.

The lack of tech infrastructure and support in the classrooms within the library space seriously impacts learning. For example, if the class next door is using the internet, then we can't use it in our class next door. Literally only one class seems to be able to watch a video or do something online at one time. Can we upgrade the tech in this area?

The library classrooms are incredibly noisy and any class in there has to try and work through the noise and distractions of anyone outside, with only sliding doors separating us. It is not a good teaching or learning space.

The area leading between the blue and orange hubs is a bottleneck that gets incredibly overcrowded. It doesn't work having the physics class wait outside in this small space while other students are trying to navigate through the hubs. I know you can't move walls, but could this class be relocated or could another arrangement be made so this isn't such a crowded area for students to try and get through?

Finally, is there any budget to replace chairs? Both myself and other students I know are regularly experiencing back pain from chairs that aren't suitable for college aged students. During some classes we have to sit on lab stools for double lessons rather than having proper supportive desks and chairs. In multiple classes I have in the open area, the chairs are way too small for students our age. They seem designed for younger students. The chair backs only reach to our lower backs and are incredibly uncomfortable. Please could we get new chairs?

Would it be possible to allow students to utilise the floor vaults, as the majority of them are screwed shut

More spaces like nexus because the "popular" kids who no one knows take over that space and force everyone else into the library which is constantly overcrowded

Private spaces that have more room and not filled with noise from the public that can be distracting

Hallways need widening. One section in particular being the orange hub stairs at the top. That area is a choke point for foot traffic. As the Physics students classroom door is right there and the hallway is crowded with ppl waiting for class there.

Making the hallways a bit bigger.

<p>We need bigger private library space for college students because it is very hard to study in a crowded area with other gunner kids running around screaming</p>
<p>Make the halls bigger</p>
<p>I think night classes would be nice</p>
<p>Nothing wrong with the infrastructure nor capacity. In my opinion, I would suggest having more locations like for e.g Nexus where there are couches. And if they were to build something like nexus they should have laptop chargers where it's easy to get to and charge a laptop or mobile phone</p>
<p>Make more individual classrooms (would be easier when sitting exams), and give teachers training on how the ACT system works.</p>
<p>Open plan classrooms are inefficient for teaching and learning. Students and staff walk through these rooms talking loudly to those in or near the class and as a result disrupting classes.</p>
<p>Teachers and videos are competing to be heard in a closed plan classroom and in the classrooms surrounding them due to the lack of wall to contain noise.</p>
<p>The hallways in the upstairs orange hub outside of the science lab are far too narrow. Every single day I am stuck in a large crowd of people going both ways through the hallway. And to make it worse, the doors to the science labs are there so there is usually a class standing outside in the hallway waiting, this blocks half of the hallway making it even denser and harder to navigate. I have brought up this issue with about 20 other friends of mine and the great majority of them complain about this exact issue as well. This issue continues on in the green hub part of the walkway as that is usually a congested place too, but it is less of a pain I find due to the split into the open area.</p> <p>The upstairs blue hub segment of this hallway is perfectly fine I find because that part of the school is usually quieter and less populated even during the class change period.</p> <p>Infrastructure wise, I would love to see more closed off study rooms like the two in the student side of the library. I find myself using these constantly as they provide an isolated, more private workspace where I can relax a bit more, in turn making my productivity levels higher. I raise this point because at any given moment I always see many groups of people using the rooms without rest at any point in the day. So, with more of these small, isolated rooms I feel that students will have more spaces to study effectively in a calm, uninterrupted environment.</p> <p>One other issue I have is with the schools' chairs. I have not met a single person who doesn't spite those red plastic chairs with every inch of their being, myself included. They are not only uncomfortable, hard, poorly postured and have bad back support, but they also cause backpain after a long duration (oh, let's say like the 2-hour double lessons we have) because the top of the chair back digs into your spine. This leads to</p>

many students being forced to sit in an uncomfortable position that ruins their posture and will most likely cause future spinal injuries. Those chairs seem like they were designed for a year 4 class in primary school because the backs are so low, and the plastic is so hard and uncomfortable. I would love to have a face-to-face conversation with whatever, excuse my language, numpty who decided that these chairs were even remotely good to sit in. And what confuses me even more is the fact that the library has those black plastic chairs which are leaps and bounds better than the child-like red seats. Why couldn't the school just buy those and keep chair fluency? (Apart from cost problems, I know that is always the big excuse from any school) Maybe next time it would be good to get a sample of real students of all sizes and shapes to go chair shopping, so the school doesn't end up being a more uncomfortable place than it needs to be. Anyway, a great idea for the next big spend would be to upgrade to some chairs that don't kill your students to the same degree as the amount of schoolwork this education directorate likes to assign all at once. :)

I don't like how loud the college section for the library is, especially when I go there to try to study

The walkway in upstairs orange hubs between the stairwell & the IT office is way too small, it is difficult for foot traffic to travel in both directions, people regularly get stuck at the top of the stairs because they cant integrate into the foot traffic, and physics students are always blocking up the hallway creating further congestion, PLEASE get the physics students somewhere else to line up for their class.

Hallways and corridors can be hard to walk through with crowds standing in front of class, with both directions commuting it is hard to get to the stairs at the corridors upstairs when others block your path, Library seats are hard to find and the school side is far too loud and the students act chaotically making it an area I avoid, it is impossible to open the electronic library in the morning for class so I have to stand and wait with the entire class until a teacher notices, lots of broken chairs in the library classroom, some classrooms smell and is hot due to poor ventilation, the science lab seats lead to bad posture and sore back after lesson due to the design, sound from other classes leak and can be heard far away, despite these small inconveniences I'm very content with school infrastructure and it is much better compared to most other colleges which are worst, these problems I noted are minor and do not cause much trouble.

The open classroom spaces make it hard to find working areas and to focus in classes as often many classes on different topics are overlapping and being heard at the same time. Also makes some of the larger spaces inaccessible when not being used as there are still classes being run, even if the specific classroom space is not in use.

A bigger library would be great.

I have issues finding places to study because all areas with seating / desks not in classes are used both for people studying and to socialise. There are no good places to socialise so groups crowd the study area.

Make the upstairs library classrooms display screens more stable and not piggy back off each other. For more information, ask Tracey Bailey.

Avoid double classes in the open spaces. Construct separate classrooms that aren't connected to any buildings so that doubled up classes in the open spaces can be avoided.

Don't kick students who are being quiet and respectful out of downstairs orange when class starts
More water fountains not just filling up stations
More quiet work spaces with good internet please
Make school bigger

Line 1 available rooms = 12	Line 2 available rooms = 13	Line 3 available rooms = 8
H0.04 Metal	H0.42 fits 12 students	H0.42 fits 12 students
H0.40 Open Space (combined with H0.41)	H0.59 open classroom	H1.36 small computer lab
H0.41 Open Space (combined with H0.40)	H0.66 chemistry lab	H1.41 it area
H0.42 fits 12 students	H1.18 fits 15 students	H1.44 science lab
H1.36 small computer lab	H1.29 mech lab	L1.15 no desks
H1.43 physics lab	H1.36 small computer lab	V0.04 tv lab
H1.70 fits 12 students	H1.41 it area	V0.31 ceramics
H1.72 open classroom in noise area	H1.43 physics lab	V1.01 textiles
V0.04 tv lab	H1.44 science lab	
V0.28 media lab	H1.70 fits 12 students	805 students in classes
V0.31 ceramics	V0.28 media lab	
V1.01 textiles	V0.31 ceramics	
	V1.01 textiles	
645 students in classes		
	807 students in classes	

Line 4 available rooms = 14	Line 5 available rooms = 14	Line 6 available rooms = 14
H0.04 Metal	H0.42	H0.04 Metal
H0.40 Open Space (combined with H0.41)	H0.59 open classroom	H0.07
H0.42 fits 12 students	H0.60 open classroom	H0.42 fits 12 students
H0.60 open classroom	H0.65	H0.60 open classroom
H0.65	H1.07	H0.65
H1.29 mech lab	H1.29	H1.07
H1.36 small computer lab	H1.38	H1.38
H1.41	H1.70 fits 12 students	H1.41
H1.72 open classroom in noise area	P0.39	H1.43 physics lab
P0.39	P0.46	H1.70 fits 12 students
V0.04 tv lab	V0.04 tv lab	H1.74
V0.28 media lab	V0.28 media lab	P0.39
V0.31 ceramics	V0.31 ceramics	V0.12
V1.01 textiles	V1.01 textiles	V0.31 ceramics
		V1.01 textiles
628 students in classes	719 students in classes	709 students in classes

Line 7 available rooms = 16	Line 8 available rooms = 15
H0.04 Metal	H0.40 Open Space (combined with H0.41)
H0.36 Science Lab	H0.41 Open Space (combined with H0.40)
H0.40 Open Space (combined with H0.41)	H0.42 fits 12 students
H0.41 Open Space (combined with H0.40)	H0.60 open classroom
H0.42	H0.65
H0.60 open classroom	H0.66 chemistry lab
H0.65	H1.07
H1.07	H1.18
H1.17	H1.36 small computer lab
H1.36 small computer lab	H1.38
H1.38	H1.41
H1.43 physics lab	H1.43 physics lab
H1.44	H1.70 fits 12 students
H1.70 fits 12 students	H1.72
H1.72	L1.15 no desks
V0.04 tv lab	V0.31 ceramics
V0.31 ceramics	

645 students in classes

679 students in classes

From: [Nakkan, John](#)
To: [ICW EBM Office](#)
Subject: RE: Meeting request - David Matthews, Ben McHugh, Daniel Childs | Gungahlin Library - 30mins
Date: Friday, 31 March 2023 8:44:00 AM
Attachments: [Gungahlin shared facility EGM talking points.docx](#)
[image001.jpg](#)
[image002.png](#)

Hi Ell,

Talking points for EGM meeting with DDG TCCS attached.

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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: Stewart, Ell <Ell.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office
Sent: Monday, 20 March 2023 4:00 PM
To: Nakkan, John <John.Nakkan@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: FW: Meeting request - David Matthews, Ben McHugh, Daniel Childs | Gungahlin Library - 30mins

Hi John, David will attend this meeting now and has requested some talking points/background by 31 Mar please

Thank you
Ell

From: Currey, Katarina <Katarina.Currey@act.gov.au> **On Behalf Of** EDU, EGMB SG
Sent: Monday, 20 March 2023 2:02 PM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>
Cc: EDU, EGMB SG <EGMB SG.EDU@act.gov.au>
Subject: FW: Meeting request - David Matthews, Ben McHugh, Daniel Childs | Gungahlin Library - 30mins

Hi Ell,

This meeting has been locked in for the below time.

Can you please provide David with some talking points/ Background info by **COB Friday 31 March?**

TCCS are keen to discuss Gungahlin College's use of the Library rooms. At this stage John is not required to attend – ill let you know if anything changes.

Kind Regards,

Katarina Currey

Executive Support Officer | Business Services Group
Education Directorate | ACT Government
GPO Box 158 Canberra ACT 2601

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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: Fangupo, Salote <Salote.Fangupo@act.gov.au>

Sent: Monday, 20 March 2023 1:55 PM

To: EDU, EGMSG <EGMSG.EDU@act.gov.au>

Subject: RE: Meeting request - David Matthews, Ben McHugh, Daniel Childs | Gungahlin Library - 30mins

Thank you, I will send an invite for Wed 5 April 9am – 30mins.

Regards,

Salote Fangupo x79863

EA to DDG, TC&BS – Ben McHugh

From: Currey, Katarina <Katarina.Currey@act.gov.au> **On Behalf Of** EDU, EGMSG

Sent: Monday, 20 March 2023 1:50 PM

To: Fangupo, Salote <Salote.Fangupo@act.gov.au>

Subject: RE: Meeting request - David Matthews, Ben McHugh, Daniel Childs | Gungahlin Library - 30mins

Hi Salote,

David is available:

- 2pm to 3 pm Friday 31 March
- 9am to 10am Wednesday 5 April
- 3.30pm to 5pm Thursday 6 April

Please let me know if you require anything further.

Kind Regards,

Katarina Currey

Executive Support Officer | Business Services Group
Education Directorate | ACT Government
GPO Box 158 Canberra ACT 2601

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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: Fangupo, Salote <Salote.Fangupo@act.gov.au>
Sent: Monday, 20 March 2023 9:52 AM
To: EDU, EGMSG <EGMSG.EDU@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: RE: Meeting request - David Matthews, Ben McHugh, Daniel Childs | Gungahlin Library - 30mins

Good morning

Our Executive would really like to meet with David when he is available please. Katarina, could you please provide his availability for the next fortnight and I'll try to match with our Exec?

Kind regards,

Salote Fangupo | Executive Assistant to the Deputy Director-General, Transport Canberra and Business Services – Ben McHugh
 Phone: 02 620 79863 | Email: salote.fangupo@act.gov.au
Transport Canberra and City Services Directorate | ACT Government
 480 Northbourne Avenue, Dickson | GPO Box 158 Canberra ACT 2601 | www.cityservices.act.gov.au | www.transport.act.gov.au

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From: Currey, Katarina <Katarina.Currey@act.gov.au> **On Behalf Of** EDU, EGMSG
Sent: Friday, 17 March 2023 2:27 PM
To: Fangupo, Salote <Salote.Fangupo@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: RE: Meeting request - David Matthews, Ben McHugh, Daniel Childs | Gungahlin Library - 30mins

John Nakkam would be the best person to attend on David's behalf

Kind Regards,

Katarina Currey
 Executive Support Officer | Business Services Group
 Education Directorate | ACT Government
 GPO Box 158 Canberra ACT 2601
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: Fangupo, Salote <Salote.Fangupo@act.gov.au>
Sent: Friday, 17 March 2023 2:19 PM
To: EDU, EGMBBSG <EGMBBSG.EDU@act.gov.au>
Subject: RE: Meeting request - David Matthews, Ben McHugh, Daniel Childs | Gungahlin Library - 30mins

H Katarina

Thanks for your response. We are keen to discuss Gungahlin College's use of the Library rooms. Given David is unavailable next week and the proposed times not suitable, would he be able to nominate another Exec to meet with us in his place?

Kind regards,

Salote Fangupo | Executive Assistant to the Deputy Director-General, Transport Canberra and Business Services – Ben McHugh

Phone: 02 620 79863 | Email: salote.fangupo@act.gov.au

Transport Canberra and City Services Directorate | ACT Government

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Connected services for the people of Canberra



From: Currey, Katarina <Katarina.Currey@act.gov.au> **On Behalf Of** EDU, EGMBBSG
Sent: Friday, 17 March 2023 2:04 PM
To: Fangupo, Salote <Salote.Fangupo@act.gov.au>
Subject: RE: Meeting request - David Matthews, Ben McHugh, Daniel Childs | Gungahlin Library - 30mins

Hi Salote,

Please see David's availability below.

Would it be possible to get further background on is to be discussed?

Kind Regards,

Katarina Currey

Executive Support Officer | Business Services Group

Education Directorate | ACT Government

GPO Box 158 Canberra ACT 2601

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: Fangupo, Salote <Salote.Fangupo@act.gov.au>
Sent: Wednesday, 15 March 2023 11:52 AM
To: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: Meeting request - David Matthews, Ben McHugh, Daniel Childs | Gungahlin Library - 30mins
Importance: High

Good morning

The Deputy Director-General, Transport Canberra & Business Services, Ben McHugh would like to meet with David to discuss Gungahlin Library; specifically Gungahlin College use of the library rooms. Ben will be joined by the EGM, Territory Business Services, Daniel Childs, whom assumes responsibility for Libraries ACT. Meeting will be online.

Could you please advise David’s availability against the proposed meeting times below? If we need additional options let me know.

Thank you

	Tue 21/03 9 – 1030am	Tue 21/03 11am – 12pm	Tue 21/03 1 – 2pm	Wed 22/03 1030 – 1130	Fri 24/03 9am – 12pm	Thu 30/03 11am- 12pm	Thu 30/03 330 – 430pm	Fri 31/03 9 – 10am
David Matthews	N/A	N/A	N/A	N/A	N/A	Only available between 2-3pm	Only available between 2-3pm	Only available after 10:30am

Kind regards,

Salote Fangupo | Executive Assistant to the Deputy Director-General, Transport Canberra and Business Services – Ben McHugh

Phone: 02 620 79863 | Email: salote.fangupo@act.gov.au

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www.transport.act.gov.au

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Request from EGM BSG

Title: Gungahlin College – shared facility

TRIM number:

Request: Talking points in relation to temporary Library accommodation

Request date: 20 March 2023

Response due to EGM: 31 March 2023

Response format: High level talking points

Cleared by: A/g Executive Branch Manager, ICW

ICW Response

Background

Gungahlin College has been under capacity pressure for several years. The student population continues to grow and the medium-term forecast has indicated the need for a second college in the region.

The ACT government allocated funds in the 2022-23 budget to undertake feasibility studies to identify a preferred site and undertake preliminary site inspections and designs.

It is anticipated, subject to government budget decisions, that a new college will open in the region in 2028.

Issues

The college is using various flexible education tools to assist with capacity management. These include operating classes beyond the standard school day and sharing enrolment access with Dickson College and Lage Ginninderra College.

A program of works at Gungahlin College is in design. These works will provide some learning space flexibility within the existing college building, however this will not be sufficient to accommodate the forecast increase in enrolments over the next 5 years.

In addition to the internal works EDU is working with TCCS to temporarily locate up to four transportable classrooms in the Town Park.

EDU have been working with Libraries ACT and CIT and Gungahlin College to assist in managing the short-term and medium-term capacity issues at the college by utilising additional space in the shared facility.

In December 2022 it was agreed by Libraries ACT, CIT and EDU that:

- the college would use the community training rooms during term 1,
- the library would relocate their community training off-site for Term 1 with the lease and moving costs met by EDU, and
- EDU would investigate relocating CIT into commercial property to allow the college to occupy the CIT space and the return the community training rooms to the Library.

Current Status

- The CIT commercial lease option proved not to be feasible with a 9 month and >\$1m cost for fit out.
- The Library commercial space leasing agreement and fit out in Hibberson St was delayed, resulting in the Library using temporary community spaces within the Library during term 1 (shown in pink below). This has now proven preferable to the Library over the off-site commercial space.



- Design and investigation work to relocate the Library café (shown in orange above) to allow college use of two spaces in the Library for the medium term is continuing. Discussions are currently underway to determine whether the college will occupy this new space or retain the two community training rooms.
- The temporary arrangements will now need to be in place throughout Term 2 and possibly in to Term 3.
- A new Memorandum of Understanding on the operation and obligations for the shared facility needs to be developed between the parties. The previous MOU expired in 2015. As the asset owner, Education is taking the lead on this work.

From: [McCarthy, David](#)
To: [Nakkan, John](#)
Cc: [Blom, Dylan](#); [Slater, Amanda](#)
Subject: FW: Gungahlin College - Expansion
Date: Friday, 31 March 2023 11:09:02 AM
Attachments: [image001.png](#)

John,

Can you please hold off on any reply to this until you have spoken to Dylan [REDACTED]
[REDACTED]

We met with school yesterday and asked them to confirm the predicted numbers and to conduct a timetabling exercise to predict room usage for the predicted growth of both student and staff numbers. They will have that information for us by Tuesday of next week for us to inform our scope.

Thank you

David McCarthy | School Principal, Major Projects

Phone: 0418 630698 | Email: david.mccarthy@act.gov.au

Infrastructure and Capital Works | Education | ACT Government

Level 2, 220 London Crt | Canberra City, ACT

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



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: Friday, 31 March 2023 9:56 AM

To: Nakkan, John <John.Nakkan@act.gov.au>; Blom, Dylan <Dylan.Blom@act.gov.au>; McCarthy, David <David.McCarthy@act.gov.au>; Slater, Amanda <Amanda.Slater@act.gov.au>

Subject: Gungahlin College - Expansion

OFFICIAL

Hi All,

John, I have included you in this conversation following our transportable discussion yesterday.

As it stands Project Co-Ordination have been engaged to expand the college – current scope includes:

- Converting 2 balconies into learning spaces with one being a specialist science space
- Enclosing 2 under-croft spaces to create 2 learning spaces
- Relocation the library Café to create 2 learning spaces or depending on preference expand the College library
- Relocate 2-T2 transportables onto the community space

- Rectification of the College green space (ministerial commitment/promise)

If the above scope is achieved the College would receive:

- 7 general learning spaces
- 1 specialist science laboratory
- Either 2 learning spaces within the library or an expanded library

Library Issue

-
Priscilla made comment yesterday that a student was turned away from the Library due to the space being too full is a concern. I believe this needs to be considered a priority issue when the scope is finalised/ agreed.

Also -based on the conversation with Priscilla (and noting we haven't received her determination on the spaces required in 2024/2025/2026) addition spaces including the above will be required.

Without yet having a cost analysis of the proposed spaces I suggest we reconsider the scope. My recommended scope/changes/priority:

- relocate 4 T-2 transportable onto the community space
- Convert the science balcony
- Relocate the Library café and expand the College Library
- Rectification of the College green space

This would provide:

- 8 general learning spaces
- 1 specialist science laboratory
- Expanded College Library

The above works will be dependant on budget but without having costings yet its my belief the current budget is not sufficient.

Regards,
Phill M

From: [Wray Priscilla](#)
To: [Morton Phillip](#); [McCarthy David](#)
Cc: [Gwilliam Stephen](#)
Subject: RE: Gungahlin College - Expansion
Attachments: [NGC Student Infrastructure & Capacity Survey Comments.docx](#)
[Letter to Gungahlin College community 28 October 2022.pdf](#)

OFFICIAL

Good morning,

Based upon agreed projections for Gungahlin College, the number of additional classrooms/learning spaces each year needed to cater for projected growth is outlined below.

This considers the necessity for:

Two additional staffrooms (up to 30 additional staff)

Out of classrooms space for students – two classrooms. This is necessary to cater for students who remain onsite between lessons. Current space is limited and inadequate.

	Feb-Census			Gungahlin College - STEP Projection v2022				
	2021	2022	2023	2024	2025	2026	2027	2028
Total	1159	1124	1161	1286	1301	1372	1441	1514
Capacity	1280	1280	1280	1280	1280	1280	1280	1280
Utilisation	91%	88%	91%	100%	102%	107%	113%	118%
Additional classrooms (general)			2 CIT Training Rooms	4 (1 staffroom space)	3 (1 staffroom space)	3	3	4
Additional specialist classrooms				1 Science Lab	1 Science Lab	Additional specialist classroom - IT		
Specialist spaces (non-classroom)			Improvement to the playing field	Additional library space	Additional meeting/testing spaces			

Additional classrooms alone won't effectively allow for the projected growth. Additionally, my concerns extend to the Gym facility which is at capacity. Our students in Year 11 tertiary currently just fit in the Gym for testing. Testing occurs when we are running classes concurrently for other students, for example, Year 11 students studying accredited packages and all Year 12 classes. The college requires **adequate meeting space/testing space** to cater for the cohort.

The staff are currently able to meet as a whole staff in the staff common room with additional growth the staffroom will no longer be able to accommodate the whole staff.

In order to cater for student subject choices, we run a 9 line timetable but the ninth line runs concurrently with lines 6 and 8 so we are only able to timetable across 8 lines. Most classrooms are all used across all eight lines. There are classrooms which are too small and inadequate to timetable classes due to size.

The college end of the library is currently inadequate to cater for our student population. See attached results from a recent student survey about infrastructure concerns. In a P&C meeting recently a parent reported that their young person wasn't able to find a seat in the college library or the public library and as a result walked up the street to find a seated area to study between lessons in the town centre to later return to the college for a class.

There are community concerns about the commitment to expansion and adequacy of this to meet the projected numbers. Can the college be provided with communications for the community regarding this. The School Board and P&C will ask for an update on this when we next meet in week 2 of next term.

Kind regards,
Priscilla

From: Morton, Phillip <Phillip.Morton@act.gov.au>
Sent: Wednesday, 29 March 2023 12:08 PM
To: Wray, Priscilla <Priscilla.Wray@ed.act.edu.au>
Subject: FW: Gungahlin College - Expansion

OFFICIAL

Hi Priscilla,

Sorry - I should have sent the below table in my previous message.

We would like to discuss how the below numbers will impact the College moving forward and start the discussion regarding space requirements.

	Feb-Census			Gungahlin College - STEP Projection v2022				
	2021	2022	2023	2024	2025	2026	2027	2028

Total	1159	1124	1161	1286	1301	1372	1441	1514
Capacity	1280	1280	1280	1280	1280	1280	1280	1280
Utilisation	91%	88%	91%	100%	102%	107%	113%	118%

From: Morton, Phillip

Sent: Wednesday, 29 March 2023 12:00 PM

To: Wray, Priscilla <Priscilla.Wray@ed.act.edu.au>

Subject: RE: Gungahlin College - Expansion

OFFICIAL

Hi Priscilla,

Nothing in particular – Dave just wanted to flag that he wished to talk about the increased enrolments and how it is currently impacting the College as a whole.

Cheers,

Phill

From: Wray, Priscilla <Priscilla.Wray@ed.act.edu.au>

Sent: Wednesday, 29 March 2023 11:55 AM

To: Morton, Phillip <Phillip.Morton@act.gov.au>

Subject: RE: Gungahlin College - Expansion

OFFICIAL

Thank you Phil. Is there anything I need to prepare for this meeting?

Cheers,

Priscilla

From: Morton, Phillip <Phillip.Morton@act.gov.au>

Sent: Wednesday, 29 March 2023 11:18 AM

To: Wray, Priscilla <Priscilla.Wray@ed.act.edu.au>

Subject: Gungahlin College - Expansion

OFFICIAL

Hi Priscilla,

Further to tomorrow's meeting part of the conversation will be around room utilisation/ forecast enrolment and time tabling.

Regards,

Phill M

Phill Morton | Assistant Director - Major Projects

Phone: +61 2 6207 6551 | MOB: 0447 734 021 | Email: 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

From: [Jozing, Michelle](#)
To: [Roberts, Nat \(ACTEDU\)](#)
Subject: Future Enrolment Projections
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Dear Natalie

Our Senior Leadership Team are looking at our enrolment projections for the next 4-5 years. Rather than using general demographic data, we are hoping that our feeder schools can provide the number of students you have in each of the following year cohorts:

- Year 6
- Year 7
- Year 8
- Year 9
- Year 10

It would be very much appreciated if you could assist us with the projections.

Kind regards

Michelle Jozing | Executive Assistant

02 6142 1000 | Michelle.Jozing@ed.act.edu.au | www.gungahlincollege.act.edu.au

Gungahlin College | Education Directorate | ACT Government



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From: [Jozing, Michelle](#)
To: [O'Donnell, Alicia \(ACTEDU\)](#)
Subject: Future Enrolment Projections
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Dear Alicia

Our Senior Leadership Team are looking at our enrolment projections for the next 4-5 years. Rather than using general demographic data, we are hoping as one of our feeder schools, you can provide the number of students you have in Year 6 ?

It would be very much appreciated if you could assist us with the projections.

Kind regards

Michelle Jozing | Executive Assistant

02 6142 1000 | Michelle.Jozing@ed.act.edu.au | www.gungahlincollege.act.edu.au

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From: [Jozing, Michelle](#)
To: [Brown, Kirsty \(PLMP\) \(ACTEDU\)](#)
Subject: Future Enrolment Projections
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Dear Kristy

Our Senior Leadership Team are looking at our enrolment projections for the next 4-5 years. Rather than using general demographic data, we are hoping as one of our feeder schools, you can provide the number of students you have in Year 6 ?

It would be very much appreciated if you could assist us with the projections.

Kind regards

Michelle Jozing | Executive Assistant

02 6142 1000 | Michelle.Jozing@ed.act.edu.au | www.gungahlincollege.act.edu.au

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From: [Patterson, Karrina](#)
To: [Jozing, Michelle \(ACTEDU\)](#)
Subject: RE: Future Enrolment Projections
Date: Tuesday, 4 April 2023 12:56:11 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Good Afternoon Michelle,
We currently have 77 students in Year 6.
Kind Regards,

Karrina Patterson

Karrina Patterson | Business Manager

 | **6142 1500**  | Karrina.Patterson@ed.act.edu.au

Ngunnawal Primary School | Education | ACT Government

11 Unaipon Avenue, Ngunnawal, ACT 2913 |

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: Jozing, Michelle <Michelle.Jozing@ed.act.edu.au>

Sent: Tuesday, 4 April 2023 11:35 AM

To: Patterson, Karrina <Karrina.Patterson@ed.act.edu.au>

Subject: Future Enrolment Projections

Dear Karrina

Our Senior Leadership Team are looking at our enrolment projections for the next 4-5 years. Rather than using general demographic data, we are hoping as one of our feeder schools, you can provide the number of students you have in Year 6 ?

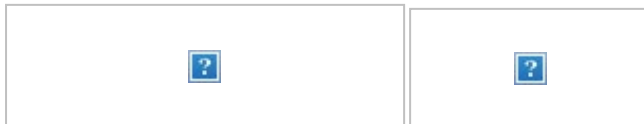
It would be very much appreciated if you could assist us with the projections.

Kind regards

Michelle Jozing | Executive Assistant

02 6142 1000 | Michelle.Jozing@ed.act.edu.au | www.gungahlincollege.act.edu.au

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From: [Larkin, Kirralee](#)
To: [Jozing, Michelle \(ACTEDU\)](#)
Subject: RE: Future Enrolment Projections
Date: Tuesday, 4 April 2023 1:24:20 PM
Attachments: [image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)

Hi Michelle

- Year 6 - 143
- Year 7 - 146
- Year 8 - 162
- Year 9 - 151
- Year 10 - 143

Hope this helps.

Kind regards

Kirralee



Kirralee Larkin

Corporate Manager

www.harrison.act.edu.au

20 Wimmera Street, Harrison ACT

02 6142 2200



From: Jozing, Michelle <Michelle.Jozing@ed.act.edu.au>

Sent: Tuesday, 4 April 2023 11:21 AM

To: Larkin, Kirralee <Kirralee.Larkin@ed.act.edu.au>

Subject: Future Enrolment Projections

Dear Kirralee

Our Senior Leadership Team are looking at our enrolment projections for the next 4-5 years.

Rather than using general demographic data, we are hoping that our feeder schools can provide the number of students you have in each of the following year cohorts:

- Year 6
- Year 7
- Year 8
- Year 9
- Year 10

It would be very much appreciated if you could assist us with the projections.

Kind regards

Michelle Jozing | Executive Assistant

02 6142 1000 | Michelle.Jozing@ed.act.edu.au | www.gungahlincollege.act.edu.au

Gungahlin College | Education Directorate | ACT Government

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From: [Schmidt, Melissa](#)
To: [Jozing, Michelle \(ACTEDU\)](#)
Cc: [Breen, Daniel \(ACTEDU\)](#)
Subject: RE: Future Enrolment Projections
Date: Tuesday, 4 April 2023 2:32:37 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

Good afternoon Michelle,
Please see details below as requested.

- Year 6 - 74
- Year 7 - 182
- Year 8 - 167
- Year 9 - 133
- Year 10 - 143

Regards

Mel

Regards

Melissa Schmidt | Business Manager (A/g)

Gold Creek School P-10

ACT Government | Education Directorate

| 📞 | 6142 1302 | 📧 | melissa.schmidt@ed.act.edu.au

♻️ **please consider the environment before printing this e-mail.**

I work on the traditional land of the [Ngunnawal](#) people.



From: Jozing, Michelle <Michelle.Jozing@ed.act.edu.au>

Sent: Tuesday, 4 April 2023 11:10 AM

To: Schmidt, Melissa <Melissa.Schmidt@ed.act.edu.au>

Subject: Future Enrolment Projections

Dear Melissa

Our Senior Leadership Team are looking at our enrolment projections for the next 4-5 years. Rather than using general demographic data, we are hoping that our feeder schools can provide the number of students you have in each of the following year cohorts:

- Year 6
- Year 7
- Year 8
- Year 9
- Year 10

It would be very much appreciated if you could assist us with the projections.

Kind regards

Michelle Jozing | Executive Assistant

02 6142 1000 | Michelle.Jozing@ed.act.edu.au | www.gungahlincollege.act.edu.au

Gungahlin College | Education Directorate | ACT Government



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From: [Stewart, Eli](#) on behalf of [ICW EBM Office](#)
To: [Morton, Phillip](#); [Slater, Amanda](#)
Cc: [Nakkan, John](#); [Blom, Dylan](#); [ICW EBM Office](#)
Subject: FW: Urgent Request: MINSET DOTTIES: Gungahlin College
Date: Wednesday, 5 April 2023 1:54:23 PM
Attachments: [FW Gungahlin College PC capacity and infrastructure concerns.msg](#)
Importance: High
Sensitivity: Confidential

Hi all

FYI - further context attached regarding the request for the Gungahlin College/Library MINSET dot points

Eli

From: Page, Vicki <Vicki.Page@act.gov.au> **On Behalf Of** Education DLO
Sent: Wednesday, 5 April 2023 1:06 PM
To: EDU, EGMBBSG <EGMBBSG.EDU@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>
Cc: Education DLO <EDUDLO@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>
Subject: RE: Urgent Request: MINSET DOTTIES: Gungahlin College
Sensitivity: Confidential

Hi all,

Attached is an email from CoS to provide more context around the requested update for MINSET next week – let me know if you need anything further.

Thanks
Vicki

Vicki Page | Directorate Liaison Officer
Ministerial & Corporate Reporting | **Education Directorate** | ACT Government
T: 6207 3765 | E: edudlo@act.gov.au or vicki.page@act.gov.au
GPO Box 158, Canberra, ACT 2601 |

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMBBSG
Sent: Wednesday, 5 April 2023 12:15 PM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>
Cc: Education DLO <EDUDLO@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>
Subject: Urgent Request: MINSET DOTTIES: Gungahlin College
Sensitivity: Confidential

OFFICIAL

Hi Team

As you will see below MO have added to MINSET an update on Gungahlin College capacity, access to the library through TCCS as a teaching space and the addition of transportables.

It would be appreciated if dot points could be provided for EGMBS clearance by cob today. Should you have any concerns please contact me. Vicki has kindly provided the template attached.

Thank you
Kim

From: Page, Vicki <Vicki.Page@act.gov.au> **On Behalf Of** Education DLO
Sent: Wednesday, 5 April 2023 12:00 PM
To: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: MINSET DOTTIES: Gungahlin College
Sensitivity: Confidential

Hi Kim

As discussed, MO have requested an update on Gungahlin College capacity specifically access to the library through TCCS as a teaching space and addition of transportables.

Thanks
Vicki

Vicki Page | Directorate Liaison Officer
Ministerial & Corporate Reporting | **Education Directorate** | ACT Government
T: 6207 3765 | E: edudlo@act.gov.au or vicki.page@act.gov.au
GPO Box 158, Canberra, ACT 2601 |

From: [Hobbs, Rebecca](#)
To: [Education DLO](#)
Subject: FW: Gungahlin College P&C capacity and infrastructure concerns
Date: Wednesday, 5 April 2023 12:48:37 PM

Hi Vicki

Here's some more background on the Gungahlin College issue for MINSET.

Thanks

Bec

From: [REDACTED]@actparents.org.au
Sent: Wednesday, 5 April 2023 12:44 PM
To: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Cc: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
Subject: Gungahlin College P&C capacity and infrastructure concerns

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

[Learn why this is important](#)

Dear Bec and Bern,

Please see below an email I received from Gungahlin College P&C regarding the current capacity and infrastructure concerns, which appear to be following on from their meeting with the Minister late last year.

It would be helpful to understand why some of these commitments are taking so long, and what if anything can be done about it.

Thanks,

[REDACTED]

[REDACTED]

[REDACTED]

ACT Council of Parents & Citizens Associations

The parent voice on public education

www.actparents.org.au | Tel: 02 6241 5759 | Find us on [Facebook](#)

I acknowledge the traditional custodians of the land and waters on which we live, work and learn and pay my respects to their elders past, present and future.

I wonder if I can ask your advice about how our P&C might possibly be able to advocate further in relation to delays to the infrastructure improvements outlined at our meeting with Minister Berry and ED reps last November?

Our principal had a meeting with ICW reps last week and it now appears that much of what was promised last year will now not be available in the foreseeable future, creating enormous pressures on our College community.

At this stage the College has only been given use of two very small training rooms previously used by Gungahlin Library. We have now learned that the library is pushing for these rooms to be returned to them despite the fact that they have been reallocated


to the College and are in use across every line of every day.

The promised larger current CIT space is now off the table, with the ACT Government unable to find a financially viable alternative location.

The Modular Learning Spaces appear to be indefinitely delayed due to problems with planning permissions. I recall Minister Berry advising that she would like to be informed if there were delays with this process and that she could step in. We feel this is now necessary so that we can install these MLSs and provide much needed extra classrooms as soon as possible and we would like to approach Minister Berry regarding this.

We are aware that ICW have visited the College and are apparently developing plans to refurbish part of the current library space to create two additional classrooms as well as much-needed additional library space, but this process is only in the planning stages, so will realistically be quite some time away if the project does indeed go ahead.

In many respects, the college cannot offer a suitable teaching and learning environment given our current enrolments and infrastructure. Students are being squeezed into inappropriate spaces and some spaces, particularly our labs, are not fit for purpose. The ACT Government is even yet to provide replacement chairs, leaving our students using chairs with no backs and chairs that are designed for much younger and smaller students.



Our P&C would like to try and advocate further for the Gungahlin College community and would appreciate any advice or assistance Council may be able to provide.

Many Thanks



From: [Blom, Dylan](#)
To: [Nakkan, John](#); [ICW EBM Office](#)
Cc: [Slater, Amanda](#); [Morton, Phillip](#); [McCarthy, David](#)
Subject: FW: Attach 3 - Gungahlin College - SET ONLY (002)
Date: Wednesday, 5 April 2023 3:37:00 PM
Attachments: [Attach 3 - Gungahlin College - SET ONLY \(002\).doc](#)
[image001.png](#)

OFFICIAL

Find attached MINET brief.

Dylan Blom | Senior Director, Major Projects

Infrastructure and Capital Works | **Education** | ACT Government

Mobile: 0466 313 607 | Email: dylan.blom@act.gov.au

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



From: Slater, Amanda <Amanda.Slater@act.gov.au>
Sent: Wednesday, 5 April 2023 2:01 PM
To: Blom, Dylan <Dylan.Blom@act.gov.au>
Cc: Morton, Phillip <Phillip.Morton@act.gov.au>
Subject: Attach 3 - Gungahlin College - SET ONLY (002)

Hi Dylan,

For your clearance/comment.

Thanks and have a great Easter – safe travel.

Amanda

EDU Minister's Meeting

Meeting Date:	12 April 2023
Agenda item number:	5
SET member:	David Matthews
Division/Branch:	ICW / BSD
Clearance:	EGM BS

Description:

Gungahlin College

Guidance Advice for drafting officers – TO BE DELETED ONCE FINALISED

These dot points are prepared for the Minister and her Office to aid in the discussion of agenda items. These dot points should cover the below listed headings and there should not be more than 4 dot points under each heading – this does not need to be a lengthy document.

Background

- Ongoing increases in demand has driven the need for immediate infrastructure to be delivered at Gungahlin College
- The proposed scope is to increase utilisation of specialist science spaces by expanding into balcony space, provide additional learning spaces through the provision of transportables and by undertaking internal renovations both within the college and potentially within the library, plus upgrade of the existing Gungahlin oval.
- The adjoining TCCS "Town Park" is the identified location for transportable installation due to insufficient land availability within the college grounds. This location provides best connectivity of learning spaces to the college campus.
- The college campus and the library have shared facilities. Located within one building is the public library, College library and administration space, CIT space and shared meeting rooms.

Emerging Issues

- Consultation with TCCS (ACTLIS) has not been able to reach agreement around utilisation of shared space within the library for college use.
- The college is currently utilising two spaces within the library, under a temporary agreement with TCCS, who have historically used the space for community groups. However, it should be noted that the original MOU (now expired) for use of this space was between CIT and Gungahlin College.

Identified Risks

- TCCS has provided in principle support only for temporary land custodianship of the Town Park for transportable installation.
- Budget – further scoping has revealed greater demand than originally scoped. Four transportables are to be installed with additional internal works to provide student study space.

Achievements

- Scoping and design phase is underway.
- Head contractor has been engaged.

Next steps/actions

- Further consultation will be carried out with the college to define requirements to inform design.

From: [Nakkan, John](#)
To: [EDU, EGMSG; ICW EBM Office](#)
Cc: [Education DLO](#)
Subject: RE: Urgent Request: MINSET DOTTIES: Gungahlin College
Date: Wednesday, 5 April 2023 5:16:00 PM
Attachments: [Attach 3 - Gungahlin College - SET ONLY.doc](#)
Sensitivity: Confidential

OFFICIAL

Hi Kim,

MINSET dot points on Gungahlin College capacity works attached for clearance by EGM BSG.

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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMSG
Sent: Wednesday, 5 April 2023 12:15 PM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>
Cc: Education DLO <EDUDLO@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>
Subject: Urgent Request: MINSET DOTTIES: Gungahlin College
Sensitivity: Confidential

OFFICIAL

Hi Team

As you will see below MO have added to MINSET an update on Gungahlin College capacity, access to the library through TCCS as a teaching space and the addition of transportables.

