

MOVEMENT SUMMARY

▽ Site: 101 [Tillyard Dr / Daley Cr Int (North) - 2031 AM - Dev
(Site Folder: General)]

New Site

Site Category: (None)

Give-Way (Two-Way)

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h]	[HV %]	[Total veh/h]	[HV %]				[Veh. veh]	[Dist m]				
South: Tillyard Dr - S														
2	T1	488	5.0	514	5.0	0.398	1.0	LOS A	2.1	15.6	0.38	0.19	0.43	45.4
3	R2	183	5.0	193	5.0	0.398	7.2	LOS A	2.1	15.6	0.38	0.19	0.43	39.0
Approach		671	5.0	706	5.0	0.398	2.7	NA	2.1	15.6	0.38	0.19	0.43	43.3
East: Daley Cr - E														
4	L2	99	5.0	104	5.0	0.105	5.8	LOS A	0.4	3.0	0.43	0.63	0.43	30.4
6	R2	21	5.0	22	5.0	0.105	7.8	LOS A	0.4	3.0	0.43	0.63	0.43	28.3
Approach		120	5.0	126	5.0	0.105	6.2	LOS A	0.4	3.0	0.43	0.63	0.43	30.0
North: Tillyard Dr - N														
7	L2	12	5.0	13	5.0	0.224	4.3	LOS A	0.0	0.0	0.00	0.02	0.00	32.3
8	T1	389	5.0	409	5.0	0.224	0.0	LOS A	0.0	0.0	0.00	0.02	0.00	59.0
Approach		401	5.0	422	5.0	0.224	0.1	NA	0.0	0.0	0.00	0.02	0.00	57.6
All Vehicles		1192	5.0	1255	5.0	0.398	2.2	NA	2.1	15.6	0.26	0.18	0.29	44.7

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Queue Model: SIDRA Standard.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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LANE SUMMARY

▽ Site: 101 [Tillyard Dr / Daley Cr Int (North) - 2031 AM - Dev
(Site Folder: General)]

New Site

Site Category: (None)

Give-Way (Two-Way)

Lane Use and Performance													
	DEMAND FLOWS		Cap. veh/h	Deg. Satn v/c	Lane Util. %	Aver. Delay sec	Level of Service	95% BACK OF QUEUE		Lane Config	Lane Length m	Cap. Adj. %	Prob. Block. %
	[Total veh/h	[HV] %						[Veh	[Dist] m				
South: Tillyard Dr - S													
Lane 1	706	5.0	1773	0.398	100	2.7	LOSA	2.1	15.6	Full	80	0.0	0.0
Approach	706	5.0		0.398		2.7	NA	2.1	15.6				
East: Daley Cr - E													
Lane 1	126	5.0	1202	0.105	100	6.2	LOSA	0.4	3.0	Full	80	0.0	0.0
Approach	126	5.0		0.105		6.2	LOSA	0.4	3.0				
North: Tillyard Dr - N													
Lane 1	422	5.0	1886	0.224	100	0.1	LOSA	0.0	0.0	Full	60	0.0	0.0
Approach	422	5.0		0.224		0.1	NA	0.0	0.0				
Intersection	1255	5.0		0.398		2.2	NA	2.1	15.6				

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Lane LOS values are based on average delay per lane.

Minor Road Approach LOS values are based on average delay for all lanes.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road lanes.

Delay Model: SIDRA Standard (Geometric Delay is included).

Queue Model: SIDRA Standard.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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MOVEMENT SUMMARY

Site: 101 [Tillyard Dr / Daley Cr Int (North) - 2031 PM School - Dev (Site Folder: General)]

New Site

Site Category: (None)

Give-Way (Two-Way)

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h]	[HV %]	[Total veh/h]	[HV %]				[Veh. veh]	[Dist m]				
South: Tillyard Dr - S														
2	T1	366	5.0	385	5.0	0.317	0.9	LOS A	1.5	10.7	0.40	0.21	0.40	44.7
3	R2	161	5.0	169	5.0	0.317	7.0	LOS A	1.5	10.7	0.40	0.21	0.40	38.6
Approach		527	5.0	555	5.0	0.317	2.8	NA	1.5	10.7	0.40	0.21	0.40	42.5
East: Daley Cr - E														
4	L2	78	5.0	82	5.0	0.074	5.9	LOS A	0.3	2.2	0.44	0.62	0.44	30.4
6	R2	12	5.0	13	5.0	0.074	7.0	LOS A	0.3	2.2	0.44	0.62	0.44	28.3
Approach		90	5.0	95	5.0	0.074	6.0	LOS A	0.3	2.2	0.44	0.62	0.44	30.1
North: Tillyard Dr - N														
7	L2	17	5.0	18	5.0	0.234	4.3	LOS A	0.0	0.0	0.00	0.02	0.00	32.2
8	T1	402	5.0	423	5.0	0.234	0.0	LOS A	0.0	0.0	0.00	0.02	0.00	58.7
Approach		419	5.0	441	5.0	0.234	0.2	NA	0.0	0.0	0.00	0.02	0.00	56.8
All Vehicles		1036	5.0	1091	5.0	0.317	2.0	NA	1.5	10.7	0.24	0.17	0.24	45.1

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

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Delay Model: SIDRA Standard (Geometric Delay is included).

Queue Model: SIDRA Standard.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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LANE SUMMARY

▽ Site: 101 [Tillyard Dr / Daley Cr Int (North) - 2031 PM School - Dev (Site Folder: General)]

New Site

Site Category: (None)

Give-Way (Two-Way)

Lane Use and Performance													
	DEMAND FLOWS		Cap. veh/h	Deg. Satn v/c	Lane Util. %	Aver. Delay sec	Level of Service	95% BACK OF QUEUE		Lane Config	Lane Length m	Cap. Adj. %	Prob. Block. %
	[Total veh/h	HV %]						[Veh	Dist] m				
South: Tillyard Dr - S													
Lane 1	555	5.0	1748	0.317	100	2.8	LOSA	1.5	10.7	Full	80	0.0	0.0
Approach	555	5.0		0.317		2.8	NA	1.5	10.7				
East: Daley Cr - E													
Lane 1	95	5.0	1275	0.074	100	6.0	LOSA	0.3	2.2	Full	80	0.0	0.0
Approach	95	5.0		0.074		6.0	LOSA	0.3	2.2				
North: Tillyard Dr - N													
Lane 1	441	5.0	1885	0.234	100	0.2	LOSA	0.0	0.0	Full	60	0.0	0.0
Approach	441	5.0		0.234		0.2	NA	0.0	0.0				
Intersection	1091	5.0		0.317		2.0	NA	1.5	10.7				

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Lane LOS values are based on average delay per lane.

Minor Road Approach LOS values are based on average delay for all lanes.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road lanes.

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Queue Model: SIDRA Standard.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

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From: [REDACTED]
To: [Ayyar-Biddle, Aarthi](#)
Cc: [Klein, Liz](#); [REDACTED]
Subject: RE: 7974 Fraser Primary School - Transport Impact Assessment Report - V.02
Date: Wednesday, 7 July 2021 5:11:11 PM
Attachments: [image002.png](#)
[image005.png](#)
[image007.jpg](#)
[image008.jpg](#)
[image001.png](#)

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Hi Aarthi,

Thanks for the quick response and acceptance of the TIA. Yes this project has been 100% invoiced already so nothing further to claim for this project.

Thank you to you and Liz for this opportunity. Project communications and the ready transfer of information provided by your team certainly gave our team more assurance during the assessment.

Regards,

[REDACTED]

P: (02) 6285 1022



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From: Ayyar-Biddle, Aarthi <Aarthi.Ayyar-Biddle@act.gov.au>

Sent: Wednesday, 7 July 2021 11:21 AM

To: [REDACTED]@indesco.com.au

Cc: Klein, Liz <Liz.Klein@act.gov.au>; [REDACTED]@indesco.com.au; [REDACTED]

[REDACTED]@indesco.com.au

Subject: RE: 7974 Fraser Primary School - Transport Impact Assessment Report - V.02

OFFICIAL

Good Morning [REDACTED],

Many thanks for sending through the amended report, and for clarifying the staff parking requirements. We have reviewed the changes and are happy to close off the report.

I understand the second and final invoice was processed during the last week of June – would you please confirm if there are any amounts outstanding?

Kind Regards,

Aarthi

Aarthi Ayyar-Biddle | Assistant Director, Schools Planning

02 6207 4673 | arthi.ayyar-biddle@act.gov.au

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GPO Box 158 Canberra ACT 2601

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From: [REDACTED]@indesco.com.au

Sent: Tuesday, 6 July 2021 6:26 PM

To: Ayyar-Biddle, Aarthi <Aarthi.Ayyar-Biddle@act.gov.au>

Cc: Klein, Liz <Liz.Klein@act.gov.au>; [REDACTED]@indesco.com.au; [REDACTED]

[REDACTED]@indesco.com.au

Subject: RE: 7974 Fraser Primary School - Transport Impact Assessment Report - V.02

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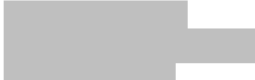
Hi Aarthi,

Thanks for your comments, these have been addressed in the attached TIPA.

FYI parking for staff can be provided on site or within 200m of the site. As we are in Nature Reserve lane Section 3.9.4 applies. However it'd be more common to refer to CF Zones for compliance. Both allow long stay (staff) parking within 200m of the site.



Regards,



P: (02) 6285 1022



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Sent: Tuesday, 6 July 2021 4:51 PM

To: [Redacted] <[\[Redacted\]@indesco.com.au](mailto:[Redacted]@indesco.com.au)>

Cc: Klein, Liz <Liz.Klein@act.gov.au>; [Redacted] <[\[Redacted\]@indesco.com.au](mailto:[Redacted]@indesco.com.au)>; [Redacted]

[Redacted] <[\[Redacted\]@indesco.com.au](mailto:[Redacted]@indesco.com.au)>

Subject: RE: 7974 Fraser Primary School - Transport Impact Assessment Report - V.02

OFFICIAL

Hi [Redacted]

Thank you for responding to our queries and providing an opportunity to review the Traffic Report again prior to finalising.

We have a few items that we would ask be made a bit clearer in the final version, mainly to ensure it is consistent with our scope and with the other reports under preparation to support a possible Territory Plan Variation. These are shown in the attached (edited) PDF as highlighted text and comments, so please let me know if you have any issues viewing them.

Overall we feel the edit has greatly improved the readability of the report, so thank you very much for that. We look forward to finalising it soon.

Kind Regards,

Aarthi

Aarthi Ayyar-Biddle | Assistant Director, Schools Planning

02 6207 4673 | arthi.ayyar-biddle@act.gov.au

System Policy and Reform Division | Education | ACT Government

GPO Box 158 Canberra ACT 2601

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From: [redacted] <[redacted]@indesco.com.au>
Sent: Wednesday, 23 June 2021 1:54 PM
To: Ayyar-Biddle, Aarthi <Aarthi.Ayyar-Biddle@act.gov.au>
Cc: Klein, Liz <Liz.Klein@act.gov.au>; Player, Ben <Ben.Player@act.gov.au>; [redacted] <[redacted]@indesco.com.au>; [redacted] <[redacted]@indesco.com.au>
Subject: 7974 Fraser Primary School - Transport Impact Assessment Report - V.02

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Hi Aarthi,
Hope you are doing well.

**7974 Fraser Primary School
Transport Impact Assessment Report – V.02**

Please find the attached revised report. We revised the report by changing the wording and adding new statements to cover your comments.

As you have put some question in the report please see the below answers in this regard:

Table 7 - Is this more than one because a 'trip' is classified as either coming or going from the school? **Yes, the rate includes incoming and outgoing traffic**

Table 8 - What does this figure mean (in relation to the percentage of students using car figure?). What is the distance from school after which car is assumed mode? **It is assumed that car will be the mode of transport for walking distances greater than 500m distance from the school site, considering that most of the parent drop off or pick up their children before and after work**

Section 5.2 - But don't we say above that no additional car parking spaces are required? **Correct, the statement has been provided only as general consideration of parking. Not necessarily meaning that the development needs additional staff parking.**

Section 5.7 - Can it be made clear that the updated code would only apply to any new construction of bicycle parking i.e. existing bicycle parking would not be affected? Many ACT primary schools have open-air bicycle parking that was constructed prior to the updated requirements. **Yes this has been clarified.**

If you have any queries please feel free to contact me.
Kind regards,

[redacted signature block]

P: (02) 6285 1022



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ACT
Government
Education

Assessment of Bushfire Planning Considerations

Fraser Primary School Expansion

August 2021

Project Number: 21-116



Document verification

Project Title:	Fraser Primary School Expansion
Project Number:	21-116
Project File Name:	21-116 Fraser Primary School Bushfire Planning Considerations Final V1.0

Revision	Date	Prepared by	Reviewed by	Approved by
Draft V1.0	24/03/2021	[REDACTED]	[REDACTED]	[REDACTED]
Final V1.0 (minor edits)	31/08/2021	[REDACTED]	-	-

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Acronyms and abbreviations

APZ	Asset Protection Zone
AS 3959-2018	Australian Standard – Construction of Buildings in Bushfire Prone Areas
BAL	Bushfire Attack Level
BAZ	Bushfire Abatement Zone
BFSA	Bush Fire Safety Authority
BFPL	Bush Fire Prone Land
BPA	Bushfire Prone Area
BPL Map	Bushfire Prone Land Map
BPMs	Bushfire Protection Measures
CCC	Central Coast Council
ESA	ACT Emergency Services Agency
EPA Act	<i>Environmental Planning and Assessment Act 1979</i> (NSW)
FFDI	(Forest) Fire Danger Index (also FDI)
FMP	Fuel Management Plan
Ha	Hectare
IPA	Inner Protection Area
kW/m ²	kilowatts per square metre (being a measure of radiant heat)
LGA	Local Government Area
LMZ	Land Management Zone
NCC	National Construction Standard (comprising Building Code of Australia)
NSW RFS	NSW Rural Fire Services
OPA	Outer Protection Area
PBP	Planning for Bush Fire Protection (2019)
RF Act	<i>Rural Fires Act 1997</i> (NSW)
RMZ	Rural Land Management Zone
SBMP	Strategic Bushfire Management Plan
SFAZ	Strategic Fire Advantage Zone

Executive summary

The Education Directorate (EDU) has identified the need to expand the site boundary of Fraser Primary School (177 Tillyard Dr, Fraser ACT 2615). Strong enrolment growth at the school has resulted in the need for Relocatable Learning Centres (transportable buildings) which reduces the overall play space on school grounds. A boundary expansion will enable relocation of school buildings and expansion of the playground area. The objective of this procurement is to prepare the case for a Territory Plan Variation (TPV) to rezone part Block 6 Section 64 Fraser from Hills, Ridges and Buffer (NUZ3) to Community Facilities Zone (CFZ). In consideration of the proposed expansion, consideration of bushfire planning and design constraints is required to determine if an appropriate level of protection relative to the hazard can be provided, in accordance with the ACT Government Environment and Planning, Scope for a Planning Report (dated 18 December 2020).

In the ACT, the Strategic Bushfire Management Plan 2019-2024, Planning for Bushfire Risk Mitigation General Code 2008 and ACT Bushfire Management Standards 2014 require development to incorporate the application of bushfire design and planning guidelines when occurring on land identified as a bushfire prone area. Given that development of a school site is classified as a sensitive use, the ACT's Commissioner of Emergency Services Agency (ESA) will need to grant concurrence to any future development application in connection to the subject land.

It is noted that as the ACT has largely aligned its Planning for Bushfire Risk Mitigation General Code (2008) and Strategic Bushfire Management Plan with the NSW Planning for Bush Fire Protection (PBP)2006 document, which is now replaced by PBP 2019. The NSW requirements will generally meet the minimum requirements for the ACT and in areas provide additional bushfire protection measures. The NSW requirements and relevant ACT requirements have been addressed in this document.

An assessment of bush fire considerations has been conducted of the proposed areas of expansion and its surrounding landscape to identify the level of risk that the proposed development may be exposed to. The results of the assessment aim to guide and facilitate the master planning of the future school expansion, by identifying constraints that could influence layout options for the proposed development with regard given to the application of bushfire protection measures (BPMs). BPMs are a suite of measures which when applied in combination, aim to improve life safety, property protection, safety and access for emergency services and improve the resilience of a proposed development to bush fire attack.

Bush Fire Protection Measures

Future development for the purpose of an educational establishment land use shall incorporate the following bush fire protection measures:

Asset protection zones

Due to the presence of unmanaged grassland vegetation located on land adjacent the proposed school site, an asset protection zone (APZ) is required. An APZ should be provided, ideally wholly within the subject land so that security is provided for ongoing management for the life of the asset. In this case, the APZ would be provided, adjacent the north boundary. An APZ is an area where vegetation management occurs, to ensure that minimal fuel conditions are present. Built environment features such as public roads, footpaths and areas proposed to be designated as open space, parkland or drainage reserves can contribute to the achievement of an APZ. It is also

anticipated that a proposed future school use would generally provide and maintain an APZ over the entire site, due to the provision of buildings, hard stand areas (parking, footpaths, access) and sporting fields, for example, which provide fuel free, or fuel reduced areas, compliant with APZ standards.

Landscaping

Future landscaping that may occur within the subject land shall consider and conform to APZ standards, to ensure that placement and scale of landscaping does not provide a hazard within the proposed development.

Access

The subject land benefits from public roads present along two frontages. The presence of public roads, particularly north west (Shakespeare Crescent) and south east (Tillyard Drive), act as perimeter roads, which also serve surrounding residential land uses. Internal access requirements shall comply with access specifications, to ensure that a fire-fighting appliance (i.e. ACTF&R Compressed Air Foam System 8000 fire appliance) can access and manoeuvre (including safely being able to turn around) within the site, where internal roads are present.

Water supply

The locality benefits from access to a reticulated water mains system, where water hydrants are present. As development of the expanded school boundary occurs, it is expected that water hydrants could be installed adjacent newly constructed roads and would therefore be accessible to emergency services. Furthermore, large development sites, which have a high demand on water usage, usually incorporate a hydrant booster system within the development footprint. Icon Water should be consulted to determine the adequacy of existing infrastructure, including hydrant spacing, to support the proposed expansion of the Fraser Primary School.

Construction standards

The class of buildings involved in a school development, pursuant to the National Construction Code (NCC), do not trigger the application of bushfire construction standards. As the development is occurring over bushfire prone area, it is recommended that future buildings, particularly those located within 100m of unmanaged vegetation (the extent of the current bushfire operational plan), incorporate basic ember protection measures, through application of Bushfire Attack Level (BAL) 12.5 construction standards, identified in Australian Standard 3959-2018 Construction of buildings in bushfire prone areas.

Emergency management

Prior to future use of the site, an evacuation and emergency management plan shall be prepared, in consultation with ESA.

Advisory matters for consideration

- Due to the position of an existing bushfire operational plan, an APZ shall apply to part of the northern boundary of both Option 1 and Option 2 proposed areas of expansion.

- The extent that the APZ would encroach on the subject land would be contingent on ESA updating their bushfire operational plan (mapping), which may benefit the subject land.
- Open space, access, parking, landscaping (to APZ standards) or ancillary structures are to be located within the extent of an APZ that is located in the subject land.
- Sensitive use (vulnerable) development types are to be located further away from the hazard and positioned clear of designated APZs.
- Access and egress is to be provided through internal roads of sufficient width.
- Compliant water supply and hydrants to be provided.
- Underground electricity and gas services where possible.

NGH has provided mapping of external management plans and required internal APZs, based on current fire management zones and vegetation treatment, identified in the publicly available bushfire operational plan data.

As the ESA would review any future planning application, it would be prudent to seek their in principle agreement on the proposed location and extent of APZs proposed in this document. Specifically, information should be sought, where there may be potential changes to the location and configuration of current fire management zones. Future changes or amendments to fire management zones may benefit the proposed expansion, in the event that the provision of APZs within the subject land, may not be required.

1. INTRODUCTION

NGH has been engaged by the Education Directorate (EDU) to provide bushfire risk assessment input to guide the project team and the Australian Capital Territory (ACT) Education Directorate in master planning the expansion of Fraser Primary School in Fraser (ACT). Consideration of bushfire planning and design constraints is required, in accordance with the ACT Government Environment and Planning, Scope for a Planning Report, identified in Appendix A. The subject land is identified as 177 Tillyard Drive, Fraser ACT 2615 (Block 2 Section 40, Fraser). The proposed expansion area (comprising Option 1 & Option 2) under investigation is located within Block 6, Section 64, Fraser. Both the subject land and proposed expansions areas under investigation are identified in Figure 1-1. The current investigation considers a proposed expansion in two areas:

- Option 1 (west of Fraser Public School), and
- Option 2 (north east of Fraser Public School).
 - Through later discussions with EDU, NGH were advised that a larger footprint is being considered in associated with Option 2, being an increase in area to the north. NGH has identified this potential increase, as an 'additional investigation area' in the suite of Figures presented in this document.

The Locality of Fraser is a residential suburb in the Belconnen district of Canberra. The proposed Fraser school site expansion would have a number of road frontages, including Shakespeare Crescent and Tillyard Drive.

Under the ACT Territory Plan, the land currently has a number of land use zones over the Fraser school site, including:

- CF: Community Facilities (within the current Fraser School site),
- NUZ3: Hills, ridges and buffer areas (in the northern expansion area).

The purpose of this bush fire assessment report is to provide an overview of bush fire protection measures that should be incorporated into the proposal site, commensurate to the sensitive proposed use, to ensure a suitable level of protection against bush fire attack.

Preliminary concept plans indicate a number of layout options, where buildings and facilities within the proposal site, typically include, but is not limited to:

- Community meeting rooms,
- Outdoor multi-use courts (one competition-sized basketball court of 650m²),
- Indoor multi-use courts (gymnasium/hall) (minimum of one competition-sized basketball court of 650m² and stage area, changeroom and amenities),
- Early Childhood Education and Care (ECEC) where this is identified to be co-located with the primary school,
- Provision of one sporting field (80m x 134m) incorporating 6, run off area if there is no unrestricted access to this sized facility on adjoining land, and
- Kickabout area = 10m² per student with minimum dimension of 50m.

1.1 Location

The proposed expansion area is identified as Block 6 Section 64, at Fraser. The Fraser school site is currently developed with school buildings, and has vegetation immediately to the north and suburban development to the south. The surrounding landscape has various vegetation types and urban areas within the built environment (refer to Figure 2-2), including:

- APN: Amenity planting native (to the north east and far north west),
- NG: Native Grassland (to the north east),
- URB: Urban and developed areas (to the south).