It would be appreciated if dot points could be provided for EGMSG clearance by cob today. Should you have any concerns please contact me. Vicki has kindly provided the template attached.

Thank you
Kim

From: Page, Vicki <Vicki.Page@act.gov.au> **On Behalf Of** Education DLO
Sent: Wednesday, 5 April 2023 12:00 PM
To: EDU, EGMSG <EGMSG.EDU@act.gov.au>

Subject: MINSET DOTTIES: Gungahlin College

Sensitivity: Confidential

Hi Kim

As discussed, MO have requested an update on Gungahlin College capacity specifically access to the library through TCCS as a teaching space and addition of transportables.

Thanks

Vicki

Vicki Page | Directorate Liaison Officer

Ministerial & Corporate Reporting | **Education Directorate** | ACT Government

T: 6207 3765 | E: edudlo@act.gov.au or vicki.page@act.gov.au

GPO Box 158, Canberra, ACT 2601 |

EDU Minister's Meeting

Meeting Date:	12 April 2023
Agenda item number:	5
SET member:	David Matthews
Division/Branch:	ICW / BSD
Clearance:	EGM BS

Description:**Gungahlin College**Background

- Ongoing increases in demand have driven the need for immediate infrastructure to be delivered at Gungahlin College
- The proposed scope is to increase utilisation of specialist science spaces by expanding into balcony space, provide additional learning spaces through the provision of transportables and by undertaking internal renovations both within the college and within the shared Library, CIT, College building.
- The college is currently utilising two additional spaces within the library, under a temporary agreement with Libraries ACT.

Emerging Issues

- Rather than be accommodated off-site in commercial premises, as previously offered by EDU, the displaced community language program has been relocated by Libraries ACT to within the Library footprint.
- EDU are working with Libraries ACT to design a relocation of the Library Café to replace the two community rooms being used by the College to accommodate the community language program.
- EDU are working with TCCS to use the adjoining "Town Park" to house 4 x relocatable learning units (8 classrooms). TCCS have provided in-principle support. Approval for this is expected early in Term 2.
- Enrolments at Gungahlin College have remained relatively high but stable since 2017 where 1,166 students were enrolled. The preliminary ACT Schools Census for 2023 indicate 1, 161 students (including the Year 10 cohort).

Identified Risks

- Further options in using space in the library, including relocation of CIT or Library services have been exhausted.
- Community consultation around using the Town Park for transportable classrooms has not been undertaken at this time.
- Budget – the escalation of trade and construction costs over the last 2 years will place pressure on the allocated funds.

Achievements

- Scoping and design phase is underway.

- Head contractor and architects have been engaged.

Next steps/actions

- Further consultation will be carried out with the college to define requirements to inform design of spaces and the staging of works within the college.

From: [Roberts, Nat](#)
To: [Jozing, Michelle \(ACTEDU\)](#)
Subject: RE: Future Enrolment Projections
Date: Wednesday, 5 April 2023 5:45:24 PM
Attachments: [image006.jpg](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)

Hi Michelle,
Apologies for the delay in getting this to you. Please see below for our current student numbers.
Kind Regards

Natalie Roberts | Business Manager

Finance & Human Resources

☎ | 6142 1265 | ✉ nat.roberts@ed.act.edu.au
Amaroo School | Education Directorate | ACT Government
Katherine Avenue Amaroo ACT, 2914 | www.amaroos.act.edu.au



From: Jozing, Michelle <Michelle.Jozing@ed.act.edu.au>

Sent: Tuesday, 4 April 2023 11:05 AM

To: Roberts, Nat <Nat.Roberts@ed.act.edu.au>

Subject: Future Enrolment Projections

Dear Natalie

Our Senior Leadership Team are looking at our enrolment projections for the next 4-5 years. Rather than using general demographic data, we are hoping that our feeder schools can provide the number of students you have in each of the following year cohorts:

- Year 6 - 147
- Year 7 - 269
- Year 8 - 239
- Year 9 - 227
- Year 10 - 189

It would be very much appreciated if you could assist us with the projections.

Kind regards

Michelle Jozing | Executive Assistant

02 6142 1000 | Michelle.Jozing@ed.act.edu.au | www.gungahlincollege.act.edu.au
Gungahlin College | Education Directorate | ACT Government



please consider the environment before printing this e-mail.



From: [Wicks, Melissa-S](#) on behalf of [EDU, EGMSG](#)
To: [EDU, EGMSG](#); [Blom, Dylan](#); [Wright, SallyA](#); [Reynolds, Melissa](#); [Hooper, Richard](#); [Player, Ben](#); [Hunter, Stuart](#); [Abeysekera, Srimal](#); [Ingram, Barry](#); [Matthews, David](#); [Sukloski, Ivan](#); [O'Rourke, Matthew](#); [Dragojlovic, Radovan](#)
Cc: [EBM Commercial Infrastructure](#); [ICW EBM Office](#); [Nakkan, John](#); [Zhi, Viki](#); [Dirnberger, Markus](#); [Slater, Amanda](#); [Dunne Breen, Michelle](#); [Shanahan, ScottP](#); [Piani, Adrian](#); [Sharma, ShobhaX](#); [Beaton, Jordan](#); [Currey, Katarina](#); [Attridge, Vanessa](#); [Das, Sean](#)
Subject: Minutes and actions 22/03: Education Capital Works - Steering Committee
Date: Thursday, 6 April 2023 4:26:38 PM
Attachments: [Minutes - Capital Works Steering Committee - #3 22 March 23.docx](#)
[Action Register ECWSC - March 23 Update.xlsx](#)
[image001.jpg](#)

OFFICIAL

Good afternoon

Please see attached Meeting Minutes and Actions Register for the Education Capital Works Steering Committee meeting held on Wed 22 March.

Kind regards

Melissa Wicks

Executive Support Officer to David Matthews | Business Services Group

Education Directorate | ACT Government

GPO Box 158 Canberra ACT 2601

E: EGMSG.EDU@act.gov.au

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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.

-----Original Appointment-----

From: Lokvicic, Katarina **On Behalf Of** EDU, EGMSG

Sent: Monday, 7 November 2022 11:50 AM

To: EDU, EGMSG; Blom, Dylan; Wright, SallyA; Reynolds, Melissa; Hooper, Richard; Player, Ben; Hunter, Stuart; Abeysekera, Srimal; Ingram, Barry; Matthews, David; Sukloski, Ivan; O'Rourke, Matthew; Dragojlovic, Radovan

Cc: EBM Commercial Infrastructure; ICW EBM Office; Nakkan, John; Zhi, Viki; Dirnberger, Markus; Slater, Amanda; Dunne Breen, Michelle; Shanahan, ScottP; Piani, Adrian; Sharma, ShobhaX; Beaton, Jordan; Currey, Katarina; Attridge, Vanessa; Das, Sean; Callam Offices A3 Dyurra Room (Seats 8); 220LC 4.32 (Capacity 6, Seats 4, COVID safe, Webex); Callam Offices B3 Gamberra Room (Seats 8); 220LC 4.33 (Seats 10, Webex)

Subject: Education Capital Works - Steering Committee

When: Wednesday, 22 March 2023 3:00 PM-4:30 PM (UTC+10:00) Canberra, Melbourne, Sydney.

Where: Microsoft Teams Meeting

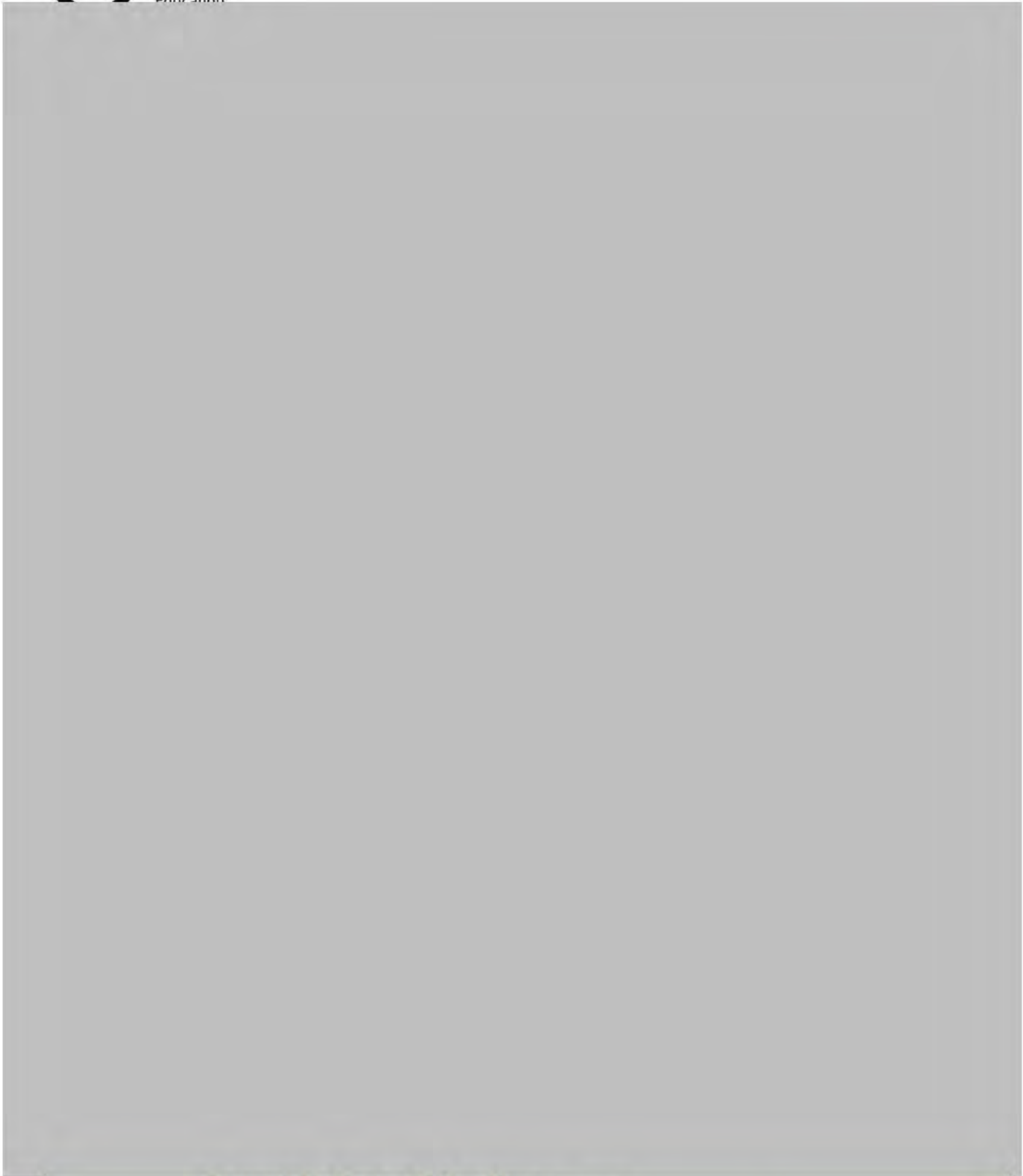
MEETING MINUTES

Date 22 March 2023
Time 3pm
Venue MS Teams

Chair	David Matthews - Executive Group Manager, Business Services Group - EDU
Members	<ul style="list-style-type: none"> John Nakkan - Executive Branch Manager, Infrastructure and Capital Works Matthew O'Rourke - Executive Branch Manager, Infrastructure Delivery Partners – Commercial
Presenters / Observers	<ul style="list-style-type: none"> Scott Shanahan – Analysts, Treasury Sean Das, Director, Planning Dylan Blom - Senior Director, Infrastructure and Capital Works – Major Projects Ben Player - Director, Infrastructure and Capital Works – Major Projects Amanda Slater - Director, Infrastructure and Capital Works – Major Projects Sally Wright – Project Director, Infrastructure Delivery Partners – Commercial Mel Reynolds – Project Director, Infrastructure Delivery Partners – Commercial Barry Ingram – Project Director, Infrastructure Delivery Partners – Commercial
Apologies	<ul style="list-style-type: none"> Srimal Abeysekera - Senior Director, Treasury Nessa Attridge - Executive Branch Manager, Enrolments and Planning Branch Adrian Piani - Executive Group Manager, Infrastructure Delivery Partners
Secretariat	<ul style="list-style-type: none"> Dylan Blom – Senior Director, ICW

No.	Time	Item	Presenter	Paper Y/N	Action Required
-----	------	------	-----------	-----------	-----------------





10	Transportable Program 2023 and Long-Term Panel for Supply and Install	MPC	Y
<ul style="list-style-type: none"> • Procurement documentation prepared for long term panel. • Program is experiencing cost escalation pressures due to supply cost increases and competition in the market with NSW and VIC. • ACTION: MPC and EDU to pursue advice out of session with NSW or VIC regarding utilisation of supply arrangements or other possible efficiencies that can be shared to benefit our program. 			



Education Capital Works Steering Committee - Action Register - March 2023 Update

Open Actions

#	Meeting/Date	Project	Action Required	Responsible	Status	
	22/03/2023	Transportables	EDU to pursue NSW and VIC Education for discussions on possible Transportable supply efficiencies.	EDU	Open	

Closed Actions

#	Meeting/Date	Project	Action Required	Responsible	Status	Closed Date
	29/11/2022	Transportables Program	GPB update breif to be prepared regarding limited market availability of T4 units. - No longer an issue as two tenders received.	MPC	Closed	07/02/2023
	29/11/2022	Transportables Program	GPB update breif to be prepared regarding limited market availability of T4 units. - Market provided two prices, further investigation into option to reduce costs or utilise NSW/VIC supply to occur.	MPC	Closed	23/03/2023

Stewart, Ell

From: Nakkan, John
Sent: Tuesday, 11 April 2023 2:23 PM
To: Flett, Penny; Coffey, Patrick
Cc: Shaw, Leanne; ICW EBM Office
Subject: RE: Capacity Review Report 2023lin
Attachments: School Capacity Report 2023 Attachment A.xlsx

OFFICIAL

Hi Penny,

Sorry for the confusion. The planned 190 expansion is on the base capacity in acknowledgement that some of the non-infrastructure solutions of previous years are not having the impact that they used to. This work will take the capacity to 1197, still short of the 1280 that was previously agreed to, but manageable from the school's perspective and more than this year's enrolment.

Also, I have fixed the typo in cell AE7 and changed the comment attached to cell R7 where it calculated capacity based on 54 learning areas.

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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: Flett, Penny <Penny.Flett@act.gov.au>
Sent: Tuesday, 11 April 2023 1:23 PM
To: Nakkan, John <John.Nakkan@act.gov.au>; Coffey, Patrick <Patrick.Coffey@act.gov.au>
Cc: Shaw, Leanne <Leanne.Shaw@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: RE: Capacity Review Report 2023lin

OFFICIAL

Hi John,

Thank you for your review of the capacity report.

Our only concern is with Gungahlin College. On a purely room calculation basis the current capacity of Gungahlin College would be 1007. The agreement of the past Principal and Barry Woolacott years ago to run an extended timetable nominated a capacity of 1280. The extended timetable does not operate and the current Principal says it was unworkable. Are we comfortable to say we are adding all that capacity when it could be said we are merely providing more infrastructure to accommodate the students we already have allowed under our current capacity reporting.

Even the 190 you have mentioned in the comment section does not in reality address the number that the extended timetable allowed. Are we raising expectations that the College will be able to cater for a lot more students when in fact the infrastructure will address the gap between 1280 and the actual physical capacity.

Your thoughts please.

Penny

Tuesdays and Wednesdays

Penny Flett | Assistant Director

Phone: +61 2 6207 0851 | Mobile: 0421 075 504 | Email: penny.flett@act.gov.au

Infrastructure and Capital Works | Education | ACT Government

www.det.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: Nakkan, John <John.Nakkan@act.gov.au>

Sent: Tuesday, 11 April 2023 12:54 PM

To: Coffey, Patrick <Patrick.Coffey@act.gov.au>; Flett, Penny <Penny.Flett@act.gov.au>

Cc: Shaw, Leanne <Leanne.Shaw@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>

Subject: RE: Capacity Review Report 2023

OFFICIAL

Hi Penny,

I'm happy to clear the 2023 review without change, however I have altered some comments in column AE relating to the 2023 program in Attachment A, they are highlighted for your consideration. When you're happy with these, please forward to Analytics and Evaluation Branch.

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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: Coffey, Patrick <Patrick.Coffey@act.gov.au>

Sent: Tuesday, 28 March 2023 3:43 PM

To: Nakkan, John <John.Nakkan@act.gov.au>

Cc: Flett, Penny <Penny.Flett@act.gov.au>; Shaw, Leanne <Leanne.Shaw@act.gov.au>

Subject: Capacity Review Report 2023

OFFICIAL

Good afternoon John,

Please see attached the School Capacity Review 2023 attached for your clearance. If you need anything more please let us know.

Penny & Leanne, thank you for your work to produce this high quality document.

Regards,

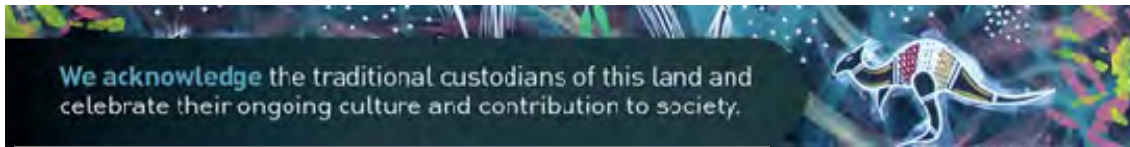
Pat

Patrick Coffey | Senior Director | Asset Strategies

Mobile: 0407 660 205 | Email: patrick.coffey@act.gov.au

Infrastructure and Capital Works | Education | ACT Government

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



EDU Minister's Meeting

Meeting Date:	12 April 2023
Agenda item number:	5
SET member:	David Matthews
Division/Branch:	ICW / BSD
Clearance:	EGM BS

Description:**Gungahlin College**Background

- Ongoing increases in demand have driven the need for immediate infrastructure to be delivered at Gungahlin College
- The proposed scope is to increase utilisation of specialist science spaces by expanding into balcony space, provide additional learning spaces through the provision of transportables and by undertaking internal renovations both within the college and within the shared Library, CIT, College building.
- The college is currently utilising two additional spaces within the library, under a temporary agreement with Libraries ACT.

Emerging Issues

- Rather than be accommodated off-site in commercial premises, as previously offered by EDU, the displaced community language program has been relocated by Libraries ACT to within the Library footprint.
- EDU are working with Libraries ACT to design a relocation of the Library Café to replace the two community rooms being used by the College to accommodate the community language program.
- EDU are working with TCCS to use the adjoining "Town Park" to house 4 x relocatable learning units (8 classrooms). TCCS have provided in-principle support. Approval for this is expected early in Term 2.
- Enrolments at Gungahlin College have remained relatively high but stable since 2017 where 1,166 students were enrolled. The preliminary ACT Schools Census for 2023 indicate 1, 161 students (including the Year 10 cohort).

Identified Risks

- Further options in using space in the library, including relocation of CIT or Library services have been exhausted.
- Community consultation around using the Town Park for transportable classrooms has not been undertaken at this time.
- Budget – the escalation of trade and construction costs over the last 2 years will place pressure on the allocated funds.

Achievements

- Scoping and design phase is underway.

- Head contractor and architects have been engaged.

Next steps/actions

- Further consultation will be carried out with the college to define requirements to inform design of spaces and the staging of works within the college.

From: [Stewart, Ell](#) on behalf of [ICW EBM Office](#)
To: [Blom, Dylan](#); [Nakkan, John](#); [Slater, Amanda](#)
Cc: [ICW EBM Office](#)
Subject: FOR CLEARANCE BY TUE: REQUEST FOR INPUT: Gungahlin College P&C capacity and infrastructure concerns
Date: Friday, 14 April 2023 4:39:05 PM
Attachments: [Attach 3 - Gungahlin College - SET ONLY \(002\) \(002\).doc](#)
[image001.png](#)

Thanks Dylan & Amanda, dot points is fine

John, please clear by next Tue 12pm

Thanks
Ell

From: Blom, Dylan <Dylan.Blom@act.gov.au>
Sent: Friday, 14 April 2023 3:42 PM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>
Cc: Nakkan, John <John.Nakkan@act.gov.au>; Slater, Amanda <Amanda.Slater@act.gov.au>
Subject: RE: REQUEST FOR INPUT: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Hi Ell,

Update attached. Thanks Amanda for the edits. Not sure what format EGMBS wants this in???

Dylan Blom | Senior Director, Major Projects

Infrastructure and Capital Works | **Education** | ACT Government
Mobile: 0466 313 607 | Email: dylan.blom@act.gov.au
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)



From: Blom, Dylan
Sent: Friday, 14 April 2023 2:52 PM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>; Slater, Amanda <Amanda.Slater@act.gov.au>
Cc: Nakkan, John <John.Nakkan@act.gov.au>
Subject: RE: REQUEST FOR INPUT: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Hi Ell,

We did this MINSET brief before easter. I believe it covers most of the content, Amanda and I will try and update to cover any gaps now.

Dylan Blom | Senior Director, Major ProjectsInfrastructure and Capital Works | **Education** | ACT GovernmentMobile: 0466 313 607 | Email: dylan.blom@act.gov.auwww.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: Stewart, Ell <Ell.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office
Sent: Friday, 14 April 2023 1:24 PM
To: Nakkan, John <John.Nakkan@act.gov.au>; Blom, Dylan <Dylan.Blom@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: REQUEST FOR INPUT: Gungahlin College P&C capacity and infrastructure concerns
Importance: High

Hi John & Dylan

Kim asked would it be possible to get a response to Adviser's/Gungahlin College P&C's highlighted queries below by 12pm Tue?

Thanks, Ell

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMBSG
Sent: Friday, 14 April 2023 1:14 PM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: FW: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Hi Ell

As discussed.

Thanks
Kim

From: Matthews, David <David.Matthews@act.gov.au>
Sent: Friday, 14 April 2023 12:25 PM
To: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: FW: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Can we get dot points on the yellow highlighted areas below please.

I can further update after meeting with TCCS this afternoon.

DM

From: Toohey, Bernadette <Bernadette.Toohy@act.gov.au>
Sent: Friday, 14 April 2023 12:19 PM
To: Matthews, David <David.Matthews@act.gov.au>
Cc: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>; Education DLO <EDUDLO@act.gov.au>
Subject: FW: Gungahlin College P&C capacity and infrastructure concerns

Hi David,

I can't remember if we already forwarded you the below email trail following conversations at this week's EDU briefing on the issue – apologies if not.

I was talking to [REDACTED] earlier today around some other issues and when [REDACTED] raised this one, I said we'd get back to [REDACTED] by week 1 of term 2.

Look forward to your advice when you're able to pull it together next week.

Thanks,
Bern

From: [REDACTED] <[\[REDACTED\]@actparents.org.au](mailto:[REDACTED]@actparents.org.au)>
Sent: Wednesday, 5 April 2023 12:44 PM
To: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Cc: Toohey, Bernadette <Bernadette.Toohy@act.gov.au>
Subject: Gungahlin College P&C capacity and infrastructure concerns

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe. [Learn why this is important](#)

Dear Bec and Bern,

Please see below an email I received from Gungahlin College P&C regarding the **current capacity and infrastructure concerns**, which appear to be following on from their meeting with the Minister late last year.

It would be helpful to understand why some of these commitments are taking so long, and what if anything can be done about it.

Thanks,

[REDACTED]




ACT Council of Parents & Citizens Associations

The parent voice on public education

www.actparents.org.au | Tel: 02 6241 5759 | Find us on [Facebook](#)

I acknowledge the traditional custodians of the land and waters on which we live, work and learn and pay my respects to their elders past, present and future.

I wonder if I can ask your advice about how our P&C might possibly be able to advocate further in relation to delays to the infrastructure improvements outlined at our meeting with Minister Berry and ED reps last November?

Our principal had a meeting with ICW reps last week and it now appears that much of what was promised last year will now not be available in the foreseeable future, creating enormous pressures on our College community.


At this stage the College has only been given use of two very small training rooms previously used by Gungahlin Library. We have now learned that the library is pushing for these rooms to be returned to them despite the fact that they have been reallocated to the College and are in use across every line of every day.


The promised larger current CIT space is now off the table, with the ACT Government unable to find a financially viable alternative location.

The Modular Learning Spaces appear to be indefinitely delayed due to problems with planning permissions. I recall Minister Berry advising that she would like to be informed if there were delays with this process and that she could step in. We feel this is now necessary so that we can install these MLSs and provide much needed extra classrooms as soon as possible and we would like to approach Minister Berry regarding this.

We are aware that ICW have visited the College and are apparently developing plans to refurbish part of the current library space to create two additional classrooms as well as much-needed additional library space, but this process is only in the planning stages, so will realistically be quite some time away if the project does indeed go ahead.

In many respects, the college cannot offer a suitable teaching and learning environment given our current enrolments and infrastructure. Students are being squeezed into inappropriate spaces and some spaces, particularly our labs, are not fit for purpose. The ACT Government is even yet to provide replacement chairs, leaving our students using chairs with no backs and chairs that are designed for much younger and smaller students.





Our P&C would like to try and advocate further for the Gungahlin College community and would appreciate any advice or assistance Council may be able to provide.

Many Thanks



EDU Minister's Meeting

Meeting Date:	12 April 2023
Agenda item number:	5
SET member:	David Matthews
Division/Branch:	ICW / BSD
Clearance:	EGM BS

Description:

Gungahlin College

Guidance Advice for drafting officers – TO BE DELETED ONCE FINALISED

These dot points are prepared for the Minister and her Office to aid in the discussion of agenda items. These dot points should cover the below listed headings and there should not be more than 4 dot points under each heading – this does not need to be a lengthy document.

Background

- Ongoing increases in demand has driven the need for immediate infrastructure to be delivered at Gungahlin College
- The proposed scope is to increase utilisation of specialist science spaces by expanding into balcony space, provide additional learning spaces through the provision of transportables and by undertaking internal renovations both within the college and potentially within the library, plus upgrade of the existing Gungahlin oval.
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- The college campus and the library have shared facilities. Located within one building is the public library, College library and administration space, CIT space and shared meeting rooms.
- A Head Contractor has been engaged for design and construct.

Emerging Issues

- Consultation with TCCS (ACTLIS) has not been able to reach agreement around utilisation of shared space within the library for college use.
- The college is currently utilising two spaces within the library, under a temporary agreement with TCCS, who have historically used the space for community groups. However, it should be noted that the original MOU (now expired) for use of this space was between CIT and Gungahlin College.

Identified Risks

- TCCS has provided in principle support only for temporary land custodianship of the Town Park for transportable installation.
- Budget – further scoping has revealed greater demand than originally scoped. Four transportables are

to be installed with additional internal works to provide student study space.

Achievements

- Scoping and design phase is underway.
- Head contractor has been engaged. They have commenced procurement of Architects, and subcontractors who have commenced site investigation works in preparation for commencing works.

Next steps/actions

- Further consultation will be carried out with the college to define requirements to inform design, particularly in relation to creating socialisation spaces, and quiet learning areas within the college.
- Further consultation will also be required around developing a staging plan to enable access to internal expansion spaces in order to facilitate a speedy construction phase and delivery of spaces.
- Enrolments and planning are to validate enrolment number beyond 2025.

From: [Stewart, Eil](#) on behalf of [ICW EBM Office](#)
To: [Slater, Amanda](#)
Cc: [ICW EBM Office](#); [Blom, Dylan](#); [Nakkan, John](#)
Subject: FOR REVIEW/CLEARANCE PLEASE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns
Date: Monday, 17 April 2023 4:28:02 PM
Attachments: [EGMBS letter Gungahlin College capacity infrastructure P&C.docx](#)
[Gungahlin College infrastructure & capacity - dot points 17.4.23.doc](#)
[FW Gungahlin College Capacity Scenario.msg](#)
Importance: High

Hi Amanda

EGM Office has also requested a written response to the ACT P&C on the Gungahlin College issues

Please find attached:

- **Dot points** – please update the final point about enrolment with the info from E&P (attached)
- **Draft letter to ACT P&C** – this still needs additional information which is outside my area of knowledge sorry!

Can you please review and make any revisions/additions at your earliest convenience as I aim to provide to John by early tomorrow for clearance to EGMO by 2pm Tue

Thanks for your help with this
Eil

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMBSG
Sent: Sunday, 16 April 2023 3:01 PM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>
Cc: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Hi Eil

Re: Gungahlin college concerns - infrastructure planning and capacity

Can the team please provide **dot points** on the items raised by [REDACTED] as highlighted in yellow below and **a draft response** to [REDACTED]. These would be appreciated by 2.00pm Tuesday 18 April 2023 please.

Should you have any concerns please contact me.

Thanks
Kim

From: Matthews, David <David.Matthews@act.gov.au>
Sent: Friday, 14 April 2023 12:25 PM

To: EDU, EGMB SG <EGMBSG.EDU@act.gov.au>
Subject: FW: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Can we get dot points on the yellow highlighted areas below please.

I can further update after meeting with TCCS this afternoon.

DM

From: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
Sent: Friday, 14 April 2023 12:19 PM
To: Matthews, David <David.Matthews@act.gov.au>
Cc: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>; Education DLO <EDUDLO@act.gov.au>
Subject: FW: Gungahlin College P&C capacity and infrastructure concerns

Hi David,

I can't remember if we already forwarded you the below email trail following conversations at this week's EDU briefing on the issue – apologies if not.

I was talking to [REDACTED] earlier today around some other issues and when [REDACTED] raised this one, I said we'd get back to [REDACTED] by week 1 of term 2.

Look forward to your advice when you're able to pull it together next week.

Thanks,
Bern

From: [REDACTED] <[\[REDACTED\]@actparents.org.au](mailto:[REDACTED]@actparents.org.au)>
Sent: Wednesday, 5 April 2023 12:44 PM
To: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Cc: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
Subject: Gungahlin College P&C capacity and infrastructure concerns

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe. [Learn why this is important](#)

Dear Bec and Bern,

Please see below an email I received from Gungahlin College P&C regarding the **current capacity and infrastructure concerns**, which appear to be following on from their meeting with the Minister late last year.

It would be helpful to understand why some of these commitments are taking so long, and what if anything can be done about it.

Thanks,

[REDACTED]

[REDACTED]

[REDACTED]

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The parent voice on public education

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I acknowledge the traditional custodians of the land and waters on which we live, work and learn and pay my respects to their elders past, present and future.

I wonder if I can ask your advice about how our P&C might possibly be able to advocate further in relation to delays to the infrastructure improvements outlined at our meeting with Minister Berry and ED reps last November?

Our principal had a meeting with ICW reps last week and it now appears that much of what was promised last year will now not be available in the foreseeable future, creating enormous pressures on our College community.

At this stage the College has only been given use of two very small training rooms previously used by Gungahlin Library. We have now learned that the library is pushing for these rooms to be returned to them despite the fact that they have been reallocated to the College and are in use across every line of every day.

The promised larger current CIT space is now off the table, with the ACT Government unable to find a financially viable alternative location.

The Modular Learning Spaces appear to be indefinitely delayed due to problems with planning permissions. I recall Minister Berry advising that she would like to be informed if there were delays with this process and that she could step in. We feel this is now necessary so that we can install these MLSs and provide much needed extra classrooms as soon as possible and we would like to approach Minister Berry regarding this.

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chairs with no backs and chairs that are designed for much younger and smaller students.



Our P&C would like to try and advocate further for the Gungahlin College community and would appreciate any advice or assistance Council may be able to provide.

Many Thanks





[REDACTED]
ACT Council of Parents & Citizens Associations

[REDACTED] [@actparents.org.au](mailto:actparents.org.au)

[REDACTED]

Thank you for your email of 5 April to Minister Berry's Office regarding Gungahlin College infrastructure and capacity concerns. The Minister has referred your correspondence to the Education Directorate for a response.

As you may be aware, the proposed scope of the infrastructure solution to increase Gungahlin College's capacity is to increase utilisation of specialist science spaces by expanding into balcony space; provide additional learning spaces through the provision of transportables; undertake internal renovations within the College; and upgrade the existing Gungahlin College oval.

The TCCS 'Town Park' has been identified as the location for the transportable installation due to insufficient land availability within the College grounds. This location provides best connectivity of learning spaces to the College campus. Pending TCCS approval for use of the land, it is anticipated that four transportables will commence landing in June 2023, providing eight additional learning spaces. A further six to eight weeks (contingent on subcontractor and material availability, and latent weather conditions) is then required to prepare the units before they are ready for use.

A Head Contractor has been engaged to commence procurement of architects, and subcontractors have commenced site investigation works in preparation for commencing works. This ensures that the scoping and design phases are now well underway.

In the following weeks, further consultation will be carried out with the College to define requirements to inform design, particularly in relation to creating socialisation spaces and quiet learning areas within the College. Further consultation will also be required around developing a staging plan to enable access to internal expansion spaces in order to facilitate a speedy construction phase and delivery of spaces.

Despite the commencement of these initial procurement and site preparations phases, I regret that it is not possible to predict a firm completion date or to intervene to expediate the design and construction process.

They want the Minister to intervene to expediate the approval process?

On the basis of current Education Directorate enrolment policy.....?

It is anticipated that College capacity will increase by approximately 190 students in 2023/24 following installation of the transportables...?

Insufficient funding for the upgrades – can GC P&C contribute?

Yours sincerely

David Matthews
Executive Group Manager
Business Services
.....April 2023

EDU Minister's Meeting

Meeting Date:	12 April 2023
Agenda item number:	5
SET member:	David Matthews
Division/Branch:	ICW / BSD
Clearance:	EGM BS

Description:

Gungahlin College

Background:

- Ongoing increases in demand has driven the need for immediate infrastructure to be delivered at Gungahlin College.
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- **Enrolments and Planning will validate the enrolment number beyond 2025.**

From: [Slater, Amanda](#)
To: [Stewart, Ellie](#)
Cc: [ICW EBM Office](#)
Subject: FW: Gungahlin College Capacity Scenario
Date: Monday, 17 April 2023 2:51:14 PM
Attachments: [image001.png](#)

Sorry

Amanda Slater | Director, Major Projects

Infrastructure and Capital Works | **Education** | ACT Government
 Mobile: 0434668074 | Email: amanda.slater@act.gov.au
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)



We acknowledge the traditional custodians of the lands and waters where we live and learn, and pay our respects to elders past, present, and future.



From: Slater, Amanda
Sent: Monday, 17 April 2023 2:44 PM
To: Leechman, Ellie <Ellie.Leechman@act.gov.au>
Cc: McCarthy, David <David.McCarthy@act.gov.au>
Subject: FW: Gungahlin College Capacity Scenario
 FYI

Amanda Slater | Director, Major Projects

Infrastructure and Capital Works | **Education** | ACT Government
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From: Das, Sean <Sean.Das@act.gov.au>
Sent: Monday, 17 April 2023 2:16 PM
To: Slater, Amanda <Amanda.Slater@act.gov.au>
Cc: Howell, Elizabeth <Elizabeth.Howell@act.gov.au>; Klein, Liz <Liz.Klein@act.gov.au>; Eppelstun, Krystal <Krystal.Eppelstun@act.gov.au>
Subject: Gungahlin College Capacity Scenario

OFFICIAL

Hi Amanda,

As discussed, below is an interim projection for Gungahlin College.

Please note we are currently updating our student demand model so these numbers will likely change (i.e. come down a little) but providing these for internal purposes until we arrive at finals.

DRAFT Gungahlin College STEP Projection v2022 with Anticipated Capacity Scenario									
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032
Enrolment Projection	1286	1301	1372	1441	1514	1572	1603	1610	1607
Anticipated Capacity	1280	1470	1470	1470	1470	1470	1470	1470	1470

Specifically in relation to will college have capacity in 2027-28. On a pure numerical basis the answer to it is possibly very tentatively yes based on anticipated future information:

- College capacity will likely go up by around 190 after 2023-24 with RLUs being installed. In the table above I have updated capacity to 1,470 from 2025 in anticipation of this work.
- Our revised projections for Gungahlin College will likely be somewhat lower compared to the interim one above. In 2028 this may mean projected enrolment will be slightly lower than anticipated capacity of 1,470.
- However, if the Directorate tightens enrolment policy settings this may have the effect of pushing back Gungahlin students from other colleges so this will make it a little tighter plus 2028 is 5 years from now so projections will have moved a little by then as well...

Happy to discuss.

Cheers

Sean

From: [Stewart, Ell](#) on behalf of [ICW EBM Office](#)
To: [Slater, Amanda](#); [Nakkan, John](#)
Cc: [ICW EBM Office](#); [Blom, Dylan](#)
Subject: FW: FOR REVIEW/CLEARANCE BY 2PM TODAY: Request for Information: Gungahlin College P&C capacity and infrastructure concerns
Date: Tuesday, 18 April 2023 10:09:51 AM
Attachments: [EGMBS letter Gungahlin College capacity infrastructure ACT P&C.docx](#)
[Gungahlin College infrastructure & capacity - dot points 17.4.23.doc](#)
Importance: High

Thanks Amanda for your assistance and input with this

John, final versions of Gungahlin College [dot points](#) and [EGM letter to ACT P&C](#) are attached for review/clearance to EGM [by 2pm today](#) please (you've already cleared the dot points except for the very last point which I've updated)

Thank you
Ell

From: Stewart, Ell <Ell.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office
Sent: Monday, 17 April 2023 4:28 PM
To: Slater, Amanda <Amanda.Slater@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>; Blom, Dylan <Dylan.Blom@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>
Subject: FOR REVIEW/CLEARANCE PLEASE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns
Importance: High

Hi Amanda

EGM Office has also requested a written response to the ACT P&C on the Gungahlin College issues

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Sent: Sunday, 16 April 2023 3:01 PM
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Cc: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Hi Ell

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Should you have any concerns please contact me.

Thanks

Kim

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Sent: Friday, 14 April 2023 12:25 PM
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Sent: Wednesday, 5 April 2023 12:44 PM
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Cc: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
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[REDACTED]

[REDACTED]

[REDACTED]

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previously used by Gungahlin Library. We have now learned that the library is pushing for these rooms to be returned to them despite the fact that they have been reallocated to the College and are in use across every line of every day.

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Many Thanks





[REDACTED]
ACT Council of Parents & Citizens Associations

[REDACTED] [@actparents.org.au](mailto:actparents.org.au)

[REDACTED]

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The Transport Canberra and City Services (TCCS) 'Town Park' has been identified as the location for the transportable installation due to insufficient land availability within the College grounds. This location provides best connectivity of learning spaces to the College campus. Pending TCCS approval for use of the land, it is anticipated that four transportables will commence landing in June 2023, providing eight additional learning spaces. A further six to eight weeks (contingent on subcontractor and material availability, and latent weather conditions) is then required to prepare the units before they are ready for use. At present, TCCS and the Education Directorate are working collaboratively to facilitate the temporary use of the town park as the transportable location.

A Head Contractor has been engaged and has commenced procurement of architects, and subcontractors who have commenced site investigations in preparation for commencing works. This ensures that the scoping and design phases are now well underway.

In the following weeks, further consultation will be carried out with the College to define requirements to inform design, particularly in relation to creating socialisation spaces and quiet learning areas within the College. Further consultation will also be required around developing a staging plan to enable access to internal expansion spaces to facilitate a speedy construction phase and delivery of spaces.

Despite the commencement of these initial procurement and site preparations phases, I regret that it is not possible to predict a firm completion date or to intervene to expediate the design and construction process.

With regards to the future capacity of the College, based on current Education Directorate enrolment policy the Enrolments and Planning Branch has projected that there will be sufficient capacity to accommodate anticipated demand. These latest projections will be discussed with the school in the near future.

Thank you for raising your concerns with the Minister's Office and I can confirm that the Education Directorate is fully committed to ensuring that these works are completed as soon as possible.

Yours sincerely

David Matthews
Executive Group Manager
Business Services
.....April 2023

EDU Minister's Meeting

Meeting Date:	12 April 2023
Agenda item number:	5
SET member:	David Matthews
Division/Branch:	ICW / BSD
Clearance:	EGM BS

Description:**Gungahlin College****Background:**

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- Budget – further scoping has revealed greater demand than originally scoped. Four transportables are to be installed with additional internal works to provide student study space.

Achievements:

- Scoping and design phase is underway.
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Next steps/actions:

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- Further consultation will also be required around developing a staging plan to enable access to internal expansion spaces in order to facilitate a speedy construction phase and delivery of spaces.
- Enrolments and Planning has projected that there will be sufficient capacity to accommodate anticipated demand beyond 2025. The latest projections will be discussed with the school in the near future.

Butler, Erin

From: Slater, Amanda
Sent: Tuesday, 18 April 2023 12:57 PM
To: Howell, Elizabeth; Das, Sean
Cc: Ryan, Denise
Subject: RE: Gungahlin College Capacity Scenario

Thanks Liz,
 I have had this included in the response.