More broadly, the surrounding landscape includes a number of land uses (see Figure 1-2), including:

- PRZ1: Urban open space (bordering the south),
- CZ4: Local centre (across Tillyard Drive to the south),
- RZ2: Suburban core (across Tillyard Drive to the south east),
- RZ1: Suburban (to the west of the expansion area).



Figure 1-1 The locality of the Proposal

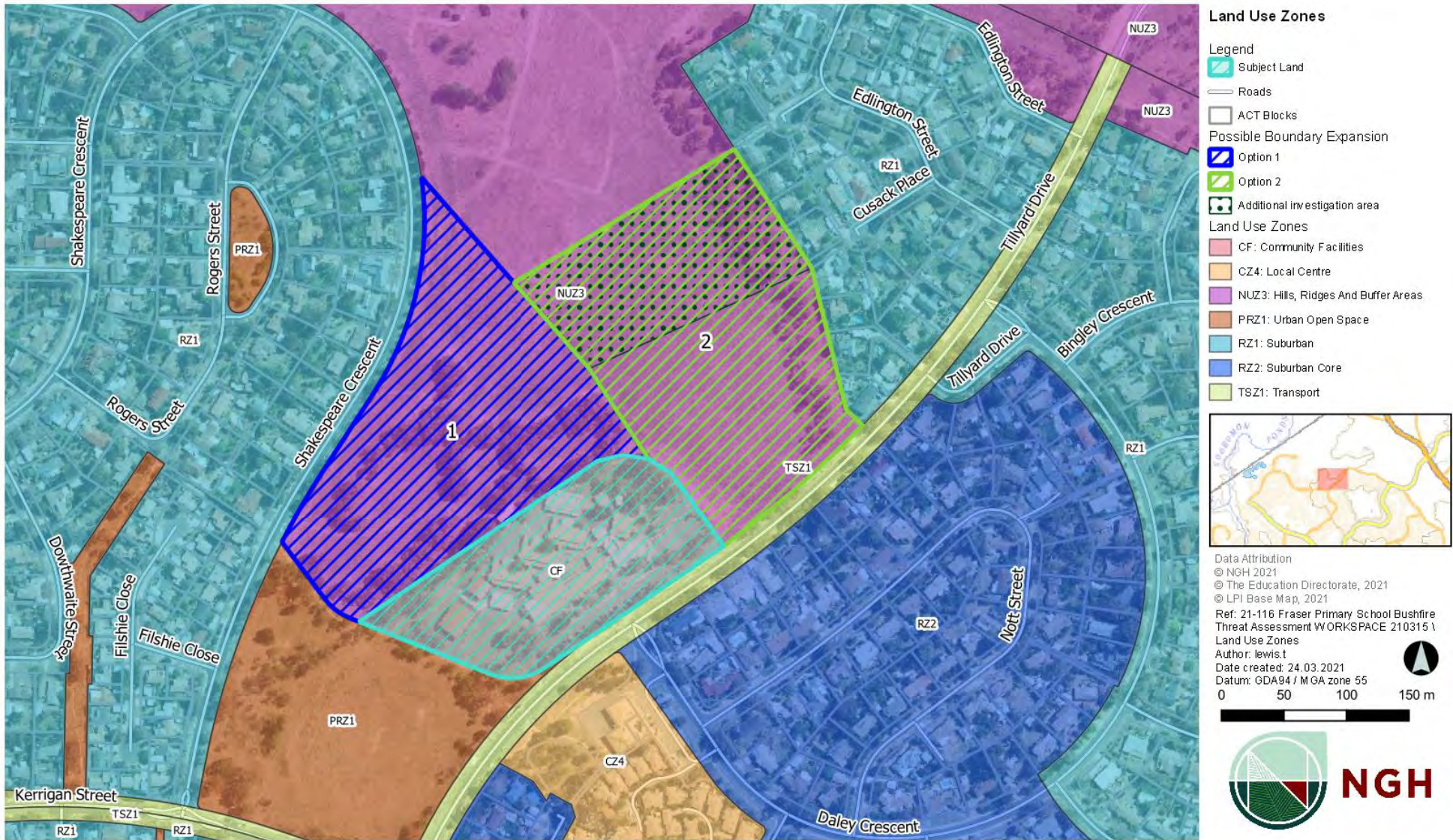


Figure 1-2 Land Use Zones

2. PLANNING FRAMEWORK

The relevant legislative requirements for development on bush fire prone area (BPA) and how they apply to this assessment, are outlined below.

2.1 ACT Legislation and Policy

2.1.1 Emergencies Act 2004

The *Emergencies Act 2004* (ACT) (Emergencies Act) establishes the legislative framework for emergency planning, prevention response and recovery operations within the ACT.

The Emergencies Act seeks to protect and preserve life, property and the environment, and provides for the effective and cohesive management by the Commissioner of the Emergency Services Agency (ESA) of the four emergency services and the enabling services.

The Emergencies Act requires the development of a Strategic Bushfire Management Plan (SBMP) for the ACT. Section 74 of the Act defines the elements of bushfire management that must be addressed in the Plan.

2.1.2 Planning and Development Act 2007

The *Planning and Development Act 2007* (ACT) establishes the ACT Planning and Land Authority (Environment, Planning and Sustainable Development Directorate-Planning) with the function of preparing and administering the *Territory Plan 2008* (Territory Plan). The Planning and Development Act, in conjunction with the Territory Plan, control land-use planning in the ACT and consider bushfire risk at all levels of planning particularly those areas susceptible to bushfires and those areas proposed for urban development and other sensitive uses.

2.1.3 Territory Plan 2008

The *Territory Plan 2008* is a statutory document that guides planning and development in the ACT. The Territory plan is used to:

- Manage development in the ACT, particularly how land is used and what can be built,
- Assess development applications, and
- Guide the development of new estates and the management of public land.

The Planning and Development Act 2007 (the Act) outlines the object, format, content and review processes of the Territory Plan. In accordance with the Act, the Territory Plan must contain, among other things, a statement of strategic directions which:

- Contains broad strategic principles to guide long term planning for the ACT,
- Guides the preparation and making of variations to the Territory Plan, and
- Guides environmental impact statements, planning reports and strategic environmental assessments.

Planning for Bushfire Risk Mitigation General Code 2008

The Planning for Bushfire Mitigation General Code 2008 (the Code), part of the Territory Plan, outlines the legislative requirements for new development in the ACT. The Code references the NSW Rural Fire Services (NSW RFS) guideline, Planning for Bush Fire Protection (PBP) 2006, where a high level of compatibility is sought between NSW and the ACT. The objective of the code is to ensure that bushfire risk is appropriately considered and addressed as during the planning stage, which then applies a suite of bushfire protection measures for the life of the development.

The Code is complimentary to the ACT Emergency Services Authority Strategic Bushfire Management Plan Version 3 (SBMP) 2014, which is a strategic document that identifies measures to reduce the impact of bushfire against development in the ACT. The Code is one of many documents that informs planning and development in the ACT and is considered by the ACT Planning and Land Authority when determining development applications.

The Code seeks to ensure that bushfire risk is appropriately assessed and considered during the planning, development and construction in the ACT.

2.1.4 Strategic Bushfire Management Plan 2019-2024

The Strategic Bushfire Management Plan (SBMP) is the overarching document that directs all levels of bushfire planning in the ACT. Its purpose is to provide a strategic framework to protect the ACT community from bushfires and reduce resulting harm to the physical, social, cultural and economic environment of the Territory.

To achieve this, the SBMP sets objectives and actions for: agency and community preparation and response for bushfires bushfire hazard assessment and risk analysis bushfire prevention, including hazard reduction adaptive management to apply best practice to bushfire management and prevention practices in the ACT in a changing environment.

Measures outlined in the SBMP include:

- Establishing planning controls so developments are appropriately located and designed,
- Managing potential fuel loads,
- Adopting management and operational plans,
- Ensuring well-resourced and effective emergency services, and
- Increasing community awareness and personal action on the risks posed by bushfires.

The SBMP also provides details of acceptable land management practices and the responsibility and commitments required by land owners or authorities.

2.2 NSW Legislation and Policy

The following provides an outline of NSW Legislation and Policy which are referenced in the above ACT legislation and policy documentation. This assessment therefore considers NSW requirements, which include additional bushfire protection measures to the ACT requirements.

2.2.1 Environmental Planning and Assessment Act 1979

The *Environmental Planning and Assessment Act 1979* (NSW) (EP&A Act) and its associated regulations provide the framework for assessing environmental impacts and determining planning approvals for developments and activities in NSW.

In NSW, identification of bush fire prone land mapping is required under Section 10.3 of the EP&A Act, where the Commissioner of the NSW RFS designates what constitutes bush fire prone land (BFPL) and how it is to be mapped. Development on bush fire prone land must consider the NSW Rural Fire Service' (NSW RFS) guideline Planning for Bush Fire Protection 2019.

2.2.2 Planning for Bush Fire Protection 2019

In NSW, the PBP 2019 guideline, published by the NSW RFS is a planning document that applies to all development located on land classified as BFPL across NSW.

The aim of PBP 2019 is to provide for the protection of human life and minimise impacts on property from the threat of bush fire, while having due regard to development potential, site characteristics and protection of the environment. PBP 2019 indicates that bush fire protection can be achieved through a combination of strategies, which are based on the following principles:

- Control the types of development permissible in bush fire prone areas,
- Minimise the impact of radiant heat and direct flame contact by separating development from bush fire hazards,
- Minimise the vulnerability of buildings to ignition and fire spread from flames, radiation and embers,
- Enable appropriate access and egress for the public and firefighters,
- Provide adequate water supplies for bush fire suppression operations,
- Focus on property preparedness, including emergency planning and property maintenance requirements, and
- Facilitate the maintenance of Asset Protection Zones (APZs), fire trails, access for firefighting and on site equipment for fire suppression.

A proposal shall be assessed to first identify risks commensurate to the category of development. Once identified, appropriate mitigation measures can be applied to the subject land. PBP applies a suite of BPMs to development on BFPL, which include:

- Access,
- Landscaping,
- Asset protection zone,
- Building construction and design,
- Emergency management arrangements, and
- Water supply and utilities.

2.3 National Construction Code

The National Construction Code (NCC), formerly referred to as the Building Code of Australia, is adopted in the ACT through the *Building Act 2004* (ACT). It contains provisions, which can be used for construction to resist bushfires in order to reduce the risk to life and minimise the risk of property loss in designated bushfire prone areas.

The NCC specific 'deemed to satisfy' measure is the Australian Standard AS3959 Construction of buildings in bushfire-prone areas. It is acknowledged that the NCC Part G5 Construction in Bushfire Prone areas only applies to Class 1, 2, 3 or 10a structures. Other classes of buildings (Class 4 – 9) such as school buildings do not trigger the bushfire provisions in the NCC, and

therefore related standards (i.e., AS 3959) do not apply. However, in bushfire prone areas it is good practice to consider including basic ember protection construction requirements (as identified in AS 3959) to improve the overall performance of the building against bushfire attack.

2.4 Australian Standard 3959 Construction of buildings in bushfire prone areas

Australian Standard 3959-2018 is prescribed throughout Australia and applies to the construction of buildings on bushfire prone areas. The objective of AS 3959 is to prescribe particular construction details for buildings to reduce the risk of ignition from a bushfire, appropriate to the:

- Potential for ignition caused by burning embers, radiant heat or flame generated by a bushfire, and
- Intensity of the bushfire attack on a building.

2.5 Bushfire Prone Area

The site and surrounds are identified as a “bushfire prone area”, refer to Figure 2-1.

The Bushfire Prone Area (BPA) map is a single risk-based map that defines areas of the ACT that have been assessed as being at high risk to life and property due to bushfires. BPA are designated on the ACT Government mapping portal ACTmapi.

Bushfire prone land maps provide a trigger for new development and consideration of sites that are bushfire prone.

Bushfire prone areas (BPA) is land, which can support a bushfire or is subject to bushfire attack. Canberra’s built-up areas that are adjacent to forest and grassland are designated as BPAs. The locality, specifically North of Fraser Primary School, contains expansive areas of grassland adjacent the urban interface.

Identifying the at-risk areas on the BPA map requires assessment to determine mandatory construction standards for residential buildings under the Australian Standards AS 3959 – Construction of buildings in bushfire prone areas. With regard to Section 2.4 it is reiterated that buildings associated with a proposed school would not trigger the application of AS 3959 as a deemed to satisfy solution within the NCC.

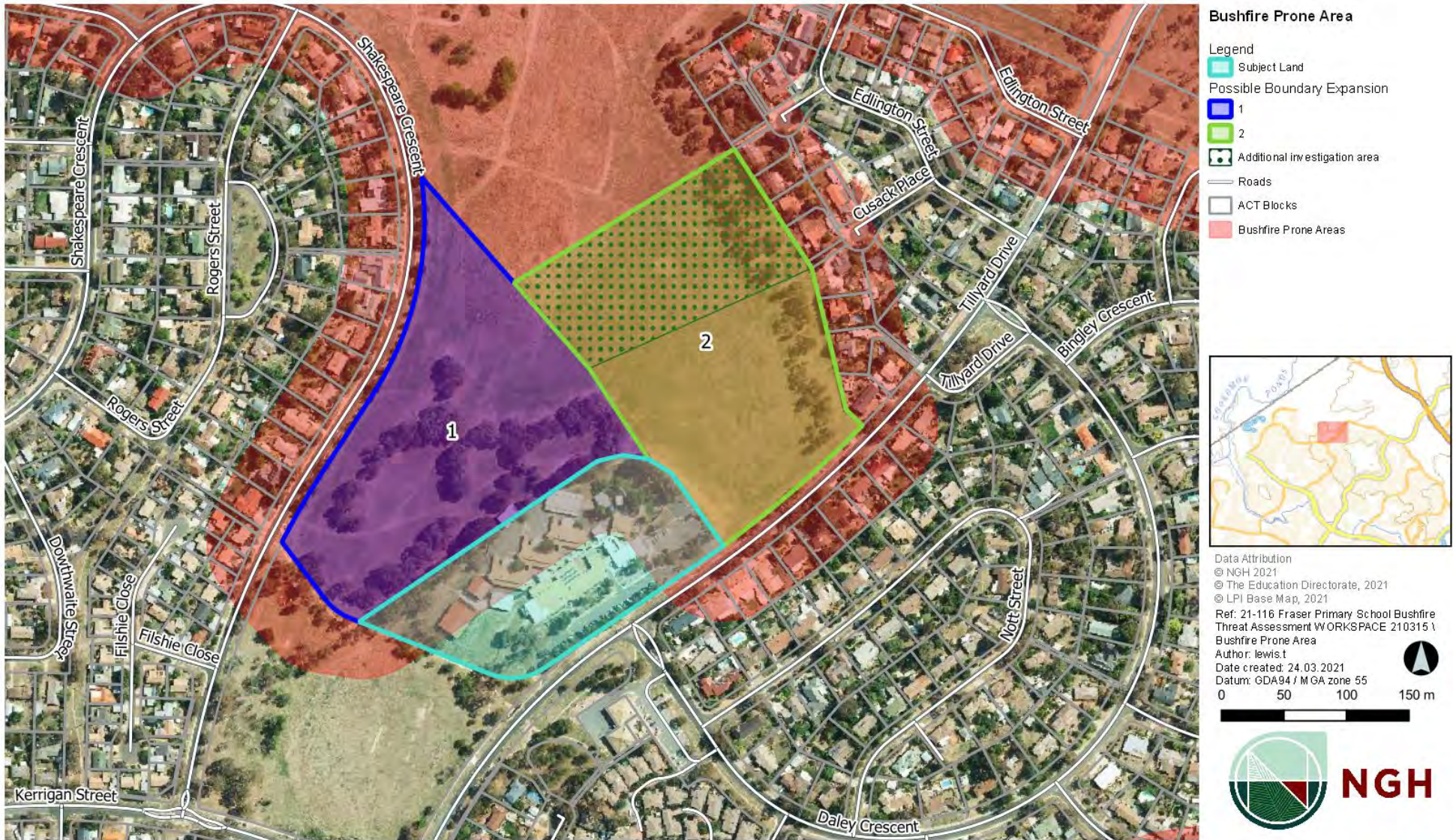


Figure 2-1 Bushfire prone area mapping

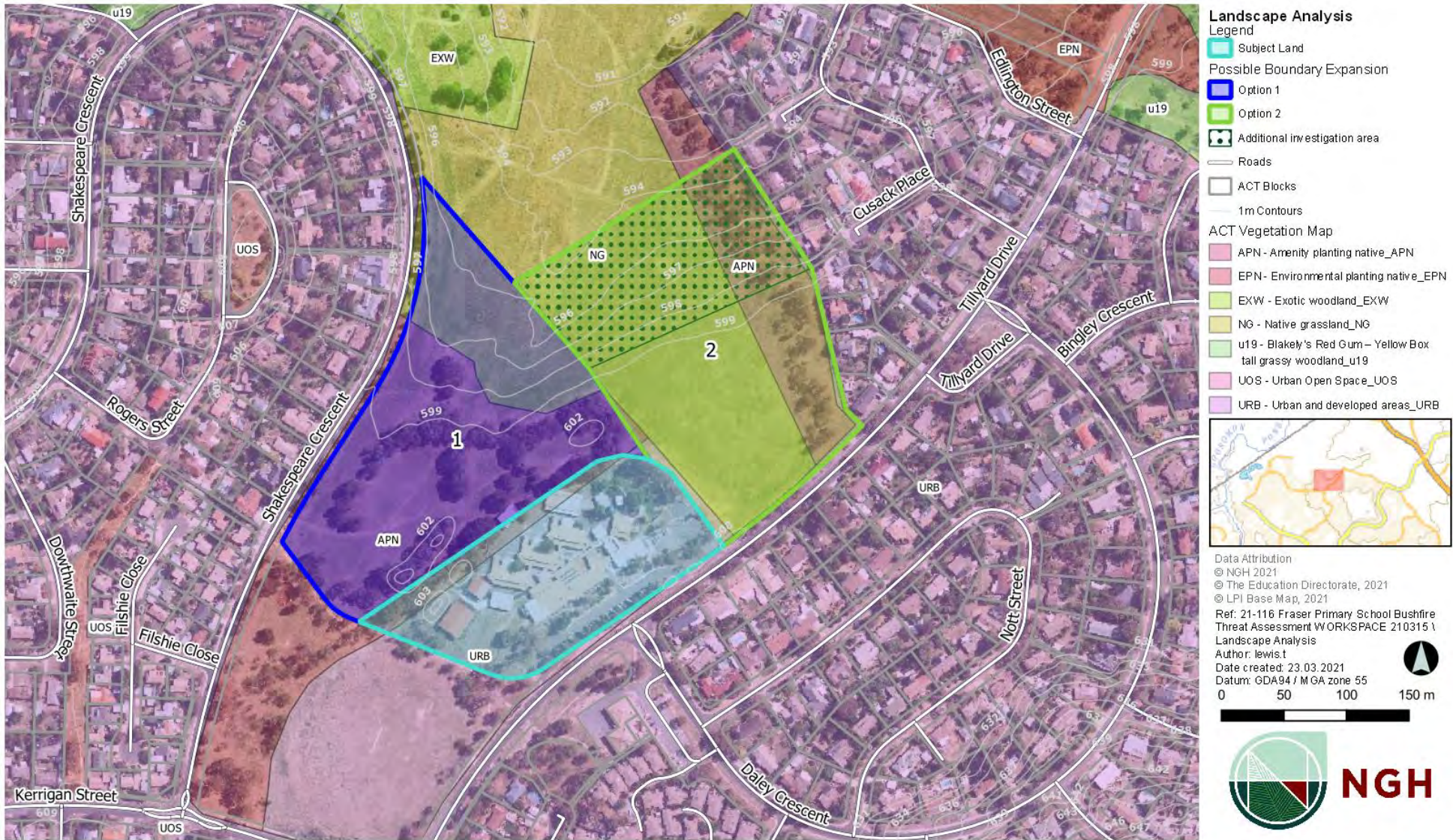


Figure 2-2 Landscape Analysis

2.6 Bushfire Abatement Zone

Under the Emergencies Act, the Commissioner has declared a Bushfire Abatement Zone (BAZ).

The BAZ surrounds Canberra and extends west towards the Murrumbidgee River. The BAZ is a subset of the BPA map, and was developed to identify rural areas where specific measures are required to reduce risk to life and property to the built-up area of Canberra. Measures associated with the BAZ include identification of land-use constraints, planning requirements for land managers (both public and private) and pre-incident planning for bushfires.

The BAZ will be reviewed as required to reflect changes in land use and tenure, and will be approved by the Commissioner.

The entire proposed expansion (both options under consideration) is mapped as BAZ, refer to Figure 2-3.

2.7 Regional Fire Management Plans

The SBMP requires regional fire management plans (RFMPs) to provide a link between the strategy of this plan and the more detailed bushfire operational plans (BOPs). In the SBMP, Fire Management Zones (FMZ) are identified as a subset of BPAs where measurable fuel management treatments are applied. The location and alignment of these zones reflect the risk of bushfires starting and spreading, and impacting on life, property and other assets.

The zones established include Asset Protection Zones (APZ), Strategic Firefighting Advantage Zones (SFAZ), Land Management Zones (LMZ) and Rural Land Management Zones (RMZ).

The widths and locations of the Zones are indicative and the actual widths and location will be determined in consideration of the ACT Fire Management Standards and operational requirements, through the development of Regional Fire Management Plans and Bushfire Operational Plans (including Farm Firewise). The SBMP details considerations used in determining the location and extent of Asset Protection Zones adjacent to new and established urban areas.

Fire Management Zone maps will be reviewed as required to reflect significant changes, which may include unplanned bushfires or changes to the location or extent of assets. The Commissioner is responsible for approval of these maps.

The subject land under investigation is affected by a number of FMZ and the application of a BOP. As detailed in Figure 2-3, the FMZ located in proximity to the proposed expansion include:

- Inner Asset Protection Zone, immediately adjacent the urban interface (residential and public roads),
- Outer Asset Protection Zone, immediately adjacent Inner Asset Protection Zones, and
- SFAZ ACT Government, mapped as partly within Option 2 and situated further north.