Regards
 Amanda

Amanda Slater | Director, Major Projects

Infrastructure and Capital Works | **Education** | ACT Government
 Mobile: 0434668074 | Email: amanda.slater@act.gov.au
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)



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PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL

From: Howell, Elizabeth <Elizabeth.Howell@act.gov.au>
Sent: Tuesday, 18 April 2023 12:40 PM
To: Slater, Amanda <Amanda.Slater@act.gov.au>; Das, Sean <Sean.Das@act.gov.au>
Cc: Ryan, Denise <Denise.Ryan@act.gov.au>
Subject: RE: Gungahlin College Capacity Scenario

OFFICIAL

Thanks Amanda, with the additional context, I would suggest the following wording being used please:

The Schools Planning team within the Education Directorate has reviewed the short to medium-term student projections for the college, based on current enrolment policy settings, and in the context of recently updated ACT Population Projections and other available data. We anticipate that there will be sufficient capacity to accommodate demand, once the RLUs are installed. These latest projections will be discussed with the school in due course.

Please let us see the final reply as well.

Kind regards
 Liz

From: Slater, Amanda <Amanda.Slater@act.gov.au>
Sent: Tuesday, 18 April 2023 10:21 AM
To: Das, Sean <Sean.Das@act.gov.au>
Cc: Howell, Elizabeth <Elizabeth.Howell@act.gov.au>
Subject: RE: Gungahlin College Capacity Scenario

Thanks Sean,
I met with Pricilla a couple of weeks, and she is not so worried about 2025 as she is beyond that.

Thanks
Amanda

Amanda Slater | Director, Major Projects

Infrastructure and Capital Works | **Education** | ACT Government

Mobile: 0434668074 | Email: amanda.slater@act.gov.au

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



We acknowledge the traditional custodians of the lands and waters where we live and learn, and pay our respects to elders past, present, and future.



PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL

From: Das, Sean <Sean.Das@act.gov.au>
Sent: Tuesday, 18 April 2023 10:18 AM
To: Slater, Amanda <Amanda.Slater@act.gov.au>; Howell, Elizabeth <Elizabeth.Howell@act.gov.au>
Subject: RE: Gungahlin College Capacity Scenario
Importance: Low

OFFICIAL

Even on current/interim (i.e. higher projections) the school will not run out of capacity in 2025 with new RLUs.

From: Slater, Amanda <Amanda.Slater@act.gov.au>
Sent: Tuesday, 18 April 2023 10:04 AM
To: Howell, Elizabeth <Elizabeth.Howell@act.gov.au>; Das, Sean <Sean.Das@act.gov.au>
Subject: RE: Gungahlin College Capacity Scenario

Hi Liz,
Please see below:

I wonder if I can ask your advice about how our P&C might possibly be able to advocate further in relation to delays to the infrastructure improvements outlined at our meeting with Minister Berry and ED reps last November?

Our principal had a meeting with ICW reps last week and it now appears that much of what was promised last year will now not be available in the foreseeable future, creating enormous pressures on our College community.

At this stage the College has only been given use of two very small training rooms previously used by Gungahlin Library. We have now learned that the library is pushing for these rooms to be returned to them despite the fact that they have been reallocated to the College and are in use across every line of every day.

The promised larger current CIT space is now off the table, with the ACT Government unable to find a financially viable alternative location.

The Modular Learning Spaces appear to be indefinitely delayed due to problems with planning permissions. I recall Minister Berry advising that she would like to be informed if there were delays with this process and that she could step in. We feel this is now necessary so that we can install these MLSs and provide much needed extra classrooms as soon as possible and we would like to approach Minister Berry regarding this.

We are aware that ICW have visited the College and are apparently developing plans to refurbish part of the current library space to create two additional classrooms as well as much-needed additional library space, but this process is only in the planning stages, so will realistically be quite some time away if the project does indeed go ahead.

In many respects, the college cannot offer a suitable teaching and learning environment given our current enrolments and infrastructure. Students are being squeezed into inappropriate spaces and some spaces, particularly our labs, are not fit for purpose. The ACT Government is even yet to provide replacement chairs, leaving our students using chairs with no backs and chairs that are designed for much younger and smaller students.

Our P&C would like to try and advocate further for the Gungahlin College community and would appreciate any advice or assistance Council may be able to provide.

Many Thanks

Amanda Slater | Director, Major Projects

Infrastructure and Capital Works | **Education** | ACT Government

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PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL

From: Howell, Elizabeth <Elizabeth.Howell@act.gov.au>

Sent: Tuesday, 18 April 2023 10:00 AM

To: Slater, Amanda <Amanda.Slater@act.gov.au>; Das, Sean <Sean.Das@act.gov.au>

Subject: RE: Gungahlin College Capacity Scenario

OFFICIAL

Yes thanks Amanda, that sounds like a reasonable statement. Can we please see the letter as well for context?

Thanks
Liz

From: Slater, Amanda <Amanda.Slater@act.gov.au>
Sent: Tuesday, 18 April 2023 9:57 AM
To: Howell, Elizabeth <Elizabeth.Howell@act.gov.au>; Das, Sean <Sean.Das@act.gov.au>
Subject: RE: Gungahlin College Capacity Scenario

Hi Liz,

The P&C has written to the minister to try to get her involved in the modernisation. There are a number of sticking points for them (some of which are unfounded), however a big one is that there will be insufficient capacity within the school moving forward beyond 2025. I am writing a response from Dave Matthews, and I was hoping to provide some reassurance that there is likely to be sufficient capacity with the following statement:

With regards to the future capacity of the college, based on current Education Directorate enrolment policy the Planning division has projected that there will be sufficient capacity to accommodate anticipated demand. These latest projections will be discussed with the school.

The letter needs to be cleared through John Nakkam and to Dave by 2pm – hence the urgency, if you aren't comfortable with me saying the above, do you have any suggestions of what I might say?

Thanks for your advice.

Amanda

Amanda Slater | Director, Major Projects
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PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL

From: Howell, Elizabeth <Elizabeth.Howell@act.gov.au>
Sent: Tuesday, 18 April 2023 9:48 AM
To: Das, Sean <Sean.Das@act.gov.au>; Slater, Amanda <Amanda.Slater@act.gov.au>
Subject: RE: Gungahlin College Capacity Scenario

OFFICIAL

Hi Sean and Amanda

I'm not really comfortable sharing this with the school yet. I think we need to either do some more work on our numbers, or some more briefing upwards around the right messaging.

Amanda – what is the urgency in the school requiring this information now?

Thanks

Liz

From: Das, Sean <Sean.Das@act.gov.au>
Sent: Monday, 17 April 2023 5:51 PM
To: Howell, Elizabeth <Elizabeth.Howell@act.gov.au>
Subject: FW: Gungahlin College Capacity Scenario

OFFICIAL

Hi Liz,

How much are we comfortable sharing with the college below?

Amanda called this morning wanting to check if there is capacity in 2027-28 possibly before a new college opened up hence that earlier email below – but just checking how much should I share with the school, without some of the context the numbers may not be the right picture either?

Cheers

Sean

From: Das, Sean
Sent: Monday, 17 April 2023 5:47 PM
To: Slater, Amanda <Amanda.Slater@act.gov.au>
Subject: RE: Gungahlin College Capacity Scenario

OFFICIAL

Hi Amanda, Let me check re the commentary if people here are comfortable because essentially I am saying future projections will change downwards but its not confirmed yet...

From: Slater, Amanda <Amanda.Slater@act.gov.au>
Sent: Monday, 17 April 2023 5:35 PM
To: Das, Sean <Sean.Das@act.gov.au>
Subject: RE: Gungahlin College Capacity Scenario

Thanks for this Sean,
Is it appropriate, and are you comfortable me sharing these figures with the school?

Amanda

Amanda Slater | Director, Major Projects
Infrastructure and Capital Works | **Education** | ACT Government
Mobile: 0434668074 | Email: amanda.slater@act.gov.au
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 PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL

From: Das, Sean <Sean.Das@act.gov.au>
 Sent: Monday, 17 April 2023 2:16 PM
 To: Slater, Amanda <Amanda.Slater@act.gov.au>
 Cc: Howell, Elizabeth <Elizabeth.Howell@act.gov.au>; Klein, Liz <Liz.Klein@act.gov.au>; Eppelstun, Krystal <Krystal.Eppelstun@act.gov.au>
 Subject: Gungahlin College Capacity Scenario

OFFICIAL

Hi Amanda,

As discussed, below is an interim projection for Gungahlin College.

Please note we are currently updating our student demand model so these numbers will likely change (i.e. come down a little) but providing these for internal purposes until we arrive at finals.

DRAFT Gungahlin College STEP Projection v2022 with Anticipated Capacity Scenario									
Year	2024	2025	2026	2027	2028	2029	2030	2031	2032
Enrolment Projection	1286	1301	1372	1441	1514	1572	1603	1610	1607
Anticipated Capacity	1280	1470	1470	1470	1470	1470	1470	1470	1470

Specifically in relation to will college have capacity in 2027-28. On a pure numerical basis the answer to it is possibly very tentatively yes based on anticipated future information:

- College capacity will likely go up by around 190 after 2023-24 with RLUs being installed. In the table above I have updated capacity to 1,470 from 2025 in anticipation of this work.
- Our revised projections for Gungahlin College will likely be somewhat lower compared to the interim one above. In 2028 this may mean projected enrolment will be slightly lower than anticipated capacity of 1,470.
- However, if the Directorate tightens enrolment policy settings this may have the effect of pushing back Gungahlin students from other colleges so this will make it a little tighter plus 2028 is 5 years from now so projections will have moved a little by then as well...

Happy to discuss.

Cheers

Sean

Butler, Erin

From: Enrolment and Planning Branch
Sent: Tuesday, 18 April 2023 1:29 PM
To: Ryan, Denise
Subject: FW: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (SPR)
Attachments: Question Time Briefs (Assembly Briefs).tr5

OFFICIAL

Hi Denise,

We have received the below for Assembly Briefs for the Double Assembly Sitting Period 9-11 May.

There are 3 that E&P have been assigned to review and update:

- 12 Gungahlin College Capacity Planning (work with ICW as previously done);
- 17 Enrolment Projections; and
- 18 Planning to Meet Growth

Did you want to review and then distribute to the team as necessary?

Clearance is required from DDGSPR, **due date to CLO COB Thursday 4 May** and due date to MO is midday Friday 5 May 2023.

Thanks,
Erin

From: Nott, Georgia <Georgia.Nott@act.gov.au> **On Behalf Of** EDU Cabinet Liaison Officer
Sent: Tuesday, 18 April 2023 12:46 PM
To: Enrolment and Planning Branch <EnrolmentandPlanning@act.gov.au>; Attridge, Vanessa <VanessaS.Attridge@act.gov.au>; EDU, Analytics and Evaluation <edu.analyticsandevaluation@act.gov.au>; Crowther, Michael <Michael.Crowther@act.gov.au>; Moysey, Sean <Sean.Moysey@act.gov.au>; EDU, Education and Care, Regulation and Support <EDU.ECRS@act.gov.au>
Cc: System Policy and Reform Office <SPROffice@act.gov.au>; Burn, Emma <Emma.Burn@act.gov.au>; Bessey, Rochelle <Rochelle.Bessey@act.gov.au>; EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>
Subject: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (SPR)

OFFICIAL

Good afternoon

Please see below and attached for action.

Title/Question	FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023
Action	1. Draft/update Assembly Briefs as required 2. If no are updates required, please email educabinet@act.gov.au and we will complete action tree/notes
Responsibility	E&P: Briefs 12, 17 and 18 (please work with ICW on 12 as done previously) A&E: Brief 24 ECRS: Brief 16 Please liaise with other BU's as required.

Response type	Assembly Brief
TRIM	SUB23/346
Date due to CLO	COB Thursday, 4 May
Date Due to MO	Midday Friday, 5 May 2023
Clearance	DDGSPR - Please refer to the Executive Clearance Protocol document for appropriate clearance levels/drop copy requirements: here
Comment	<ul style="list-style-type: none"> Please note: TRIM Action Trees will be established by COB today.

Please contact 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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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 ongoing enrolment pressure at Gungahlin College.
- The Directorate is taking steps to accommodate current enrolment at Gungahlin College, support enrolment at other colleges and progress planning for a second college in Gungahlin. The Directorate is confident that this 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 underway, with \$1 million provided through the 2022-23 Budget for feasibility work and a preferred site identified in Nicholls 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.

Key Information

- The Education Directorate is working closely with Gungahlin College to deliver new capacity in the short term:
 - Two Relocatable Learning Units (totalling four additional classrooms) are planned to be installed at the college in 2023.
 - Some science labs at the school will be modified in 2023 and 2024 to allow for more flexible delivery of learning.
 - Community spaces in the adjoining Gungahlin Library have been repurposed in 2023 for use as learning spaces during school hours. Alternative arrangements have been made for the community programs that make use of those spaces.
- 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. As well as easing some pressure on Gungahlin College, this ensures that families on the northside are provided options for college enrolment.
- Preliminary 2023 ACT Schools Census results indicate enrolment at Gungahlin College remain stable for 2023 (1,161 including year 10 students), continuing a trend of generally high though stable enrolments between 2017 (1,166) and 2022 (1,124).
- Enrolment is projected to grow moderately in 2024 and 2025. If these enrolment projections are realised, students will be able to be accommodated within the increased capacity of the school.

Cleared as complete and accurate: 16/03/2023
Cleared for public release by: Executive Group Manager
Contact Officer name: David Matthews/Nicole Moore
Lead Directorate: Education
TRIM Ref: [SUB23/346SUB23/339](#)

Background Information

- The Education Directorate is aware there is a high level of community interest and anticipation for works to support Gungahlin College. Additional capacity being put in place during 2023 will support accommodating current and projected enrolment.
- 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 closely monitor enrolments at Gungahlin College for 2023 and future years to ensure places are available for students at their Priority Enrolment Area college.

Cleared as complete and accurate: 16/03/2023
Cleared for public release by: Executive Group Manager
Contact Officer name: David Matthews/Nicole
Moore
Lead Directorate: Education
TRIM Ref: [SUB23/346SUB23/339](#)

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

- Student demand projections developed by the Education Directorate in 2022 in collaboration with the Australian National University (ANU) School of Demography forecast around 5,000 additional K-12 public school students over the next ten years, representing an average growth rate of around 1 per cent annually.
- This forecast meant that there will be around **51,000 to 52,000 K-12 students in the public school system in 2032**, up from 46,863 in 2022.
 - This was based on older population data. The ACT Treasury released new updated projections in 2023 forecasting higher rates of population growth.
 - The Directorate is currently updating its student enrolment forecast to incorporate this most recent data.
 - This process is expected to be finalised in March 2023 which will supersede the public school demand projection made last year.
 - Preliminary analysis, subject to future confirmation, indicates that K-12 students in ACT public schools may increase by around 6,000 to 7,000 over the next ten years under the updated demand projection, compared to 5,000 previously.
- 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.
- The Central inner city regions of Canberra will also experience growth in school aged populations driven by infill development. Compared to other regions, public school enrolments are anticipated to be stable in Tuggeranong and Weston Creek.
- Public School demand projections are updated regularly to incorporate new data.
- This includes updated enrolment information on every student collected via the annual ACT Schools Census and other new information as it becomes available, such as Estimated Resident Population data released by the Australian Bureau of Statistics (ABS).
- 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.

QUESTION TIME BRIEF

- 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 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.
- 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.

Custom and Greenfield modelling

- The Directorate also undertakes area specific custom modelling when investment into infrastructure is being considered.
- The modelling and the inputs used are more detailed and tied into the future demand and long-term demographics of the planned catchment.
- Custom modelling 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.
 - An example of a custom scenario might be the impact a new school may have on enrolment behaviour in nearby suburbs.

Background Information

- While projections are a critical element of the schools planning process, they can only provide a point in time reference and do not necessarily reflect planned enrolment policy shifts, future investments or potential planning responses.
- Projections are also 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 four (4) new public schools:
 - North Gungahlin High School in Taylor which will have 800 places when it opens in 2025;
 - East Gungahlin High School in Kenny will open in 2024 and have 800 places;
 - A new ECEC to 6 primary school at Strathnairn in Ginninderry will open in 2025 and have 780 places plus 130 ECEC places, when it opens as the first new school in the developing West Belconnen area; and
 - A new ECEC to 6 primary school in Whitlam is anticipated to open in 2026 which will provide 780 places as well as 130 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 almost every student enrolled in high school will continue their learning through to Years 11 and 12 in college. While some colleges are currently experiencing high demand, there is available capacity within 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 significant flexibility for college enrolment outside of a student's priority enrolment area, in recognition of important factors such as curriculum diversity.
- **Gungahlin College** enrolments were stable from 2017 (1166 students) to 2022 (1124 students) and preliminary ACT Schools Census results indicate enrolments at Gungahlin College will remain stable in 2023 (1161 including year 10 students). However, further growth is anticipated from 2024 onwards.
 - New capacity is being delivered to accommodate additional students from 2023. New capacity will be provided through Relocatable Learning Units (RLUs) and additional spaces previously used by CIT/Gungahlin Library.

QUESTION TIME BRIEF

- The Government has committed to delivering new college capacity in Canberra's northside, with \$1.0 million in 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 help identify the most appropriate investment response from Government to growing demand for public school education for years 11 and 12.
- 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), including around 300 in-area places at Canberra College as at 2022 which could meet local demand if required.

School Capacity and Demand Planning

- The Education Directorate monitors land release and residential development closely to predict when new residents move into, or away from an area, so we can be sure we're predicting enrolment demand accurately and delivering additional public 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 priority enrolment areas into a strength and made 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 important community hubs providing access to learning, meeting and recreational facilities.

High demand schools

- Where capacity reaches 80%-85%, the Directorate commences close monitoring of school facility utilisation on a room by room basis. This also includes assessing 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 enrolment 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.

From: [Stewart, Eli](#) on behalf of [ICW EBM Office](#)
To: [Player, Ben](#); [Slater, Amanda](#); [Blom, Dylan](#)
Cc: [ICW EBM Office](#); [Nakkan, John](#)
Subject: FW: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (BSD)
Date: Tuesday, 18 April 2023 1:42:32 PM
Attachments: [Question Time Briefs \(Assembly Briefs\).tr5](#)
[image001.png](#)

Good afternoon team

Please update the assembly briefs below in track changes in TRIM for clearance by **12PM MON 1 MAY**

Brief #	Team
12. Gungahlin College Capacity Planning	MP/liaise with E&P

Thanks all
 Eli

From: Nott, Georgia <Georgia.Nott@act.gov.au> **On Behalf Of** EDU Cabinet Liaison Officer
Sent: Tuesday, 18 April 2023 12:44 PM
To: EDU, EBM P&P <ebmpp.edu@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>; CFO EDU Office <CFOEDUOffice@act.gov.au>; Turnbull, Ian <Ian.Turnbull@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>; EDU Media <EDU.Media@act.gov.au>
Cc: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>; Attridge, Vanessa <VanessaS.Attridge@act.gov.au>; Burn, Emma <Emma.Burn@act.gov.au>; Bessey, Rochelle <Rochelle.Bessey@act.gov.au>; EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>
Subject: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (BSD)

OFFICIAL

Good afternoon

Please see below and attached for action.

Title/Question	FOR ACTION: Assembly Briefs for Double Assembly Sitting Period – 9-11 May 2023
Action	1. Update/Draft Assembly Briefs as required 2. If no are updates required, please email educabinet@act.gov.au and we will complete action tree/notes
Responsibility	P&P: Briefs 5, 6, 7 ICW: Briefs 12, 13, 19 (please work with E&P on 12 as done previously) SF&P: Brief 20 C&E: Brief 9 Please liaise with other BU's as required.

Response type	Assembly Brief
TRIM	SUB23/346
Date due to CLO	COB Thursday, 4 May
Date Due to MO	Midday Friday, 5 May 2023
Clearance	EGMBSG - Please refer to the Executive Clearance Protocol document for appropriate clearance levels/drop copy requirements: here
Comment	<ul style="list-style-type: none"> • TRIM Action Trees will be established by COB today.

Please contact 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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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 ongoing enrolment pressure at Gungahlin College.
- The Directorate is taking steps to accommodate current enrolment at Gungahlin College, support enrolment at other colleges and progress planning for a second college in Gungahlin. The Directorate is confident this 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 underway, with \$1 million provided through the 2022-23 Budget for feasibility work and a preferred site identified in Nicholls 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.

Key Information

- The Education Directorate is working closely with Gungahlin College to deliver new capacity in the short term:
 - Four transportable classroom buildings (totalling eight additional classrooms) are planned to be installed at the college in 2023.
 - Subject to budget availability, selected science labs at the school may be modified in 2023 and 2024 to allow for more flexible delivery of learning.
 - Community spaces in the adjoining Gungahlin Library have been repurposed temporarily during 2023 for use as learning spaces during school hours. Alternative arrangements have been made for the community programs that make use of those spaces until the transportable classrooms can be installed.
- 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. As well as easing some pressure on Gungahlin College, this ensures that families on the northside are provided options for college enrolment.
- Preliminary 2023 ACT Schools Census results indicate enrolments at Gungahlin College will remain stable for 2023 (1,161 including year 10 students), continuing a trend of generally high though stable enrolments between 2017 (1,166) and 2022 (1,124).
- Enrolment is projected to grow moderately in 2024 and 2025. If these enrolment projections are realised, students will be able to be accommodated within the increased capacity of the school.

Cleared as complete and accurate: 04/05/2023
Cleared for public release by: Executive Group Manager
Contact Officer name: David Matthews/Deb
Efthymiades
Lead Directorate: Education
TRIM Ref: SUB23/346

Background Information

- The Education Directorate is aware there is a high level of community interest and anticipation for works to support Gungahlin College. Additional capacity being put in place during 2023 will support accommodating current and projected enrolment.
- 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 closely monitor enrolments at Gungahlin College for 2023 and future years to ensure places are available for students at their Priority Enrolment Area college.

Cleared as complete and accurate: 04/05/2023
Cleared for public release by: Executive Group Manager
Contact Officer name: David Matthews/Deb
Efthymiades
Lead Directorate: Education
TRIM Ref: SUB23/346

From: [Stewart, Ell](#) on behalf of [ICW EBM Office](#)
To: [Slater, Amanda](#); [Nakkan, John](#)
Cc: [Blom, Dylan](#); [ICW EBM Office](#)
Subject: FURTHER ADVICE REQ: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns
Date: Wednesday, 19 April 2023 8:52:01 AM
Attachments: [Gungahlin College infrastructure capacity - dot points 17.4.23.doc](#)
[EGMBS letter Gungahlin College capacity infrastructure ACT PC.docx](#)
Importance: High

Good morning Amanda & John

Please see below request for further info from David about the Gungahlin College update – can you please advise if this is possible and/or if David should speak to TCCS?

I will talk to Kim shortly

Thanks, Ell

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMBSG
Sent: Tuesday, 18 April 2023 6:56 PM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>; Currey, Katarina <Katarina.Currey@act.gov.au>
Cc: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: FW: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns
Importance: High

OFFICIAL: Sensitive

Hi Ell

David would appreciate the addition of indicative timeframes on works please and some level of indication of when we can anticipate TCCS approval/advice. David is happy to discuss with TCCS if needed.

Can we please talk tomorrow.

Hi Kat – Do you mind creating a TRIM record for this one pretty please.

Thanks
Kim

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMBSG
Sent: Tuesday, 18 April 2023 1:24 PM
To: Matthews, David <David.Matthews@act.gov.au>
Cc: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Hi David

Please find dot points on Gungahlin College Infrastructure Capacity and a response to the P&C for consideration.

Thanks
Kim

From: Stewart, Ell <Ell.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office
Sent: Tuesday, 18 April 2023 10:59 AM
To: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: FOR APPROVAL/SIGNATURE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

Good morning

Gungahlin College capacity & infrastructure concerns dot points and letter to ACT P&C as requested are attached for EGM approval/signature please - due by 2pm today

Thank you
Ell

From: Nakkan, John <John.Nakkan@act.gov.au>
Sent: Tuesday, 18 April 2023 10:23 AM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: RE: FOR REVIEW/CLEARANCE BY 2PM TODAY: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Thanks Ell,

Letter and dot points reviewed and cleared as attached.

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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMBSG
Sent: Sunday, 16 April 2023 3:01 PM
To: ICW EBM Office <ICWFBMOffice@act.gov.au>
Cc: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Hi Ell

Re: Gungahlin college concerns - infrastructure planning and capacity

Can the team please provide **dot points** on the items raised by [REDACTED] as highlighted in yellow below and **a draft response** to [REDACTED]. These would be appreciated by 2.00pm Tuesday 18 April 2023 please.

Should you have any concerns please contact me.

Thanks
Kim

From: Matthews, David <David.Matthews@act.gov.au>
Sent: Friday, 14 April 2023 12:25 PM
To: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: FW: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Can we get dot points on the yellow highlighted areas below please.

I can further update after meeting with TCCS this afternoon.

DM

From: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
Sent: Friday, 14 April 2023 12:19 PM
To: Matthews, David <David.Matthews@act.gov.au>
Cc: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>; Education DLO <EDUDLO@act.gov.au>
Subject: FW: Gungahlin College P&C capacity and infrastructure concerns

Hi David,

I can't remember if we already forwarded you the below email trail following conversations at this week's EDU briefing on the issue – apologies if not.

I was talking to [REDACTED] earlier today around some other issues and when [REDACTED] raised this one, I said we'd get back to [REDACTED] by week 1 of term 2.

Look forward to your advice when you're able to pull it together next week.

Thanks,
Bern

From: [redacted] <[redacted]@actparents.org.au>
Sent: Wednesday, 5 April 2023 12:44 PM
To: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Cc: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
Subject: Gungahlin College P&C capacity and infrastructure concerns

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe. [Learn why this is important](#)

Dear Bec and Bern,

Please see below an email I received from Gungahlin College P&C regarding the **current capacity and infrastructure concerns**, which appear to be following on from their meeting with the Minister late last year.

It would be helpful to understand why some of these commitments are taking so long, and what if anything can be done about it.

Thanks,

[redacted]

[redacted]

[redacted]

ACT Council of Parents & Citizens Associations

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I acknowledge the traditional custodians of the land and waters on which we live, work and learn and pay my respects to their elders past, present and future.

I wonder if I can ask your advice about how our P&C might possibly be able to advocate further in relation to delays to the infrastructure improvements outlined at our meeting

with Minister Berry and ED reps last November?

Our principal had a meeting with ICW reps last week and it now appears that much of what was promised last year will now not be available in the foreseeable future, creating enormous pressures on our College community.

At this stage the College has only been given use of two very small training rooms previously used by Gungahlin Library. We have now learned that the library is pushing for these rooms to be returned to them despite the fact that they have been reallocated to the College and are in use across every line of every day.

The promised larger current CIT space is now off the table, with the ACT Government unable to find a financially viable alternative location.

The Modular Learning Spaces appear to be indefinitely delayed due to problems with planning permissions. I recall Minister Berry advising that she would like to be informed if there were delays with this process and that she could step in. We feel this is now necessary so that we can install these MLSs and provide much needed extra classrooms as soon as possible and we would like to approach Minister Berry regarding this.

We are aware that ICW have visited the College and are apparently developing plans to refurbish part of the current library space to create two additional classrooms as well as much-needed additional library space, but this process is only in the planning stages, so will realistically be quite some time away if the project does indeed go ahead.

In many respects, the college cannot offer a suitable teaching and learning environment given our current enrolments and infrastructure. Students are being squeezed into inappropriate spaces and some spaces, particularly our labs, are not fit for purpose. The ACT Government is even yet to provide replacement chairs, leaving our students using chairs with no backs and chairs that are designed for much younger and smaller students.

Our P&C would like to try and advocate further for the Gungahlin College community and would appreciate any advice or assistance Council may be able to provide.

Many Thanks



Dot Points for Minister's Office

Meeting Date:	18 April 2023
Subject:	Gungahlin College Infrastructure Capacity
Division/Branch:	ICW / BSD
Clearance:	EGM BS
Description:	
Gungahlin College	
Background:	
<ul style="list-style-type: none"> • Ongoing increases in demand has driven the need for immediate infrastructure to be delivered at Gungahlin College. • The proposed scope is to increase utilisation of specialist science spaces by expanding into balcony space, provide additional learning spaces through the provision of transportables and by undertaking internal renovations both within the college and potentially within the library, plus upgrade of the existing Gungahlin oval. • The adjoining TCCS "Town Park" is the identified location for transportable installation due to insufficient land availability within the college grounds. This location provides best connectivity of learning spaces to the college campus. Pending TCCS approval for use of land, it is anticipated that transportables will commence landing in June 2023, with a total of 4 transportable being installed equating to 8 additional learning spaces. • The college campus and the library have shared facilities. Located within one building is the public library, College library and administration space, CIT space and shared meeting rooms. • A Head Contractor has been engaged for design and construct. 	
Emerging Issues:	
<ul style="list-style-type: none"> • Consultation with TCCS (Libraries ACT) has not been able to reach agreement around utilisation of shared space within the library for college use. • The college is currently utilising two spaces within the library, under a temporary agreement with TCCS, who have historically used the space for community groups. However, it should be noted that the original MOU (now expired) for use of this space was between CIT and Gungahlin College. 	
Identified Risks:	
<ul style="list-style-type: none"> • TCCS has provided in principle support only for temporary land custodianship of the Town Park for transportable installation. • Budget – further scoping has revealed greater demand than originally scoped. Four transportables are to be installed with additional internal works to provide student study space. 	
Achievements:	
<ul style="list-style-type: none"> • Scoping and design phase is underway. • Head contractor has been engaged. They have commenced procurement of Architects, and 	

subcontractors who have commenced site investigation works in preparation for commencing works.

Next steps/actions:

- Further consultation will be carried out with the college to define requirements to inform design, particularly in relation to creating socialisation spaces, and quiet learning areas within the college.
- Further consultation will also be required around developing a staging plan to enable access to internal expansion spaces in order to facilitate a speedy construction phase and delivery of spaces.
- Enrolments and Planning has projected that there will be sufficient capacity to accommodate anticipated demand beyond 2025. The latest projections will be discussed with the school in the near future.

[REDACTED]
[REDACTED]
ACT Council of Parents & Citizens Associations

[REDACTED] [@actparents.org.au](mailto:[REDACTED]@actparents.org.au)

Dear [REDACTED]

Thank you for your email of 5 April 2023 regarding Gungahlin College infrastructure and capacity concerns.

As you may be aware, the proposed scope of the infrastructure solution to increase Gungahlin College's capacity is to increase utilisation of specialist science spaces by expanding into balcony space; provide additional learning spaces through the provision of transportables; undertake internal renovations within the College; and upgrade the existing Gungahlin College oval.

The Transport Canberra and City Services (TCCS) 'Town Park' has been identified as the location for the transportable installation due to insufficient land availability within the College grounds. This location provides best connectivity of learning spaces to the College campus. Pending TCCS approval for use of the land, it is anticipated that four transportables will commence landing in June 2023, providing eight additional learning spaces. A further six to eight weeks (contingent on subcontractor and material availability, and latent weather conditions) is then required to prepare the units before they are ready for use. At present, TCCS and the Education Directorate are working collaboratively to facilitate the temporary use of the town park as the transportable location.

A Head Contractor has been engaged and has commenced procurement of architects, and subcontractors who have started site investigations in preparation for commencing works. This ensures that the scoping and design phases are now well underway.

In the following weeks, further consultation will be carried out with the College to define requirements to inform design, particularly in relation to creating socialisation spaces and quiet learning areas within the College. Further consultation will also be required around developing a staging plan to enable access to internal expansion spaces to facilitate a speedy construction phase and delivery of spaces.

Despite the commencement of these initial procurement and site preparations phases, I regret that it is not possible to predict a firm completion date or to intervene to expediate the design and construction process.

With regards to the future capacity of the College, based on current Education Directorate enrolment policy, the Enrolments and Planning Branch has projected that there will be sufficient capacity to accommodate anticipated demand. These latest projections will be discussed with the school in the near future.

From: [Stewart, Eil](#) on behalf of [ICW EBM Office](#)
To: [Slater, Amanda](#); [Nakkan, John](#)
Cc: [Blom, Dylan](#); [ICW EBM Office](#)
Subject: RE: FURTHER ADVICE REQ: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns
Date: Wednesday, 19 April 2023 4:52:27 PM
Attachments: [image001.png](#)
[Gungahlin College infrastructure capacity - dot points 19.4.23.doc](#)
[EGMBS letter Gungahlin College capacity infrastructure ACT PC 19.4.23.docx](#)

Thanks Amanda

John, this is pretty rushed but I've updated the ICW version of the dot points and letter – attached

Please review and clear as soon as possible

Thank you
Eil

From: Slater, Amanda <Amanda.Slater@act.gov.au>
Sent: Wednesday, 19 April 2023 4:17 PM
To: Nakkan, John <John.Nakkan@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>
Cc: Blom, Dylan <Dylan.Blom@act.gov.au>
Subject: RE: FURTHER ADVICE REQ: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

Dear John,
Please see indicative timing only, noting that I am nervous about providing the P&C with dates, given the difficulties the Head contractors are currently having on other small PMA jobs getting sub-contractors (such as Charles Condor).

Additionally these dates will need to be discussed with the school in order to develop a detailed staging plan to suit teaching requirements.

Transportable: 6 June – 28 August 2023
Ground floor internal works 27 July – 21 August 2023
Internal works- mechatronics/science labs: 28 August 2023 to 15 March 2024
Oval: 21 Nov to 1 Dec 2023

If you require the program in further detail, please let me know.

Regards

Amanda Slater | Director, Major Projects

Infrastructure and Capital Works | **Education** | ACT Government

Mobile: 0434668074 | Email: amanda.slater@act.gov.au

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PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL

From: Nakkan, John <John.Nakkan@act.gov.au>
Sent: Wednesday, 19 April 2023 12:31 PM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>; Slater, Amanda <Amanda.Slater@act.gov.au>
Cc: Blom, Dylan <Dylan.Blom@act.gov.au>
Subject: RE: FURTHER ADVICE REQ: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Thanks Ell, Amanda.

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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: Stewart, Ell <Ell.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office
Sent: Wednesday, 19 April 2023 12:04 PM
To: Slater, Amanda <Amanda.Slater@act.gov.au>
Cc: Blom, Dylan <Dylan.Blom@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: RE: FURTHER ADVICE REQ: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Thanks Amanda

I've just let EGMO know we are seeking an updated program by this pm and that David will not need to be involved as the TCCS approval process has been clarified and will be sooner than expected (within the next week)

Ell

From: Slater, Amanda <Amanda.Slater@act.gov.au>
Sent: Wednesday, 19 April 2023 10:59 AM

To: ICW EBM Office <ICWEBMOffice@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>; Stewart, Ell <Ell.Stewart@act.gov.au>
Cc: Blom, Dylan <Dylan.Blom@act.gov.au>
Subject: RE: FURTHER ADVICE REQ: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

Dear John,

With regards to the TCCS approvals, I have just found out that we were given the incorrect advice around how to proceed with the approval. We had provided TCCS with the TTMP and Landscape Management Plan directly to TCCS, where it should have been provided to City Services for approval in the first instance before going to TCCS. Now that this issues has been identified, it is hopeful that the approval will come through in the next week.

We had a start-up meeting with the Head Contractor last week, at which time they provided an inaccurate program. I have since requested an updated accurate program as a matter of urgency, however have not received this as yet. I will provide dates when they are available (hopefully later today).

Regards
Amanda

Amanda Slater | Director, Major Projects

Infrastructure and Capital Works | **Education** | ACT Government

Mobile: 0434668074 | Email: amanda.slater@act.gov.au

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Sent: Wednesday, 19 April 2023 8:52 AM
To: Slater, Amanda <Amanda.Slater@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>
Cc: Blom, Dylan <Dylan.Blom@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: FURTHER ADVICE REQ: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns
Importance: High

Good morning Amanda & John

Please see below request for further info from David about the Gungahlin College update – can you please advise if this is possible and/or if David should speak to TCCS?

I will talk to Kim shortly

Thanks, Ell

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Sent: Tuesday, 18 April 2023 6:56 PM
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Subject: FW: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns
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OFFICIAL: Sensitive

Hi Ell

David would appreciate the addition of indicative timeframes on works please and some level of indication of when we can anticipate TCCS approval/advice. David is happy to discuss with TCCS if needed.

Can we please talk tomorrow.

Hi Kat – Do you mind creating a TRIM record for this one pretty please.

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Kim

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Subject: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Hi David

Please find dot points on Gungahlin College Infrastructure Capacity and a response to the P&C for consideration.

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To: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>

Subject: FOR APPROVAL/SIGNATURE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

Good morning

Gungahlin College capacity & infrastructure concerns dot points and letter to ACT P&C as requested are attached for EGM approval/signature please - due by 2pm today

Thank you
Ell

From: Nakkan, John <John.Nakkan@act.gov.au>
Sent: Tuesday, 18 April 2023 10:23 AM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: RE: FOR REVIEW/CLEARANCE BY 2PM TODAY: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Thanks Ell,

Letter and dot points reviewed and cleared as attached.

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
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Subject: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Hi Ell

Re: Gungahlin college concerns - infrastructure planning and capacity

Can the team please provide **dot points** on the items raised by [redacted] as highlighted in yellow below and **a draft response** to [redacted]. These would be appreciated by 2.00pm Tuesday 18 April 2023 please.

Should you have any concerns please contact me.

Thanks

Kim

From: Matthews, David <David.Matthews@act.gov.au>
Sent: Friday, 14 April 2023 12:25 PM
To: EDU, EGMBMSG <EGMBMSG.EDU@act.gov.au>
Subject: FW: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Can we get dot points on the yellow highlighted areas below please.

I can further update after meeting with TCCS this afternoon.

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Cc: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>; Education DLO <EDUDLO@act.gov.au>
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Hi David,

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I was talking to [REDACTED] earlier today around some other issues and when [REDACTED] raised this one, I said we'd get back to [REDACTED] by week 1 of term 2.

Look forward to your advice when you're able to pull it together next week.

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Bern

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Cc: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
Subject: Gungahlin College P&C capacity and infrastructure concerns

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Dear Bec and Bern,

Please see below an email I received from Gungahlin College P&C regarding the **current capacity and infrastructure concerns**, which appear to be following on from their meeting with the Minister late last year.

It would be helpful to understand why some of these commitments are taking so long, and what if anything can be done about it.

Thanks,

[REDACTED]

[REDACTED]

[REDACTED]

ACT Council of Parents & Citizens Associations

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I acknowledge the traditional custodians of the land and waters on which we live, work and learn and pay my respects to their elders past, present and future.

I wonder if I can ask your advice about how our P&C might possibly be able to advocate further in relation to delays to the infrastructure improvements outlined at our meeting with Minister Berry and ED reps last November?

Our principal had a meeting with ICW reps last week and it now appears that much of what was promised last year will now not be available in the foreseeable future, creating enormous pressures on our College community.


At this stage the College has only been given use of two very small training rooms previously used by Gungahlin Library. We have now learned that the library is pushing for these rooms to be returned to them despite the fact that they have been reallocated to the College and are in use across every line of every day.

The promised larger current CIT space is now off the table, with the ACT Government unable to find a financially viable alternative location.

The Modular Learning Spaces appear to be indefinitely delayed due to problems with planning permissions. I recall Minister Berry advising that she would like to be informed if there were delays with this process and that she could step in. We feel this is now necessary so that we can install these MLSs and provide much needed extra classrooms as soon as possible and we would like to approach Minister Berry regarding this.

We are aware that ICW have visited the College and are apparently developing plans to refurbish part of the current library space to create two additional classrooms as well as much-needed additional library space, but this process is only in the planning stages, so **will realistically be quite some time away if the project does indeed go ahead.**

In many respects, the college cannot offer a suitable teaching and learning environment given our current enrolments and infrastructure. Students are being squeezed into inappropriate spaces and some spaces, particularly our labs, are not fit for purpose. The ACT Government is even yet to provide replacement chairs, leaving our students using chairs with no backs and chairs that are designed for much younger and smaller students.



Our P&C would like to try and advocate further for the Gungahlin College community and would appreciate any advice or assistance Council may be able to provide.

Many Thanks



EDU Minister's Meeting

Meeting Date:	12 April 2023
Agenda item number:	5
SET member:	David Matthews
Division/Branch:	ICW / BSD
Clearance:	EGM BS
Description:	
Gungahlin College	
Background:	
<ul style="list-style-type: none"> • Ongoing increases in demand has driven the need for immediate infrastructure to be delivered at Gungahlin College. • The proposed scope is to increase utilisation of specialist science spaces by expanding into balcony space, provide additional learning spaces through the provision of transportables and by undertaking internal renovations both within the college and potentially within the library, plus upgrade of the existing Gungahlin oval. • The adjoining TCCS "Town Park" is the identified location for transportable installation due to insufficient land availability within the college grounds. This location provides best connectivity of learning spaces to the college campus. Pending TCCS approval for use of land, it is anticipated that transportables will commence landing in June 2023, with a total of 4 transportable being installed equating to 8 additional learning spaces. • The college campus and the library have shared facilities. Located within one building is the public library, College library and administration space, CIT space and shared meeting rooms. • A Head Contractor has been engaged for design and construct. 	
Emerging Issues:	
<ul style="list-style-type: none"> • Consultation with TCCS (Libraries ACT) has not been able to reach agreement around utilisation of shared space within the library for college use. • The college is currently utilising two spaces within the library, under a temporary agreement with TCCS, who have historically used the space for community groups. However, it should be noted that the original MOU (now expired) for use of this space was between CIT and Gungahlin College. 	
Identified Risks:	
<ul style="list-style-type: none"> • TCCS has provided in principle support only for temporary land custodianship of the Town Park for transportable installation. • Budget – further scoping has revealed greater demand than originally scoped. Four transportables are to be installed with additional internal works to provide student study space. 	

Achievements:

- Scoping and design phase is underway.
- Head contractor has been engaged. They have commenced procurement of Architects, and subcontractors who have commenced site investigation works in preparation for commencing works.

Tentative timeline:

The following dates are tentative only and will need to be discussed with the school in order to develop a detailed staging plan to suit teaching requirements:

Transportables: 6 June – 28 August 2023

Ground floor internal works: 27 July – 21 August 2023

Internal works - mechatronics/science labs: 28 August 2023 to 15 March 2024

Oval: 21 November to 1 December 2023

Next steps/actions:

- Further consultation will be carried out with the college to define requirements to inform design, particularly in relation to creating socialisation spaces, and quiet learning areas within the college.
- Further consultation will also be required around developing a staging plan to enable access to internal expansion spaces in order to facilitate a speedy construction phase and delivery of spaces.
- Enrolments and Planning has projected that there will be sufficient capacity to accommodate anticipated demand beyond 2025. The latest projections will be discussed with the school in the near future.



[REDACTED]
ACT Council of Parents & Citizens Associations

[REDACTED] [@actparents.org.au](mailto:actparents.org.au)

[REDACTED]

Thank you for your email of 5 April to Minister Berry's Office regarding Gungahlin College infrastructure and capacity concerns. The Minister has referred your correspondence to the Education Directorate for a response.

As you may be aware, the proposed scope of the infrastructure solution to increase Gungahlin College's capacity is to increase utilisation of specialist science spaces by expanding into balcony space; provide additional learning spaces through the provision of transportables; undertake internal renovations within the College; and upgrade the existing Gungahlin College oval.

The Transport Canberra and City Services (TCCS) 'Town Park' has been identified as the location for the transportable installation due to insufficient land availability within the College grounds. This location provides best connectivity of learning spaces to the College campus. Pending TCCS approval for use of the land, it is anticipated that four transportables will commence landing in June 2023, providing eight additional learning spaces. A further six to eight weeks (contingent on subcontractor and material availability, and latent weather conditions) is then required to prepare the units before they are ready for use. At present, TCCS and the Education Directorate are working collaboratively to facilitate the temporary use of the town park as the transportable location.

A Head Contractor has been engaged and has commenced procurement of architects, and subcontractors who have started site investigations in preparation for commencing works. This ensures that the scoping and design phases are now well underway.

In the following weeks, further consultation will be carried out with the College to define requirements to inform design, particularly in relation to creating socialisation spaces and quiet learning areas within the College. Further consultation will also be required around developing a staging plan to enable access to internal expansion spaces to facilitate a speedy construction phase and delivery of spaces.

I can advise the following tentative start and finish dates for the works:

Transportables: 6 June – 28 August 2023

Ground floor internal works: 27 July – 21 August 2023

Internal works - mechatronics/science labs: 28 August 2023 to 15 March 2024

Oval: 21 November to 1 December 2023

However these dates will need to be discussed with the school in order to develop a detailed staging plan to suit teaching requirements.

With regards to the future capacity of the College, based on current Education Directorate enrolment policy the Enrolments and Planning Branch has projected that there will be sufficient capacity to accommodate anticipated demand. These latest projections will be discussed with the school in the near future.

Thank you for raising your concerns with the Minister's Office and I can confirm that the Education Directorate is fully committed to ensuring that these works are completed as soon as possible.

Yours sincerely

David Matthews
Executive Group Manager
Business Services
.....April 2023

From: [Nakkan, John](#)
To: [EDU, EGMSG](#)
Cc: [ICW EBM Office](#)
Subject: RE: FURTHER ADVICE REQ: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns
Date: Wednesday, 19 April 2023 5:10:00 PM
Attachments: [Gungahlin College infrastructure capacity - dot points 19.4.23.doc](#)
[EGMSG letter Gungahlin College capacity infrastructure ACT PC 19.4.23.docx](#)
Importance: High

Hi Kim,

Please see the updated correspondence that now includes broad completion dates. Sorry for the late update but I thought it was important to include these as they provide improved clarity.

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

EDU Minister's Meeting

Meeting Date:	12 April 2023
Agenda item number:	5
SET member:	David Matthews
Division/Branch:	ICW / BSD
Clearance:	EGM BS

Description:**Gungahlin College****Background:**

- Ongoing increases in demand has driven the need for immediate infrastructure to be delivered at Gungahlin College.
- The proposed scope is to increase utilisation of specialist science spaces by expanding into balcony space, provide additional learning spaces through the provision of transportables and by undertaking internal renovations both within the college and potentially within the library, plus upgrade of the existing Gungahlin oval.
- The adjoining TCCS "Town Park" is the identified location for transportable installation due to insufficient land availability within the college grounds. This location provides best connectivity of learning spaces to the college campus. Pending TCCS approval for use of land, it is anticipated that transportables will commence landing in June 2023, with a total of 4 transportable being installed equating to 8 additional learning spaces.
- The college campus and the library have shared facilities. Located within one building is the public library, College library and administration space, CIT space and shared meeting rooms.
- A Head Contractor has been engaged for design and construct.

Emerging Issues:

- Consultation with TCCS (Libraries ACT) has not been able to reach agreement around utilisation of shared space within the library for college use.
- The college is currently utilising two spaces within the library, under a temporary agreement with TCCS, who have historically used the space for community groups. However, it should be noted that the original MOU (now expired) for use of this space was between CIT and Gungahlin College.

Identified Risks:

- TCCS has provided in principle support only for temporary land custodianship of the Town Park for transportable installation.
- Budget – further scoping has revealed greater demand than originally scoped. Four transportables are to be installed with additional internal works to provide student study space.

Achievements:

- Scoping and design phase is underway.
- Head contractor has been engaged. They have commenced procurement of Architects, and subcontractors who have commenced site investigation works in preparation for commencing works.

Tentative timeline:

The following dates are tentative only and will need to be discussed with the school in order to develop a detailed staging plan to suit teaching requirements:

Transportables: Delivery during June, occupancy during Term 3.

Ground floor internal works: Term 3.

Internal works - mechatronics/science labs: Progressively from August 2023 to March 2024.

Oval: November to December 2023.

Next steps/actions:

- Further consultation will be carried out with the college to define requirements to inform design, particularly in relation to creating socialisation spaces, and quiet learning areas within the college.
- Further consultation will also be required around developing a staging plan to enable access to internal expansion spaces in order to facilitate a speedy construction phase and delivery of spaces.
- Enrolments and Planning has projected that there will be sufficient capacity to accommodate anticipated demand beyond 2025. The latest projections will be discussed with the school in the near future.



[REDACTED]
ACT Council of Parents & Citizens Associations

[REDACTED] [@actparents.org.au](mailto:actparents.org.au)

[REDACTED]

Thank you for your email of 5 April to Minister Berry's Office regarding Gungahlin College infrastructure and capacity concerns. The Minister has referred your correspondence to the Education Directorate for a response.

As you may be aware, the proposed scope of the infrastructure solution to increase Gungahlin College's capacity is to increase utilisation of specialist science spaces by expanding into balcony space; provide additional learning spaces through the provision of transportables; undertake internal renovations within the College; and upgrade the existing Gungahlin College oval.

The Transport Canberra and City Services (TCCS) 'Town Park' has been identified as the location for the transportable installation due to insufficient land availability within the College grounds. This location provides best connectivity of learning spaces to the College campus. Pending TCCS approval for use of the land, it is anticipated that four transportables will commence landing in June 2023, providing eight additional learning spaces. A further six to eight weeks (contingent on subcontractor and material availability, and latent weather conditions) is then required to prepare the units before they are ready for use. At present, TCCS and the Education Directorate are working collaboratively to facilitate the temporary use of the town park as the transportable location.

A Head Contractor has been engaged and has commenced procurement of architects, and subcontractors who have started site investigations in preparation for commencing works. This ensures that the scoping and design phases are now well underway.

In the following weeks, further consultation will be carried out with the College to define requirements to inform design, particularly in relation to creating socialisation spaces and quiet learning areas within the College. Further consultation will also be required around developing a staging plan to enable access to internal expansion spaces to facilitate a speedy construction phase and delivery of spaces.

I can advise the following program dates ahead of detailed scheduling with the school:

Transportables: Delivery during June, occupancy during Term 3.

Ground floor internal works: Term 3.

Internal works - mechatronics/science labs: Progressively from August 2023 to March 2024.

Oval: November to December 2023.

These dates are taken from our builder's program and will need to be discussed with the school to minimise disruption to the learning program.

With regards to the future capacity of the College, based on current Education Directorate enrolment policy the Enrolments and Planning Branch has projected that there will be sufficient capacity to accommodate anticipated demand. These latest projections will be discussed with the school in the near future.

Thank you for raising your concerns with the Minister's Office and I can confirm that the Education Directorate is fully committed to ensuring that these works are completed as soon as possible.

Yours sincerely

David Matthews
Executive Group Manager
Business Services
.....April 2023

From: [Nakkan, John](#)
To: [ICW EBM Office](#); [Slater, Amanda](#)
Cc: [Blom, Dylan](#)
Subject: RE: FURTHER ADVICE REQ: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns
Date: Wednesday, 19 April 2023 5:13:24 PM
Attachments: [image001.png](#)

OFFICIAL: Sensitive

Thanks both, it's good to include the forecast program.

I have been less specific about the dates to allow some variation.

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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: Stewart, Ell <Ell.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office
Sent: Wednesday, 19 April 2023 4:52 PM
To: Slater, Amanda <Amanda.Slater@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>
Cc: Blom, Dylan <Dylan.Blom@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: RE: FURTHER ADVICE REQ: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

Thanks Amanda

John, this is pretty rushed but I've updated the ICW version of the dot points and letter – attached

Please review and clear as soon as possible

Thank you
Ell

From: Slater, Amanda <Amanda.Slater@act.gov.au>
Sent: Wednesday, 19 April 2023 4:17 PM
To: Nakkan, John <John.Nakkan@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>
Cc: Blom, Dylan <Dylan.Blom@act.gov.au>
Subject: RE: FURTHER ADVICE REQ: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

Dear John,

Please see indicative timing only, noting that I am nervous about providing the P&C with dates, given the difficulties the Head contractors are currently having on other small PMA jobs getting sub-contractors (such as Charles Condor).

Additionally these dates will need to be discussed with the school in order to develop a detailed staging plan to suit teaching requirements.

Transportable: 6 June – 28 August 2023

Ground floor internal works 27 July – 21 August 2023

Internal works- mechatronics/science labs: 28 August 2023 to 15 March 2024

Oval: 21 Nov to 1 Dec 2023

If you require the program in further detail, please let me know.

Regards

Amanda Slater | Director, Major Projects

Infrastructure and Capital Works | **Education** | ACT Government

Mobile: 0434668074 | Email: amanda.slater@act.gov.au

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We acknowledge the traditional custodians of the lands and waters where we live and learn, and pay our respects to elders past, present, and future.



PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL

From: Nakkan, John <John.Nakkan@act.gov.au>

Sent: Wednesday, 19 April 2023 12:31 PM

To: ICW EBM Office <ICWEBMOffice@act.gov.au>; Slater, Amanda <Amanda.Slater@act.gov.au>

Cc: Blom, Dylan <Dylan.Blom@act.gov.au>

Subject: RE: FURTHER ADVICE REQ: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Thanks Ell, Amanda.

Regards,

John Nakkan | Acting Executive Branch Manager

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

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

Ngunnawal Country

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From: Stewart, Eil <Eil.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office
Sent: Wednesday, 19 April 2023 12:04 PM
To: Slater, Amanda <Amanda.Slater@act.gov.au>
Cc: Blom, Dylan <Dylan.Blom@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: RE: FURTHER ADVICE REQ: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Thanks Amanda

I've just let EGMO know we are seeking an updated program by this pm and that David will not need to be involved as the TCCS approval process has been clarified and will be sooner than expected (within the next week)

Eil

From: Slater, Amanda <Amanda.Slater@act.gov.au>
Sent: Wednesday, 19 April 2023 10:59 AM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>; Stewart, Eil <Eil.Stewart@act.gov.au>
Cc: Blom, Dylan <Dylan.Blom@act.gov.au>
Subject: RE: FURTHER ADVICE REQ: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

Dear John,

With regards to the TCCS approvals, I have just found out that we were given the incorrect advice around how to proceed with the approval. We had provided TCCS with the TTMP and Landscape Management Plan directly to TCCS, where it should have been provided to City Services for approval in the first instance before going to TCCS. Now that this issues has been identified, it is hopeful that the approval will come through in the next week.

We had a start-up meeting with the Head Contractor last week, at which time they provided an inaccurate program. I have since requested an updated accurate program as a matter of urgency, however have not received this as yet. I will provide dates when they are available (hopefully later today).

Regards
Amanda

Amanda Slater | Director, Major Projects

Infrastructure and Capital Works | **Education** | ACT Government
Mobile: 0434668074 | Email: amanda.slater@act.gov.au
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)



We acknowledge the traditional custodians of the lands and waters where we live and learn, and pay our respects to elders past, present, and future.



PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL

From: Stewart, Ell <Ell.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office
Sent: Wednesday, 19 April 2023 8:52 AM
To: Slater, Amanda <Amanda.Slater@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>
Cc: Blom, Dylan <Dylan.Blom@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: FURTHER ADVICE REQ: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns
Importance: High

Good morning Amanda & John

Please see below request for further info from David about the Gungahlin College update – can you please advise if this is possible and/or if David should speak to TCCS?

I will talk to Kim shortly

Thanks, Ell

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMBBSG
Sent: Tuesday, 18 April 2023 6:56 PM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>; Currey, Katarina <Katarina.Currey@act.gov.au>
Cc: EDU, EGMBBSG <EGMBBSG.EDU@act.gov.au>
Subject: FW: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns
Importance: High

OFFICIAL: Sensitive

Hi Ell

David would appreciate the addition of indicative timeframes on works please and some level of indication of when we can anticipate TCCS approval/advice. David is happy to discuss with TCCS if needed.

Can we please talk tomorrow.

Hi Kat – Do you mind creating a TRIM record for this one pretty please.

Thanks
 Kim

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMBSG
Sent: Tuesday, 18 April 2023 1:24 PM
To: Matthews, David <David.Matthews@act.gov.au>
Cc: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Hi David

Please find dot points on Gungahlin College Infrastructure Capacity and a response to the P&C for consideration.

Thanks
Kim

From: Stewart, Ell <Ell.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office
Sent: Tuesday, 18 April 2023 10:59 AM
To: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: FOR APPROVAL/SIGNATURE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

Good morning

Gungahlin College capacity & infrastructure concerns dot points and letter to ACT P&C as requested are attached for EGM approval/signature please - due by 2pm today

Thank you
Ell

From: Nakkan, John <John.Nakkan@act.gov.au>
Sent: Tuesday, 18 April 2023 10:23 AM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: RE: FOR REVIEW/CLEARANCE BY 2PM TODAY: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Thanks Ell,

Letter and dot points reviewed and cleared as attached.

Regards,

John Nakkas | Acting Executive Branch Manager
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: john.nakkas@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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMBSG
Sent: Sunday, 16 April 2023 3:01 PM
To: ICW EBM Office <ICWEBMO@act.gov.au>
Cc: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Hi Ell

Re: Gungahlin college concerns - infrastructure planning and capacity

Can the team please provide **dot points** on the items raised by [REDACTED] as highlighted in yellow below and **a draft response** to [REDACTED]. These would be appreciated by 2.00pm Tuesday 18 April 2023 please.

Should you have any concerns please contact me.

Thanks
Kim

From: Matthews, David <David.Matthews@act.gov.au>
Sent: Friday, 14 April 2023 12:25 PM
To: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: FW: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Can we get dot points on the yellow highlighted areas below please.

I can further update after meeting with TCCS this afternoon.

DM

From: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
Sent: Friday, 14 April 2023 12:19 PM
To: Matthews, David <David.Matthews@act.gov.au>
Cc: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>; Education DLO <EDUDLO@act.gov.au>
Subject: FW: Gungahlin College P&C capacity and infrastructure concerns

Hi David,

I can't remember if we already forwarded you the below email trail following conversations at this week's EDU briefing on the issue – apologies if not.

I was talking to [REDACTED] earlier today around some other issues and when [REDACTED] raised this one, I said we'd get back to [REDACTED] by week 1 of term 2.

Look forward to your advice when you're able to pull it together next week.

Thanks,
Bern

From: [REDACTED] <[REDACTED]@actparents.org.au>
Sent: Wednesday, 5 April 2023 12:44 PM
To: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Cc: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
Subject: Gungahlin College P&C capacity and infrastructure concerns

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe. [Learn why this is important](#)

Dear Bec and Bern,

Please see below an email I received from Gungahlin College P&C regarding the **current capacity and infrastructure concerns**, which appear to be following on from their meeting with the Minister late last year.

It would be helpful to understand why some of these commitments are taking so long, and what if anything can be done about it.

Thanks,

[REDACTED]

[REDACTED]

[REDACTED]

ACT Council of Parents & Citizens Associations

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I acknowledge the traditional custodians of the land and waters on which we live, work and learn and pay my respects to their elders past, present and future.

I wonder if I can ask your advice about how our P&C might possibly be able to advocate further in relation to delays to the infrastructure improvements outlined at our meeting with Minister Berry and ED reps last November?

Our principal had a meeting with ICW reps last week and it now appears that much of what was promised last year will now not be available in the foreseeable future, creating enormous pressures on our College community.

At this stage the College has only been given use of two very small training rooms previously used by Gungahlin Library. We have now learned that the library is pushing for these rooms to be returned to them despite the fact that they have been reallocated to the College and are in use across every line of every day.

The promised larger current CIT space is now off the table, with the ACT Government unable to find a financially viable alternative location.

The Modular Learning Spaces appear to be indefinitely delayed due to problems with planning permissions. I recall Minister Berry advising that she would like to be informed if there were delays with this process and that she could step in. We feel this is now necessary so that we can install these MLSs and provide much needed extra classrooms as soon as possible and we would like to approach Minister Berry regarding this.

We are aware that ICW have visited the College and are apparently developing plans to refurbish part of the current library space to create two additional classrooms as well as much-needed additional library space, but this process is only in the planning stages, so will realistically be quite some time away if the project does indeed go ahead.

In many respects, the college cannot offer a suitable teaching and learning environment given our current enrolments and infrastructure. Students are being squeezed into inappropriate spaces and some spaces, particularly our labs, are not fit for purpose. The ACT Government is even yet to provide replacement chairs, leaving our students using chairs with no backs and chairs that are designed for much younger and smaller students.

Our P&C would like to try and advocate further for the Gungahlin College community and would appreciate any advice or assistance Council may be able to provide.

Many Thanks



From: [Wicks, Melissa-S](#) on behalf of [EDU, EGMSG](#)
To: [Education DLO](#)
Subject: RE: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns
Date: Thursday, 20 April 2023 2:32:00 PM
Attachments: [GOVERNMENT & STAKEHOLDER RELATIONS - Customer Service - Gungahlin College P&C capacity and infrastructure concerns.tr5](#)
[image001.jpg](#)

OFFICIAL: Sensitive

Good afternoon

EGM BSG has approved dot points and draft response, as requested by MO below.

TRIM Link has final dot points. Thank you.

Kind regards

Melissa Wicks

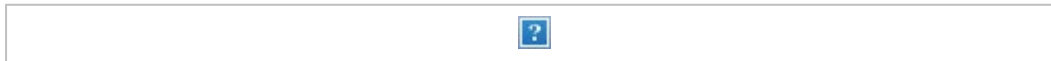
Executive Support Officer to David Matthews | Business Services Group

Education Directorate | ACT Government

GPO Box 158 Canberra ACT 2601

E: EGMSG.EDU@act.gov.au

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: Matthews, David <David.Matthews@act.gov.au>

Sent: Thursday, 20 April 2023 1:51 PM

To: EDU, EGMSG <EGMSG.EDU@act.gov.au>

Subject: FW: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Approved, with thanks, noting that the updated dots will be provided to MO.

David Matthews

Executive Group Manager, Business Services Group

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMSG

Sent: Tuesday, 18 April 2023 1:24 PM

To: Matthews, David <David.Matthews@act.gov.au>

Cc: EDU, EGMSG <EGMSG.EDU@act.gov.au>

Subject: FOR CLEARANCE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Hi David

Please find dot points on Gungahlin College Infrastructure Capacity and a response to the P&C for consideration.

Thanks

Kim

From: Stewart, Eil <Eil.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office

Sent: Tuesday, 18 April 2023 10:59 AM

To: EDU, EGMSG <EGMSG.EDU@act.gov.au>

Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>

Subject: FOR APPROVAL/SIGNATURE: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

Good morning

Gungahlin College capacity & infrastructure concerns dot points and letter to ACT P&C as requested are attached for EGM approval/signature please - due by 2pm today

Thank you

Ell

From: Nakkan, John <John.Nakkan@act.gov.au>

Sent: Tuesday, 18 April 2023 10:23 AM

To: ICW EBM Office <ICWEBMOffice@act.gov.au>

Subject: RE: FOR REVIEW/CLEARANCE BY 2PM TODAY: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Thanks Ell,

Letter and dot points reviewed and cleared as attached.

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

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From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMBSG

Sent: Sunday, 16 April 2023 3:01 PM

To: ICW EBM Office <ICWEBMOffice@act.gov.au>

Cc: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>

Subject: Request for Information: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Hi Ell

Re: Gungahlin college concerns - infrastructure planning and capacity

Can the team please provide **dot points** on the items raised by [REDACTED] as highlighted in yellow below and **a draft response** to [REDACTED]. These would be appreciated by 2.00pm Tuesday 18 April 2023 please.

Should you have any concerns please contact me.

Thanks

Kim

From: Matthews, David <David.Matthews@act.gov.au>

Sent: Friday, 14 April 2023 12:25 PM

To: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>

Subject: FW: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL: Sensitive

Can we get dot points on the yellow highlighted areas below please.

I can further update after meeting with TCCS this afternoon.

DM

From: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>

Sent: Friday, 14 April 2023 12:19 PM

To: Matthews, David <David.Matthews@act.gov.au>

Cc: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>; Education DLO <EDUDLO@act.gov.au>

Subject: FW: Gungahlin College P&C capacity and infrastructure concerns

Hi David,

I can't remember if we already forwarded you the below email trail following conversations at this week's EDU briefing on the issue – apologies if not.

I was talking to [redacted] earlier today around some other issues and when [redacted] raised this one, I said we'd get back to [redacted] by week 1 of term 2.

Look forward to your advice when you're able to pull it together next week.

Thanks,

Bern

From: [redacted]
Sent: Wednesday, 5 April 2023 12:44 PM
To: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Cc: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
Subject: Gungahlin College P&C capacity and infrastructure concerns

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

[Learn why this is important](#)

Dear Bec and Bern,

Please see below an email I received from Gungahlin College P&C regarding the **current capacity and infrastructure concerns**, which appear to be following on from their meeting with the Minister late last year.

It would be helpful to understand why some of these commitments are taking so long, and what if anything can be done about it.

Thanks,

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

I wonder if I can ask your advice about how our P&C might possibly be able to advocate further in relation to delays to the infrastructure improvements outlined at our meeting with Minister Berry and ED reps last November?

Our principal had a meeting with ICW reps last week and it now appears that much of what was promised last year will now not be available in the foreseeable future, creating enormous pressures on our College community.

At this stage the College has only been given use of two very small training rooms previously used by Gungahlin Library. We have now learned that the library is pushing for these rooms to be returned to them despite the fact that they have been reallocated to the College and are in use across every line of every day.

The promised larger current CIT space is now off the table, with the ACT Government unable to find a financially viable alternative location.

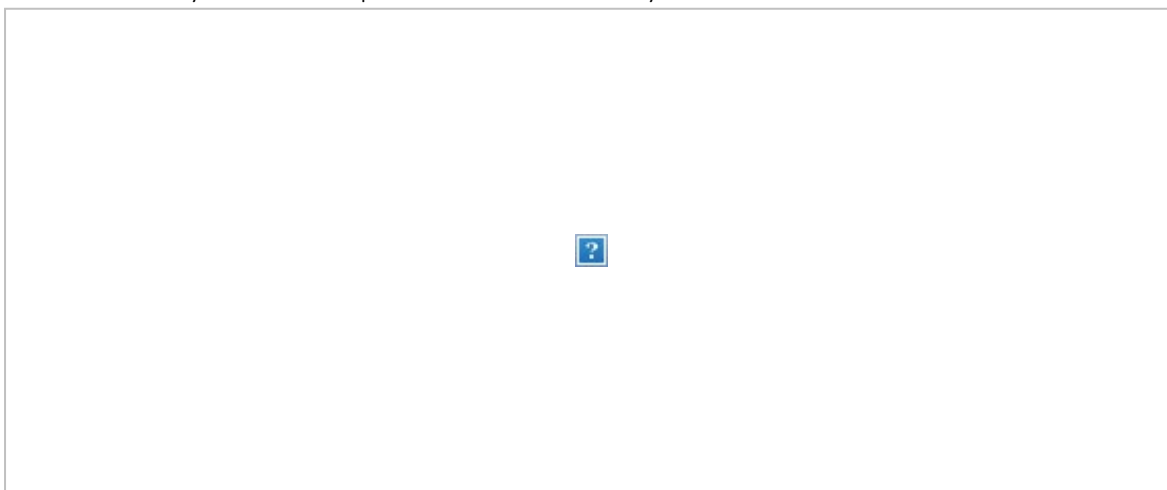
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Our P&C would like to try and advocate further for the Gungahlin College community and would appreciate any advice or assistance Council may be able to provide.

Many Thanks

From: [Tarrant, Lelia](#)
To: [Jozing, Michelle \(ACTEDU\)](#)
Subject: RE: Future Enrolment Projections
Date: Friday, 21 April 2023 1:34:09 PM
Attachments: [image010.png](#)
[image011.png](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)
[image015.png](#)

Good afternoon,
Sorry for the delayed reply. Our current year 6 cohort is sitting at 12 students and our year 5 cohort is sitting at 20.
Let me know if you need an update at the end of the year too.



From: Jozing, Michelle <Michelle.Jozing@ed.act.edu.au>
Sent: Tuesday, 4 April 2023 11:40 AM
To: Lancaster, Janine <Janine.Lancaster@ed.act.edu.au>
Subject: Future Enrolment Projections

Dear Janine

Our Senior Leadership Team are looking at our enrolment projections for the next 4-5 years. Rather than using general demographic data, we are hoping as one of our feeder schools, you can provide the number of students you have in Year 6 ?

It would be very much appreciated if you could assist us with the projections.

Kind regards

Michelle Jozing | Executive Assistant

02 6142 1000 | Michelle.Jozing@ed.act.edu.au | www.gungahlincollege.act.edu.au
Gungahlin College | Education Directorate | ACT Government



 please consider the environment before printing this e-mail.



Stewart, Ell

From: Nakkan, John
Sent: Wednesday, 26 April 2023 6:35 PM
To: EDU, EGMSG
Cc: ICW EBM Office
Subject: RE: MO Comments: Gungahlin College P&C capacity and infrastructure concerns
Attachments: EGMSG letter Gungahlin College capacity_infrastructure ACT PC.docx

OFFICIAL

Hi Kim,

Please see updates and responses attached.

Regards,

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

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMSG
Sent: Wednesday, 26 April 2023 5:34 PM
To: Nakkan, John <John.Nakkan@act.gov.au>
Cc: EDU, EGMSG <EGMSG.EDU@act.gov.au>
Subject: MO Comments: Gungahlin College P&C capacity and infrastructure concerns
Importance: High

OFFICIAL

Hi John

Further to my teams message do you want me to send it to the team? MO have confirmed they are happy to receive tomorrow.

Let me know

Thanks
Kim

From: Page, Vicki <Vicki.Page@act.gov.au> **On Behalf Of** Education DLO
Sent: Wednesday, 26 April 2023 11:32 AM
To: EDU, EGMSG <EGMSG.EDU@act.gov.au>
Cc: Education DLO <EDUDLO@act.gov.au>
Subject: FW: Gungahlin College P&C capacity and infrastructure concerns
Importance: High

Hi Kim

As discussed can you please look at this one, as mentioned by David last week as well. If we could get the revised back today that would be fantastic.

Thanks
Vicki

Vicki Page | Directorate Liaison Officer
Ministerial & Corporate Reporting | **Education Directorate** | ACT Government
T: 6207 3765 | E: edudlo@act.gov.au or vicki.page@act.gov.au
GPO Box 158, Canberra, ACT 2601 |

From: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
Sent: Monday, 24 April 2023 6:06 PM
To: Education DLO <EDUDLO@act.gov.au>
Cc: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Subject: RE: Gungahlin College P&C capacity and infrastructure concerns

Hi Vicki,

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Could you seek advice from EDU first thing Wednesday as to how fast they can turn around a revised draft? I had said to [REDACTED] we would get back to [REDACTED] on Wednesday, and I don't want to push this out beyond this week, so am hoping I could have answers back ASAP for another quick review.

Thanks,
Bern

From: Page, Vicki <Vicki.Page@act.gov.au> **On Behalf Of** Education DLO
Sent: Thursday, 20 April 2023 2:45 PM
To: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
Cc: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>; Education DLO <EDUDLO@act.gov.au>
Subject: RE: Gungahlin College P&C capacity and infrastructure concerns

Hi Bern,

Please see attached dot points and response to [REDACTED] from David.

Let me know if you have any comments on the proposed letter.

Thanks
Vicki

Vicki Page | Directorate Liaison Officer
Ministerial & Corporate Reporting | **Education Directorate** | ACT Government
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Look forward to your advice when you're able to pull it together next week.

Thanks,
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Sent: Wednesday, 5 April 2023 12:44 PM
To: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Cc: Toohey, Bernadette <Bernadette.Toohy@act.gov.au>
Subject: Gungahlin College P&C capacity and infrastructure concerns

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It would be helpful to understand why some of these commitments are taking so long, and what if anything can be done about it.

Thanks,

[redacted]
[redacted]
[redacted]

ACT Council of Parents & Citizens Associations

The parent voice on public education

www.actparents.org.au | Tel: 02 6241 5759 | Find us on [Facebook](#)

I acknowledge the traditional custodians of the land and waters on which we live, work and learn and pay my respects to their elders past, present and future.

I wonder if I can ask your advice about how our P&C might possibly be able to advocate further in relation to delays to the infrastructure improvements outlined at our meeting with Minister Berry and ED reps last November?

Our principal had a meeting with ICW reps last week and it now appears that much of what was promised last year will now not be available in the foreseeable future, creating enormous pressures on our College community.

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Our P&C would like to try and advocate further for the Gungahlin College community and would appreciate any advice or assistance Council may be able to provide.

Many Thanks



[REDACTED]
ACT Council of Parents & Citizens Associations

[REDACTED] [@actparents.org.au](mailto:[REDACTED]@actparents.org.au)

Dear [REDACTED]

Thank you for your email of 5 April 2023 regarding Gungahlin College infrastructure and capacity concerns.

As you may be aware, the current scope of the solution is to increase the utilisation of specialist science spaces by expanding into balcony space; provide eight additional learning spaces through the provision of Relocatable Learning Units; undertake internal renovations within the College; and upgrade the existing Gungahlin College oval.

A Head Contractor has been engaged and has commenced procurement of architects, and subcontractors who have started site investigations in preparation for commencing works. This ensures that the scoping and design phases are now well underway.

Increasing utilisation of specialist science spaces

Designs are being developed to update a science lab and a mechatronics lab to enable more flexible learning practices similar to the current new school design specifications. Two under-used balconies will also be enclosed to create one general learning space and one new specialist science space.

Investigations are also being undertaken to examine the feasibility of converting two under-croft areas into learning spaces.

Relocatable Learning Units (RLUs)

The Transport Canberra and City Services (TCCS) 'Town Park' has been identified as the location for the RLU installation due to insufficient land availability within the College grounds. This location provides best connectivity of learning spaces to the College campus.

Based on TCCS's in principle agreement for use of the land, it is anticipated that four RLUs will be installed in June 2023, providing eight additional learning spaces. A further six to eight weeks (contingent on subcontractor and material availability, and weather conditions) is then required to prepare the RLUs before they are ready for use. TCCS and the Education Directorate are working collaboratively to facilitate the temporary use of the Town Park as the RLU location.

Internal renovations

In the following weeks, further consultation will be carried out with the College to define requirements to inform design, particularly in relation to creating socialisation spaces and quiet learning areas within the College. These improvements will occur following the installation of the RLUs which will enable other spaces within the college to be vacated to undertake works.

Gungahlin oval upgrades

The design for the upgrade to the oval has been completed. This involved detailed discussions with ICON Water due to the presence of a key sewer main access point directly under the playing surface. The head contractor will now call for tenders to undertake the rectification works which will be timed for spring to ensure strong establishment of the playing surface.

Timeline

The following program dates are taken from our builder's program and are indicative at this stage, because they require discussion and scheduling with the school, to minimise disruption to the learning program:

Transportables: Delivery during June, occupancy during Term 3.

Ground floor internal works: Term 3.

Internal works - mechatronics/science labs: Progressively from August 2023 to March 2024.

Oval: November to December 2023.

Following discussion with the school, I will confirm the program timeline with you.

The Education Directorate will also be discussing the latest enrolment projections for Gungahlin College with the school in the near future. The College enrolment forecast is for moderate growth over the next few years which will be accommodated by the current suite of expansions being undertaken and planned for the College.

Yours sincerely

Stewart, EII

From: Nakkan, John
Sent: Thursday, 27 April 2023 1:38 PM
To: ICW EBM Office
Subject: RE: For Urgent Clearance Pls: MO Comments: Gungahlin College P&C capacity and infrastructure concerns
Attachments: GOVERNMENT & STAKEHOLDER RELATIONS - Customer Service - Gungahlin College P&C capacity and infrastructure concerns.tr5

OFFICIAL

Hi EII,

I'm happy with the changes. Nothing further from here.

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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: Stewart, EII <EII.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office
Sent: Thursday, 27 April 2023 1:24 PM
To: Nakkan, John <John.Nakkan@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: FW: For Urgent Clearance Pls: MO Comments: Gungahlin College P&C capacity and infrastructure concerns
Importance: High

Hi John, apologies I didn't forward this earlier

Could you please review and clear the updates Kim has made in the letter in response to Kristen's comments below - if possible before your meetings please

Thanks
EII

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMB SG
Sent: Thursday, 27 April 2023 10:55 AM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>
Cc: EDU, EGMB SG <EGMB SG.EDU@act.gov.au>
Subject: FW: For Urgent Clearance Pls: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL

Hi EII

I have added some wording for John's review/clearance following Kristen's comments below. I would be grateful if you could come back today.

Thanks
Kim

From: Laurent, Kristen <Kristen.Laurent@act.gov.au>
Sent: Wednesday, 26 April 2023 7:36 PM
To: EDU, EGMB SG <EGMBSG.EDU@act.gov.au>
Subject: FW: For Urgent Clearance Pls: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL

Hi Kim

It looks OK and I've marked a couple of small edits, but I note John has not incorporated any information in response to Bern's last sentence about chairs and use of the library rooms. Based on John's response I would have thought ICW could provide a brief response to note that while the schools is responsible for replacement of chairs, the new infrastructure will include furniture and to provide assurance about the continued short term use of the library rooms.

Can you please ask ICW to amend?

Thanks

Kristen

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMB SG
Sent: Wednesday, 26 April 2023 7:10 PM
To: Laurent, Kristen <Kristen.Laurent@act.gov.au>
Cc: EDU, EGMB SG <EGMBSG.EDU@act.gov.au>
Subject: For Urgent Clearance Pls: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL

Hi Kristen

Attached is the urgent Gungahlin College response to [REDACTED] MO provided today for early return tomorrow. For clearance please, noting I have left all track changes in the doc (REC23/57761).

Thanks
Kim

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OFFICIAL

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[Redacted signature block]

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Many Thanks





Gungahlin College

Current and future capital works

May 2023



Problem Definition

Enrolment pressures on space

- Enrolments scheduled to increase by up to 40 students in 2024.
- Expected to continue to increase until NEW North Gungahlin College opens in 2028.
- Students do not have sufficient study space between classes.
- Some classrooms are too small for class size
- Currently there is no teaching and learning capacity pressure for students in 2023.

Relationships with shared spaces

- Currently using 2 x meeting rooms from Libraries ACT under MOU (ending in 2024).
- Coffee space relocation to foyer will increase supervised college library space

BE VERY CLEAR ON THE PROBLEM – MAKE SCOPE AS NARROW AS POSSIBLE



Works already committed budget pending

Works committed	Benefit	Cost \$	Date Completion
Expansion in balcony areas to create science and mechatronics labs	Pressure relief from 2024	\$2.85M	Q1 2024
Relocation of café within Library	Creation of additional supervised study space within the library	\$525K	Q4 2023
Installation of transportables on to tennis courts	Staging site to enable internal works and to meet demand from 2025	\$1.5M	Q4 2023
Repair of existing oval	To support PE program	\$175K	Q4 2023

ACT Education – Gungahlin College



Works Proposed / Under consideration

Works proposed	Benefit	Cost \$ (ex GST)	Date Completion



Transportable Options considered

Although the town park was initially considered as a location for transportable installation, because of the need to apply for a DA, which would then have an impact on time (DA's can take up to 6 months) and expense, which would redirect funds from the project, and the potential for public representation against the development on the ground of loss of open spaces, this option was not pursued

Various locations within school grounds were also considered, however were not possible due to a sewerage easement throughout the school. Icon water does not allow construction on or over these easements. The oval was also considered but this would have had significant impact on the Sports curriculum.

The tennis court was identified as the best option within the constraints of the easement as it had the least negative impact on the operations of the school and the school curriculum.

Transportable location



RECORD 140
ACT
Government

Preferred location – Tennis courts



Minimum affect on school curriculum

Transportable Options



RECORD 140
ACT
Government

Various options investigated within school grounds

Over easement



Over easement, not integrated with school



Transportable Options



RECORD 140
ACT
Government

Various options investigated within school grounds

Not integrated with school



Not integrated and would affect sports program



Transportable Options



RECORD 140
ACT
Government

Various options investigated within school ground

Both options affect the Sports Program





Future opportunities

THIS CAN SAY HOW MORE COULD BE DONE IN THE OPEN TOWN SPACE TO MAKE IT MORE USEABLE TO BOTH THE STUDENTS BUT ALSO GENERAL PUBLIC e.g. MORE SEATING WILL WORK FOR KIDS BUT ALSO FOR THE MARKETS ON THE WEEKENDS

Develop town park to more attractive to sit in – seating/table/shading

Development of library to accommodate more study space

Negotiation to extend MOU around the use of community rooms for study space, or move office space within the library to these areas, thereby freeing up student study space in the library



Next Steps

Milestone	Benefit	Date / indicative timing
Install Transportable on Hard Court	Provides decanting space and additional classroom space from 2024 Development Application not required No time pressure to remove as on EDU land.	Completed by end of Q4 2023
Commencement of already committed works	Provides additional room throughout College campus for students teaching and learning Replacement of undersized classrooms	Commencing Q3 2023 to Q1 2024
Relocation of Coffee Shop space	To provide additional supervised study space in the library	Commencing Q3 2023
Oval upgrade	To provide suitable surface for Sports curriculum	Q4 2023

Butler, Erin

From: Ryan, Denise
Sent: Monday, 1 May 2023 3:55 PM
To: System Policy and Reform Office
Cc: ICW EBM Office; Enrolment and Planning Branch
Subject: FOR CLEARANCE: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (SPR)
Attachments: Question Time Briefs (Assembly Briefs).tr5; RE: REMINDER: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (BSD)

OFFICIAL

For Deb's clearance please, noting due to CLO 4 May.

EBM ICW has jointly cleared # 12.

Regards

Denise

Denise Ryan | A/g Executive Branch Manager
Enrolments & Planning | Education | ACT Government
62070587
denise.ryan@act.gov.au
www.education.act.gov.au



From: Enrolment and Planning Branch <EnrolmentandPlanning@act.gov.au>
Sent: Wednesday, 26 April 2023 5:11 PM
To: Ryan, Denise <Denise.Ryan@act.gov.au>
Subject: FW: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (SPR)

OFFICIAL

Hi Denise,

All assembly briefs allocated to E&P have now been updated and are ready for your review and clearance.

Brief #12 Gungahlin College Capacity Planning (Liz K & Tom)
Brief #17 Enrolment Projections (Liz H & Sean)
Brief #18 Planning to meet growth (Liz K & Tom)

These are due to CLO by 4 May and MO midday 5 May.

Thanks,
Erin

From: Nott, Georgia <Georgia.Nott@act.gov.au> **On Behalf Of** EDU Cabinet Liaison Officer
Sent: Tuesday, 18 April 2023 12:46 PM
To: Enrolment and Planning Branch <EnrolmentandPlanning@act.gov.au>; Attridge, Vanessa <VanessaS.Attridge@act.gov.au>; EDU, Analytics and Evaluation <edu.analyticsandevaluation@act.gov.au>; Crowther, Michael <Michael.Crowther@act.gov.au>; Moysey, Sean <Sean.Moysey@act.gov.au>; EDU, Education and Care, Regulation and Support <EDU.ECRS@act.gov.au>
Cc: System Policy and Reform Office <SPROffice@act.gov.au>; Burn, Emma <Emma.Burn@act.gov.au>; Bessey, Rochelle <Rochelle.Bessey@act.gov.au>; EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>
Subject: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (SPR)

OFFICIAL

Good afternoon

Please see below and attached for action.