The management zones identified above are further broken down into methods of fuel (vegetation) mitigation treatment, where (mechanical) slashing is the preferred method for management and fuel reduction throughout the mapped designated areas.

APZs as shown in Figure 2-3 can be relied on for planning purposes, however as it conflicts with current BOP management, ESA should be consulted to confirm this arrangement. The ACT Strategic Bushfire Management Plan (ACT Government, 2019) notes that:

The Environment, Planning and Sustainable Development Directorate (EPSDD) delivers RFMP actions through BOPs that describe detailed fuel reduction activities. BOPs are also

prepared by other ACT directorates, national land managers and rural landholders. They aim to reduce bushfire fuels through applying fuel treatments such as prescribed burning, slashing, grazing and physical removal.

A key action provided in the SBMP includes the provision for ACT Government land managers and other entities in the BAZ to prepare, submit and implement a BOP at least every two years. All SFAZs in the RFMP will need to establish baseline data and report data on the area treated, fuel hazard assessment, vegetation type and other matters as appropriate.

As such, a combination of APZs will be provided off site and defendable space will be provided within the site. The school expansion would require that FMZs are redefined, depending on the final boundary configuration and the layout of the school master plan. This would require ongoing consultation with ESA.

2.8 Bush Fire Operational Plan

The Bushfire Operational Plan (BOP) details the specific timing, type and location of fuel reduction, access and infrastructure activities proposed to be undertaken in the ACT. Figure 2-4 shows the Fire Management Zones and their management practice as designated in ACTmapi. The extent of FMZs located adjacent Fraser Primary School and the surrounding area include substantial coverage of assets located at urban interface. Prescribed vegetation management under the BOP, includes slashing of vegetation, as identified above in connection to the RFMP.

2.9 Assessment Framework

As the ACT has largely aligned its Planning for Bushfire Risk Mitigation General Code (2008) with the NSW Planning for Bushfire Protection (2006) document (except for APZ); the NSW requirements meet the minimum requirements for the ACT and additionally cover additional bushfire protection measures. The NSW requirements and relevant ACT requirements have been addressed in this document.

The Strategic Bushfire Management Plan 2019-2024 also enforces that the ESA Commissioner must approve any blocks within the BPA, where sensitive uses are proposed to be located.

The Strategic Bushfire Management Plan 2019-2024 requires sensitive uses (i.e., schools, hospitals) to develop an evacuation and emergency management during the event of a bushfire.



Figure 2-3 Bushfire Management Plan and Fire Management Zones



Figure 2-4 Relationship of Bushfire Operational Plan and proposed areas of expansion.

3. BUSHFIRE SITE ASSESSMENT

Identify APZs

The ACT Bushfire Management Plan (version 3) 2014, outlines the methodology involved in determining the appropriate asset protection zones that would apply to the proposed development. The intention is that measurable outcomes required under current and ongoing management policies and procedures.

In NSW, the methodology associated with determining minimum APZ requirements is prescribed by PBP 2019, and is provided below:

1. Determine vegetation formation in all directions around the building to a distance of 140 metres,
2. Determine the effective slope of the land from the building for a distance of 100 metres, and
3. The building is provided with an APZ in accordance with Table A1.12.1 in Appendix 1 (of PBP).

3.1 Vegetation

Analysis of vegetation up to 140 metres from the proposed site has been conducted by:

- Aerial and Satellite imagery to identify vegetation location and cover; and
- Inspection of vegetation within and surrounding the subject land to confirm vegetation classification and structure.

Vegetation within and surrounding the development footprint land to a distance of 140 metres is assessed in accordance with Keith (2004), and further classified in accordance with PBP.

With reference to PBP, *'Where mixes of vegetation formations are located together, the vegetation formation providing the greater hazard shall be used for the purpose of assessment'*. The predominant vegetation located within and around the proposed expansion boundaries, comprises Grassland and remnant areas of Yellow Box Tall Grassy Woodland, with regard to Keith (2004), which is recognised as Grassland and Grassy Woodland vegetation under Figure A1.2 of PBP. Results are supported by site photographs in Figure 3-1 to Figure 3-3. The predominant hazard is identified as Grassland, due to grasses offering a substantial area of ground cover, when compared to isolated areas of Woodland.

Results from regional vegetation mapping are provided in the Landscape Analysis (refer to Figure 2-2) and further refined in the Asset Protection Zone Analysis (refer to Figure 3-4) is summarised in Table 3-1.

Areas of vegetation in relation to the proposed expansion areas are identified below:

- Hazard vegetation – North of the subject land and situated outside of a mapped BOP is Grassland, refer to Figure 3-1. Although this vegetation as a large fire run (expansive areas of grassland is present north of the urban settlement area), it becomes limited in proximity to the proposed expansion area due to the presence of FMZs. Grassy woodland vegetation is present in remnant, isolated areas outside of current FMZs, however areas of grassy woodland are located some distance from the proposed expansion boundary. In accordance with Keith (2004), the vegetation will be assessed as Grassland for assessment under PBP and ACT guidelines.

Non hazard vegetation – categorised as managed land (to APZ standards), is present in areas around the subject land, which largely comprises land identified as designated under a RFMP and is managed operationally under a BOP (these areas were managed at the time of inspection). Developed areas including Fraser Primary School, nearby residential land uses, and public roads are also considered non-hazard. Trees present within the Option 1 investigation area, although having interlocking canopy in some areas, has a managed understory (refer to Figure 3-2), due to application of the current BOP. Perimeter landscaping is present along the eastern boundary of Option 2, however is subject to maintenance as an IPA and slashing under the BOP, refer to Figure 3-3.

- **Assumptions** – road corridors and areas of open space would be maintained on an ongoing basis. It is also assumed that the presence of APZs under the current BOP would occur for the life of future school use.



Figure 3-1 Delineation of managed (subject to BOP) and unmanaged grassland located north of Option 1 & 2. Fraser Primary School located in the background of the image.



Figure 3-2 Managed woodland vegetation located adjacent Fraser Primary School (in Option 1 footprint). Managed ground fuels and lack of understory stratum is present.



Figure 3-3 Perimeter vegetation within the Option 2 footprint, presenting managed ground fuel and an absence of understory stratum.

3.2 Slope

With reference to the vegetation formations, the predominant (effective slope) is determined and identified in Table 3-1. PBP states *‘The effective slope is considered to be the slope under the vegetation which will most significantly influence the bush fire behaviour for each aspect’*. The effective slope is determined by topography over a distance of 100m. This was confirmed through topographic mapping using LiDAR Data (1m point cloud).

The effective slope located under hazard vegetation include:

- North Transect 1) – Downslope 0° – 5°, and
- North (Transect 2) – Downslope 0° – 5°.

3.3 Minimum APZ requirements

The required APZ would be measured perpendicular from the proposed expansion boundary, which is immediately adjacent hazard vegetation.

Table 3-1 Distance to Achieve 10kW/m² setbacks for Effective Slope (over 100 metres) under predominant vegetation formations

Direction	Vegetation	Slope	Minimum Setback required to achieve <10kW/m ² – PBP
North (Transect 1)	Grassland	Downslope 0° – 5°	>40m
North (Transect 2)	Grassland	Downslope 0° – 5°	>40m
East	Built Environment	Not Required	N/A
South	Built Environment	Not Required	N/A
South West	Managed (APZ) sporting field	Not Required	N/A
West	Built Environment	Not Required	N/A

With reference to Table A1.12.1 of PBP and Appendix 4 of PBP, a 40m APZ shall be provided (to satisfy the relevant setbacks identified in Table 3-1 as an inner protection area (IPA).

It is also acknowledged that a significant area of vegetation within Option 1 & 2, in addition to areas located farther south and south-west of Option 1 (and the current school footprint), are covered under an existing bushfire operational plan. These areas would be considered as 'managed' to the specification of an APZ by the appropriate authority.

Analysis of APZ under ACT guidelines

APZ determined by use of the ACT SBMP 2014 conclude that the following APZ widths apply under the following circumstances:

Direction / Aspect	Length of Fire Run	Vegetation type	Asset Interface	Width for Inner APZ (no Outer APZ)
North (Transect 1)	>350m	Grassland (and open woodland)	Primary	40m
North (Transect 2)	>350m	Grassland (and open woodland)	Primary	40m

Note: If vegetation located externally to the proposed boundary expansion continues to be managed under the current BOP, then APZs are partly present outside the proposed boundary and can contribute to the achievement to the required extent of APZs required. If ESA cannot guarantee ongoing management of the BOP, then APZs must be provided wholly within the proposed expansion area.

Fuel Management

APZs in the form of an inner protection area would require any Grassland fuel management practices ensure that Grassland maintained at ≤ 200 mm height when grassland curing $\geq 70\%$ (SBMP, 2014).

3.4 Bush Fire Attack Level

For the purpose of this assessment, the National Construction Standard (comprising Building Code of Australia) (NCC) does not provide bush fire specific performance requirements for the class of building associated with school buildings (i.e. Class 9). Therefore, a Bush Fire Attack Level (BAL) assessment was not undertaken to determine levels of radiant heat that site specific infrastructure, or buildings may be experience in the event of a fire.

Therefore, with regard to the above, no mandatory construction standards prescribed under AS3959 apply to the proposal. Notwithstanding this, it is recommended that basic ember protection measures are incorporated into future buildings, where development would be located within 100m of unmanaged vegetation (those areas located outside the designated BOP), as identified in Figure 3-4.