Title/Question	FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023
Action	1. Draft/update Assembly Briefs as required 2. If no are updates required, please email educabinet@act.gov.au and we will complete action tree/notes
Responsibility	E&P: Briefs 12, 17 and 18 (please work with ICW on 12 as done previously) A&E: Brief 24 ECRS: Brief 16 Please liaise with other BU's as required.
Response type	Assembly Brief
TRIM	SUB23/346
Date due to CLO	COB Thursday, 4 May
Date Due to MO	Midday Friday, 5 May 2023
Clearance	DDGSPR - Please refer to the Executive Clearance Protocol document for appropriate clearance levels/drop copy requirements: here
Comment	<ul style="list-style-type: none"> Please note: TRIM Action Trees will be established by COB today.

Please contact 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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Portfolio/s: Education and Youth Affairs

GUNGAHLIN 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 ongoing enrolment pressure at Gungahlin College.
- The Directorate is taking steps to accommodate current enrolment at Gungahlin College, support enrolment at other colleges and progress planning for a second college in Gungahlin. The Directorate is confident this 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 underway, with \$1 million provided through the 2022-23 Budget for feasibility work and a preferred site identified in Nicholls 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.

Key Information

- The Education Directorate is working closely with Gungahlin College to deliver new capacity in the short term:
 - Four transportable classroom buildings (totalling eight additional classrooms) are planned to be installed at the college in 2023.
 - Subject to budget availability, selected science labs at the school may be modified in 2023 and 2024 to allow for more flexible delivery of learning.
 - Community spaces in the adjoining Gungahlin Library have been repurposed temporarily during 2023 for use as learning spaces during school hours. Alternative arrangements have been made for the community programs that make use of those spaces until the transportable classrooms can be installed.
- 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. As well as easing some pressure on Gungahlin College, this ensures that families on the northside are provided options for college enrolment.
- Preliminary 2023 ACT Schools Census results indicate enrolments at Gungahlin College will remain stable for 2023 (1,161 including year 10 students), continuing a trend of generally high though stable enrolments between 2017 (1,166) and 2022 (1,124).
- Enrolment is projected to grow moderately in 2024 and 2025. If these enrolment projections are realised, students will be able to be accommodated within the increased capacity of the school.

Cleared as complete and accurate: 04/05/2023
Cleared for public release by: Executive Group Manager
Contact Officer name: David Matthews/Deb
Efthymiades
Lead Directorate: Education
TRIM Ref: SUB23/346

Background Information

- The Education Directorate is aware there is a high level of community interest and anticipation for works to support Gungahlin College. Additional capacity being put in place during 2023 will support accommodating current and projected enrolment.
- 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 closely monitor enrolments at Gungahlin College for 2023 and future years to ensure places are available for students at their Priority Enrolment Area college.

Cleared as complete and accurate: 04/05/2023
Cleared for public release by: Executive Group Manager
Contact Officer name: David Matthews/Deb
Efthymiades
Lead Directorate: Education
TRIM Ref: SUB23/346

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

- Student demand projections developed by the Education Directorate in 2022 in collaboration with the Australian National University (ANU) School of Demography forecast around 5,000 additional K-12 public school students over the next ten years, representing an average growth rate of around 1 per cent annually.
- This forecast indicated that there would be around **51,000 to 52,000 K-12 students in the public school system in 2032**, up from 46,863 in 2022.
- However, the forecast was based on older population data. The ACT Treasury released new updated projections in 2023 forecasting higher rates of population growth.
- The Directorate is currently updating its student enrolment forecast to incorporate this most recent data.
- Preliminary analysis, subject to future confirmation, indicates that K-12 students in ACT public schools may increase by around 6,000 to 7,000 over the next ten years under the updated demand projection, compared to 5,000 previously.
- 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.
- The Central inner city regions of Canberra will also experience growth in school aged populations driven by infill development. Compared to other regions, public school enrolments are anticipated to be stable in Tuggeranong and Weston Creek.
- Public School demand projections are updated regularly to incorporate new data.
- This includes updated enrolment information on every student collected via the annual ACT Schools Census and other new information as it becomes available, such as Estimated Resident Population data released by the Australian Bureau of Statistics (ABS).
- 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, priority enrolment area and underlying demographics.

QUESTION TIME BRIEF

- 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 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.
- 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.

Custom and Greenfield modelling

- The Directorate also undertakes area specific custom modelling when investment into infrastructure is being considered.
- The modelling and the inputs used are more detailed and tied into the future demand and long-term demographics of the planned catchment.
- Custom modelling 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.
 - An example of a custom scenario might be the impact a new school may have on enrolment behaviour in nearby suburbs.

Background Information

- While projections are a critical element of the schools planning process, they can only provide a point in time reference and do not necessarily reflect planned enrolment policy shifts, future investments or potential planning responses.
- Projections are also 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 four (4) new public schools:
 - North Gungahlin High School in Taylor which will have 800 places when it opens in 2025;
 - East Gungahlin High School in Kenny will open in 2024 and have 800 places;
 - A new ECEC to 6 primary school at Strathnairn in Ginninderry will open in 2025 and have 780 places plus 130 ECEC places, when it opens as the first new school in the developing West Belconnen area; and
 - A new ECEC to 6 primary school in Whitlam is anticipated to open in 2026 which will provide 780 places as well as 130 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 almost every student enrolled in high school will continue their learning through to Years 11 and 12 in college. While some colleges are currently experiencing high demand, there is available capacity within 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 significant flexibility for college enrolment outside of a student's priority enrolment area, in recognition of important factors such as curriculum diversity.
- **Gungahlin College** enrolments were stable from 2017 (1166 students) to 2022 (1124 students) and preliminary ACT Schools Census results indicate enrolments at Gungahlin College will remain stable in 2023 (1161 including year 10 students). However, further growth is anticipated from 2024 onwards.
 - New capacity is being delivered to accommodate additional students from 2023. New capacity will be provided through Relocatable Learning Units (RLUs) and additional spaces previously used by CIT/Gungahlin Library.

QUESTION TIME BRIEF

- The Government has committed to delivering new college capacity in Canberra's northside, with \$1.0 million in 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 help identify the most appropriate investment response from Government to growing demand for public school education for years 11 and 12.
- 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), including around 300 in-area places at Canberra College as at 2022 which could meet local demand if required.

School Capacity and Demand Planning

- The Education Directorate monitors land release and residential development closely to predict when new residents move into, or away from an area, so we can be sure we're predicting enrolment demand accurately and delivering additional public 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 priority enrolment areas into a strength and made 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 important community hubs providing access to learning, meeting and recreational facilities.

High demand schools

- Where capacity reaches 80%-85%, the Directorate commences close monitoring of school facility utilisation on a room by room basis. This also includes assessing 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 enrolment 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.

Butler, Erin

From: Nakkan, John
Sent: Monday, 1 May 2023 3:30 PM
To: Ryan, Denise; ICW EBM Office
Subject: RE: REMINDER: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (BSD)
Attachments: Question Time Briefs (Assembly Briefs).tr5

OFFICIAL

Hi Denise,

I'm happy with Brief 12 and do not suggest any further changes.

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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: Ryan, Denise <Denise.Ryan@act.gov.au>
Sent: Monday, 1 May 2023 11:12 AM
To: Nakkan, John <John.Nakkan@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: FW: REMINDER: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (BSD)

OFFICIAL

Hi John,

Assembly brief 12 is ready for clearance from my point of view – can you let me know today if you are also happy and I'll progress to Deb?

Regards

Denise

Denise Ryan | A/g Executive Branch Manager
Enrolments & Planning | Education | ACT Government
62070587
denise.ryan@act.gov.au
www.education.act.gov.au



From: Enrolment and Planning Branch <EnrolmentandPlanning@act.gov.au>
Sent: Friday, 28 April 2023 1:39 PM
To: Ryan, Denise <Denise.Ryan@act.gov.au>
Subject: FW: REMINDER: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (BSD)

OFFICIAL

Hi Denise,

Reminder for the Assembly Briefs. Looks like number 12 will also need to go via John Nakkan for clearance, I know Tom had worked on this one with ICW for input as requested.

Thanks,
Erin

From: Nott, Georgia <Georgia.Nott@act.gov.au> **On Behalf Of** EDU Cabinet Liaison Officer
Sent: Friday, 28 April 2023 1:26 PM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>
Cc: EDU, EGMSG <EGMSG.EDU@act.gov.au>; System Policy and Reform Office <SPROffice@act.gov.au>; EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>; Enrolment and Planning Branch <EnrolmentandPlanning@act.gov.au>
Subject: REMINDER: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (BSD)

OFFICIAL

Hi there ICW,

Please note this friendly reminder re: Assembly Briefs, particularly Brief 12 given it needs to be updated and cleared across both BSG and SPR. Please liaise with E&P to ensure updates and clearances are being made by both line areas. I've copied them in for ease.

Please ensure we keep these moving in order to meet clearance timeframes next week.

Thank you.

Kind regards –

Georgia Nott | Assembly Liaison Officer | Ministerial & Corporate Reporting

From: Nott, Georgia <Georgia.Nott@act.gov.au> **On Behalf Of** EDU Cabinet Liaison Officer
Sent: Friday, 21 April 2023 1:40 PM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>

Cc: EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>; EDU, EGMSG <EGMSG.EDU@act.gov.au>
Subject: FW: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (BSD)

OFFICIAL

Good afternoon team,

Please note that the MO have just requested that *Brief 13 - Delay to the Opening of the New Taylor High School* be updated to include updates regarding the Whitlam delays.

I welcome your suggestions for a new title. Please let me know your thoughts and I'll update the index and title accordingly.

Please let me know if there are any issues.

Kind regards –

Georgia Nott | Assembly Liaison Officer | Ministerial & Corporate Reporting

From: Nott, Georgia <Georgia.Nott@act.gov.au> **On Behalf Of** EDU Cabinet Liaison Officer
Sent: Tuesday, 18 April 2023 12:44 PM
To: EDU, EBM P&P <ebmpp.edu@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>; CFO EDU Office <CFOEDUOffice@act.gov.au>; Turnbull, Ian <ian.Turnbull@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>; EDU Media <EDU.Media@act.gov.au>
Cc: EDU, EGMSG <EGMSG.EDU@act.gov.au>; Attridge, Vanessa <VanessaS.Attridge@act.gov.au>; Burn, Emma <Emma.Burn@act.gov.au>; Bessey, Rochelle <Rochelle.Bessey@act.gov.au>; EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>
Subject: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (BSD)

OFFICIAL

Good afternoon

Please see below and attached for action.

Title/Question	FOR ACTION: Assembly Briefs for Double Assembly Sitting Period – 9-11 May 2023
Action	1. Update/Draft Assembly Briefs as required 2. If no are updates required, please email educabinet@act.gov.au and we will complete action tree/notes
Responsibility	P&P: Briefs 5, 6, 7 ICW: Briefs 12, 13, 19 (please work with E&P on 12 as done previously) SF&P: Brief 20 C&E: Brief 9 Please liaise with other BU's as required.
Response type	Assembly Brief
TRIM	SUB23/346
Date due to CLO	COB Thursday, 4 May
Date Due to MO	Midday Friday, 5 May 2023

Clearance	EGMBSG - Please refer to the Executive Clearance Protocol document for appropriate clearance levels/drop copy requirements: here
Comment	<ul style="list-style-type: none">• TRIM Action Trees will be established by COB today.

Please contact 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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)



From: Efthymiades, Deb
Sent: Tuesday, 2 May 2023 9:06 AM
To: EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>
Cc: System Policy and Reform Office <SPROffice@act.gov.au>
Subject: CLEARED Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (SPR)

OFFICIAL

With thanks

d

From: System Policy and Reform Office <SPROffice@act.gov.au>
Sent: Monday, 1 May 2023 4:12 PM
To: Efthymiades, Deb <Deb.Efthymiades@act.gov.au>
Subject: WEDNESDAY - FOR CLEARANCE: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (SPR)

OFFICIAL

Hi Deb,

The below Assembly Briefs updated by E&P are ready for your clearance in TRIM. Workflow and notes are on the individual documents in TRIM. EBM ICW has jointly cleared # 12.

Brief #12 Gungahlin College Capacity Planning
Brief #17 Enrolment Projections
Brief #18 Planning to meet growth

Due to CLO COB Thursday 4 May. educabinet@act.gov.au

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

From: [Nakkan, John](#)
To: [Ryan, Denise](#); [ICW EBM Office](#)
Subject: RE: REMINDER: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (BSD)
Date: Monday, 1 May 2023 3:30:28 PM
Attachments: [Question Time Briefs \(Assembly Briefs\).tr5](#)
[image002.png](#)
[image003.png](#)

OFFICIAL

Hi Denise,

I'm happy with Brief 12 and do not suggest any further changes.

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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: Ryan, Denise <Denise.Ryan@act.gov.au>
Sent: Monday, 1 May 2023 11:12 AM
To: Nakkan, John <John.Nakkan@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: FW: REMINDER: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (BSD)

OFFICIAL

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Regards

Denise

Denise Ryan | A/g Executive Branch Manager
Enrolments & Planning | Education | ACT Government
62070587
denise.ryan@act.gov.au
www.education.act.gov.au



From: Enrolment and Planning Branch <EnrolmentandPlanning@act.gov.au>
Sent: Friday, 28 April 2023 1:39 PM
To: Ryan, Denise <Denise.Ryan@act.gov.au>
Subject: FW: REMINDER: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (BSD)

OFFICIAL

Hi Denise,

Reminder for the Assembly Briefs. Looks like number 12 will also need to go via John Nakkan for clearance, I know Tom had worked on this one with ICW for input as requested.

Thanks,
 Erin

From: Nott, Georgia <Georgia.Nott@act.gov.au> **On Behalf Of** EDU Cabinet Liaison Officer
Sent: Friday, 28 April 2023 1:26 PM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>
Cc: EDU, EGMB SG <EGMBSG.EDU@act.gov.au>; System Policy and Reform Office <SPROffice@act.gov.au>; EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>; Enrolment and Planning Branch <EnrolmentandPlanning@act.gov.au>
Subject: REMINDER: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (BSD)

OFFICIAL

Hi there ICW,

Please note this friendly reminder re: Assembly Briefs, particularly Brief 12 given it needs to be updated and cleared across both BSG and SPR. Please liaise with E&P to ensure updates and clearances are being made by both line areas. I've copied them in for ease.

Please ensure we keep these moving in order to meet clearance timeframes next week.

Thank you.

Kind regards –

Georgia Nott | Assembly Liaison Officer | Ministerial & Corporate Reporting

From: Nott, Georgia <Georgia.Nott@act.gov.au> **On Behalf Of** EDU Cabinet Liaison Officer
Sent: Friday, 21 April 2023 1:40 PM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>
Cc: EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>; EDU, EGMBMSG <EGMBMSG.EDU@act.gov.au>
Subject: FW: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (BSD)

OFFICIAL

Good afternoon team,



I welcome your suggestions for a new title. Please let me know your thoughts and I'll update the index and title accordingly.

Please let me know if there are any issues.

Kind regards –

Georgia Nott | Assembly Liaison Officer | Ministerial & Corporate Reporting

From: Nott, Georgia <Georgia.Nott@act.gov.au> **On Behalf Of** EDU Cabinet Liaison Officer
Sent: Tuesday, 18 April 2023 12:44 PM
To: EDU, EBM P&P <ebmpp.edu@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>; CFO EDU Office <CFOEDUOffice@act.gov.au>; Turnbull, Ian <Ian.Turnbull@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>; EDU Media <EDU.Media@act.gov.au>
Cc: EDU, EGMBMSG <EGMBMSG.EDU@act.gov.au>; Attridge, Vanessa <VanessaS.Attridge@act.gov.au>; Burn, Emma <Emma.Burn@act.gov.au>; Bessey, Rochelle <Rochelle.Bessey@act.gov.au>; EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>
Subject: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (BSD)

OFFICIAL

Good afternoon

Please see below and attached for action.

Title/Question	FOR ACTION: Assembly Briefs for Double Assembly Sitting Period – 9-11 May 2023
Action	1. Update/Draft Assembly Briefs as required 2. If no are updates required, please email educabinet@act.gov.au and we will complete action tree/notes
Responsibility	P&P: Briefs 5, 6, 7 ICW: Briefs 12, 13, 19 (please work with E&P on 12 as done previously) SF&P: Brief 20 C&E: Brief 9 Please liaise with other BU's as required.
Response type	Assembly Brief
TRIM	SUB23/346
Date due to CLO	COB Thursday, 4 May
Date Due to MO	Midday Friday, 5 May 2023
Clearance	EGMBSG - Please refer to the Executive Clearance Protocol document for appropriate clearance levels/drop copy requirements: here
Comment	<ul style="list-style-type: none"> • TRIM Action Trees will be established by COB today.

Please contact 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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www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Pinterest](#) | [LinkedIn](#) | [Google+](#)



From: Ryan, Denise <Denise.Ryan@act.gov.au>
Sent: Monday, 1 May 2023 3:55 PM
To: System Policy and Reform Office <SPROffice@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>; Enrolment and Planning Branch <EnrolmentandPlanning@act.gov.au>
Subject: FOR CLEARANCE: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (SPR)

OFFICIAL

For Deb's clearance please, noting due to CLO 4 May.

EBM ICW has jointly cleared # 12.

Regards

Denise

Denise Ryan | A/g Executive Branch Manager
Enrolments & Planning | Education | ACT Government
62070587
denise.ryan@act.gov.au
www.education.act.gov.au



From: Enrolment and Planning Branch <EnrolmentandPlanning@act.gov.au>
Sent: Wednesday, 26 April 2023 5:11 PM
To: Ryan, Denise <Denise.Ryan@act.gov.au>
Subject: FW: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023

(SPR)

OFFICIAL

Hi Denise,

All assembly briefs allocated to E&P have now been updated and are ready for your review and clearance.

Brief #12 Gungahlin College Capacity Planning (Liz K & Tom)

Brief #17 Enrolment Projections (Liz H & Sean)

Brief #18 Planning to meet growth (Liz K & Tom)

These are due to CLO by 4 May and MO midday 5 May.

Thanks,

Erin

From: Nott, Georgia <Georgia.Nott@act.gov.au> **On Behalf Of** EDU Cabinet Liaison Officer
Sent: Tuesday, 18 April 2023 12:46 PM
To: Enrolment and Planning Branch <EnrolmentandPlanning@act.gov.au>; Attridge, Vanessa <VanessaS.Attridge@act.gov.au>; EDU, Analytics and Evaluation <edu.analyticsandevaluation@act.gov.au>; Crowther, Michael <Michael.Crowther@act.gov.au>; Moysey, Sean <Sean.Moysey@act.gov.au>; EDU, Education and Care, Regulation and Support <EDU.ECRS@act.gov.au>
Cc: System Policy and Reform Office <SPROffice@act.gov.au>; Burn, Emma <Emma.Burn@act.gov.au>; Bessey, Rochelle <Rochelle.Bessey@act.gov.au>; EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>
Subject: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (SPR)

OFFICIAL

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Please contact educabinet@act.gov.au if you have any questions. Thank you.

Kind regards –

Georgia Nott | Assembly Liaison Officer | Ministerial & Corporate Reporting

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Portfolio/s: Education and Youth Affairs

GUNGAHLIN 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 ongoing enrolment pressure at Gungahlin College.
- The Directorate is taking steps to accommodate current enrolment at Gungahlin College, support enrolment at other colleges and progress planning for a second college in Gungahlin. The Directorate is confident this 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 underway, with \$1 million provided through the 2022-23 Budget for feasibility work and a preferred site identified in Nicholls 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.

Key Information

- The Education Directorate is working closely with Gungahlin College to deliver new capacity in the short term:
 - Four transportable classroom buildings (totalling eight additional classrooms) are planned to be installed at the college in 2023.
 - Subject to budget availability, selected science labs at the school may be modified in 2023 and 2024 to allow for more flexible delivery of learning.
 - Community spaces in the adjoining Gungahlin Library have been repurposed temporarily during 2023 for use as learning spaces during school hours. Alternative arrangements have been made for the community programs that make use of those spaces until the transportable classrooms can be installed.
- 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. As well as easing some pressure on Gungahlin College, this ensures that families on the northside are provided options for college enrolment.
- Preliminary 2023 ACT Schools Census results indicate enrolments at Gungahlin College will remain stable for 2023 (1,161 including year 10 students), continuing a trend of generally high though stable enrolments between 2017 (1,166) and 2022 (1,124).
- Enrolment is projected to grow moderately in 2024 and 2025. If these enrolment projections are realised, students will be able to be accommodated within the increased capacity of the school.

Cleared as complete and accurate: 04/05/2023
Cleared for public release by: Executive Group Manager
Contact Officer name: David Matthews/Deb
Efthymiades
Lead Directorate: Education
TRIM Ref: SUB23/346

Background Information

- The Education Directorate is aware there is a high level of community interest and anticipation for works to support Gungahlin College. Additional capacity being put in place during 2023 will support accommodating current and projected enrolment.
- 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 closely monitor enrolments at Gungahlin College for 2023 and future years to ensure places are available for students at their Priority Enrolment Area college.

Cleared as complete and accurate: 04/05/2023
Cleared for public release by: Executive Group Manager
Contact Officer name: David Matthews/Deb
Efthymiades
Lead Directorate: Education
TRIM Ref: SUB23/346

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

- Student demand projections developed by the Education Directorate in 2022 in collaboration with the Australian National University (ANU) School of Demography forecast around 5,000 additional K-12 public school students over the next ten years, representing an average growth rate of around 1 per cent annually.
- This forecast indicated that there would be around **51,000 to 52,000 K-12 students in the public school system in 2032**, up from 46,863 in 2022.
- However, the forecast was based on older population data. The ACT Treasury released new updated projections in 2023 forecasting higher rates of population growth.
- The Directorate is currently updating its student enrolment forecast to incorporate this most recent data.
- Preliminary analysis, subject to future confirmation, indicates that K-12 students in ACT public schools may increase by around 6,000 to 7,000 over the next ten years under the updated demand projection, compared to 5,000 previously.
- 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.
- The Central inner city regions of Canberra will also experience growth in school aged populations driven by infill development. Compared to other regions, public school enrolments are anticipated to be stable in Tuggeranong and Weston Creek.
- Public School demand projections are updated regularly to incorporate new data.
- This includes updated enrolment information on every student collected via the annual ACT Schools Census and other new information as it becomes available, such as Estimated Resident Population data released by the Australian Bureau of Statistics (ABS).
- 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, priority enrolment area and underlying demographics.

QUESTION TIME BRIEF

- 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 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.
- 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.

Custom and Greenfield modelling

- The Directorate also undertakes area specific custom modelling when investment into infrastructure is being considered.
- The modelling and the inputs used are more detailed and tied into the future demand and long-term demographics of the planned catchment.
- Custom modelling 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.
 - An example of a custom scenario might be the impact a new school may have on enrolment behaviour in nearby suburbs.

Background Information

- While projections are a critical element of the schools planning process, they can only provide a point in time reference and do not necessarily reflect planned enrolment policy shifts, future investments or potential planning responses.
- Projections are also 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 four (4) new public schools:
 - North Gungahlin High School in Taylor which will have 800 places when it opens in 2025;
 - East Gungahlin High School in Kenny will open in 2024 and have 800 places;
 - A new ECEC to 6 primary school at Strathnairn in Ginninderry will open in 2025 and have 780 places plus 130 ECEC places, when it opens as the first new school in the developing West Belconnen area; and
 - A new ECEC to 6 primary school in Whitlam is anticipated to open in 2026 which will provide 780 places as well as 130 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 almost every student enrolled in high school will continue their learning through to Years 11 and 12 in college. While some colleges are currently experiencing high demand, there is available capacity within 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 significant flexibility for college enrolment outside of a student's priority enrolment area, in recognition of important factors such as curriculum diversity.
- **Gungahlin College** enrolments were stable from 2017 (1166 students) to 2022 (1124 students) and preliminary ACT Schools Census results indicate enrolments at Gungahlin College will remain stable in 2023 (1161 including year 10 students). However, further growth is anticipated from 2024 onwards.
 - New capacity is being delivered to accommodate additional students from 2023. New capacity will be provided through Relocatable Learning Units (RLUs) and additional spaces previously used by CIT/Gungahlin Library.

QUESTION TIME BRIEF

- The Government has committed to delivering new college capacity in Canberra's northside, with \$1.0 million in 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 help identify the most appropriate investment response from Government to growing demand for public school education for years 11 and 12.
- 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), including around 300 in-area places at Canberra College as at 2022 which could meet local demand if required.

School Capacity and Demand Planning

- The Education Directorate monitors land release and residential development closely to predict when new residents move into, or away from an area, so we can be sure we're predicting enrolment demand accurately and delivering additional public 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 priority enrolment areas into a strength and made 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 important community hubs providing access to learning, meeting and recreational facilities.

High demand schools

- Where capacity reaches 80%-85%, the Directorate commences close monitoring of school facility utilisation on a room by room basis. This also includes assessing 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 enrolment 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.

Stewart, Eli

From: Blom, Dylan
Sent: Tuesday, 2 May 2023 10:45 AM
To: Ryan, Denise
Cc: Klein, Liz; Slater, Amanda
Subject: Assembly Brief Update

OFFICIAL

Follow a chat with Amanda I have tweaked the wording a bit below. Hope this clears up the need for the additional units due to the loss of the library areas originally thought to be available for school use.

The Education Directorate is working closely with Gungahlin College to deliver new capacity in the short term:

- Four transportable classroom buildings (totalling eight additional classrooms) are planned to be installed at the college in 2023.
- Subject to budget availability, selected science labs at the school may be modified in 2023 and 2024 to allow for more flexible delivery of learning.
- Community spaces in the adjoining Gungahlin Library have been repurposed temporarily during 2023 for use as learning spaces during school hours. Alternative arrangements have been made for the community programs that make use of those spaces until the transportable classrooms can be installed.

Dylan Blom | Senior Director, Major Projects

Infrastructure and Capital Works | **Education** | ACT Government

Mobile: 0466 313 607 | Email: dylan.blom@act.gov.au

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

Whyte, Charmaine

From: Efthymiades, Deb
Sent: Tuesday, 2 May 2023 5:37 PM
To: Blom, Dylan; EDU Cabinet Liaison Officer; Ryan, Denise
Cc: System Policy and Reform Office; EDU, EGMSG; ICW EBM Office
Subject: RE: CLEARED Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (SPR)

OFFICIAL

Wonderful – thanks Dylan

D

From: Blom, Dylan <Dylan.Blom@act.gov.au>
Sent: Tuesday, 2 May 2023 4:02 PM
To: EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>; Efthymiades, Deb <Deb.Efthymiades@act.gov.au>; Ryan, Denise <Denise.Ryan@act.gov.au>
Cc: System Policy and Reform Office <SPROffice@act.gov.au>; EDU, EGMSG <EGMSG.EDU@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: RE: CLEARED Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (SPR)

OFFICIAL

Hi all,

The minor revisions have been included in the version being reviewed by David Matthews.

Thanks.

Dylan Blom | Senior Director, Major Projects
 Infrastructure and Capital Works | **Education** | ACT Government
 Mobile: 0466 313 607 | Email: dylan.blom@act.gov.au
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)



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

From: Nott, Georgia <Georgia.Nott@act.gov.au> **On Behalf Of** EDU Cabinet Liaison Officer
Sent: Tuesday, 2 May 2023 4:00 PM
To: Efthymiades, Deb <Deb.Efthymiades@act.gov.au>; EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>; Ryan, Denise <Denise.Ryan@act.gov.au>; Blom, Dylan <Dylan.Blom@act.gov.au>
Cc: System Policy and Reform Office <SPROffice@act.gov.au>; EDU, EGMSG <EGMSG.EDU@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: RE: CLEARED Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (SPR)

OFFICIAL

Thanks, Deb – I know ICW were reviewing it yesterday so if Denise can reach out to ensure that revision has been included that'd be fantastic.

Thanks, team!

Kind regards –

Georgia Nott | Assembly Liaison Officer | Ministerial & Corporate Reporting

From: Efthymiades, Deb <Deb.Efthymiades@act.gov.au>
Sent: Tuesday, 2 May 2023 3:52 PM
To: EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>; Ryan, Denise <Denise.Ryan@act.gov.au>; Blom, Dylan <Dylan.Blom@act.gov.au>
Cc: System Policy and Reform Office <SPROffice@act.gov.au>
Subject: RE: CLEARED Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (SPR)

OFFICIAL

Thank Georg' – the Gungahlin College one needs EGMSG sign off and we think potentially some revised info about the library space - @Ryan, Denise is going to reach out to @Blom, Dylan to make sure all good

d

From: Nott, Georgia <Georgia.Nott@act.gov.au> **On Behalf Of** EDU Cabinet Liaison Officer
Sent: Tuesday, 2 May 2023 12:50 PM
To: Efthymiades, Deb <Deb.Efthymiades@act.gov.au>
Cc: System Policy and Reform Office <SPROffice@act.gov.au>
Subject: RE: CLEARED Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (SPR)

OFFICIAL

Grateful for the early clearance, Deb – thank you.

Kind regards –

Georgia Nott | Assembly Liaison Officer | Ministerial & Corporate Reporting

From: Efthymiades, Deb <Deb.Efthymiades@act.gov.au>
Sent: Tuesday, 2 May 2023 9:06 AM
To: EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>
Cc: System Policy and Reform Office <SPROffice@act.gov.au>
Subject: CLEARED Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (SPR)

OFFICIAL

With thanks

d

From: System Policy and Reform Office <SPROffice@act.gov.au>
Sent: Monday, 1 May 2023 4:12 PM
To: Efthymiades, Deb <Deb.Efthymiades@act.gov.au>
Subject: WEDNESDAY - FOR CLEARANCE: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (SPR)

OFFICIAL

Hi Deb,

The below Assembly Briefs updated by E&P are ready for your clearance in TRIM. Workflow and notes are on the individual documents in TRIM. EBM ICW has jointly cleared # 12.

Brief #12 Gungahlin College Capacity Planning
Brief #17 Enrolment Projections
Brief #18 Planning to meet growth

Due to CLO COB Thursday 4 May. educabinet@act.gov.au

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 | Phone +61 2 6205 3227
Level 4, 220 London Circuit, Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601
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Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>; Enrolment and Planning Branch
<EnrolmentandPlanning@act.gov.au>
Subject: FOR CLEARANCE: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (SPR)

OFFICIAL

For Deb's clearance please, noting due to CLO 4 May.

EBM ICW has jointly cleared # 12.

Regards

Denise

Denise Ryan | A/g Executive Branch Manager
Enrolments & Planning | Education | ACT Government
62070587
denise.ryan@act.gov.au
www.education.act.gov.au



From: Enrolment and Planning Branch <EnrolmentandPlanning@act.gov.au>
Sent: Wednesday, 26 April 2023 5:11 PM
To: Ryan, Denise <Denise.Ryan@act.gov.au>
Subject: FW: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (SPR)

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Hi Denise,

All assembly briefs allocated to E&P have now been updated and are ready for your review and clearance.

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- Brief #17 Enrolment Projections (Liz H & Sean)
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Thanks,
 Erin

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Sent: Tuesday, 18 April 2023 12:46 PM
To: Enrolment and Planning Branch <EnrolmentandPlanning@act.gov.au>; Attridge, Vanessa <VanessaS.Attridge@act.gov.au>; EDU, Analytics and Evaluation <edu.analyticsandevaluation@act.gov.au>; Crowther, Michael <Michael.Crowther@act.gov.au>; Moysey, Sean <Sean.Moysey@act.gov.au>; EDU, Education and Care, Regulation and Support <EDU.ECRS@act.gov.au>
Cc: System Policy and Reform Office <SPROffice@act.gov.au>; Burn, Emma <Emma.Burn@act.gov.au>; Bessey, Rochelle <Rochelle.Bessey@act.gov.au>; EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>
Subject: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 9-11 May 2023 (SPR)

OFFICIAL

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Date due to CLO	COB Thursday, 4 May
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Clearance	DDGSPR - Please refer to the Executive Clearance Protocol document for appropriate clearance levels/drop copy requirements: here
Comment	<ul style="list-style-type: none"> Please note: TRIM Action Trees will be established by COB today.

Please contact 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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From: [Page, Vicki](#) on behalf of [Education DLO](#)
To: [EDU, EGMSG; Matthews, David](#)
Cc: [Education DLO](#)
Subject: RE: For Urgent Clearance Pls: MO Comments: Gungahlin College P&C capacity and infrastructure concerns
Date: Wednesday, 3 May 2023 9:03:59 AM
Attachments: [GOVERNMENT & STAKEHOLDER RELATIONS - Customer Service - Gungahlin College P&C capacity and infrastructure concerns.tr5](#)

Hi David

TRIM has been updated with another version from MO, testing for your comfort.

MO have also asked whether:

- Minister Berry can write to Minister Steel to:
 - Expedite the process of securing full approval from TCCS to use the Town Park for the RLUs; and
 - Prosecute the issue of securing more socialisation space within the library.
- EDU can commit outright to replacing the broken chairs the P&C mention below (I know this is usually a school's responsibility; I'm more asking whether there are resources for EDU to step in in this instance).

Let me know if you have any questions.

Thanks

Vicki

Vicki Page | Directorate Liaison Officer

Ministerial & Corporate Reporting | **Education Directorate** | ACT Government

T: 6207 3765 | E: edudlo@act.gov.au or vicki.page@act.gov.au

GPO Box 158, Canberra, ACT 2601 |

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMSG

Sent: Thursday, 27 April 2023 2:41 PM

To: EDUMCR <EDUMCR@act.gov.au>

Cc: EDU, EGMSG <EGMSG.EDU@act.gov.au>; Education DLO <EDUDLO@act.gov.au>

Subject: FW: For Urgent Clearance Pls: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL

Hi MCR

Please find attached as clearance by Acting EGMS. Noting this was requested by MO asap.

Thanks

Kim

From: Laurent, Kristen <Kristen.Laurent@act.gov.au>

Sent: Thursday, 27 April 2023 2:18 PM

To: EDU, EGMSG <EGMSG.EDU@act.gov.au>

Subject: FW: For Urgent Clearance Pls: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL

Perfect, thank you

Kristen

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMSG

Sent: Thursday, 27 April 2023 2:16 PM

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Hi Kristen

Your clearance of the attached revised letter would be appreciated please.

Due: ASAP please

Thanks

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Sent: Thursday, 27 April 2023 1:42 PM

To: EDU, EGMB SG <EGMBSG.EDU@act.gov.au>

Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>

Subject: FW: For Urgent Clearance Pls: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

Hi Kim, John is happy with your changes – thank you

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OFFICIAL

Hi Ell,

I'm happy with the changes. Nothing further from here.

Regards,

John Nakkan | Acting Executive Branch Manager

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

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Importance: High

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Could you please review and clear the updates Kim has made in the letter in response to Kristen's comments below - if possible before your meetings please

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Subject: RE: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL

Hi Kim,

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Cc: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: MO Comments: Gungahlin College P&C capacity and infrastructure concerns
Importance: High

OFFICIAL

Hi John

Further to my teams message do you want me to send it to the team? MO have confirmed they are happy to receive early tomorrow.

Let me know

Thanks

Kim

From: Page, Vicki <Vicki.Page@act.gov.au> **On Behalf Of** Education DLO
Sent: Wednesday, 26 April 2023 11:32 AM
To: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Cc: Education DLO <EDUDLO@act.gov.au>
Subject: FW: Gungahlin College P&C capacity and infrastructure concerns
Importance: High

Hi Kim

As discussed can you please look at this one, as mentioned by David last week as well. If we could get the revised back today that would be fantastic.

Thanks

Vicki

Vicki Page | Directorate Liaison Officer

Ministerial & Corporate Reporting | **Education Directorate** | ACT Government

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GPO Box 158, Canberra, ACT 2601 |

From: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
Sent: Monday, 24 April 2023 6:06 PM
To: Education DLO <EDUDLO@act.gov.au>
Cc: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Subject: RE: Gungahlin College P&C capacity and infrastructure concerns

Hi Vicki,

I found this letter a bit difficult to follow, so have proposed including subheadings and would appreciate if EDU could look at it again to ensure it clearly covers off on all the issues the correspondent has raised in plain language. I've also asked a couple of questions in track.

Could you seek advice from EDU first thing Wednesday as to how fast they can turn around a revised draft? I had said to [REDACTED] we would get back to [REDACTED] on Wednesday, and I don't want to push this out beyond this week, so am hoping I could have answers back ASAP for another quick review.

Thanks,

Bern

From: Page, Vicki <Vicki.Page@act.gov.au> **On Behalf Of** Education DLO
Sent: Thursday, 20 April 2023 2:45 PM
To: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
Cc: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>; Education DLO <EDUDLO@act.gov.au>
Subject: RE: Gungahlin College P&C capacity and infrastructure concerns

Hi Bern,

Please see attached dot points and response to [REDACTED] from David.

Let me know if you have any comments on the proposed letter.

Thanks

Vicki

Vicki Page | Directorate Liaison Officer

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GPO Box 158, Canberra, ACT 2601 |

From: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
Sent: Friday, 14 April 2023 12:19 PM
To: Matthews, David <David.Matthews@act.gov.au>
Cc: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>; Education DLO <EDUDLO@act.gov.au>
Subject: FW: Gungahlin College P&C capacity and infrastructure concerns

Hi David,

I can't remember if we already forwarded you the below email trail following conversations at this week's EDU briefing on the issue – apologies if not.

I was talking to [REDACTED] earlier today around some other issues and when [REDACTED] raised this one, I said we'd get back to [REDACTED] by week 1 of term 2.

Look forward to your advice when you're able to pull it together next week.

Thanks,

Bern

From: [REDACTED] <[\[REDACTED\]@actparents.org.au](mailto:[REDACTED]@actparents.org.au)>
Sent: Wednesday, 5 April 2023 12:44 PM
To: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Cc: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
Subject: Gungahlin College P&C capacity and infrastructure concerns

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

[Learn why this is important](#)

Dear Bec and Bern,

Please see below an email I received from Gungahlin College P&C regarding the current capacity and infrastructure concerns, which appear to be following on from their meeting with the Minister late last year.

It would be helpful to understand why some of these commitments are taking so long, and what if anything can be done about it.

Thanks,

[REDACTED]

[REDACTED]

ACT Council of Parents & Citizens Associations

The parent voice on public education

www.actparents.org.au | Tel: 02 6241 5759 | Find us on [Facebook](#)

I acknowledge the traditional custodians of the land and waters on which we live, work and learn and pay my respects to their elders past, present and future.

I wonder if I can ask your advice about how our P&C might possibly be able to advocate further in relation to delays to the infrastructure improvements outlined at our meeting with Minister Berry and ED reps last November?

Our principal had a meeting with ICW reps last week and it now appears that much of what was promised last year will now not be available in the foreseeable future, creating enormous pressures on our College community.

At this stage the College has only been given use of two very small training rooms previously used by Gungahlin Library. We have now learned that the library is pushing for these rooms to be returned to them despite the fact that they have been reallocated to the College and are in use across every line of every day.

The promised larger current CIT space is now off the table, with the ACT Government unable to find a financially viable alternative location.

The Modular Learning Spaces appear to be indefinitely delayed due to problems with planning permissions. I recall Minister Berry advising that she would like to be informed if there were delays with this process and that she could step in. We feel this is now necessary so that we can install these MLSs and provide much needed extra classrooms as soon as possible and we would like to approach Minister Berry regarding this.

We are aware that ICW have visited the College and are apparently developing plans to refurbish part of the current library space to create two additional classrooms as well as much-needed additional library space, but this process is only in the planning stages, so will realistically be quite some time away if the project does indeed go ahead.

In many respects, the college cannot offer a suitable teaching and learning environment given our current enrolments and infrastructure. Students are being squeezed into inappropriate spaces and some spaces, particularly our labs, are not fit for purpose. The ACT Government is even yet to provide replacement chairs, leaving our students using chairs with no backs and chairs that are designed for much younger and smaller students.

Our P&C would like to try and advocate further for the Gungahlin College community and would appreciate any advice or assistance Council may be able to provide.

Many Thanks

From: [Pachika, Meghana](#)
To: [Jozing, Michelle \(ACTEDU\)](#)
Subject: RE: Future Enrolment Projections
Date: Wednesday, 3 May 2023 11:03:45 AM
Attachments: [image006.png](#)
[image007.jpg](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)

Hi Michelle

Sorry [REDACTED] and just got back. We have 40 Year 6's at Margaret Hendry. Please do let me know if you need any other details .

Kind Regards



Meghana Pachika | Business Manager
Margaret Hendry School | Education Directorate
Ph: 02 61422800
Grow | Connect | Collaborate | Love



I acknowledge the traditional custodians of the lands and waters where we live, learn, play, walk and wonder, the Ngunnawal people, and pay my respects to Elders past, present and emerging.