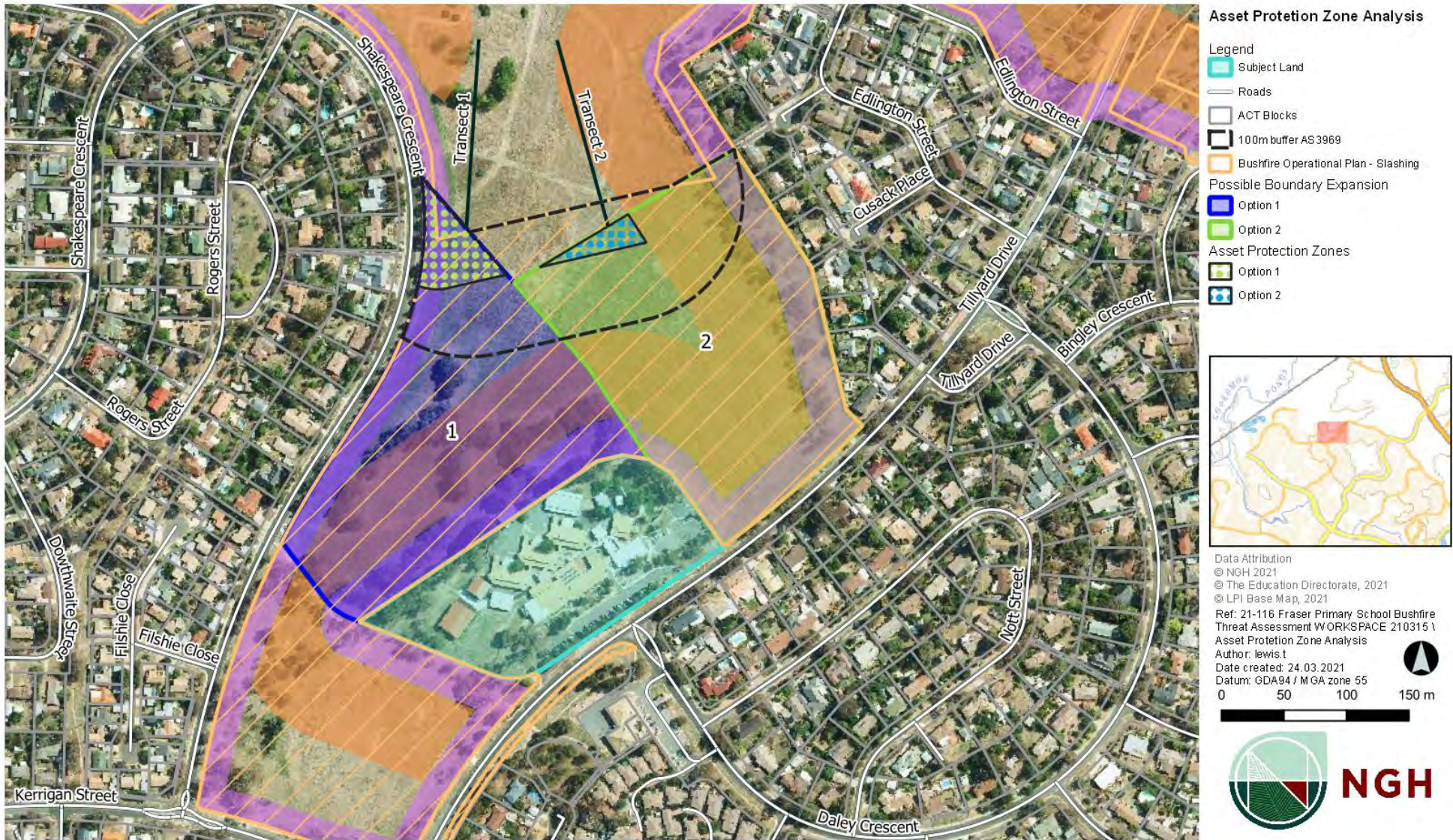


Figure 3-4 Asset Protection Zone Analysis

4. Bushfire Protection Measures (BPMs)

The ACT Fire Management Standards document references the NSW RFS PBP 2006 document. On 1 March 2020, PBP 2006 was replaced with PBP 2019 becoming legislated in NSW. As a result in order to provide an outline of up to date specifications associated with BPMs, PBP 2019 standards are outlined below.

Note: In some cases, the ACT Fire Management Standards provide specific requirements; where this occurs, the ACT BPM is referenced in the tables below.

Bush Fire Protection Measures (BPMs) are a series of controls, that when combined, aim to provide an acceptable level of protection for bush fire risk. In accordance with Section 6.8 of PBP, BPMs are provided to minimise the risk of spread to buildings and take into account the increased vulnerability of the occupants. The measures considered for the proposed development derive from Section 6.8 of PBP (NSW RFS, 2019) and specifically, Tables 6.8a – 6.8d (extracts below) and include:

- Asset Protection Zones,
- Landscaping,
- Access Requirements,
- Water Supplies,
- Gas & Electricity Services, and
- Emergency Management Planning.

4.1 Asset Protection Zones

Intent of measures: to provide suitable building design, construction and sufficient space to ensure that radiant heat levels do not exceed critical limits for firefighters and other emergency services personnel undertaking operations, including supporting or evacuating occupants.

Table 4-1 Summary of Table 6.8a of PBP (Asset Protection Zones)

Performance Criteria	Acceptable Solutions	Comment
The intent may be achieved where:		
Radiant heat levels of greater than 10kW/m ² (calculated at 1200K) will not be experienced on any part of the building.	<ul style="list-style-type: none"> • An APZ is provided in accordance with Table A1.12.1 in Appendix 1. 	An APZ of 40m shall apply. The APZ shall be provided to provide an adequate setback between hazard (classified) vegetation and future buildings, refer to Figure 3-4. Within the required areas designated as an APZ, areas such as sporting fields, access roads, parking, non-combustible shade shelters could be located.
APZ maintenance is practical, soil stability is not compromised and the potential for crown fires is minimised.	<ul style="list-style-type: none"> • APZ are located on lands with a slope less than 18 degrees. 	Would comply – land does not exceed 18 degrees.

Performance Criteria	Acceptable Solutions	Comment
APZs are managed and maintained to prevent the spread of a fire to the building. the APZ is provided in perpetuity.	<ul style="list-style-type: none"> the APZ is managed in accordance with the requirements of Appendix 4 of this document, and is wholly within the boundaries of the development site; APZs are wholly within the boundaries of the development site. 	Can comply – subject to ongoing maintenance. Can comply. With the exception of mapped BOP treatment areas, it is not expected that an APZ would be proposed over adjoining land.
radiant heat levels of greater than 10kW/m ² (calculated at 1200K) will not be experienced on any part of the building.	<ul style="list-style-type: none"> an APZ is provided in accordance with Table A1.12.1 in Appendix 1. 	Can comply. Future master planning can ensure all buildings (except for non-habitable structures, i.e. storage sheds) would not experience radiant heat levels greater than 10kW/m ² on any part of the building.

The ACT requirements for an APZ provides a comparable setback to APZ requirements prescribed by PBP 2019. The ACT requirements are identified in Section 3.3.

4.2 Landscaping

Landscaping should be considered throughout the design process and further enforced throughout the operational phase of the development. Suitably positioned and considered landscape design can reduce the risk of flame contact and radiant heat to buildings, thus improving the defence of buildings. A well-considered landscape design includes, but is not limited to:

- Increasing chances of filtering wind-driven embers or burning debris,
- Reduces wind forces,
- Create a discontinuous or spaces between vegetation to slow and reduce the intensity of a fire run towards a building,
- Fire retardant species could be selected, and
- Plant selection that does not drop large amounts of leaf litter that can act as ground fuel in the event of a bush fire.

Table 4-2 Summary of Table 6.8a of PBP (Landscaping)

Performance Criteria	Acceptable Solutions	Comment
The intent may be achieved where:		
landscaping is designed and managed to minimise flame contact and radiant heat to buildings, and the potential for wind-driven embers to cause ignitions.	<ul style="list-style-type: none"> landscaping is in accordance with Appendix 4; and fencing is constructed in accordance with section 7.6. 	Future landscaping and management of an APZ could comply to the specifications of Appendix 4 of PBP.

4.3 Construction Standards

Intent of measures: Improve the performance of a building when subjected to bushfire attack in the form of embers, radiant heat and flame contact.

Table 4-3 Summary of Table 6.8a of PBP (Construction Standards)

Performance Criteria	Acceptable Solutions	Comment
The intent may be achieved where:		
the proposed building can withstand bush fire attack in the form of embers, radiant heat and flame contact.	<ul style="list-style-type: none"> a construction level of BAL-12.5 under AS 3959 or NASH Standard and section 7.5 of PBP is applied. 	Although not prescribed by the NCC, it is recommended that future buildings incorporate basic ember protection standards, to improve a buildings performance against bushfire attack.

4.4 Access

Intent of measures: to provide safe operational access for emergency services personnel in suppressing a bush fire, while residents are accessing or egressing an area. The table below summarises the requirements prescribed in PBP.

Table 4-4 Summary of Table 6.8b of PBP (Access)

Performance Criteria	Acceptable Solutions	Comment
The intent may be achieved where:		
firefighting vehicles are provided with safe, all-weather access to structures and hazard vegetation.	<ul style="list-style-type: none"> SFPP access roads are two-wheel drive, all-weather roads; access is provided to all structures; traffic management devices are constructed to not prohibit access by emergency services vehicles; access roads must provide suitable turning areas in accordance with Appendix 3; and one way only public access roads are no less than 3.5 metres wide and have designated parking bays with hydrants located outside of these areas to ensure accessibility to reticulated water for fire suppression. 	Could comply – subject to future detailed design.
the capacity of access roads is adequate for firefighting vehicles.	<ul style="list-style-type: none"> the capacity of road surfaces and any bridges/causeways is sufficient to carry fully loaded firefighting vehicles (up to 23 tonnes); bridges and causeways are to clearly indicate load rating. 	Could comply– subject to future detailed design.
there is appropriate access to water supply.	<ul style="list-style-type: none"> hydrants are located outside of parking reserves and road carriageways to ensure 	Could comply. – subject to future detailed design.

Performance Criteria	Acceptable Solutions	Comment
	accessibility to reticulated water for fire suppression, and <ul style="list-style-type: none"> hydrants are provided in accordance with the relevant clauses of AS 2419.1:2005. 	
Non-Perimeter Roads non-perimeter access roads are designed to allow safe access and egress for firefighting vehicles while occupants are evacuating.	<ul style="list-style-type: none"> minimum 5.5m carriageway width kerb to kerb; parking is provided outside of the carriageway width; hydrants are located clear of parking areas; there are through roads, and these are linked to the internal road system at an interval of no greater than 500m; curves of roads have a minimum inner radius of 6m; the maximum grade road is 15 degrees and average grade of not more than 10 degrees; the road crossfall does not exceed 3 degrees; and a minimum vertical clearance of 4m to any overhanging obstructions, including tree branches, is provided. 	Could comply. – subject to future detailed design.

In addition to the NSW access specifications above, the design requirements from ACT Planning for Bushfire Risk Mitigation General Code, include:

- Emergency access should be provided in the form of an outer ring road or fire trail and access points which together with an edge road has a sealed width of 7.5m plus kerbs, indented parallel parking provision and a minimum hardstand area on the hazard side of 1.5m clear of retaining walls or stone pitched batters for passing of two emergency tankers. An additional clearance of 0.5m on both sides of the road is required to be kept clear of all street furniture including signs.
- Verge width to residential blocks a minimum of approximately 7m with dryland grass surface.
- Street trees species selected for low bark flammability characteristics

4.5 Water & Utility Services

Intent of measures: To provide adequate services of water for the protection of buildings during and after the passage of a bush fire, and to locate gas and electricity so as not to contribute to the risk of fire to a building.

Table 4-5 Summary of Section 6.8c of PBP (Services).

Performance Criteria	Acceptable Solutions	Comment
The intent may be achieved where:		
Water Supplies An adequate water supply is provided for firefighting purposes.	<ul style="list-style-type: none"> reticulated water is to be provided to the development, where available. 	Could comply. Reticulated water supply is present in the locality and it is assumed would be extended in to service the proposed development.
water supplies are located at regular intervals. the water supply is accessible and reliable for firefighting operations.	<ul style="list-style-type: none"> fire hydrant spacing, design and sizing comply with the relevant clauses of AS 2419.1:2005; hydrants are not located within any road carriageway; and reticulated water supply to SFPPs uses a ring main system for areas with perimeter roads. 	Could comply – subject to future detailed design. Consultation with Icon Water should occur to determine the adequacy of existing infrastructure.
flows and pressure are appropriate.	<ul style="list-style-type: none"> fire hydrant flows and pressures comply with the relevant clauses of AS 2419.1:2005. 	Assumed compliance.
the integrity of the water supply is maintained.	<ul style="list-style-type: none"> all above-ground water service pipes external to the building are metal, including and up to any taps. 	Could comply – subject to future detailed design and construction.
Electricity Services location of electricity services limits the possibility of ignition of surrounding bush land or the fabric of buildings.	<ul style="list-style-type: none"> where practicable, electrical transmission lines are underground, and where overhead, electrical transmission lines are proposed as follows: lines are installed with short pole spacing (30m), unless crossing gullies, gorges, or riparian areas, and no part of a tree is closer to a power line than the distance set out in accordance with the specifications in ISSC3 Guideline for Managing Vegetation Near Power Lines. 	Could comply. It is recommended that all electricity connections are provided by underground means.
Gas Services location and design of gas services will not lead to ignition of surrounding	<ul style="list-style-type: none"> reticulated or bottled gas is installed and maintained in accordance with AS/NZS 1596:2014 and the requirements of relevant authorities, and metal piping is 	Could comply – subject to future detailed design.