From: Jozing, Michelle <Michelle.Jozing@ed.act.edu.au>
Sent: Tuesday, 4 April 2023 11:28 AM
To: Pachika, Meghana <Meghana.Pachika@ed.act.edu.au>
Subject: Future Enrolment Projections

Dear Meghana

Our Senior Leadership Team are looking at our enrolment projections for the next 4-5 years. Rather than using general demographic data, we are hoping as one of our feeder schools, you can provide the number of students you have in Year 6 ?

It would be very much appreciated if you could assist us with the projections.

Kind regards

Michelle Jozing | Executive Assistant

02 6142 1000 | Michelle.Jozing@ed.act.edu.au | www.gungahlincollege.act.edu.au
Gungahlin College | Education Directorate | ACT Government



 please consider the environment before printing this e-mail.



Portfolio/s: Education and Youth Affairs

GUNGAHLIN 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 ongoing enrolment pressure at Gungahlin College.
- The Directorate is taking steps to accommodate current enrolment at Gungahlin College, support enrolment at other colleges and progress planning for a second college in Gungahlin. The Directorate is confident this 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 underway, with \$1 million provided through the 2022-23 Budget for feasibility work and a preferred site identified in Nicholls 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.

Key Information

- The Education Directorate is working closely with Gungahlin College to deliver new capacity in the short term:
 - Four transportable classroom buildings (totalling eight additional classrooms) are planned to be installed at the college in 2023.
 - Subject to budget availability, selected science labs at the school may be modified in 2023 and 2024 to allow for more flexible delivery of learning.
 - Community spaces in the adjoining Gungahlin Library have been repurposed temporarily during 2023 for use as learning spaces during school hours. Alternative arrangements have been made for the community programs that make use of those spaces until the transportable classrooms can be installed.
- 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. As well as easing some pressure on Gungahlin College, this ensures that families on the northside are provided options for college enrolment.
- Preliminary 2023 ACT Schools Census results indicate enrolments at Gungahlin College will remain stable for 2023 (1,161 including year 10 students), continuing a trend of generally high though stable enrolments between 2017 (1,166) and 2022 (1,124).
- Enrolment is projected to grow moderately in 2024 and 2025. If these enrolment projections are realised, students will be able to be accommodated within the increased capacity of the school.

Cleared as complete and accurate: 04/05/2023
Cleared for public release by: Executive Group Manager
Contact Officer name: David Matthews/Deb
Efthymiades
Lead Directorate: Education
TRIM Ref: SUB23/346

Background Information

- The Education Directorate is aware there is a high level of community interest and anticipation for works to support Gungahlin College. Additional capacity being put in place during 2023 will support accommodating current and projected enrolment.
- 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 closely monitor enrolments at Gungahlin College for 2023 and future years to ensure places are available for students at their Priority Enrolment Area college.

Cleared as complete and accurate: 04/05/2023
Cleared for public release by: Executive Group Manager
Contact Officer name: David Matthews/Deb
Efthymiades
Lead Directorate: Education
TRIM Ref: SUB23/346

From: [Blom, Dylan](#)
To: [ICW EBM Office](#); [Slater, Amanda](#)
Cc: [Nakkan, John](#)
Subject: RE: UPDATE DUE 9AM FRI: Request for Information: MO Comments: Gungahlin College P&C capacity and infrastructure concerns
Date: Thursday, 4 May 2023 4:25:08 PM
Attachments: [REC23_57761_EGMBIS_letter_Gungahlin_College_capacity_infrastructure_ACT_PC\(2\).docx](#)

OFFICIAL

Hi Ell,

Find attached update with our comments.

- Have TCCS confirmed approval? – Phil M had been corresponding with TCCS and provided advice that they had confirmed in principle endorsement. However last week we have identified that TCCS are not fully aware of the request, however some of the forms lodged are correct process to follow. We are making urgent contact with the correct staff and organising an EBM level discussion to formalise the agreement. A letter request between Minister's would be of benefit to fast-track the approval and process.
- Can the chairs be replaced? – Yes, however we are already forecasting a significant budget deficit. As you may be aware the scope is growing due to the limitations of the library available areas and the need to provide additional RLUs.
- Update the corro responding to Minister's office questions so David can provide advice. – see attached.

Happy to discuss with John if needed.

Dylan Blom | Senior Director, Major Projects

Infrastructure and Capital Works | **Education** | ACT Government

Mobile: 0466 313 607 | Email: dylan.blom@act.gov.au

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

From: Stewart, Ell <Ell.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office
Sent: Thursday, 4 May 2023 3:03 PM
To: Slater, Amanda <Amanda.Slater@act.gov.au>; Blom, Dylan <Dylan.Blom@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>
Subject: UPDATE DUE 9AM FRI: Request for Information: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

Hi Amanda & Dylan

Can you please review and respond to below EGM Office request, including updating the dot points and letter response in TRIM for clearance by 9am Fri if possible please

Thank you
Ell

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMBSG
Sent: Thursday, 4 May 2023 2:48 PM
To: ICW EBM Office <ICWEBMOOffice@act.gov.au>
Cc: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: Request for Information: MO Comments: Gungahlin College P&C capacity and infrastructure concerns
Importance: High

OFFICIAL

Hi Ell

David has a meeting with MO tomorrow at 2.00pm to discuss this matter. Can you please advise:

- Have TCCS confirmed approval?
- Can the chairs be replaced?
- Update the corro responding to Minister's office questions so David can provide advice.

Please contact me if you have any questions. It would be appreciated if you can come back by 11.00am tomorrow.

Thanks
Kim

From: Page, Vicki <Vicki.Page@act.gov.au> **On Behalf Of** Education DLO
Sent: Wednesday, 3 May 2023 9:04 AM
To: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>
Cc: Education DLO <EDUDLO@act.gov.au>
Subject: RE: For Urgent Clearance Pls: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

Hi David

TRIM has been updated with another version from MO, testing for your comfort.

MO have also asked whether:

- Minister Berry can write to Minister Steel to:
 - Expedite the process of securing full approval from TCCS to use the Town Park for the RLUs; and
 - Prosecute the issue of securing more socialisation space within the library.
- EDU can commit outright to replacing the broken chairs the P&C mention below (I know this is usually a school's responsibility; I'm more asking whether there are resources for EDU to step in in this instance).

Let me know if you have any questions.

Thanks

Vicki

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Cc: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: MO Comments: Gungahlin College P&C capacity and infrastructure concerns
Importance: High

OFFICIAL

Hi John

Further to my teams message do you want me to send it to the team? MO have confirmed they are happy to receive early tomorrow.

Let me know

Thanks

Kim

From: Page, Vicki <Vicki.Page@act.gov.au> **On Behalf Of** Education DLO
Sent: Wednesday, 26 April 2023 11:32 AM
To: EDU, EGMSG <EGMSG.EDU@act.gov.au>
Cc: Education DLO <EDUDLO@act.gov.au>
Subject: FW: Gungahlin College P&C capacity and infrastructure concerns
Importance: High

Hi Kim

As discussed can you please look at this one, as mentioned by David last week as well. If we could get the revised back today that would be fantastic.

Thanks

Vicki

Vicki Page | Directorate Liaison Officer
Ministerial & Corporate Reporting | **Education Directorate** | ACT Government
T: 6207 3765 | E: edudlo@act.gov.au or vicki.page@act.gov.au
GPO Box 158, Canberra, ACT 2601 |

From: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
Sent: Monday, 24 April 2023 6:06 PM
To: Education DLO <EDUDLO@act.gov.au>
Cc: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Subject: RE: Gungahlin College P&C capacity and infrastructure concerns

Hi Vicki,

I found this letter a bit difficult to follow, so have proposed including subheadings and would appreciate if EDU could look at it again to ensure it clearly covers off on all the issues the correspondent has raised in plain language. I've also asked a couple of questions in track.

Could you seek advice from EDU first thing Wednesday as to how fast they can turn around a revised draft? I had said to [REDACTED] we would get back to [REDACTED] on Wednesday, and I don't want to push this out beyond this week, so am hoping I could have answers back ASAP for another quick review.

Thanks,

Bern

From: Page, Vicki <Vicki.Page@act.gov.au> **On Behalf Of** Education DLO
Sent: Thursday, 20 April 2023 2:45 PM
To: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
Cc: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>; Education DLO <EDUDLO@act.gov.au>
Subject: RE: Gungahlin College P&C capacity and infrastructure concerns

Hi Bern,

Please see attached dot points and response to [REDACTED] from David.

Let me know if you have any comments on the proposed letter.

Thanks
Vicki

Vicki Page | Directorate Liaison Officer
Ministerial & Corporate Reporting | **Education Directorate** | ACT Government
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Sent: Friday, 14 April 2023 12:19 PM
To: Matthews, David <David.Matthews@act.gov.au>
Cc: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>; Education DLO <EDUDLO@act.gov.au>
Subject: FW: Gungahlin College P&C capacity and infrastructure concerns

Hi David,

I can't remember if we already forwarded you the below email trail following conversations at this week's EDU briefing on the issue – apologies if not.

I was talking to [REDACTED] earlier today around some other issues and when [REDACTED] raised this one, I said we'd get back to [REDACTED] by week 1 of term 2.

Look forward to your advice when you're able to pull it together next week.

Thanks,
Bern

From: [REDACTED] <[REDACTED]@actparents.org.au>
Sent: Wednesday, 5 April 2023 12:44 PM
To: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Cc: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
Subject: Gungahlin College P&C capacity and infrastructure concerns

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe. [Learn why this is important](#)

Dear Bec and Bern,

Please see below an email I received from Gungahlin College P&C regarding the current capacity and infrastructure concerns, which appear to be following on from their meeting with the Minister late last year.

It would be helpful to understand why some of these commitments are taking so long, and what if anything can be done about it.

Thanks,

[Redacted]

[Redacted]

[Redacted]

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The parent voice on public education

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I acknowledge the traditional custodians of the land and waters on which we live, work and learn and pay my respects to their elders past, present and future.

I wonder if I can ask your advice about how our P&C might possibly be able to advocate further in relation to delays to the infrastructure improvements outlined at our meeting with Minister Berry and ED reps last November?

Our principal had a meeting with ICW reps last week and it now appears that much of what was promised last year will now not be available in the foreseeable future, creating enormous pressures on our College community.

At this stage the College has only been given use of two very small training rooms previously used by Gungahlin Library. We have now learned that the library is pushing for these rooms to be returned to them despite the fact that they have been reallocated to the College and are in use across every line of every day.


The promised larger current CIT space is now off the table, with the ACT Government unable to find a financially viable alternative location.

The Modular Learning Spaces appear to be indefinitely delayed due to problems with

planning permissions. I recall Minister Berry advising that she would like to be informed if there were delays with this process and that she could step in. We feel this is now necessary so that we can install these MLSs and provide much needed extra classrooms as soon as possible and we would like to approach Minister Berry regarding this.

We are aware that ICW have visited the College and are apparently developing plans to refurbish part of the current library space to create two additional classrooms as well as much-needed additional library space, but this process is only in the planning stages, so will realistically be quite some time away if the project does indeed go ahead.

In many respects, the college cannot offer a suitable teaching and learning environment given our current enrolments and infrastructure. Students are being squeezed into inappropriate spaces and some spaces, particularly our labs, are not fit for purpose. The ACT Government is even yet to provide replacement chairs, leaving our students using chairs with no backs and chairs that are designed for much younger and smaller students.



Our P&C would like to try and advocate further for the Gungahlin College community and would appreciate any advice or assistance Council may be able to provide.

Many Thanks





ACT Council of Parents & Citizens Associations

[@actparents.org.au](mailto:actparents.org.au)



I am writing to update you on Gungahlin College infrastructure and capacity concerns.

The Education Directorate is working closely with the College to ensure that it can accommodate growth in enrolments. At the moment, the Directorate is working on the following improvements:

- increase the utilisation of specialist science spaces, including by enclosing balcony space;
- provide eight additional learning spaces through the provision of Relocatable Learning Units;
- undertake internal renovations within the College;
- upgrade the existing Gungahlin College oval; and
- continue to investigate options to use the Gungahlin Library.

The scoping and design phases of these improvements are well underway, with a Head Contractor engaged, the commencement of the procurement of architects and subcontractors, and the commencement of site investigations in preparation for commencing works.

Increasing utilisation of specialist science spaces

Designs are being developed to update a science lab and a mechatronics lab to enable more flexible learning practices, similar to new school design specifications. Two underutilised balconies will also be enclosed to create one general learning space and one new specialist science space.

Investigations are also being undertaken to examine the feasibility of converting two under-croft areas into learning spaces.

Relocatable Learning Units (RLUs)

The Transport Canberra and City Services (TCCS) 'Town Park' has been identified as the location for the RLU installation due to insufficient land availability within the College grounds. This location provides best connectivity of learning spaces to the College campus.

It is anticipated that four RLUs will be installed in June 2023, providing eight additional learning spaces. A further six to eight weeks (contingent on subcontractor and material availability, and weather conditions) is then required to prepare the RLUs before they are ready for use.

Internal renovations

Further consultation is being carried out with the College in early term 2 to inform the design of improvements to internal spaces in the College. The improvements will create socialisation spaces and quiet learning areas within the College. These improvements will occur following the installation of the RLUs so that other spaces within the College can be vacated to undertake the improvement works.

Gungahlin oval upgrades

The design for the upgrade to the oval has been completed. This involved detailed discussions with ICON Water due to the presence of a key sewer main access point directly under the playing surface. The Head Contractor will now call for tenders to undertake the rectification works which will be timed for spring to ensure strong establishment of the playing surface.

Replacement chairs

The Education Directorate will replace broken chairs to ensure students are not using chairs with no backs or which are designed for younger students.

Library

The Education Directorate is investigating changes to the town library to provide more socialisation space for students within the College library area.

Timeline

The following program dates are taken from our builder's program and are indicative at this stage because they require discussion and scheduling with the school to minimise disruption to the learning program:

RLUs: Delivery during June, occupancy during Term 3.

Internal renovations

: Term 3.

Increasing utilisation of specialist science spaces

: Progressively from August 2023 to March 2024.

Gungahlin oval upgrades

: November to December 2023.

Following discussion with the school, I will confirm the program timeline with you.

The Education Directorate will continue to work with Gungahlin College and keep a very close eye on the enrolment forecast. We are confident that these improvements will enable the College to accommodate the expected growth over the next few years. However, we will keep working with Gungahlin College, the school board and the P&C to understand and respond to the pressures on the school.

Yours sincerely

From: [Nakkan, John](#)
To: [ICW EBM Office](#); [Blom, Dylan](#)
Subject: RE: FOR CLEARANCE BY 11AM FRI: Request for Information: MO Comments: Gungahlin College P&C capacity and infrastructure concerns
Date: Friday, 5 May 2023 8:44:00 AM
Attachments: [GOVERNMENT & STAKEHOLDER RELATIONS - Customer Service - Gungahlin College P&C capacity and infrastructure concerns.tr5](#)

OFFICIAL

Thanks Ell and Dylan,

I have updated both documents and left most of Dylan's comments in to clarify the new responses. Please forward to EGM BSG for approval.

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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: Stewart, Ell <Ell.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office
Sent: Thursday, 4 May 2023 5:23 PM
To: Blom, Dylan <Dylan.Blom@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: FOR CLEARANCE BY 11AM FRI: Request for Information: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

Thanks Dylan

John, updated letter and dot points in TRIM, and Major Project responses below for clearance by 11am tomorrow please

Thank you
 Ell

From: Blom, Dylan <Dylan.Blom@act.gov.au>
Sent: Thursday, 4 May 2023 4:25 PM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>; Slater, Amanda <Amanda.Slater@act.gov.au>
Cc: Nakkan, John <John.Nakkan@act.gov.au>
Subject: RE: UPDATE DUE 9AM FRI: Request for Information: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL

Hi Ell,

Find attached update with our comments.

- Have TCCS confirmed approval? – Phil M had been corresponding with TCCS and provided advice that they had confirmed in principle endorsement. However last week we have identified that TCCS are not fully aware of the request, however some of the forms lodged are correct process to follow. We are making urgent contact with the correct staff and organising an EBM level discussion to formalise the agreement. A letter request between Minister's would be of benefit to fast-track the approval and process.
- Can the chairs be replaced? – Yes, however we are already forecasting a significant budget deficit. As you may be aware the scope is growing due to the limitations of the library available areas and the need to provide additional RLUs.
- Update the corro responding to Minister's office questions so David can provide advice. – see attached.

Happy to discuss with John if needed.

Dylan Blom | Senior Director, Major Projects

Infrastructure and Capital Works | **Education** | ACT Government

Mobile: 0466 313 607 | Email: dylan.blom@act.gov.au

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

From: Stewart, Ell <Ell.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office

Sent: Thursday, 4 May 2023 3:03 PM

To: Slater, Amanda <Amanda.Slater@act.gov.au>; Blom, Dylan <Dylan.Blom@act.gov.au>

Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>

Subject: UPDATE DUE 9AM FRI: Request for Information: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

Hi Amanda & Dylan

Can you please review and respond to below EGM Office request, including updating the dot points and letter response in TRIM for clearance by 9am Fri if possible please

Thank you

Ell

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMBSG

Sent: Thursday, 4 May 2023 2:48 PM

To: ICW EBM Office <ICWEBMOffice@act.gov.au>

Cc: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>

Subject: Request for Information: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

Importance: High

OFFICIAL

Hi Ell

David has a meeting with MO tomorrow at 2.00pm to discuss this matter. Can you please advise:

- Have TCCS confirmed approval?
- Can the chairs be replaced?
- Update the corro responding to Minister's office questions so David can provide advice.

Please contact me if you have any questions. It would be appreciated if you can come back by 11.00am tomorrow.

Thanks

Kim

From: Page, Vicki <Vicki.Page@act.gov.au> **On Behalf Of** Education DLO
Sent: Wednesday, 3 May 2023 9:04 AM
To: EDU, EGMSG <EGMSG.EDU@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>
Cc: Education DLO <EDUDLO@act.gov.au>
Subject: RE: For Urgent Clearance Pls: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

Hi David

TRIM has been updated with another version from MO, testing for your comfort.

MO have also asked whether:

- Minister Berry can write to Minister Steel to:
 - Expedite the process of securing full approval from TCCS to use the Town Park for the RLUs; and
 - Prosecute the issue of securing more socialisation space within the library.
- EDU can commit outright to replacing the broken chairs the P&C mention below (I know this is usually a school's responsibility; I'm more asking whether there are resources for EDU to step in in this instance).

Let me know if you have any questions.

Thanks

Vicki

Vicki Page | Directorate Liaison Officer
Ministerial & Corporate Reporting | **Education Directorate** | ACT Government
T: 6207 3765 | E: edudlo@act.gov.au or vicki.page@act.gov.au
GPO Box 158, Canberra, ACT 2601 |

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMSG

Sent: Thursday, 27 April 2023 2:41 PM
To: EDUMCR <EDUMCR@act.gov.au>
Cc: EDU, EGMB SG <EGMBSG.EDU@act.gov.au>; Education DLO <EDUDLO@act.gov.au>
Subject: FW: For Urgent Clearance Pls: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL

Hi MCR

Please find attached as clearance by Acting EGMB S. Noting this was requested by MO asap.

Thanks
Kim

From: Laurent, Kristen <Kristen.Laurent@act.gov.au>
Sent: Thursday, 27 April 2023 2:18 PM
To: EDU, EGMB SG <EGMBSG.EDU@act.gov.au>
Subject: FW: For Urgent Clearance Pls: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL

Perfect, thank you
Kristen

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMB SG
Sent: Thursday, 27 April 2023 2:16 PM
To: Laurent, Kristen <Kristen.Laurent@act.gov.au>
Cc: EDU, EGMB SG <EGMBSG.EDU@act.gov.au>
Subject: For Urgent Clearance Pls: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL

Hi Kristen

Your clearance of the attached revised letter would be appreciated please.

Due: ASAP please

Thanks
Kim

From: Stewart, Ell <Ell.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office
Sent: Thursday, 27 April 2023 1:42 PM
To: EDU, EGMB SG <EGMBSG.EDU@act.gov.au>

Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>

Subject: FW: For Urgent Clearance Pls: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

Hi Kim, John is happy with your changes – thank you

Ell

From: Nakkan, John <John.Nakkan@act.gov.au>

Sent: Thursday, 27 April 2023 1:38 PM

To: ICW EBM Office <ICWEBMOffice@act.gov.au>

Subject: RE: For Urgent Clearance Pls: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL

Hi Ell,

I'm happy with the changes. Nothing further from here.

Regards,

John Nakkan | Acting Executive Branch Manager

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

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

Ngunnawal Country

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From: Stewart, Ell <Ell.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office

Sent: Thursday, 27 April 2023 1:24 PM

To: Nakkan, John <John.Nakkan@act.gov.au>

Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>

Subject: FW: For Urgent Clearance Pls: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

Importance: High

Hi John, apologies I didn't forward this earlier

Could you please review and clear the updates Kim has made in the letter in response to Kristen's comments below - if possible before your meetings please

Thanks

Ell

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMB SG

Sent: Thursday, 27 April 2023 10:55 AM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>
Cc: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: FW: For Urgent Clearance Pls: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL

Hi Ell

I have added some wording for John's review/clearance following Kristen's comments below. I would be grateful if you could come back today.

Thanks
Kim

From: Laurent, Kristen <Kristen.Laurent@act.gov.au>
Sent: Wednesday, 26 April 2023 7:36 PM
To: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: FW: For Urgent Clearance Pls: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

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Hi Kim

It looks OK and I've marked a couple of small edits, but I note John has not incorporated any information in response to Bern's last sentence about chairs and use of the library rooms. Based on John's response I would have thought ICW could provide a brief response to note that while the schools is responsible for replacement of chairs, the new infrastructure will include furniture and to provide assurance about the continued short term use of the library rooms.

Can you please ask ICW to amend?

Thanks

Kristen

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMBSG
Sent: Wednesday, 26 April 2023 7:10 PM
To: Laurent, Kristen <Kristen.Laurent@act.gov.au>
Cc: EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: For Urgent Clearance Pls: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL

Hi Kristen

Attached is the urgent Gungahlin College response to [REDACTED] MO provided today for early return tomorrow. For clearance please, noting I have left all track changes in the doc (REC23/57761).

Thanks
Kim

From: Nakkan, John <John.Nakkan@act.gov.au>
Sent: Wednesday, 26 April 2023 6:35 PM
To: EDU, EGMSG <EGMSG.EDU@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: RE: MO Comments: Gungahlin College P&C capacity and infrastructure concerns

OFFICIAL

Hi Kim,

Please see updates and responses attached.

Regards,

John Nakkan | Acting Executive Branch Manager
Phone: +61 2 6205 1289 | Mobile: 0466 015 922 | Email: john.nakkan@act.gov.au
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From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMSG
Sent: Wednesday, 26 April 2023 5:34 PM
To: Nakkan, John <John.Nakkan@act.gov.au>
Cc: EDU, EGMSG <EGMSG.EDU@act.gov.au>
Subject: MO Comments: Gungahlin College P&C capacity and infrastructure concerns
Importance: High

OFFICIAL

Hi John

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Let me know

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Sent: Monday, 24 April 2023 6:06 PM
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Subject: RE: Gungahlin College P&C capacity and infrastructure concerns

Hi Vicki,

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To: Matthews, David <David.Matthews@act.gov.au>
Cc: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>; Education DLO <EDUDLO@act.gov.au>
Subject: FW: Gungahlin College P&C capacity and infrastructure concerns

Hi David,

I can't remember if we already forwarded you the below email trail following conversations at this week's EDU briefing on the issue – apologies if not.

I was talking to [REDACTED] earlier today around some other issues and when [REDACTED] raised this one, I said we'd get back to [REDACTED] by week 1 of term 2.

Look forward to your advice when you're able to pull it together next week.

Thanks,
Bern

From: [REDACTED] <[\[REDACTED\]@actparents.org.au](mailto:[REDACTED]@actparents.org.au)>
Sent: Wednesday, 5 April 2023 12:44 PM
To: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Cc: Toohey, Bernadette <Bernadette.Toohy@act.gov.au>
Subject: Gungahlin College P&C capacity and infrastructure concerns

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe. [Learn why this is important](#)

Dear Bec and Bern,

Please see below an email I received from Gungahlin College P&C regarding the current capacity and infrastructure concerns, which appear to be following on from their meeting

with the Minister late last year.

It would be helpful to understand why some of these commitments are taking so long, and what if anything can be done about it.

Thanks,

[REDACTED]

[REDACTED]

[REDACTED]

ACT Council of Parents & Citizens Associations

The parent voice on public education

www.actparents.org.au | Tel: 02 6241 5759 | Find us on [Facebook](#)

I acknowledge the traditional custodians of the land and waters on which we live, work and learn and pay my respects to their elders past, present and future.

I wonder if I can ask your advice about how our P&C might possibly be able to advocate further in relation to delays to the infrastructure improvements outlined at our meeting with Minister Berry and ED reps last November?

Our principal had a meeting with ICW reps last week and it now appears that much of what was promised last year will now not be available in the foreseeable future, creating enormous pressures on our College community.

At this stage the College has only been given use of two very small training rooms previously used by Gungahlin Library. We have now learned that the library is pushing for these rooms to be returned to them despite the fact that they have been reallocated to the College and are in use across every line of every day.

The promised larger current CIT space is now off the table, with the ACT Government unable to find a financially viable alternative location.

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We are aware that ICW have visited the College and are apparently developing plans to refurbish part of the current library space to create two additional classrooms as well as much-needed additional library space, but this process is only in the planning stages, so will realistically be quite some time away if the project does indeed go ahead.

In many respects, the college cannot offer a suitable teaching and learning environment

given our current enrolments and infrastructure. Students are being squeezed into inappropriate spaces and some spaces, particularly our labs, are not fit for purpose. The ACT Government is even yet to provide replacement chairs, leaving our students using chairs with no backs and chairs that are designed for much younger and smaller students.



Our P&C would like to try and advocate further for the Gungahlin College community and would appreciate any advice or assistance Council may be able to provide.

Many Thanks





[REDACTED]
ACT Council of Parents & Citizens Associations

[REDACTED] [@actparents.org.au](mailto:actparents.org.au)

[REDACTED]

I am writing to update you on Gungahlin College infrastructure and capacity concerns.

Firstly, I would like to assure you that the ACT Government will continue to ensure that there is sufficient capacity at Gungahlin College to meet local area enrolment demands. The Directorate has already made several enhancements to the College over the past decade and will continue to ensure that high quality teaching and learning facilities are available.

The Directorate has been closely monitoring enrolments at Gungahlin College for the past five years and is aware of steady but stable enrolment pressure at Gungahlin College. You will also be aware we are currently progressing planning for a second college in Gungahlin.

Planning for this second college is underway, with \$1 million provided through the 2022-23 Budget for feasibility work and a preferred site has been identified in Nicholls adjacent to the existing Gold Creek Senior School. Feasibility work includes site due diligence and land planning studies, as well as indicative master planning and preliminary design works to inform the most appropriate demand response and future investment decisions by Government.

Preliminary 2023 ACT Schools Census results indicate enrolments at Gungahlin College will remain stable for 2023 (1,161 including year 10 students), continuing a trend of generally high though stable enrolments between 2017 (1,166) and 2022 (1,124). Enrolment is projected to grow moderately in 2024 and 2025. If these enrolment projections are realised, students will be able to be accommodated within the increased capacity of the school that is currently being planned.

The Education Directorate is currently working closely with Gungahlin College to ensure that it can accommodate growth in enrolments. The Directorate is working on the following improvements:

- increase the utilisation of specialist science spaces, including by enclosing balcony space;
- eight additional learning spaces through the provision of Relocatable Learning Units
- internal renovations within the College;

- upgrades to the existing Gungahlin College oval, and
- investigating additional options to improve space usage in the Gungahlin Library.

The scoping and design phases of these improvements are well underway, with a Head Contractor engaged, the commencement of the procurement of architects and subcontractors, and the commencement of site investigations in preparation for commencing works.

Increasing utilisation of specialist science spaces

Designs are being developed to update a science lab and a mechatronics lab to enable more flexible learning practices, like new school design specifications. Two underutilised balconies will also be enclosed to create one general learning space and one new specialist science space.

Investigations are also being undertaken to examine the feasibility of converting two under-croft areas into learning spaces.

Relocatable Learning Units (RLUs)

The Directorate has identified several possible sites for Relocatable Learning Units (RLUs) at the college. This includes engagement with Transport Canberra and City Services (TCCS) on the adjacent 'Town Park' site to identify planning and community use requirements.

As above, the Directorate has committed to install an additional eight learning spaces through the provision of the RLUs. The target date for the availability of additional RLUs is Term 4, following final approvals and contingent on subcontractor and material availability, and weather conditions. The Directorate will provide regular updates to the college community on progress.

Internal renovations

Further consultation is being carried out with the College in early term 2 to inform the design of improvements to internal spaces in the College. The improvements will create socialisation spaces and quiet learning areas within the College. These improvements will occur following the installation of the RLUs so that other spaces within the College can be vacated to undertake the improvement works.

Gungahlin oval upgrades

The design for the upgrade to the oval has been completed. This involved detailed discussions with ICON Water due to the presence of a key sewer main access point directly under the playing surface. The works include re-levelling and reseeding of the playing surface. This work will be undertaken during 2023 but is also weather dependent, to ensure the improved grass surface can be strongly established. The Head Contractor will now call for tenders to undertake the rectification works which will be timed for spring 2023.

Replacement chairs

The Education Directorate will replace broken chairs to ensure students are not using chairs with no backs or which are designed for younger students.

Library

The Directorate has secured use of the additional learning spaces for the 2023 school year by agreement with Libraries ACT.

In consultation with TCCS, the Education Directorate is investigating changes to the library areas to provide more study and socialisation space for students. The Directorate highly values the partnership with Libraries ACT in providing important community infrastructure to the Gungahlin community including students at the college.

Timeline

The above works will need to be scheduled with the school in order to minimise disruption to the learning program.

As above, the planning and preparation for the RLUs has already commenced, with installation occurring over terms 2 and 3, 2023. They will be made available for use by the school as soon as they are fully installed.

The internal renovations will commence during Term 3 aligned with the occupation of the RLUs and increasing utilisation of specialist science spaces will occur progressively from August 2023 to March 2024. The Gungahlin oval upgrades will be undertaken from November to December 2023.

Following discussion with the college, I will confirm the program timeline with you and am happy to ensure you receive regular updates.

Thank you for your interest and advocacy on these important issues and I look forward to further discussions as this work program progresses.

Yours sincerely

Dot Points for Minister's Office

Meeting Date:	19 April 2023
Subject:	Gungahlin College Infrastructure Capacity
Division/Branch:	ICW / BSD
Clearance:	EGM BS
Description:	
Gungahlin College	
Background:	
<ul style="list-style-type: none"> • Ongoing increases in demand has driven the need for immediate infrastructure to be delivered at Gungahlin College. • The proposed scope is to increase utilisation of specialist science spaces by expanding into balcony space, provide additional learning spaces through the provision of transportables and by undertaking internal renovations both within the college and potentially within the library, plus upgrade of the existing Gungahlin oval. • The adjoining TCCS "Town Park" is the identified location for transportable installation due to insufficient land availability within the college grounds. This location provides best connectivity of learning spaces to the college campus. It is anticipated that transportables will commence landing in June 2023, with a total of 4 transportables being installed equating to 8 additional learning spaces. • The Directorate is working with TCCS to facilitate necessary land custodianship arrangements. • The college campus and the library have shared facilities. Located within one building is the public library, College library and administration space, CIT space and shared meeting rooms. • A Head Contractor has been engaged for design and construct. • The oval improvement works are within the contractor's scope for delivery and will occur during Spring 2023. 	
Emerging Issues:	
<ul style="list-style-type: none"> • Consultation with TCCS (Libraries ACT) is continuing around utilisation of shared space within the library for college use. • The college is currently utilising two spaces within the library, under a temporary agreement with TCCS, who have historically used the space for community groups. However, it should be noted that the original MOU (now expired) for use of this space was between CIT and Gungahlin College. 	
Identified Risks:	
<ul style="list-style-type: none"> • The project budget is under significant pressure due to additional scope requirements. • Scoping has revealed greater demand than originally scoped. Four transportables are to be installed with additional internal works to be undertaken. 	

Achievements:

- Scoping and design phase is underway.
- Head contractor has been engaged. They have commenced procurement of Architects, and subcontractors who have commenced site investigation works in preparation for commencing works.

Tentative timeline:

The following dates are tentative only and will need to be discussed with the school in order to develop a detailed staging plan to suit teaching requirements:

Transportables: Delivery during June, occupancy during Term 3.

Ground floor internal works: Term 3.

Internal works - mechatronics/science labs: Progressively from August 2023 to March 2024.

Oval: November to December 2023.

Next steps/actions:

- Further consultation will be carried out with the college to define requirements to inform design, particularly in relation to creating socialisation spaces, and quiet learning areas within the college.
- Further consultation will also be required around developing a staging plan to enable access to internal expansion spaces in order to facilitate a speedy construction phase and delivery of spaces.
- Enrolments and Planning has projected that there will be sufficient capacity to accommodate anticipated demand beyond 2025. The latest projections will be discussed with the school in the near future.

From: [BERRY](#)
To: [STEEL](#)
Subject: Letter from Minister Berry
Date: Thursday, 25 May 2023 12:51:53 PM
Attachments: [Correspondence from Minister Berry.pdf](#)
[image001.png](#)
[image002.png](#)

Good afternoon,
Please see attached correspondence from Minister Berry.
Kind regards,
Bern

Bernadette Toohey | Senior Adviser
02 6207 7937 | 0447 402 097

Office of Yvette Berry MLA | Member for Ginninderra

Deputy Chief Minister

Minister for Early Childhood Development

Minister for Education and Youth Affairs

Minister for Housing and Suburban Development

Minister for Women

Minister for the Prevention of Domestic and Family Violence

Minister for Sport and Recreation

Phone: +61 2 6205 0233 | Email: berry@act.gov.au

[Facebook](#) | [Twitter](#) | www.yvetteberry.com.au



I acknowledge the traditional custodians of the land, the Ngunnawal people, and pay my respect to their Elders past, present and emerging.



Yvette Berry MLA
Deputy Chief Minister
Minister for Early Childhood Development
Minister for Education and Youth Affairs
Minister for Housing and Suburban Development
Minister for Women
Minister for the Prevention of Domestic and Family Violence
Minister for Sport and Recreation

Member for Ginninderra

Mr Chris Steel MLA
Minister for Transport and City Services
STEEL@act.gov.au

Dear Minister Steel

Chris

You will be aware of the growing needs for ACT public schools in the Gungahlin region and the substantial funding commitments made by the ACT Government to this end.

The Education Directorate has been closely monitoring the enrolment pressure at Gungahlin College. Planning for a second college in Gungahlin is also well underway, with \$1 million provided through the 2022-23 Budget for feasibility work and a preferred site identified in Nicholls adjacent to the existing Gold Creek Senior School.

To meet enrolment demand until a second college in Gungahlin is opened, I have asked the Education Directorate to prioritise work to install additional Relocatable Learning Units (RLUs) at Gungahlin College, providing the College with eight additional learning spaces.

The Directorate has identified several possible sites these RLUs, with the preferred site being the adjacent 'Town Park'. Engagement with Transport Canberra and City Services (TCCS) has already commenced to identify planning and community use requirements.

I would appreciate your support and cooperation in prioritising work to enable the installation of these RLUs, to meet the expectations of the Gungahlin College community for the timely delivery of additional capacity at the College, and I look forward to further discussing these matters with you.

In addition, the Education Directorate continues to engage with Libraries ACT within TCCS around the shared use of facilities. This includes the future use of shared infrastructure and options to

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berry@act.gov.au



[@YvetteSBerry](https://twitter.com/YvetteSBerry)



[YvetteSBerry](https://www.facebook.com/YvetteSBerry)

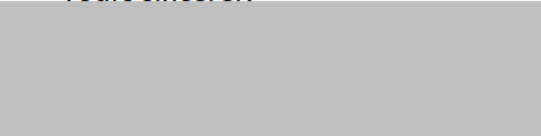


[Yvette_berry_mla](https://www.instagram.com/Yvette_berry_mla)

improve the internal configuration of the current library. The Directorate highly values the partnership with TCCS in providing important community infrastructure to the Gungahlin community, including students at the college.

The contact point for these matters in the Education Directorate is David Matthews, Executive Group Manager, Business Services via david.matthews@act.gov.au.

Yours sincerely



Yvette Berry MLA
Minister for Education and Youth Affairs
23/05/2023

From: [Thomson, Peter](#)
To: [Jozing, Michelle \(ACTEDU\)](#)
Subject: RE: Future Enrolment Projections
Date: Monday, 8 May 2023 9:49:44 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Hi Michelle,
Current enrolments in our Yr 6 cohort is 43.
Kind regards, Peter
Peter Thomson
Business Manager at Franklin School
P (02) 6142 1113

From: Jozing, Michelle <Michelle.Jozing@ed.act.edu.au>
Sent: Friday, 5 May 2023 9:17 AM
To: Thomson, Peter <Peter.Thomson@ed.act.edu.au>
Subject: Future Enrolment Projections

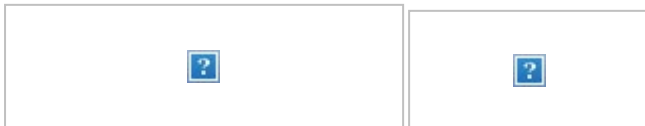
Dear Peter

Our Senior Leadership Team are looking at our enrolment projections for the next 4-5 years. Rather than using general demographic data, we are hoping as one of our feeder schools, you can provide the number of students you have in Year 6 ? It would be very much appreciated if you could assist us with the projections.

Kind regards

Michelle Jozing | Executive Assistant

02 6142 1000 | Michelle.Jozing@ed.act.edu.au | www.gungahlincollege.act.edu.au
Gungahlin College | Education Directorate | ACT Government



 please consider the environment before printing this e-mail.



From: [Blom, Dylan](#) on behalf of [ICW EBM Office](#)
To: [Klein, Liz](#); [ICW EBM Office](#); [Percival, Tom](#); [Nakkan, John](#); [Davidson, Geoffrey](#); [Blom, Dylan](#); [Slater, Amanda](#); [Wyatt, Tim](#)
Cc: [TCCS_DC DevelopmentCoordination](#); [Yamin, Rashed](#)
Subject: FW: Gungahlin College - land custodianship
Attachments: [Gungahlin College ACTMapi Plan.pdf](#)

Hi, just including for visibility. Feel free to attend if free.

-----Original Appointment-----

From: ICW EBM Office <ICWEBMOffice@act.gov.au>
 Sent: Friday, 5 May 2023 1:37 PM
 To: ICW EBM Office; Nakkan, John; Davidson, Geoffrey; Blom, Dylan; Slater, Amanda; Wyatt, Tim
 Cc: TCCS_DC DevelopmentCoordination; Yamin, Rashed
 Subject: Gungahlin College - land custodianship
 When: Monday, 8 May 2023 12:00 PM-12:30 PM (UTC+10:00) Canberra, Melbourne, Sydney.
 Where: Microsoft Teams Meeting

Good afternoon

The purpose of this meeting is to achieve agreement between the Education Directorate and City Services to change Custodianship (temporarily) on Block 7, Section 223 (attached screenshot for information) to place demountable classrooms for Gungahlin College.

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting <https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDcwN2M3MGUtYzgwMi00NTQyLWIwMTEtMjRhMTJhMjFkM2E3%40thread.v2/0?context=%7b%22Tid%22%3a%22b46c1908-0334-4236-b978-585ee88e4199%22%2c%22Oid%22%3a%2290abd40b-248d-4a5a-a27c-f29ecf87607f%22%7d>

Meeting ID: 435 508 465 278
 Passcode: BXEou6

Download Teams <<https://www.microsoft.com/en-us/microsoft-teams/download-app>> | Join on the web <<https://www.microsoft.com/microsoft-teams/join-a-meeting>>

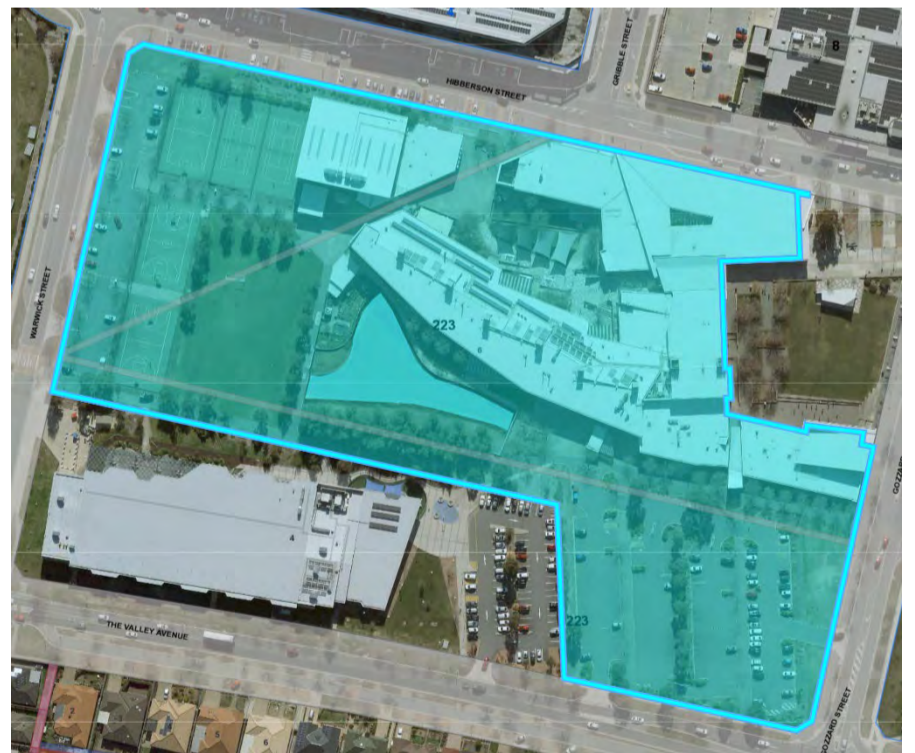
<https://www.act.gov.au/_data/assets/image/0004/492997/actgovlogoprint.png>

Learn More <<https://aka.ms/JoinTeamsMeeting>> | Help <<https://www.act.gov.au/help>> | Meeting options <https://teams.microsoft.com/meetingOptions/?organizerId=90abd40b-248d-4a5a-a27c-f29ecf87607f&tenantId=b46c1908-0334-4236-b978-585ee88e4199&threadId=19_meeting_NDcwN2M3MGUtYzgwMi00NTQyLWIwMTEtMjRhMTJhMjFkM2E3@thread.v2&messageId=0&language=en-US> | Legal <<https://www.act.gov.au/disclaimer>>



Gungahlin Town Square
Gungahlin Block 7, Section 223

Gungahlin College
Gungahlin Block 6, Section 223



From: [Wyatt, Tim](#)
To: [Blom, Dylan](#); [Yamin, Rashed](#); [Yarra, Maxwell](#); [Nakkan, John](#)
Cc: [Kolie, Dmitry](#); [Slater, Amanda](#); [Klein, Liz](#); [Percival, Tom](#); [TCCS_DC_DevelopmentCoordination](#)
Subject: RE: Gungahlin Town Park - EDU and TCCS - Record of Discussion
Date: Tuesday, 9 May 2023 5:15:15 PM

OFFICIAL

Thanks Dylan, noted .

Tim

From: Blom, Dylan <Dylan.Blom@act.gov.au>
Sent: Tuesday, 9 May 2023 3:52 PM
To: Yamin, Rashed <Rashed.Yamin@act.gov.au>; Wyatt, Tim <Tim.Wyatt@act.gov.au>; Yarra, Maxwell <Maxwell.Yarra@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>
Cc: Kolie, Dmitry <Dmitry.Kolie@act.gov.au>; Slater, Amanda <Amanda.Slater@act.gov.au>; Klein, Liz <Liz.Klein@act.gov.au>; Percival, Tom <Tom.Percival@act.gov.au>
Subject: Gungahlin Town Park - EDU and TCCS - Record of Discussion

OFFICIAL

Hi all,

Thanks for attending the session yesterday and providing clarity on the correct way forward. Below is my summary of the discussion. All actions sit with EDU until further discussion.

Monday 8 May - 12:00 PM – TW, RY, MY, DB and JN

- EDU provided introduction outlining the current capacity pressure at Gungahlin College. Capacity is not forecast to reduce until such time that a second College in Gungahlin can be delivered, best case is about 4-5 years.
 - Temporary use options in Library and CIT, as well as internal works at the College are underway or in place.
 - Requirement for additional student areas (8 classrooms) has tested on campus options and a preferred solution was identified as the TCCS Town Park.
- EDU noted that the provided forms (LMPP) were incorrect process and the group discussed what information was required to proceed.
 - EDU will seek advice from DA Gateway and our internal Planning Team to determine if a DA is required to facilitate licencing or temporary use of the Town Park.
 - TCCS would need to understand proposed use durations, services connections, community consultation requirements and have clarity on the decision making to arrive at Town Park use prior to any further consideration/agreement.
 - An MOU would be required to support the process should it be agreed to proceed.

Meeting closed.

Following the meeting, we have received advice that a DA would be required to proceed. We are

assessing our options and will be in touch again soon.

Regards.

Dylan Blom | Senior Director, Major Projects

Infrastructure and Capital Works | **Education** | ACT Government

Mobile: 0466 313 607 | Email: dylan.blom@act.gov.au

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

From: [Blom, Dylan](#)
To: [Nakkan, John](#)
Cc: [ICW EBM Office](#); [Slater, Amanda](#)
Subject: RE: FOR CLEARANCE BY 2PM: MEDIA RESPONSE - Gungahlin College capacity
Date: Wednesday, 10 May 2023 12:20:36 PM
Attachments: [image003.png](#)
[image004.jpg](#)

OFFICIAL

Thanks John,

Happy with your edits.

Dylan Blom | Senior Director, Major Projects

Infrastructure and Capital Works | **Education** | ACT Government

Mobile: 0466 313 607 | Email: dylan.blom@act.gov.au

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

From: Nakkan, John <John.Nakkan@act.gov.au>
Sent: Wednesday, 10 May 2023 12:15 PM
To: Blom, Dylan <Dylan.Blom@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>
Subject: FW: FOR CLEARANCE BY 2PM: MEDIA RESPONSE - Gungahlin College capacity
Importance: High

OFFICIAL

Hi Dylan,

Can you please check my edits below and advise.

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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: Green, Lizzy <Lizzy.Green@act.gov.au>
Sent: Wednesday, 10 May 2023 10:10 AM
To: Nakkan, John <John.Nakkan@act.gov.au>; Ryan, Denise <Denise.Ryan@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>; Enrolment and Planning Branch

<EnrolmentandPlanning@act.gov.au>; EDU Media <EDU.Media@act.gov.au>; Van Aalst, Sally
<Sally.VanAalst@act.gov.au>

Subject: FOR CLEARANCE BY 2PM: MEDIA RESPONSE - Gungahlin College capacity

OFFICIAL

Hi John and Denise

I have drafted the below media response to the [REDACTED]. Seeking clearance from both of you given the cross over. If I could get your clearance by 2pm today that would assist me in meeting the deadline.

Enquiry:

- How many students are currently enrolled at Gungahlin College and what is the estimated capacity of the college?
- Why is there a problem with overcrowding at Gungahlin College considering the directorate has demographers at the ANU that produce projections for school enrolments?
- Will there be any modular learning units installed near the College to provide more classroom space? If so, when will these be installed?
- How many students have taken up the option of enrolling in Dickson College instead of Gungahlin?
- Will there be any permanent expansion to Gungahlin College?
- Will any other measures be used to alleviate the capacity issues at Gungahlin College?
- When will the new college next to Gold Creek High School in Nicholls be built?

Draft response:

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 ongoing enrolment pressure at Gungahlin College. The Directorate is taking steps to accommodate current enrolment at Gungahlin College, support enrolment at other colleges and progress planning for a second college in Gungahlin. The Directorate is confident this will ensure that all students continue to be guaranteed a place at their Priority Enrolment Area college.

Preliminary 2023 ACT Schools Census results indicate enrolments at Gungahlin College will remain stable for 2023 (1,161 including year 10 students), continuing a trend of generally high though stable enrolments between 2017 (1,166) and 2022 (1,124). Enrolment is projected to grow moderately in 2024 and 2025. If these enrolment projections are realised, students will be able to be accommodated within the increased capacity of the school that is currently being planned.

The Education Directorate is working closely with Gungahlin College to ensure that it can accommodate growth in enrolments. The Directorate is working on the following improvements:

- increase the utilisation of specialist science spaces, including by enclosing balcony space
- eight additional learning spaces through the provision of Relocatable Learning Units (following final approvals, it is anticipated these will be ~~installed in June 2023, with a further six to eight weeks required to prepare these for use available for use in Term 4~~)

- internal renovations within the College
- upgrades to the existing Gungahlin College oval, and
- investigating **additional** options to **improve space** usage in the Gungahlin Library.

The scoping and design phases of these improvements are well underway, with a Head Contractor engaged, the commencement of the procurement of architects and subcontractors, and the commencement of site investigations in preparation for commencing works.

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. As well as easing some pressure on Gungahlin College, this ensures that families on the northside are provided options for college enrolment.

Planning for a second college in Gungahlin is underway, with \$1 million provided through the 2022-23 Budget for feasibility work and a preferred site identified in Nicholls adjacent to the existing Gold Creek School. Feasibility work includes site due diligence and land planning studies, as well as indicative master planning and preliminary design works to inform the most appropriate demand response and future investment decisions by Government.

Thanks

Lizzy Green (she/her) | A/g Director

Phone 02 6205 9742 | Email lizzy.green@act.gov.au

Communications and Engagement | Education Directorate | ACT Government

From: EDU Media <EDU.Media@act.gov.au>

Sent: Tuesday, 9 May 2023 5:05 PM

To: Green, Lizzy <Lizzy.Green@act.gov.au>

Cc: Van Aalst, Sally <Sally.VanAalst@act.gov.au>

Subject: FOR ACTION: Questions regarding Gungahlin College capacity

OFFICIAL

Hi Lizzy,

Please see a media query below from [REDACTED] at the [REDACTED] about Gungahlin College.

Kind regards,

Jess Leitch | Communications Officer

Communications and Engagement | Education | ACT Government

(Pronouns: she/her)

E: jess.leitch@act.gov.au

Level 4, Government Office Block, 220 London Circuit Civic | GPO Box 158 Canberra ACT 2601

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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: [Redacted] >

Sent: Tuesday, 9 May 2023 4:45 PM

To: EDU Media <EDU.Media@act.gov.au>

Subject: Questions regarding Gungahlin College capacity

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe. [Learn why this is important](#)

Good afternoon,

I am working on a story regarding capacity issues at Gungahlin College. I understand parent and student representatives have previously met with officers from the directorate about their concerns.

My questions are:

- How many students are currently enrolled at Gungahlin College and what is the estimated capacity of the college?
- Why is there a problem with overcrowding at Gungahlin College considering the directorate has demographers at the ANU that produce projections for school enrolments?
- Will there be any modular learning units installed near the College to provide more classroom space? If so, when will these be installed?
- How many students have taken up the option of enrolling in Dickson College instead of Gungahlin?
- Will there be any permanent expansion to Gungahlin College?
- Will any other measures be used to alleviate the capacity issues at Gungahlin College?
- When will the new college next to Gold Creek High School in Nicholls be built?

I would appreciate a response to these questions by close of business on Thursday, May 11.

Please let me know if there are any issues.

Kind regards,

[Redacted]

--

[Redacted]



From: [Green, Lizzy](#)
To: [Nakkan, John](#); [Ryan, Denise](#)
Cc: [ICW EBM Office](#); [Enrolment and Planning Branch](#); [EDU Media](#); [Van Aalst, Sally](#); [Blom, Dylan](#)
Subject: RE: FOR CLEARANCE BY 2PM: MEDIA RESPONSE - Gungahlin College capacity
Date: Wednesday, 10 May 2023 12:45:12 PM
Attachments: [image001.png](#)
[image002.jpg](#)

OFFICIAL

Thank you both

From: Nakkan, John <John.Nakkan@act.gov.au>
Sent: Wednesday, 10 May 2023 12:43 PM
To: Green, Lizzy <Lizzy.Green@act.gov.au>; Ryan, Denise <Denise.Ryan@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>; Enrolment and Planning Branch <EnrolmentandPlanning@act.gov.au>; EDU Media <EDU.Media@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>; Blom, Dylan <Dylan.Blom@act.gov.au>
Subject: RE: FOR CLEARANCE BY 2PM: MEDIA RESPONSE - Gungahlin College capacity

OFFICIAL

Hi Lizzy,

I have made a couple of suggestions as shown below, otherwise cleared from ICW.

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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: Green, Lizzy <Lizzy.Green@act.gov.au>
Sent: Wednesday, 10 May 2023 10:10 AM
To: Nakkan, John <John.Nakkan@act.gov.au>; Ryan, Denise <Denise.Ryan@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>; Enrolment and Planning Branch <EnrolmentandPlanning@act.gov.au>; EDU Media <EDU.Media@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>
Subject: FOR CLEARANCE BY 2PM: MEDIA RESPONSE - Gungahlin College capacity

OFFICIAL

Hi John and Denise

I have drafted the below media response to the [REDACTED]. Seeking clearance from both of you given the cross over. If I could get your clearance by 2pm today that would assist me in meeting the deadline.

Enquiry:

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- When will the new college next to Gold Creek High School in Nicholls be built?

Draft response:

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The Education Directorate is working closely with Gungahlin College to ensure that it can accommodate growth in enrolments. The Directorate is working on the following improvements:

- increase the utilisation of specialist science spaces, including by enclosing balcony space
- eight additional learning spaces through the provision of Relocatable Learning Units (following final approvals, it is anticipated these will be ~~installed in June 2023, with a further six to eight weeks required to prepare these for use available for use in Term 4~~)
- internal renovations within the College
- upgrades to the existing Gungahlin College oval, and
- investigating ~~additional~~ options to ~~improve space~~ useage in the Gungahlin Library.

The scoping and design phases of these improvements are well underway, with a Head Contractor engaged, the commencement of the procurement of architects and subcontractors, and the commencement of site investigations in preparation for commencing works.

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. As well as easing some pressure on Gungahlin College, this ensures that families on the northside are provided options for college enrolment.

Planning for a second college in Gungahlin is underway, with \$1 million provided through the 2022-23 Budget for feasibility work and a preferred site identified in Nicholls adjacent to the existing Gold Creek School. Feasibility work includes site due diligence and land planning studies, as well as indicative master planning and preliminary design works to inform the most appropriate demand response and future investment decisions by Government.

Thanks

Lizzy Green (she/her) | A/g Director

Phone 02 6205 9742 | Email lizzy.green@act.gov.au

Communications and Engagement | Education Directorate | ACT Government

From: EDU Media <EDU.Media@act.gov.au>

Sent: Tuesday, 9 May 2023 5:05 PM

To: Green, Lizzy <Lizzy.Green@act.gov.au>

Cc: Van Aalst, Sally <Sally.VanAalst@act.gov.au>

Subject: FOR ACTION: Questions regarding Gungahlin College capacity

OFFICIAL

Hi Lizzy,

Please see a media query below from [REDACTED] at the [REDACTED] about Gungahlin College.

Kind regards,

Jess Leitch | Communications Officer

Communications and Engagement | Education | ACT Government

(Pronouns: she/her)

E: jess.leitch@act.gov.au

Level 4, Government Office Block, 220 London Circuit Civic | GPO Box 158 Canberra ACT 2601

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: [REDACTED]
Sent: Tuesday, 9 May 2023 4:45 PM
To: EDU Media <EDU.Media@act.gov.au>
Subject: Questions regarding Gungahlin College capacity

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Good afternoon,

I am working on a story regarding capacity issues at Gungahlin College. I understand parent and student representatives have previously met with officers from the directorate about their concerns.

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- Will any other measures be used to alleviate the capacity issues at Gungahlin College?
- When will the new college next to Gold Creek High School in Nicholls be built?

I would appreciate a response to these questions by close of business on Thursday, May 11. Please let me know if there are any issues.

Kind regards,
Sarah

--

[REDACTED]

[REDACTED]



From: [Efthymiades, Deb](#)
To: [Matthews, David](#)
Subject: RE: FOR CLEARANCE BY 5PM: MEDIA RESPONSE - Gungahlin College capacity
Date: Wednesday, 10 May 2023 3:46:32 PM
Attachments: [image003.png](#)
[image004.jpg](#)

OFFICIAL

Beautiful - taa

From: Matthews, David <David.Matthews@act.gov.au>
Sent: Wednesday, 10 May 2023 3:43 PM
To: Efthymiades, Deb <Deb.Efthymiades@act.gov.au>; Green, Lizzy <Lizzy.Green@act.gov.au>
Cc: System Policy and Reform Office <SPROffice@act.gov.au>; EDU Media <EDU.Media@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>; EDU, EGMBBSG <EGMBBSG.EDU@act.gov.au>
Subject: RE: FOR CLEARANCE BY 5PM: MEDIA RESPONSE - Gungahlin College capacity

OFFICIAL

I'm happy with this content.

Thanks

David Matthews

From: Efthymiades, Deb <Deb.Efthymiades@act.gov.au>
Sent: Wednesday, 10 May 2023 3:02 PM
To: Green, Lizzy <Lizzy.Green@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>
Cc: System Policy and Reform Office <SPROffice@act.gov.au>; EDU Media <EDU.Media@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>; EDU, EGMBBSG <EGMBBSG.EDU@act.gov.au>
Subject: FW: FOR CLEARANCE BY 5PM: MEDIA RESPONSE - Gungahlin College capacity

OFFICIAL

Thanks Lizzy – I made one small change

As [@Matthews, David](#) has been very closely engaged with the site management and negotiations for this one, I feel he needs to clear this before it progresses

Taa

d

From: Green, Lizzy <Lizzy.Green@act.gov.au>
Sent: Wednesday, 10 May 2023 12:50 PM
To: Efthymiades, Deb <Deb.Efthymiades@act.gov.au>
Cc: System Policy and Reform Office <SPROffice@act.gov.au>; EDU Media <EDU.Media@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>
Subject: FOR CLEARANCE BY 5PM: MEDIA RESPONSE - Gungahlin College capacity

OFFICIAL

Hi Deb

I have drafted the below media response to the [REDACTED] for your clearance. This has been cleared by Denise Ryan and John Nakkan. If I could get your clearance by 5pm today that would assist me in meeting the deadline.

Enquiry:

- How many students are currently enrolled at Gungahlin College and what is the estimated capacity of the college?
- Why is there a problem with overcrowding at Gungahlin College considering the directorate has demographers at the ANU that produce projections for school enrolments?

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- When will the new college next to Gold Creek High School in Nicholls be built?

Draft response:

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Thanks

Lizzy Green (she/her) | A/g Director

Phone 02 6205 9742 | Email lizzy.green@act.gov.au

Communications and Engagement | Education Directorate | ACT Government

From: EDU Media <EDU.Media@act.gov.au>
Sent: Tuesday, 9 May 2023 5:05 PM
To: Green, Lizzy <Lizzy.Green@act.gov.au>
Cc: Van Aalst, Sally <Sally.VanAalst@act.gov.au>
Subject: FOR ACTION: Questions regarding Gungahlin College capacity

OFFICIAL

Hi Lizzy,
 Please see a media query below from [REDACTED] at the [REDACTED] about Gungahlin College.

Kind regards,

Jess Leitch | Communications Officer

Communications and Engagement | Education | ACT Government

(Pronouns: she/her)

E: jess.leitch@act.gov.au

Level 4, Government Office Block, 220 London Circuit Civic | GPO Box 158 Canberra ACT 2601

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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.



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Sent: Tuesday, 9 May 2023 4:45 PM
To: EDU Media <EDU.Media@act.gov.au>
Subject: Questions regarding Gungahlin College capacity

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I would appreciate a response to these questions by close of business on Thursday, May 11.

Please let me know if there are any issues.

Kind regards,

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

From: Simmons, Jane
Sent: Wednesday, 10 May 2023 4:13 PM
To: Green, Lizzy <Lizzy.Green@act.gov.au>
Cc: DDGEDUoffice <DDGEDUoffice@act.gov.au>; EDU Media <EDU.Media@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>
Subject: RE: FOR CLEARANCE BY 10AM: MEDIA RESPONSE - Gungahlin College capacity

Approved
Jane

From: Green, Lizzy <Lizzy.Green@act.gov.au>
Sent: Wednesday, 10 May 2023 4:05 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Cc: DDGEDUoffice <DDGEDUoffice@act.gov.au>; EDU Media <EDU.Media@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>
Subject: FOR CLEARANCE BY 10AM: MEDIA RESPONSE - Gungahlin College capacity

OFFICIAL

Hi Jane

I have drafted the below media response to the [REDACTED] for your clearance. This has been cleared by Deb Efthymiades, Denise Ryan, David Matthews and John Nakkan. If I could get your clearance by 10am today that would assist me in meeting the deadline.

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Thanks

Lizzy Green (she/her) | A/g Director

Phone 02 6205 9742 | Email lizzy.green@act.gov.au

Communications and Engagement | Education Directorate | ACT Government

From: EDU Media <EDU.Media@act.gov.au>
Sent: Tuesday, 9 May 2023 5:05 PM
To: Green, Lizzy <Lizzy.Green@act.gov.au>
Cc: Van Aalst, Sally <Sally.VanAalst@act.gov.au>
Subject: FOR ACTION: Questions regarding Gungahlin College capacity

OFFICIAL

Hi Lizzy,

Please see a media query below from [REDACTED] at the [REDACTED] about Gungahlin College.

Kind regards,

Jess Leitch | Communications Officer
Communications and Engagement | Education | ACT Government
(Pronouns: she/her)

E: jess.leitch@act.gov.au

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I would appreciate a response to these questions by close of business on Thursday, May 11. Please let me know if there are any issues.

Kind regards,
Sarah

--

[Redacted signature]

[Redacted signature]



[Large redacted area]

From: [Nakkan, John](#)
To: [EDU, EGMB SG](#)
Cc: [ICW EBM Office](#)
Subject: RE: For Review Pls: EGMB S letter Gungahlin College capacity_infrastructure ACT PC
Date: Thursday, 11 May 2023 3:38:00 PM
Attachments: [GOVERNMENT & STAKEHOLDER RELATIONS - Customer Service - Gungahlin College P&C capacity and infrastructure concerns.tr5](#)

OFFICIAL: Sensitive

Hi Kim,

No changes to letter to Minister Steel, but have updated letter to [REDACTED] in track changes. If the current growth forecasts eventuate the RLU's will absorb this as the new college won't be on-line until around 2028.

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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: Brady, Kim <Kim.Brady@act.gov.au> **On Behalf Of** EDU, EGMB SG
Sent: Thursday, 11 May 2023 1:30 PM
To: Nakkan, John <John.Nakkan@act.gov.au>
Cc: ICW EBM Office <ICWEBMOffice@act.gov.au>; EDU, EGMB SG <EGMB SG.EDU@act.gov.au>
Subject: For Review Pls: EGMB S letter Gungahlin College capacity_infrastructure ACT PC
Importance: High

OFFICIAL: Sensitive

Hi John

Re: Gungahlin College P&C capacity and infrastructure concerns

It would be appreciated if you could please review the attached letters ([REDACTED] and Minister Steel) as prepared by EGMB S, for any significant issues or concerns.

I have updated the TRIM record.

Thanks
Kim

Kim Brady | Acting Executive Officer to

David Matthews, Executive Group Manager

Business Services | Education Directorate | ACT Government

Phone: 02 6205 0408 | Email: kim.brady@act.gov.au

Level 4, 220 London Circuit, Canberra City | GPO Box 158, Canberra ACT 2601 www.act.gov.au



[REDACTED]
[REDACTED]
ACT Council of Parents & Citizens Associations

[REDACTED] [@actparents.org.au](mailto:actparents.org.au)

[REDACTED]
I am writing to update you on Gungahlin College infrastructure and capacity concerns.

Firstly, I would like to assure you that the ACT Government will continue to ensure that there is sufficient capacity at Gungahlin College to meet local area enrolment demands. The Directorate has already made several enhancements to the College over the past decade and will continue to ensure that high quality teaching and learning facilities are available.

The Directorate has been closely monitoring enrolments at Gungahlin College for the past five years and is aware of steady but stable enrolment pressure at Gungahlin College. You will also be aware we are currently progressing planning for a second college in Gungahlin.

Planning for this second college is underway, with \$1 million provided through the 2022-23 Budget for feasibility work and a preferred site has been identified in Nicholls adjacent to the existing Gold Creek Senior School. Feasibility work includes site due diligence and land planning studies, as well as indicative master planning and preliminary design works to inform the most appropriate demand response and future investment decisions by Government.

Preliminary 2023 ACT Schools Census results indicate enrolments at Gungahlin College will remain stable for 2023 (1,161 including year 10 students), continuing a trend of generally high though stable enrolments between 2017 (1,166) and 2022 (1,124). Enrolment is projected to grow moderately in 2024 and 2025. If these enrolment projections are realised, students will be able to be accommodated within the increased capacity of the school that is currently being planned.

The Education Directorate is currently working closely with Gungahlin College to ensure that it can accommodate growth in enrolments. The Directorate is working on the following improvements:

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- eight additional learning spaces through the provision of Relocatable Learning Units
- internal renovations within the College;

- upgrades to the existing Gungahlin College oval, and
- investigating additional options to improve space usage in the Gungahlin Library.

The scoping and design phases of these improvements are well underway, with a Head Contractor engaged, the commencement of the procurement of architects and subcontractors, and the commencement of site investigations in preparation for commencing works.

Increasing utilisation of specialist science spaces

Designs are being developed to update a science lab and a mechatronics lab to enable more flexible learning practices, like new school design specifications. Two underutilised balconies will also be enclosed to create one general learning space and one new specialist science space.

Investigations are also being undertaken to examine the feasibility of converting two under-croft areas into learning spaces.

Relocatable Learning Units (RLUs)

The Directorate has identified several possible sites for Relocatable Learning Units (RLUs) at the college. This includes engagement with Transport Canberra and City Services (TCCS) on the adjacent 'Town Park' site to identify planning and community use requirements.

As above, the Directorate has committed to install an additional eight learning spaces through the provision of the RLUs. The target date for the availability of additional RLUs is Term 4, following final approvals and contingent on subcontractor and material availability, and weather conditions. The Directorate will provide regular updates to the college community on progress.

Internal renovations

Further consultation is being carried out with the College in early term 2 to inform the design of improvements to internal spaces in the College. The improvements will create socialisation spaces and quiet learning areas within the College. These improvements will occur following the installation of the RLUs so that other spaces within the College can be vacated to undertake the improvement works.

Gungahlin oval upgrades

The design for the upgrade to the oval has been completed. This involved detailed discussions with ICON Water due to the presence of a key sewer main access point directly under the playing surface. The works include re-levelling and reseeding of the playing surface. This work will be undertaken during 2023 but is also weather dependent, to ensure the improved grass surface can be strongly established. The Head Contractor will now call for tenders to undertake the rectification works which will be timed for spring 2023.

Replacement chairs

The Education Directorate will replace broken chairs to ensure students are not using chairs with no backs or which are designed for younger students.

Library

The Directorate has secured use of the additional learning spaces for the 2023 school year by agreement with Libraries ACT.

In consultation with TCCS, the Education Directorate is investigating changes to the library areas to provide more study and socialisation space for students. The Directorate highly values the partnership with Libraries ACT in providing important community infrastructure to the Gungahlin community including students at the college.

Timeline

The above works will need to be scheduled with the school in order to minimise disruption to the learning program.

As above, the planning and preparation for the RLUs has already commenced, with installation occurring over terms 2 and 3, 2023. They will be made available for use by the school as soon as they are fully installed.

The internal renovations will commence during Term 3 aligned with the occupation of the RLUs and increasing utilisation of specialist science spaces will occur progressively from August 2023 to March 2024. The Gungahlin oval upgrades will be undertaken from November to December 2023.

Following discussion with the college, I will confirm the program timeline with you and am happy to ensure you receive regular updates.

Thank you for your interest and advocacy on these important issues and I look forward to further discussions as this work program progresses.

Yours sincerely

**Yvette Berry MLA**

Deputy Chief Minister
Minister for Early Childhood Development
Minister for Education and Youth Affairs
Minister for Housing and Suburban Development
Minister for Women
Minister for the Prevention of Domestic and Family Violence
Minister for Sport and Recreation

Member for Ginninderra

Mr Chris Steel MLA

Minister for Transport and City Services
STEEL@act.gov.au

Dear Minister Steel

You will be aware of the growing needs for ACT public schools in the Gungahlin region and the substantial funding commitments made by the ACT Government to this end.

The Education Directorate has been closely monitoring the enrolment pressure at Gungahlin College. Planning for a second college in Gungahlin is also well underway, with \$1 million provided through the 2022-23 Budget for feasibility work and a preferred site identified in Nicholls adjacent to the existing Gold Creek Senior School.

To meet enrolment demand until a second college in Gungahlin is opened, I have asked the Education Directorate to prioritise work to install additional Relocatable Learning Units (RLUs) at Gungahlin College, providing the College with eight additional learning spaces.

The Directorate has identified several possible sites these RLUs, with the preferred site being the adjacent 'Town Park'. Engagement with Transport Canberra and City Services (TCCS) has already commenced to identify planning and community use requirements.

I would appreciate your support and cooperation in prioritising work to enable the installation of these RLUs, to meet the expectations of the Gungahlin College community for the timely delivery of additional capacity at the College, and I look forward to further discussing these matters with you.

In addition, the Education Directorate continues to engage with Libraries ACT within TCCS around the shared use of facilities. This includes the future use of shared infrastructure and options to

ACT Legislative Assembly London Circuit, GPO Box 1020, Canberra ACT 2601



+61 2 6205 0233



berry@act.gov.au



[@YvetteSBerry](https://twitter.com/YvetteSBerry)



[YvetteSBerry](https://www.facebook.com/YvetteSBerry)



[Yvette_berry_mla](https://www.instagram.com/Yvette_berry_mla)

improve the internal configuration of the current library. The Directorate highly values the partnership with TCCS in providing important community infrastructure to the Gungahlin community, including students at the college.

The contact point for these matters in the Education Directorate is David Matthews, Executive Group Manager, Business Services via david.matthews@act.gov.au.

Yours sincerely

Yvette Berry MLA
Minister for Education and Youth Affairs



ACT
Government
Major Projects Canberra

EDUCATION DIRECTORATE

GUNGAHLIN COLLEGE – EXPANSION

81017, 81476, 81701

PROJECT REPORT

APRIL 2023

12 May 2023

Prepared By: Shobha Sharma

PROJECT SUMMARY

Project Name	Gungahlin College - Expansion	Overall Status Emerging Concern – Budget shortfall & land for RLUs
Site	Gungahlin College, 23 Gozzard St, Gungahlin Town Centre ACT 2912 – Block 6 and 7, Section 223	
Budget Appropriation	81017 - \$2,554,000 (Excl. GST) 81476 - \$967,000 (Excl. GST) 81701 - \$500,000 (Excl. GST) Total – 4,021,000 (Excl. GST)	
Operational Completion Date	31/03/2024	
IDP Representatives	Project Director: Melissa Reynolds Project Manager: Shobha Sharma Project Support Officer: Sohail Muhammad	
Partner Agency Representatives	Director: Amanda Slater Assistant Director: Phillip Morton/Dmitry Kolie	
PAP/Principal's Representative	N/A	
Industry Delivery Partners	Project Co-ordination (Australia) Pty Ltd	

PROJECT DESCRIPTION

Design and Construction works for the Gungahlin College Expansion Project. The scope of work includes building modifications and upgrade works to the Gungahlin College and the Library to provide additional teaching spaces. It also includes decommissioning and relocation of up to 4 no. T-2 Relocatable Learning Units (RLUs) to the Gungahlin Town Square (corner of Hibberson and Gozzard Streets) or another suitable location on-site (pending approvals from TCCS and feasibility works currently underway).

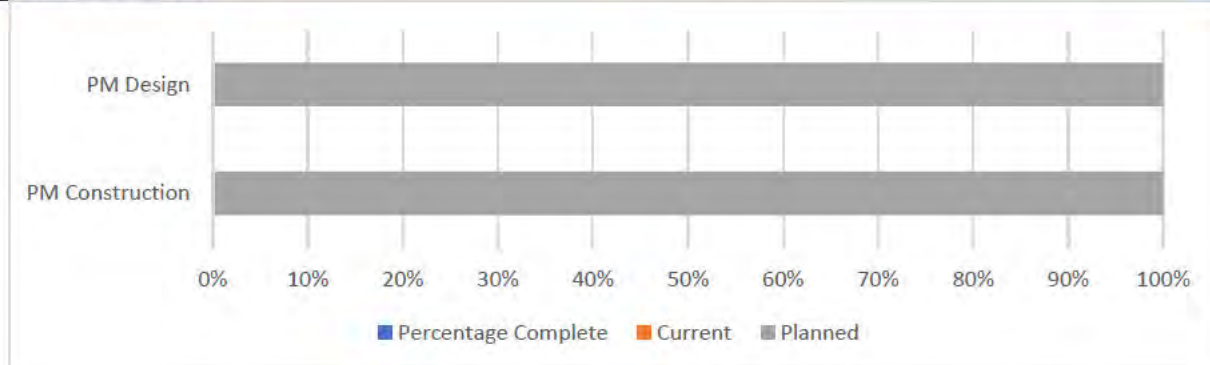
Project Update

- A high level cost plan indicates a total budget of approximately \$7,500,000 is required for the entire scope of work. Awaiting advice from EDU of whether the scope of works will be reduced or if additional funding is available.
- The engagement of the Architect for the College works is under consideration based on the cost plan received.
- [REDACTED] has been engaged as the Architect for the RLUs work. The first meeting with [REDACTED] was held on 08 May 2023.
- There are difficulties in the transfer of land of Gungahlin Town Square from TCCS to EDU as the preferred siting for the RLUs. Alternate locations are being explored in coordination with [REDACTED] and the College.

Status Key	On Track	Delayed/On hold/Emerging Concern	Off Track/At Risk
Project Key Parameters		Comments	
→Time	On Track	Key dates include: Request for Infrastructure Procurement Issued – 14/11/2022 Works Commencement – 25/03/2023 Construction Completion – 31/03/2024	
→Scope	Emerging Concern	Design and construction for the Gungahlin College Expansion works. Scope of works increased to include relocation of 4 RLUs. Cost plan indicates current budget is insufficient for identified scope.	

→Cost	Off Track/At Risk	The forecast costs as per the High-level cost plan exceed the current budget appropriation.
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Project Schedule



PROJECT SUCCESS AND PROGRESS

Highlights
<p>Success/ Progress Description</p> <ul style="list-style-type: none"> Design consultants engaged. The engagement of the Architect for the College Works is under consideration based on the cost plan received. Start-up meeting with SQC held on 08/05/2023.

ACTIONS REGISTER

Actions Pending			
Action Description	Owner	Due	Status
<ul style="list-style-type: none"> Design Architect for the College works to be engaged. 	Project Co-ordination	May 2023	In Progress
<ul style="list-style-type: none"> EDU to confirm for the additional funding required as per the cost plan. 	EDU	May 2023	In Progress

RISK MANAGEMENT

See Risk Management Plan in the PPM for further detail.

Project Risks and Issues			
Risk / Issue ref	Risk / Issue Description	Owner	Status
	Land availability for the RLUs	EDU	At Risk
	Cost exceeding project budget	Project Co-ordination	At Risk
	Impact to College operations.	Project Co-ordination	On Track

WORK HEALTH AND SAFETY

Active Certification		
Audits	Date	Commentary
Date of Last Active Certification	N/A	N/A
Date First Audit is Due	July-2023	At the start of construction works

PROGRESS TO OCCUR NEXT MONTH

- Engagement of Design Architect for the College works and start of Design phase.
- Preparation of documents for GPB endorsement if the additional funding is sought for the project (as the project budget exceeds \$5m).

Project Engagements (81017, 81476, 81701)				
Scope	Contractor/Consultant	Original Contract Value	Current Contract Value	Contract Performance
Design and Construction works for the Gungahlin College Expansion	Project Co-ordination (Australia) Pty Ltd	\$ 3,398,000 (Excl. GST)	\$ 3,398,000 (Excl. GST)	Performing well

Project Budget				
Budget Appropriations: 81017: More Places for Students at North Side Schools, 81476 More Places at Gungahlin Schools, 81701 External Learning Environments				
	Original	Variation	Risk Allocation	Forecast Cost
Total Appropriation	\$4,021,000	-	-	\$7,500,000
Design	-	-	-	-
Construction	\$3,410,000	-	-	\$3,410,000
EDU Managed Costs	\$271,000	-	-	\$271,000
MPC Levy and PAP	\$150,000	-	-	\$150,000
Contingency	\$190,000	-	-	\$190,000
Project Expenditure to Date:				\$8177.95
Monthly Expenditure:				\$8177.95
Forecast Draw Down for next month:				\$20,000.00

Refer to attached Monthly Financial Report for details. *Subject to change

ATTACHMENTS

- Monthly Financial Report (Green Sheet).



ACT
Government

Major Projects Canberra

Stewart, Ell

From: Stewart, Ell on behalf of ICW EBM Office
Sent: Friday, 12 May 2023 9:34 AM
To: Slater, Amanda; ICW EBM Office
Cc: Kolie, Dmitry; Blom, Dylan; Nakkan, John
Subject: RE: Gungahlin College expansion works

That'd be fab – thanks Amanda

Ell

From: Slater, Amanda <Amanda.Slater@act.gov.au>
Sent: Friday, 12 May 2023 9:25 AM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>
Cc: Kolie, Dmitry <Dmitry.Kolie@act.gov.au>; Blom, Dylan <Dylan.Blom@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>
Subject: RE: Gungahlin College expansion works

Hi Ell,
 Just read the whole email chain, will attempt to find a time that suits all on Wednesday.

Amanda

Amanda Slater | Director, Major Projects

Infrastructure and Capital Works | **Education** | ACT Government
 Mobile: 0434668074 | Email: amanda.slater@act.gov.au
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)



We acknowledge the traditional custodians of the lands and waters where we live and learn, and pay our respects to elders past, present, and future.



PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL

From: Slater, Amanda
Sent: Friday, 12 May 2023 8:51 AM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>
Cc: Kolie, Dmitry <Dmitry.Kolie@act.gov.au>; Blom, Dylan <Dylan.Blom@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>
Subject: RE: Gungahlin College expansion works

Hi Elle,
 At Gungahlin, Priscilla's office.
 Monday 15th @1530.

Topic – RLU placement

All below except have been invited except Stuart (?)

I also note that Stephen has declined the meeting – is it vital that he comes, and as they reached out to John, what is their intent for the meeting?

Amanda

Amanda Slater | Director, Major Projects

Infrastructure and Capital Works | **Education** | ACT Government

Mobile: 0434668074 | Email: amanda.slater@act.gov.au

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



We acknowledge the traditional custodians of the lands and waters where we live and learn, and pay our respects to elders past, present, and future.



From: Stewart, Ell <Ell.Stewart@act.gov.au> **On Behalf Of** ICW EBM Office

Sent: Friday, 12 May 2023 8:13 AM

To: Slater, Amanda <Amanda.Slater@act.gov.au>; Kolie, Dmitry <Dmitry.Kolie@act.gov.au>

Cc: Blom, Dylan <Dylan.Blom@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>

Subject: FW: Gungahlin College expansion works

Good morning Amanda & Dmitry

Can you please confirm the details (date, time, location, meeting format etc) of the meeting we discussed yesterday so we can confirm with Stephen Gwilliam please

We will also need to invite Stuart please

Thanks, Ell

From: Nakkan, John <John.Nakkan@act.gov.au>

Sent: Thursday, 11 May 2023 5:19 PM

To: ICW EBM Office <ICWEBMOffice@act.gov.au>

Subject: FW: Gungahlin College expansion works

OFFICIAL

Hi Ell,

Can you please work with the parties below to arrange a suitable time no earlier than Wednesday next week.

- Stephen Gwilliam
- Priscilla Wray
- Dylan Blom
- Amanda Slater
- Stuart Hunter

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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: Gwilliam, Stephen <Stephen.Gwilliam@act.gov.au>
Sent: Thursday, 11 May 2023 5:15 PM
To: Nakkan, John <John.Nakkan@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>
Cc: Wray, Priscilla (ACTEDU) <Priscilla.Wray@ed.act.edu.au>
Subject: RE: Gungahlin College expansion works

OFFICIAL

Thanks, John.

[REDACTED].
Very happy to meet with Dylan and Amanda on Wednesday if your office can arrange with Priscilla and I?

With thanks

Stephen Gwilliam | DSI North Canberra & Gungahlin Schools Network

From: Nakkan, John <John.Nakkan@act.gov.au>
Sent: Thursday, 11 May 2023 10:33 AM
To: Gwilliam, Stephen <Stephen.Gwilliam@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>
Cc: Wray, Priscilla (ACTEDU) <Priscilla.Wray@ed.act.edu.au>
Subject: RE: Gungahlin College expansion works

OFFICIAL

Hi Stephen, Priscilla,

[REDACTED]. Would it be OK if Dylan and Amanda met with you both on Tuesday or Wednesday next week? Stuart Hunter will be covering in the EBM role during that time and can also attend, however he won't have the background of the others.

If this is suitable for you, I can get my office 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
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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: Gwilliam, Stephen <Stephen.Gwilliam@act.gov.au>
Sent: Thursday, 11 May 2023 9:45 AM
To: ICW EBM Office <ICWEBMOffice@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>

Cc: Wray, Priscilla (ACTEDU) <Priscilla.Wray@ed.act.edu.au>
Subject: FW: Gungahlin College expansion works

OFFICIAL

Hi John

Can we meet with Priscilla to obtain an update on the expansion strategy at the college and the matter of CIT occupancy going forward.

Much appreciated.

Thank you.