Performance Criteria	Acceptable Solutions	Comment
bushland or the fabric of buildings.	used; <ul style="list-style-type: none"> • all fixed gas cylinders Check ACT are kept clear of all flammable materials to a distance of 10m and shielded on the hazard side; • connections to and from gas cylinders are metal; • if gas cylinders need to be kept close to the building, safety valves are directed away from the building and at least 2m away from any combustible material, so they do not act as a catalyst to combustion; • polymer-sheathed flexible gas supply lines to gas meters adjacent to buildings are not to be used; and • above-ground gas service pipes external to the building are metal, including and up to any outlets. 	

4.6 Emergency Management

Intent of measures: to provide suitable emergency and evacuation arrangements for occupants of SFPP developments.

Table 4-6 Summary of Section 6.8d of PBP (Emergency Management).

Performance Criteria	Acceptable Solutions	Comment
The intent may be achieved where:		
a Bush Fire Emergency Management and Evacuation Plan is prepared.	<ul style="list-style-type: none"> • Bush Fire Emergency Management and Evacuation Plan is prepared consistent with the: <ul style="list-style-type: none"> ○ The NSW RFS document: A Guide to Developing a Bush Fire Emergency Management and Evacuation Plan; ○ NSW RFS Schools Program Guide; ○ Australian Standard AS 3745:2010 Planning for emergencies in facilities; and Australian Standard ○ AS 4083:2010 Planning for emergencies – Health care facilities (where applicable). ○ the Bush Fire Emergency Management and Evacuation Plan should include planning for the early relocation of occupants. • Note: A copy of the Bush Fire Emergency Management and Evacuation Plan should be provided to the Local Emergency Management Committee for its information prior to occupation of the development. 	An emergency management plan would be prepared in consultation with ESA, prior to occupation of the site.

5. OTHER PLANNING MATTERS

5.1 Vegetation Management

An APZ is a fuel-reduced area surrounding a building or structure. It is located between the building or structure and the bush fire hazard. An APZ provides:

- a buffer zone between a bush fire hazard and an asset,
- an area of reduced bush fire fuel that allows for suppression of fire,
- an area from which backburning or hazard reduction can be conducted, and
- an area which allows emergency services access and provides a relatively safe area for firefighters to defend property.

An APZ, if designed correctly and maintained regularly, will reduce the risk of:

- direct flame contact on the building,
- damage to the building asset from intense radiant heat, and
- ember attack.

It is recommended that the subject land be managed to the standard of an Inner Protection Area (IPA). An IPA is located in immediate proximity to the asset and provides a defensible space consisting of minimal fuel loads. An IPA shall display characteristics that include, but are not limited to: a tree canopy cover of less than 15% at maturity, a maximum 30% of the IPA may contain shrubs, trees should have lower limbs (up to 2m in height) removed, shrubs are not to have a connection with tree canopy layer, shrubs should not form more than 10% ground cover, maintain 2 – 5m canopy separation of trees and branches are not to overhang buildings. Wooden sheds, combustible material storage areas, stacked flammable building materials, woodpiles, large areas of garden mulch, for example, are not permitted in the IPA.

5.2 Other Environmental Values

NGH understands that vegetation located within part of the Option 1 expansion area, comprises foraging habitat value for the superb parrot. Under the existing BOP, a large proportion of the investigation areas is currently subject to ongoing vegetation management.

WSP were engaged for the purpose of a Preliminary Biodiversity Assessment (WSP, 2021) of Option 2 expansions area. Native amenity planting occurs along the north-eastern boundary of the site; the trees are small, and no hollows were recorded. The remainder of the site generally comprises exotic vegetation. Native dominated grassland was present in the north-western corner of the site; a majority is subject to ongoing management under the current BOP.

6. CONCLUSION

This assessment bushfire planning considerations acknowledges the proposed development as a category of in-fill development, which is subject to Territory Plan to rezone part Block 6, Section 64, Fraser. The proposed expansion areas are currently under investigation and the intention of this document is to consider the application of prescribed bushfire policy and associated guidelines. In addition to informing the Planning Report, which would be prepared for consideration by the planning and land authority, the findings of this report also aim to guide the potential master planning of the site by way of identifying exclusion zones that may apply, which can directly influence the layout of future development footprint. The bushfire considerations outlined above have outlined minimum requirements to achieve conformance with ACT & (NSW) PBP specifications.

For the purpose of master planning the site, future development of the site shall incorporate the following measures into the proposed development.

Asset Protection Zones

- A 40m APZ is required to be provided from the boundary of the proposed expansion area and is provided wholly within the proposed expansion area, except for where a BOP treatment strategy is mapped externally to the proposed investigation area.
- The APZ must be maintained as an Inner Protection Area.

Landscaping

- Future landscaping shall ensure that APZ specifications are not compromised.

Access

- Property access and internal access arrangements shall ensure access to the site is suitable for emergency response vehicles (such as ACTF&R Compressed Air Foam (CAFS) 8000 fire appliances).

Water and Utilities (Electricity and Gas)

- Water hydrants, or a hydrant booster system shall be provided within the proposed development, for areas that are outside an acceptable distance from water hydrants in the public road network.
- Electricity and gas utilities shall be provided by underground means.

Construction Standards

- Construction standards prescribed under AS3959 is recommended to apply to future buildings, due to the proposed school expansion occurring in a mapped BPA.

Emergency Management

- An emergency management and/or evacuation plan should be prepared prior to the development becoming operational. The emergency plan should be prepared in consultation with ESA.

A more detailed assessment can be undertaken once a firm expansion area boundary is known, or once concept plans are available in the future, to provide site layout specific commentary and guidance.

This report has been prepared by [REDACTED], a person who is recognised by the NSW Rural Fire Service as a qualified consultant in Bush Fire Risk Assessment.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



7. REFERENCES

- ACT Emergency Services Commissioner (2014) ACT Strategic Bushfire Management Plan Version 3
- ACT Planning & Land Authority (2008) *ACT Bushfire Migration Code*.
- Emergency Services Agency ACT Government (2019) *Strategic Bushfire Management Plan 2019-2024*.
- Australian Building Codes Board. (2019). National Construction Code, 2019, Volume Two. Canberra.
- Keith, D. (2004). Ocean shores to desert dunes: the native vegetation of NSW and the ACT (Selected Extracts). Department of Environment and Conservation (NSW).
- NSW Rural Fire Service. (2019). Planning for Bushfire Protection – A Guide for Councils, Planners, Fire Authorities and Developers.
- NSW Rural Fire Service. (2006). *Planning for Bushfire Protection* .
- Standards Australia. (2018). *Construction of buildings in bushfire-prone Areas, AS3959*.
- WSP. (2021) *Fraser School Expansion Preliminary Biodiversity Assessment*.
- .

Advisory Comments:

Notwithstanding the bush fire protection measures outlined and the recommendations provided, the property and any structures must be adequately maintained for the life of the proposed development. This will assist in providing a reduced level of risk to the property, its occupants and any emergency services personnel that may attend to the property.

Quote from Planning for Bush Fire Protection (2019), *‘Due to a range of limitations, the measures contained in this document do not guarantee that loss of life, injury and/or property damage will not occur during a bush fire event. Limitations of this document include, but are not limited to uncertainties in the following areas: Fire Danger Index; fuel loads; existing developments; human behaviour; and maintenance.’*

Quote from Standards Australia (AS 3959-2018), *‘Although this standard is designed to improve the performance of buildings when subjected to bushfire attack in designated bushfire-prone areas there can be no guarantee that a building will survive a bushfire event on every occasion. This is substantially due to the unpredictable nature and behavior of fire and extreme weather conditions.’*

Appendix A Scope for a planning report (dated 18.12.2020)

Scope for a Planning Report

to inform a proposed Territory Plan variation to rezone part Block 6 Section 64 Fraser from Hills, Ridges and Buffer (NUZ3) to Community Facilities Zone (CFZ).

18 December 2020

A planning report is prepared to provide the information necessary to inform consideration by the planning and land authority, within the Environment, Planning and Sustainable Development Directorate, on preparing a Territory Plan variation in support of the proposal (refer to Part 5.6 of the *Planning and Development Act 2007*).

The planning report is to respond to each of the following parts:

A. Executive summary

B. Description of the proposed Territory Plan variation

(A comprehensive description of the site and the proposal, current planning policy, the intended development and use, and all proposed changes to the Territory Plan.)

Provide information on all proposed changes to the Territory Plan and specify any land use changes

Provide information on all proposed changes to the National Capital Plan if any.

C. Justification for the planning policy changes

(An assessment of the opportunity cost of the proposed change, and discussion of changes in the economic, social, natural and physical environment that necessitate the change in both local and broader contexts).

D. Strategic planning policy context

(A discussion of proposed planning policy change and proposed use/development in the context of the ACT's planning framework and strategic planning policy. Identification of any associated changes, e.g. an amendment to the National Capital Plan or public land register).

Relevant ACT Government policies should be considered in the planning report. This includes but not be limited to:

- The ACT Planning Strategy 2018
- The ACT Climate Change Strategy 2019-2025
- Canberra's Living Infrastructure Plan: Cooling the City

Other relevant Government policies should be considered in the planning report. This includes but not be limited to:

- National Capital Plan

The National Capital Authority requests an assessment against Section 4.25 of the National Capital Plan, City Centre Special Requirements be provided. The assessment needs to demonstrate that any proposed changes to the Territory Plan are not inconsistent with the National Capital Plan.

E. Preliminary consultation

Community consultation with affected communities and interested members of the public about the proposal is required to be conducted in accordance with the ACT Community Engagement Guideline at: www.yoursay.act.gov.au/about/community-engagement

At a minimum, consultation should include holding at least one public engagement session that is widely advertised in print and electronic media. This part is to include a report on consultation that:

- provides details of consultation undertaken e.g. notifications, formal presentations, sessions, number of attendees and copies of relevant correspondence;
- list of all issues raised in consultation, outcomes, etc; and
- responds to issues raised, including any changes to the proposal as a result of consultation

F. Impact assessment

(A discussion of both the suitability and capability of the land for the proposed use/development with a clear conclusion, plus discussion of potential positive and negative impacts on the social, physical and natural environment if the land is developed to its full capacity as proposed.)