Stephen Gwilliam | DSI North Canberra & Gungahlin Schools Network

From: Wray, Priscilla <Priscilla.Wray@ed.act.edu.au>
Sent: Wednesday, 10 May 2023 3:34 PM
To: Gwilliam, Stephen <Stephen.Gwilliam@act.gov.au>
Subject: Gungahlin College expansion works

OFFICIAL

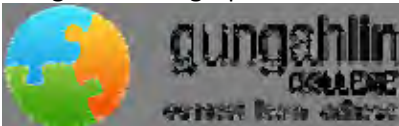
Good afternoon

Thank you for your time today. As discussed, can you please set up a meeting with John Nakkam to discuss the progress of plans to expand to cater for the projected growth of the college, scope of works and communication plan and strategy to support this.

Thank you for your support.

Priscilla

Priscilla Wray | Principal
02 6142 1000 | priscilla.wray@ed.act.edu.au | www.gungahlincollege.act.edu.au
Gungahlin College | Education Directorate | ACT Government



please consider the environment before printing this e-mail.



From: [Matthews, David](#)
To: [Hobbs, Rebecca](#); [Toohey, Bernadette](#)
Cc: [EDU, EGMSG](#); [Education DLO](#)
Subject: FW: Gungahlin College infrastructure and capacity concerns
Date: Monday, 15 May 2023 9:37:00 AM
Attachments: [scan_david_mattthews_2023-05-12-16-59-32.pdf](#)

OFFICIAL: Sensitive

FYI, this was sent through on Friday.

Regards

David Matthews

From: Matthews, David

Sent: Friday, 12 May 2023 5:05 PM

To: Haire, Katy <Katy.Haire@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>;
Efthymiades, Deb <Deb.Efthymiades@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>;
Spence, Angela <Angela.Spence@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>

Cc: EDU, EGMSG <EGMSG.EDU@act.gov.au>; EDU, Director-General Office
<EDUDirectorGeneralOffice@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>

Subject: FW: Gungahlin College infrastructure and capacity concerns

OFFICIAL: Sensitive

FYI.

From: Matthews, David

Sent: Friday, 12 May 2023 5:04 PM

To: [REDACTED] <[REDACTED]@actparents.org.au>

Cc: Spence, Angela <Angela.Spence@act.gov.au>; EDU, EGMSG <EGMSG.EDU@act.gov.au>

Subject: Gungahlin College infrastructure and capacity concerns

OFFICIAL: Sensitive

[REDACTED]
Please find attached correspondence regarding Gungahlin College infrastructure and capacity concerns.

Regards

David Matthews

Executive Group Manager, Business Services Group



[REDACTED]
ACT Council of Parents & Citizens Associations
[REDACTED]

Dear [REDACTED]

I am writing to update you on Gungahlin College infrastructure and capacity concerns.

Firstly, I would like to assure you that the ACT Government will continue to ensure that there is sufficient capacity at Gungahlin College to meet local area enrolment demands. The Directorate has already made several enhancements to the College over the past decade and will continue to ensure that high quality teaching and learning facilities are available.

The Directorate has been closely monitoring enrolments at Gungahlin College for the past five years and is aware of steady but stable enrolment pressure at Gungahlin College. You will also be aware we are currently progressing planning for a second college in Gungahlin.

Planning for this second college is underway, with \$1 million provided through the 2022-23 Budget for feasibility work and a preferred site has been identified in Nicholls adjacent to the existing Gold Creek Senior School. Feasibility work includes site due diligence and land planning studies, as well as indicative master planning and preliminary design works to inform the most appropriate demand response and future investment decisions by Government.

Preliminary 2023 ACT Schools Census results indicate enrolments at Gungahlin College will remain stable for 2023 (1,161 including year 10 students), continuing a trend of generally high though stable enrolments between 2017 (1,166) and 2022 (1,124). Enrolment is projected to grow moderately in 2024 and 2025. If these enrolment projections are realised, students will be able to be accommodated within the increased capacity of the school that is currently being planned.

The Education Directorate is currently working closely with Gungahlin College to ensure that it can accommodate growth in enrolments. The Directorate is working on the following improvements:

- increase the utilisation of specialist science spaces, including by enclosing balcony space;
- eight additional learning spaces through the provision of Relocatable Learning Units
- internal renovations within the College;

- upgrades to the existing Gungahlin College oval, and
- investigating additional options to improve space usage in the Gungahlin Library.

The scoping and design phases of these improvements are well underway, with a Head Contractor engaged, the commencement of the procurement of architects and subcontractors, and the commencement of site investigations in preparation for commencing works.

The works will need to be scheduled with the school to minimise disruption to the learning program. Following discussion with the College, I will confirm the program timeline with you and am happy to ensure you receive regular updates.

Increasing utilisation of specialist science spaces

Designs are being developed to update a science lab and a mechatronics lab to enable more flexible learning practices, like new school design specifications. Two underutilised balconies will also be enclosed to create one general learning space and one new specialist science space.

Investigations are also being undertaken to examine the feasibility of converting two under-croft areas into learning spaces.

There will be increasing utilisation of specialist science spaces progressively from August 2023 to March 2024

Relocatable Learning Units (RLUs)

The Directorate has identified several possible sites for Relocatable Learning Units (RLUs) at the college. This includes engagement with Transport Canberra and City Services (TCCS) on the adjacent 'Town Park' site to identify planning and community use requirements.

As above, the Directorate has committed to install an additional eight learning spaces through the provision of the RLUs. The target date for the availability of additional RLUs is Term 4, following final approvals and contingent on subcontractor and material availability, and weather conditions. They will be made available for use by the school as soon as they are fully installed.

The Directorate will provide regular updates to the college community on progress.

Internal renovations

Further consultation is being carried out with the College in term 2 to inform the design of improvements to internal spaces in the College. The improvements will create socialisation spaces and quiet learning areas within the College. These improvements will occur following the installation of the RLUs so that other spaces within the College can be vacated to undertake the improvement works.

Gungahlin oval upgrades

The design for the upgrade to the oval has been completed. This involved detailed discussions with ICON Water due to the presence of a key sewer main access point directly

under the playing surface. The works include re-levelling and reseeding of the playing surface. This work will be undertaken during 2023 but is also weather dependent, to ensure the improved grass surface can be strongly established. The Head Contractor will now call for tenders to undertake the rectification works which will be timed for spring 2023, from November to December 2023.

Replacement chairs

The Education Directorate will replace broken chairs to ensure students are not using chairs with no backs or which are designed for younger students.

Library


The Directorate has secured use of the additional learning spaces for the 2023 school year by agreement with Libraries ACT.

In consultation with TCCS, the Education Directorate is investigating changes to the library areas to provide more study and socialisation space for students. The Directorate highly values the partnership with Libraries ACT in providing important community infrastructure to the Gungahlin community including students at the College.

Thank you for your interest and advocacy on these important issues and I look forward to further discussions as this work program progresses.

I'd be more than happy to discuss any of these matters further.

Yours sincerely



David Matthews
Executive Group Manager, Business Services

12 May 2023

From: [Matthews, David](#)
To: [Hunter, Stuart](#); [Blom, Dylan](#)
Cc: [EDU_EGMBSG](#); [ICW EBM Office](#)
Subject: FW: Gungahlin College infrastructure and capacity concerns
Date: Tuesday, 16 May 2023 1:22:11 PM

OFFICIAL: Sensitive

From: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
Sent: Tuesday, 16 May 2023 12:43 PM
To: Matthews, David <David.Matthews@act.gov.au>
Cc: Education DLO <EDUDLO@act.gov.au>
Subject: FW: Gungahlin College infrastructure and capacity concerns

Hi David,

The Minister would like the issues around placement of the RLUs at Gungahlin College resolved as a priority. Would you be able to give me a call to update me before the end of the week on progress in your discussions with TCCS?

I've also discussed this with Minister Steel's office and am progressing the letter from Minister Berry to Minister Steel for her signature.

Thanks,
Bern

From: [REDACTED] <[REDACTED]@actparents.org.au>
Sent: Tuesday, 16 May 2023 11:43 AM
To: Toohey, Bernadette <Bernadette.Toohey@act.gov.au>
Subject: Fw: Gungahlin College infrastructure and capacity concerns

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe. [Learn why this is important](#)

Hi Bern,

Thank you for your assistance in seeking a response from the Education Directorate. I'd like for us to keep on the same page about Gungahlin College. Accordingly, our response to David is included below.

It is frustrating that the directorate have not kept the Gungahlin College P&C and community up to date with delays to the planned capacity measures. I'm hopeful this can be improved.

Kind Regards,

[REDACTED]

[REDACTED]

[REDACTED]

ACT Council of Parents & Citizens Associations

The parent voice on public education

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I acknowledge the traditional custodians of the land and waters on which we live, work and learn and pay my respects to their elders past, present and future.

From: [REDACTED] <[\[REDACTED\]@actparents.org.au](mailto:[REDACTED]@actparents.org.au)>

Sent: Monday, 15 May 2023 3:40 PM

To: Matthews, David <David.Matthews@act.gov.au>

Cc: Spence, Angela <Angela.Spence@act.gov.au>

Subject: Re: Gungahlin College infrastructure and capacity concerns

Dear David,

Thank you for providing a response to our enquiry as to measures to support capacity at Gungahlin College. Council has forwarded your letter to the Gungahlin College P&C in the hopes that it addresses their questions.

However, it extremely disappointing to see that measures discussed with the Minister late last year to support student capacity at Gungahlin College, are now another six months away. While this may benefit prospective students, it will arrive too late for the 2023-year 12 cohort. Council remains concerned that these capacity pressures are compromising students' learning, including the provision of suitable and quiet places to study. We expect that these pressures adversely affect the students who most need access to study spaces, such as those who don't have suitable spaces at home. We are therefore concerned that some college students will not be able to reach their potential.

We would also like to know what the actual capacity calculations are for teaching and learning spaces at Gungahlin College, excluding non-teaching functional spaces such as hallways. Council considers that these functional spaces are wholly inadequate for teaching and learning purposes and should not be included in any capacity calculations.

Both Council and the Gungahlin College P&C would appreciate regular updates on the

proposed measures to address capacity as this year progresses.

Kind Regards,

[Redacted]

[Redacted]

[Redacted]

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The parent voice on public education

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I acknowledge the traditional custodians of the land and waters on which we live, work and learn and pay my respects to their elders past, present and future.

From: Matthews, David <David.Matthews@act.gov.au>

Sent: Friday, 12 May 2023 5:03 PM

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

Cc: Spence, Angela <Angela.Spence@act.gov.au>; EDU, EGMBSG <EGMBSG.EDU@act.gov.au>

Subject: Gungahlin College infrastructure and capacity concerns

OFFICIAL: Sensitive

[Redacted]

Please find attached correspondence regarding Gungahlin College infrastructure and capacity concerns.

Regards

David Matthews
Executive Group Manager, Business Services Group

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Butler, Erin

From: Ryan, Denise
Sent: Tuesday, 16 May 2023 6:14 PM
To: Klein, Liz; Howell, Elizabeth; Eppelstun, Krystal
Cc: Percival, Tom; Das, Sean; Enrolment and Planning Branch
Subject: FW: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 31 May - 8 June 2023 (SPR)
Attachments: 00. Assembly Brief Index - 31 May - 8 June 2023.tr5; Question Time Briefs (Assembly Briefs).tr5

OFFICIAL

For action please, as per last sitting period.

Regards

Denise

Denise Ryan | A/g Executive Branch Manager
 Enrolments & Planning | Education | ACT Government
 62070587
denise.ryan@act.gov.au
www.education.act.gov.au



From: Nott, Georgia <Georgia.Nott@act.gov.au> **On Behalf Of** EDU Cabinet Liaison Officer
Sent: Tuesday, 16 May 2023 5:23 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>; Moysey, Sean <Sean.Moysey@act.gov.au>; EDU, Education and Care, Regulation and Support <EDU.ECRS@act.gov.au>
Cc: System Policy and Reform Office <SPROffice@act.gov.au>; Burn, Emma <Emma.Burn@act.gov.au>; EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>; Attridge, Vanessa <VanessaS.Attridge@act.gov.au>
Subject: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 31 May - 8 June 2023 (SPR)

OFFICIAL

Good afternoon

Please see below and attached for action.

Title/Question	FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 31 May-8 June 2023
Action	1. Draft/update Assembly Briefs as required

Responsibility	E&P: Briefs 13, 14, 15 (please work with ICW on 13 as done previously) A&E: Briefs 22 (NEW) and 24 ECRS: Brief 19 Please liaise with other BU's as required.
Response type	Assembly Brief
TRIM	SUB23/347
Date due to CLO	COB Thursday, 25 May
Date Due to MO	COB Friday, 26 May 2023
Clearance	DDGSPR
Comment	<ul style="list-style-type: none"> Given Assembly Briefs were recently updated for last week's sitting, please review and advise if no are updates required by emailing educabinet@act.gov.au. We can assist with updating TRIM in this instance. Some briefs have had notes added to address feedback from the MO. Please ensure feedback is reviewed and actioned accordingly. REMINDER: Assembly briefs are generally meant to be short, concise, high level updates, no more than 2 pages long. If there's any older or unnecessary information contained in the briefs, please remove in order to try and keep the documents 'fit for purpose'. TRIM Action Trees will be established shortly.

Please contact 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 | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)



**MINISTER FOR EDUCATION AND YOUTH AFFAIRS
MINISTER FOR EARLY CHILDHOOD DEVELOPMENT**

**MS YVETTE BERRY
ASSEMBLY BRIEF INDEX**

31 May-1 June and 6-8 June 2023

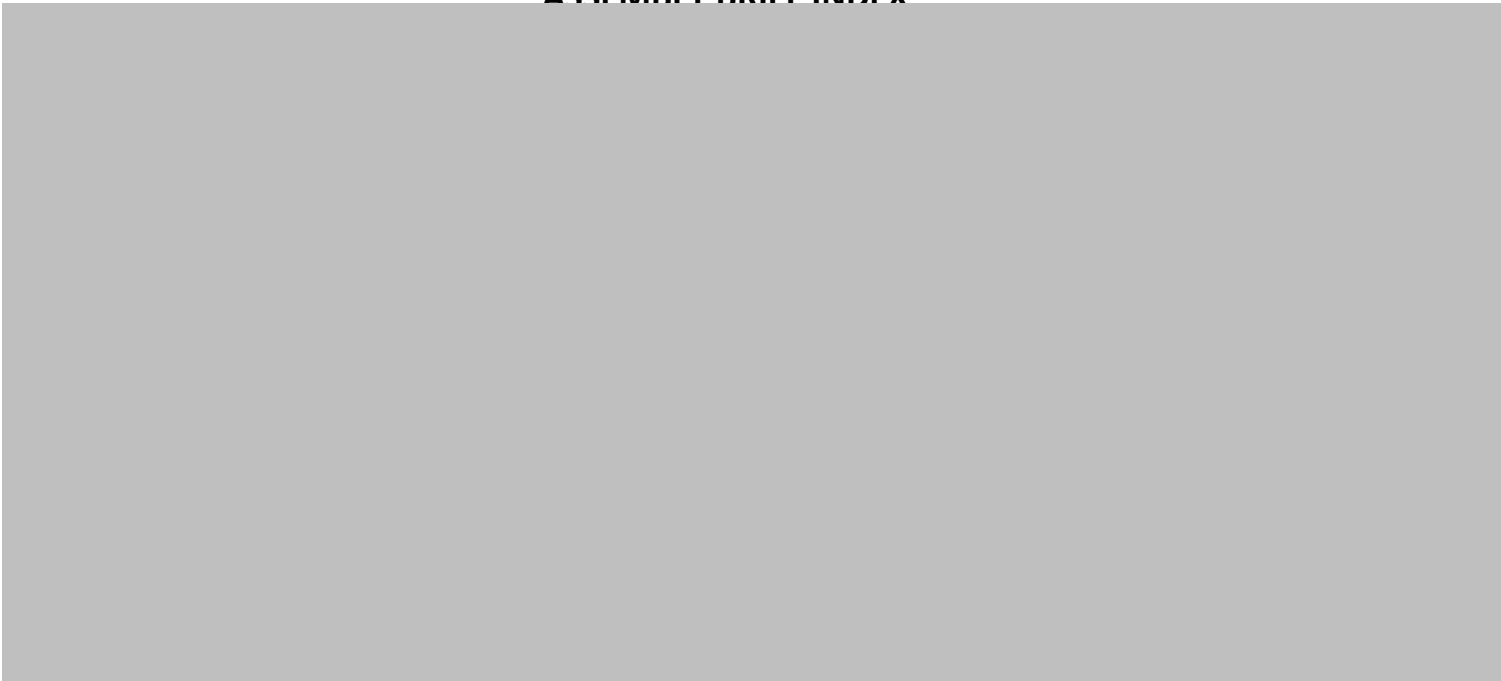


- 14.** Gungahlin College Capacity Planning
- 15.** Enrolment Projections
- 16.** Planning to Meet Growth



**MINISTER FOR EDUCATION AND YOUTH AFFAIRS
MINISTER FOR EARLY CHILDHOOD DEVELOPMENT**

**MS YVETTE BERRY
ASSEMBLY BRIEF INDEX**



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 ongoing enrolment pressure at Gungahlin College.
- The Directorate is taking steps to accommodate current enrolment at Gungahlin College, support enrolment at other colleges and progress planning for a second college in Gungahlin. The Directorate is confident this 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 underway, with \$1 million provided through the 2022-23 Budget for feasibility work and a preferred site identified in Nicholls 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.

Key Information

- The Education Directorate is working closely with Gungahlin College to deliver new capacity in the short term:
 - Four transportable classroom buildings (totalling eight additional classrooms) are planned to be installed at the college in 2023.
 - Subject to budget availability, selected science labs at the school may be modified in 2023 and 2024 to allow for more flexible delivery of learning.
 - Community spaces in the adjoining Gungahlin Library have been repurposed temporarily during 2023 for use as learning spaces during school hours. Alternative arrangements have been made for the community programs that make use of those spaces until the transportable classrooms can be installed.
- 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. As well as easing some pressure on Gungahlin College, this ensures that families on the northside are provided options for college enrolment.
- Preliminary 2023 ACT Schools Census results indicate enrolments at Gungahlin College will remain stable for 2023 (1,161 including year 10 students), continuing a trend of generally high though stable enrolments between 2017 (1,166) and 2022 (1,124).
- Enrolment is projected to grow moderately in 2024 and 2025. If these enrolment projections are realised, students will be able to be accommodated within the increased capacity of the school.

Cleared as complete and accurate: 04/05/2023
Cleared for public release by: Executive Group Manager
Contact Officer name: David Matthews/Deb
Efthymiades
Lead Directorate: Education
TRIM Ref: SUB23/[346347](#)

Background Information

- The Education Directorate is aware there is a high level of community interest and anticipation for works to support Gungahlin College. Additional capacity being put in place during 2023 will support accommodating current and projected enrolment.
- 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 closely monitor enrolments at Gungahlin College for 2023 and future years to ensure places are available for students at their Priority Enrolment Area college.

Cleared as complete and accurate: 04/05/2023
Cleared for public release by: Executive Group Manager
Contact Officer name: David Matthews/Deb
Efthymiades
Lead Directorate: Education
TRIM Ref: SUB23/[346347](#)

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

- Student demand projections developed by the Education Directorate in 2022 in collaboration with the Australian National University (ANU) School of Demography forecast around 5,000 additional K-12 public school students over the next ten years, representing an average growth rate of around 1 per cent annually.
- This forecast indicated that there would be around **51,000 to 52,000 K-12 students in the public school system in 2032**, up from 46,863 in 2022.
- However, the forecast was based on older population data. The ACT Treasury released new updated projections in 2023 forecasting higher rates of population growth.
- The Directorate is currently updating its student enrolment forecast to incorporate this most recent data.
- Preliminary analysis, subject to future confirmation, indicates that K-12 students in ACT public schools may increase by around 6,000 to 7,000 over the next ten years under the updated demand projection, compared to 5,000 previously.
- 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.
- The Central inner city regions of Canberra will also experience growth in school aged populations driven by infill development. Compared to other regions, public school enrolments are anticipated to be stable in Tuggeranong and Weston Creek.
- Public School demand projections are updated regularly to incorporate new data.
- This includes updated enrolment information on every student collected via the annual ACT Schools Census and other new information as it becomes available, such as Estimated Resident Population data released by the Australian Bureau of Statistics (ABS).
- 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, priority enrolment area and underlying demographics.

QUESTION TIME BRIEF

- 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 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.
- 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.

Custom and Greenfield modelling

- The Directorate also undertakes area specific custom modelling when investment into infrastructure is being considered.
- The modelling and the inputs used are more detailed and tied into the future demand and long-term demographics of the planned catchment.
- Custom modelling 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.
 - An example of a custom scenario might be the impact a new school may have on enrolment behaviour in nearby suburbs.

Background Information

- While projections are a critical element of the schools planning process, they can only provide a point in time reference and do not necessarily reflect planned enrolment policy shifts, future investments or potential planning responses.
- Projections are also 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 four (4) new public schools:
 - North Gungahlin High School in Taylor which will have 800 places when it opens in 2025;
 - East Gungahlin High School in Kenny will open in 2024 and have 800 places;
 - A new ECEC to 6 primary school at Strathnairn in Ginninderry will open in 2025 and have 780 places plus 130 ECEC places, when it opens as the first new school in the developing West Belconnen area; and
 - A new ECEC to 6 primary school in Whitlam is anticipated to open in 2026 which will provide 780 places as well as 130 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 almost every student enrolled in high school will continue their learning through to Years 11 and 12 in college. While some colleges are currently experiencing high demand, there is available capacity within 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 significant flexibility for college enrolment outside of a student's priority enrolment area, in recognition of important factors such as curriculum diversity.
- **Gungahlin College** enrolments were stable from 2017 (1166 students) to 2022 (1124 students) and preliminary ACT Schools Census results indicate enrolments at Gungahlin College will remain stable in 2023 (1161 including year 10 students). However, further growth is anticipated from 2024 onwards.
 - New capacity is being delivered to accommodate additional students from 2023. New capacity will be provided through Relocatable Learning Units (RLUs) and additional spaces previously used by CIT/Gungahlin Library.

QUESTION TIME BRIEF

- The Government has committed to delivering new college capacity in Canberra's northside, with \$1.0 million in 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 help identify the most appropriate investment response from Government to growing demand for public school education for years 11 and 12.
- 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), including around 300 in-area places at Canberra College as at 2022 which could meet local demand if required.

School Capacity and Demand Planning

- The Education Directorate monitors land release and residential development closely to predict when new residents move into, or away from an area, so we can be sure we're predicting enrolment demand accurately and delivering additional public 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 priority enrolment areas into a strength and made 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 important community hubs providing access to learning, meeting and recreational facilities.

High demand schools

- Where capacity reaches 80%-85%, the Directorate commences close monitoring of school facility utilisation on a room by room basis. This also includes assessing 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 enrolment 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.

From: [Stewart, Ell](#) on behalf of [ICW EBM Office](#)
To: [Blom, Dylan](#); [Player, Ben](#); [Slater, Amanda](#)
Cc: [Hunter, Stuart](#); [ICW EBM Office](#)
Subject: FW: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 31 May - 8 June 2023 (BSD)
Date: Wednesday, 17 May 2023 8:57:32 AM
Attachments: [00_Assembly Brief Index - 31 May - 8 June 2023.tr5](#)
[image001.png](#)
[Question Time Briefs \(Assembly Briefs\).tr5](#)

Good morning all

Please update the assembly briefs below in track changes in TRIM for clearance by **12PM MON 22 MAY**

Brief #	Team
[REDACTED]	[REDACTED]
13. Gungahlin College Capacity Planning	MP with E&P
[REDACTED]	[REDACTED]

Thanks all
 Ell

From: Nott, Georgia <Georgia.Nott@act.gov.au> **On Behalf Of** EDU Cabinet Liaison Officer
Sent: Tuesday, 16 May 2023 5:23 PM
To: EDU, EBM P&P <ebmpp.edu@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>; Nakkan, John <John.Nakkan@act.gov.au>; CFO EDU Office <CFOEDUOffice@act.gov.au>; Turnbull, Ian <Ian.Turnbull@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>; EDU Media <EDU.Media@act.gov.au>; Laurent, Kristen <Kristen.Laurent@act.gov.au>; EDU, EBM Governance Branch <EDU.EBMGovernance@act.gov.au>
Cc: EDU, EGMBSEG <EGMBSEG.EDU@act.gov.au>; Burn, Emma <Emma.Burn@act.gov.au>; EDU Cabinet Liaison Officer <EDUCabinet@act.gov.au>
Subject: FOR ACTION: Assembly Briefs for Double Assembly Sitting Period - 31 May - 8 June 2023 (BSD)

OFFICIAL

Good afternoon

Please see below and attached for action.

Title/Question	FOR ACTION: Assembly Briefs for Double Assembly Sitting Period – 31 May - 8 June 2023
Action	1. Update/Draft Assembly Briefs as required
Responsibility	P&P: Briefs 5, 6 and 7 ICW: Briefs 12, 13, 16 (please work with E&P on 13 as done previously) SF&P: Brief 20 C&E: Brief 9 GOV: Brief 26 Please liaise with other BU's as required.

Response type	Assembly Brief
TRIM	SUB23/347
Date due to CLO	COB Thursday, 25 May
Date Due to MO	COB Friday, 26 May 2023
Clearance	EGMBSG
Comment	<ul style="list-style-type: none"> • Given Assembly Briefs were recently updated for last week's sitting, please review and advise if no are updates required by emailing educabinet@act.gov.au. We can assist with updating TRIM in this instance. • Some briefs have had notes added to address feedback from the MO. Please ensure feedback is reviewed and actioned accordingly. • REMINDER: Assembly briefs are generally meant to be short, concise, high level updates, no more than 2 pages long. If there's any older or unnecessary information contained in the briefs, please remove in order to try and keep the documents 'fit for purpose'. • TRIM Action Trees will be established shortly.

Please contact 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

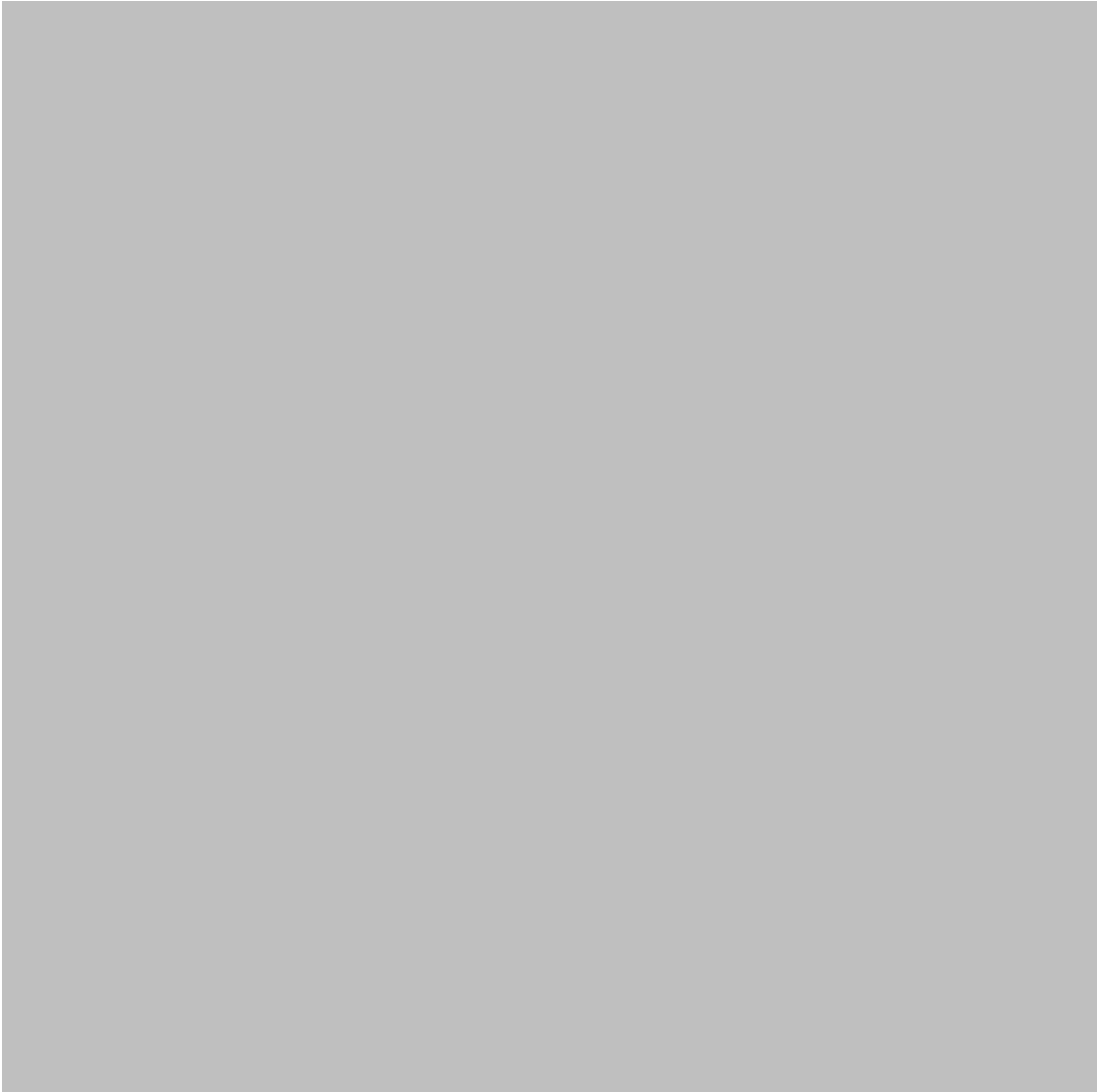
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**MINISTER FOR EDUCATION AND YOUTH AFFAIRS
MINISTER FOR EARLY CHILDHOOD DEVELOPMENT**

**MS YVETTE BERRY
ASSEMBLY BRIEF INDEX**

31 May-1 June and 6-8 June 2023



- 14.** Gungahlin College Capacity Planning
- 15.** Enrolment Projections
- 16.** Planning to Meet Growth



**MINISTER FOR EDUCATION AND YOUTH AFFAIRS
MINISTER FOR EARLY CHILDHOOD DEVELOPMENT**

**MS YVETTE BERRY
ASSEMBLY BRIEF INDEX**



Portfolio/s: Education and Youth Affairs

GUNGAHLIN 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 ongoing enrolment pressure at Gungahlin College.
- The Directorate is taking steps to accommodate current enrolment at Gungahlin College, support enrolment at other colleges and progress planning for a second college in Gungahlin. The Directorate is confident this 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 underway, with \$1 million provided through the 2022-23 Budget for feasibility work and a preferred site identified in Nicholls 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.

Key Information

- The Directorate is continuing to work with the school to deliver a range of internal and external refurbishments to ensure continued capacity requirements are met.
- This includes repurposing existing spaces at the College to better suit the needs of students and the community.
- Requirements for relocatable classrooms will be addressed to ensure there is adequate classroom space available in the short to medium term.
- 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. As well as easing some pressure on Gungahlin College, this ensures that families on the northside are provided options for college enrolment.
- Preliminary 2023 ACT Schools Census results indicate enrolments at Gungahlin College will remain stable for 2023 (1,161 including year 10 students), continuing a trend of generally high though stable enrolments between 2017 (1,166) and 2022 (1,124).
- Enrolment is projected to grow moderately in 2024 and 2025. If these enrolment projections are realised, students will be able to be accommodated within the increased capacity of the school.

Cleared as complete and accurate: 26/05/2023
Cleared for public release by: Executive Group Manager
Contact Officer name: David Matthews/Deb
Efthymiades
Lead Directorate: Education
TRIM Ref: SUB23/347

Background Information

- The Education Directorate is aware there is a high level of community interest and anticipation for works to support Gungahlin College. Additional capacity being put in place during 2023 will support accommodating current and projected enrolment.
- 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 closely monitor enrolments at Gungahlin College for 2023 and future years to ensure places are available for students at their Priority Enrolment Area college.

Cleared as complete and accurate: 26/05/2023
Cleared for public release by: Executive Group Manager
Contact Officer name: David Matthews/Deb
Efthymiades
Lead Directorate: Education
TRIM Ref: SUB23/347

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

- Student demand projections developed by the Education Directorate in 2023 in collaboration with the Australian National University (ANU) School of Demography currently forecast between 6,000 and 7,000 additional K-12 public school students across the next ten years, representing an average growth rate of around 1.2 per cent annually.
- This projection indicated that there would be around **53,000 K-12 students in the mainstream public school system in 2032**, up from approximately 46,000 in 2022.
- Projections are subject to change and are regularly reviewed.
- This projection takes into account the updated ACT Treasury population projections released in February 2023 forecasting higher rates of population growth.
- 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.
- The Central inner city regions of Canberra will also experience growth in school aged populations driven by infill development. Compared to other regions, public school enrolments are anticipated to be stable in Tuggeranong and Weston Creek.
- Public School demand projections are updated regularly to incorporate new data.
- This includes updated enrolment information on every student collected via the annual ACT Schools Census and other new information as it becomes available, such as Estimated Resident Population data released by the Australian Bureau of Statistics (ABS).
- 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, priority enrolment 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 school they are likely to enrol in.

Cleared as complete and accurate: 23/05/2023
Cleared for public release by: Executive Group Manager
Contact Officer name: Deb Efthymiades
Lead Directorate: Education
TRIM Ref: SUB23/347

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.
- Updates in the 2022 ABS Census data related to an undercount of the ACT working age population of between 19-39 which did not impact public school enrolment projections as they did not impact births or the school aged cohort.

Custom and Greenfield modelling

- The Directorate also undertakes area specific custom modelling when investment into infrastructure is being considered.
- The modelling and the inputs used are more detailed and tied into the future demand and long-term demographics of the planned catchment.
- Custom modelling 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.
 - An example of a custom scenario might be the impact a new school may have on enrolment behaviour in nearby suburbs.

Background Information

- While projections are a critical element of the schools planning process, they can only provide a point in time reference and do not necessarily reflect planned enrolment policy shifts, future investments or potential planning responses.
- Projections are also 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: [Wray, Priscilla](#)
To: [Nagy, Alex](#)
Subject: FW: Gungahlin College Expansion
Attachments: [image001.png](#)
[1714.04-A1207 - DESIGN OPTION 08.pdf](#)
[1714.04-A1200 - DESIGN OPTION 01.pdf](#)
[1714.04-A1202 - DESIGN OPTION 03.pdf](#)
[1714.04-A1204 - DESIGN OPTION 05.pdf](#)
[1714.04-A1201 - DESIGN OPTION 02.pdf](#)
[1714.04-A1203 - DESIGN OPTION 04.pdf](#)
[1714.04-A1205 - DESIGN OPTION 06.pdf](#)
[1714.04-A1206 - DESIGN OPTION 07.pdf](#)

OFFICIAL

Hi Alex

It was good to see you yesterday and briefly chat. Here are the design options for consideration. It is a challenge with concerns about all options. I will meet with the team this afternoon and will discuss.

Cheers,
 Priscilla

From: Slater, Amanda <Amanda.Slater@act.gov.au>

Sent: Monday, 15 May 2023 2:39 PM

To: Wray, Priscilla <Priscilla.Wray@ed.act.edu.au>

Cc: Blom, Dylan (ACTGOV) <Dylan.Blom@act.gov.au>; Gwilliam, Stephen (ACTGOV) <Stephen.Gwilliam@act.gov.au>; Hunter, Stuart (ACTGOV) <Stuart.Hunter@act.gov.au>; ICW EBM Office <ICWEBMOffice@act.gov.au>

Subject: Gungahlin College Expansion

Dear Priscilla,

I am writing to provide you with an update on the project and give you some time to review the information before our scheduled meeting on Wednesday. As you know Stephen was not able to make this meeting, but given the time constraints, media attention and urgency to keep things moving we thought it best to have this meeting prior to the additional Friday meeting with Stephen and ICW's Acting EBM.

We have been working diligently behind the scenes to seek permission to use the Town Park as the preferred school landing location for the Transportables. However, there are greater impediments to building on the Town Park than we were originally advised. While TCCS support the transfer and would be willing to enter licensing agreements or an MOU with Education, the process to achieve agreement requires a Development Application, which in our experience will add between 3 to 6 months to the program with no guarantee of approval. Recent media attention around unapproved use of Urban Open Space (UOS) zoned land also means that a DA of this kind could likely draw criticism or encounter strong resistance. Lastly temporary land use on UOS can only be permitted for a maximum term of 3 years.

In light of this, we have asked the architects to identify alternative transportable locations within the school grounds. Education, both generally and specifically in this instance, is not required to apply for a DA when building on school grounds, which means that this option can commence in June as originally programmed. At the bottom of this email, has outlined the proposed locations on school land, along with their respective pros and cons. Please note that one key consideration is a large sewerage easement through the school grounds, which ICON, the water authority, will not allow us to build on or over. You will note that some of the options proposed did have construction over the easement, these options were developed prior to receiving ICON advice.

Another matter that has been brought to our attention is that the cost of all identified works, as

estimated by the Cost Planner, has come in over budget by approximately \$2M. While we are exploring all possible avenues to secure additional funding, we may need to prioritise certain works if additional funding cannot be secured.

I apologise for the manner in which this information is being conveyed. Rest assured, we have been collecting data to provide you with the most accurate information available to us at this time. I look forward to discussing this matter with you further on Wednesday.

Advice from [REDACTED] around Pro's and Con's

Option 1: Southern area option as provided by the school – single storey.

- Benefits/positives: School preferred location and EDU land (no TCCS issue).
- Issues/problems: 2 x RLU's located over sewer main/easement (Icon unlikely to provide acceptance). The waste collection for the school may be an issue. The area was proposed as the [REDACTED] site compound area and staging point/cranage point for the works within the main building. Therefore if the RLU's were installed here it would be very difficult to undertake the other works (especially on the southern side of the building).
- [REDACTED] preference – best to worst (1-8) – 5 (unlikely due to Icon issue).

Option 2: Southern area option as provided by the school – double storey.

- Benefits/positives: School preferred location and EDU land (no TCCS issue). Icon approval issue should be okay.
- Issues/problems: the double stacked RLU's will require a lift to each grouping (2 x lifts) and a structural steel frame to support the upper level RLU's, these items will both add substantial cost. The waste collection for the school may be an issue. The area was proposed as the [REDACTED] site compound area and staging point/cranage point for the works within the main building, potentially less issue than Option 1, but still needs to be investigated.
- [REDACTED] preference (1-8) – 4

Option 3: Southern area, split in two locations – single storey.

- Benefits/positives: EDU land (no TCCS issue). Icon approval issue should be okay.
- Issues/problems: The waste collection for the school may be an issue. The area (1&2) was proposed as the [REDACTED] site compound area and staging point/cranage point for the works within the main building. The cost for working in two separate locations is greater than one location.
- [REDACTED] preference – best to worst (1-8) – 6

Option 4: South-eastern side of site, near entry to carpark – double storey.

- Benefits/positives: EDU land (no TCCS issue). Icon approval issue should be okay. Allows proposed [REDACTED] compound location to remain and easy to access main school works. No impact on school waste collection.
- Issues/problems: the double stacked RLU's will require a lift to each grouping (2 x lifts) and a structural steel frame to support the upper level RLU's, these items will both add substantial cost.
- [REDACTED] preference – best to worst (1-8) – 3

Option 5: Split in two locations (Southern side and Oval) – single storey.

- Benefits/positives: EDU land (no TCCS issue). Icon approval issue should be okay (potential adjustment to RLU no.3 to avoid clash with Icon asset).
- Issues/problems: The waste collection for the school may be an issue. The area (3&4) was proposed as the [REDACTED] site compound area and staging point/cranage point for the works within the main building. The cost for working in two separate locations is greater than one location (these two locations are further apart than Option 3, therefore more cost).
- [REDACTED] preference – best to worst (1-8) – 7

Option 6: Split locations (Oval and centre of school) – single storey.

- Benefits/positives: EDU land (no TCCS issue). Allows proposed [redacted] compound location to remain and easy to access main school works. No impact on school waste collection.
- Issues/problems: 2 x RLU's located over sewer main/easement (Icon unlikely to provide acceptance). The cost for working in two separate locations is greater than one location (the RLU located in the courtyard/centre of the school will be problematic, therefore more cost). Difficult interface with school students/staff/workers/site compounds. Access to the Oval for students is problematic.
- [redacted] preference – best to worst (1-8) – 8, lowest preference.

Option 7: North-east corner, on tennis courts – single storey.

- Benefits/positives: EDU land (no TCCS issue). Allows proposed [redacted] compound location to remain and easy to access main school works. No impact on school waste collection. Best location for general buildability and safety.
- Issues/problems: Damage to the tennis courts and therefore future reinstatement costs.
- [redacted] preference – best to worst (1-8) – 1, [redacted] preferred option.

Option 8: Oval – single storey.

- Benefits/positives: EDU land (no TCCS issue). Allows proposed [redacted] compound location to remain and easy to access main school works. No impact on school waste collection. Reasonable location for buildability and safety, however may require access over a basketball court (temporary loss of use for school).
- Issues/problems: Potential damage to a basketball court or finished surfaces and therefore future reinstatement costs. Access to the Oval for students is problematic. Reduction to overall future functionality of the oval. Potentially issues with the Minister's commitment to 'improve the oval'.

[redacted] preference - best to worst (1-8) – 2, second preference option.

Regards

Amanda

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We acknowledge the traditional custodians of the lands and waters where we live and learn, and pay our respects to elders past, present, and future.



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