An assessment of potential impacts of the proposal must address:

- **Impact on heritage values**
 - An Unexpected Finds Protocol should be developed for the project, which describes necessary steps to be taken should any Aboriginal places or objects be identified during construction works.
- **Impact on existing flora and fauna**
 - A Tree Assessment and Tree Management Plan is required to identify any trees that would require protection under the Tree Protection Act, as well as any remnant trees noting that a likely condition of expansion would be that all remnant trees are kept.
- **Potential impacts of land contamination activities**
 - An environmental assessment in accordance with Environment Protection Authority (EPA) endorsed guidelines to assess its suitability for its proposed use from a contamination perspective.
- **Traffic impacts**
 - A Traffic Impact Assessment (TIA) Report to understand the likely increase in traffic movements and how these will be managed within the site and any impact on the surrounding road network. Details needed are SIDRA intersection analysis for two intersections of Kerrigan street/Shakespeare Cr and Kerrigan/Tillyard Drive
 - Consideration for the future of a bus layover and potentially a parking area e.g. for an oval on weekends as well as a Park and Ride nearby.
 - Consideration if the road reserve of Shakespeare crescent is sufficient to support the rezoning.
 - Traffic impacts on the external road network for an expanded school and increase in proposed number of students should also be examined.

- **Impact on active travel and existing cycleways**
 - Consideration of direct connections to shops and community route linking to the broader network
 - Opportunities and constraints for increased active travel in the local area traffic management should also be investigated as part of the rezoning request.
- **Bushfire protection requirements:**
 - A Bushfire Threat Assessment and Compliance Report of the proposal by an accredited Bushfire Consultant is required to demonstrate an appropriate level of protection relative to the hazard is provided.
 - The internal and perimeter roads of the development must be designed to allow access for ACTF&R Compressed Air Foam System (CAFS) 8000 fire appliances.
- **Utility services**
 - Consultation with Icon Water to determine the adequacy of existing infrastructure, including hydrant spacing, for the proposed expansion of the school site.
 - Consideration that the existing electricity network supply may not be able to cope with the proposed additional demands and hence, the proponent must allow for the space for new pad mount substation within the amended block boundary. The substation siting must comply with Evoenergy substation siting guide and other relevant separation and clearance and earthing requirements.

Additional detailed planning and design considerations, which form part of this scope are listed in Table 1. The proponent must address all comments in accordance with the actions required in the following table.

Table 1 – Government agencies’ comments and service utility providers’ comments for proponent to address

Agency	Comments	Required Actions
<p>EPSDD - Heritage</p>	<p>There are no recorded or registered heritage places or objects on this portion of the block. A number of Aboriginal places are located to the north of proposed development area within Block 6 Section 64 Fraser. These are located at some distance from the proposed footprint and will not be damaged by works within the proposed expansion areas. Further, historic aerial imagery indicates that the area was subject to earthworks in the 1970s as part of suburban development, suggesting that the area has low potential to contain unrecorded Aboriginal places or objects. As such the Council considers that there are unlikely to be matters covered by the Heritage Act 2004 arising from the TPV.</p> <p>The Council advises that there are no heritage matters required to be included in the scoping document for the TPV.</p> <p>However, an Unexpected Finds Protocol should be developed for the project, which describes necessary steps to be taken should any Aboriginal places or objects be identified during construction works. A sample has been previously provided to the Education Directorate for reference.</p>	<p>Planning report required to demonstrate comments have been addressed.</p>
<p>EPSDD – Conservator of Flora and Fauna</p>	<p>The proposed site has an exotic understory and mainly planted eucalypts.</p> <p>At this stage it is not considered that there are any significant ecological constraints to the school expanding over the site. A Tree Assessment would be required to identify any trees that would require protection under the Tree Protection Act, as well as any remnant trees noting that a likely condition of expansion would be that all remnant trees are kept.</p> <p>Superb Parrots been observed in past years at the site. The birds could be feeding on eucalypt buds, flowers or lerps and probably also feed on cape weed seeds and onion weed bulbs. However, it is not considered that the area would be a significant feeding resource for this threatened parrot. Superb Parrots are mainly recorded in the Fraser area either in September – early October (prior to breeding) or post breeding in summer. Landscaping of the expanded school should consider utilising Superb Parrot food plants which are bearing the food resource at these times of higher visitation. Advice should be sought from the Conservator if and when development proceeds as to what species this landscaping should include.</p>	<p>Planning report required to demonstrate comments have been addressed.</p> <p>Proponent is to note and discuss with relevant agencies as necessary.</p>

<p>Environmental Protection Agency</p>	<p>The site will require an environmental assessment in accordance with Environment Protection Authority (EPA) endorsed guidelines to assess its suitability for its proposed use from a contamination perspective. The findings of the assessment must be reviewed and endorsed by the EPA prior to the site being used for the proposed use.</p>	<p>Planning report required to demonstrate comments have been addressed.</p> <p>Proponent to note and act on the advice.</p>
<p>Transport Canberra and City Services</p>	<p>Waste Management</p> <ul style="list-style-type: none"> • Although the 2019 Waste Code requires forward-in and forward-out manoeuvres for waste collection vehicles, reversing in and out of sites is still being approved. <u>The Planning Report should clearly state that truck reversing manoeuvres are not permitted in school zones.</u> • The Planning Report should address future developments in and around the school, truck movements and how waste collection can be achieved safely and with full compliance of the Waste Code. <p>Traffic Impact Assessment</p> <ul style="list-style-type: none"> • The proponent is requested to provide a Traffic Impact Assessment (TIA) Report to understand the likely increase in traffic movements and how these will be managed within the site and any impact on nearby road network. • Details needed are SIDRA intersection analysis for two intersections of Kerrigan street/Shakespeare Cr and Kerrigan/Tillyard Drive • TIA must also consider for the future a bus layover and potentially a parking area e.g. for an oval on weekends as well as a Park and Ride nearby. <p>Active Travel</p> <ul style="list-style-type: none"> • The cycleway in question is part of a local community route that provides a direct connection to the shops and the main community route linking to the broader network. Following the design principles articulated in MIS 05, any proposal should maintain and enhance a safe, direct and convenient walking and cycling connection to the Fraser shops and the main community route (shown in blue below) to avoid community severance. In other words, no preference which expansion option they choose, just don't sever community connections by fencing off the path. 	<p>Planning report required to demonstrate comments have been addressed</p> <p>Proponent to note and act on the advice.</p>



Vegetation and Tree Management Plan

- The site does not contain any remnant vegetation nor are there any individual exceptional quality trees; however two of the groups of trees were assessed as high quality as they provide aesthetic values and assist with connectivity for native fauna from the ACT border into the suburbs of Fraser and Charnwood. The groups identified as high quality were located on the mound west of the existing playground area and north of the centre of the proposed site. The siting of any new buildings needs to consider and be sympathetic to the retention of these trees.
- Planning Report must include a detailed Tree Assessment and Tree Management plan with any formal development application at a late stage.

EPSDD -
Strategic
Planning

The proposed location of the school is in an area that contains a large number of mature trees, which form an important landscape and amenity setting. Notwithstanding that a tree survey will be undertaken, the proponent should further consider options to expand the school to the northeast along Tillyard Drive or to the south on the oval, subject to the utilisation of the

Planning report
required to
demonstrate

	<p>oval. In this way, the large number of trees to the west of the school will not need to be removed. To offset the loss of part of the oval or open space to the northeast, consideration should be given to either establish a community recreation irrigated park (CRIP) in the immediate area or expanding the adjacent playground. In this way the local community will be provided with a higher amenity recreation space and improved active travel connections than what appears currently.</p> <p>An alternative location for the school's expansion, would still need to be assessed including through traffic assessment, active travel, CPTED, and bushfire.</p>	comments have been addressed.
Emergency Services Agency	<p><u>Water Supplies:</u> <u>Large installations</u> are classified as Fire Risk type F4. The proponents must seek clarification from Icon Water to determine the adequacy of existing infrastructure, including hydrant spacing, for the proposed expansion of the school site.</p> <p><u>Bushfire Protection Requirements:</u> <u>Bushfire Threat Assessment and Compliance Report:</u> The development is located inside the area declared by the ESA as the Bushfire Prone Area. Schools are considered as Sensitive-use developments, as per the Strategic Bushfire management plan 2019 version 4 (p61) and require application of appropriate bushfire protection measures. Assessment of the proposal by an accredited Bushfire Consultant is required application to demonstrate an appropriate level of protection relative to the hazard is provided.</p> <p><u>ACTF&R Access Requirements for New Estate Development:</u> The internal and perimeter roads of the development must be designed to allow access for ACTF&R Compressed Air Foam System (CAFS) 8000 fire appliances. ACTF&R CAFS appliances are specifically designed for the urban interface however can be used as a multi-functional vehicle.</p>	<p>Proponent is to note and discuss with relevant agencies as necessary.</p> <p>Planning report required to demonstrate comments have been addressed.</p>
EPSDD - Infrastructure Planning	A site assessment should be undertaken, as is usual, that would cover (among other things) traffic impact, access options, drainage, site servicing (water, sewer, energy, telecommunications), tree survey and other environmental values on site.	Planning report required to demonstrate comments have been addressed.
ACT Health - Strategic Infrastructure	We note that the Education Directorate indicates that <i>“Upon receipt of the Scope we will engage a consultant to undertake due diligence to support the proposal, including assessment of existing trees, ecological considerations, bushfire risk, traffic impact assessments and other likely impacts on the community. It will also confirm the proposed boundary to best meet the operational needs of the school.”</i>	Planning report required to demonstrate comments have

	<p>Due to the large area of the proposed site, there may be opportunity during the boundary identification process to identify a suitable area for a potential future co-location of a health centre/community centre. This would support what we understand to be a shortage of suitable land, and suitably zoned land, for such facilities.</p>	<p>been addressed.</p>
<p>EPSDD – Deed Management</p>	<p>The proponent should demonstrate that utility services can adequately service an expanded school area. This includes access for emergency vehicles and fire hydrant capacity etc.</p> <p>The proponent should investigate if the road reserve of Shakespeare crescent is sufficient to support the rezoning. This presumes that there will be enhanced use of this road for buses, drop offs and parking. If on street or off street parking is proposed, this should be considered. A change to the zone may not be necessary, however a new block with sufficient setbacks to accommodate these requirements could be proposed as a potential solution. Planning controls may also be useful to identify access to and from the new expanded school (either permitting or prohibiting access as necessary).</p> <p>There is an existing 1050 dia SW line through the middle of the area servicing the surrounding residential area. The proponent will need to look at how this may affect the schools expansion if it remains or if a relocation is feasible and may provide a better built form in the future.</p> <p>Traffic impacts on the external road network for an expanded school and increase in proposed number of students should also be examined. Opportunities and constraints for increased active travel in the local area traffic management should also be investigated as part of the rezoning request.</p>	<p>Discuss with relevant agencies as required. Planning report required to demonstrate comments have been addressed.</p>
<p>CMTEDD - Policy and Cabinet Division</p>	<p>The planning report should address how the additional school buildings and facilities will achieve best practice sustainable design, including in relation to urban heat mitigation and green/living infrastructure. In doing so, the planning report should discuss how development of the new facilities will align with the ACT Climate Change Strategy 2019-2025 and Canberra’s Living Infrastructure Plan.</p> <p>The planning report should address any heritage and environmental issues that are relevant to the site; in particular, whether trees will need to be removed and how this will be compensated for. The planning report should address any negative impacts on surrounding development and how they will mitigated; for example, noise and solar access, particularly since the new school buildings and facilities will be closer to residential developments than the existing site.</p> <p>The planning report should address the impacts of expanding the school on traffic in the area and how this will be managed.</p>	<p>Planning report required to demonstrate comments have been addressed.</p>

EPSDD – Climate Change and Sustainability	<p>It is requested that the scoping report include a requirement for the planning report to include the following:</p> <ul style="list-style-type: none"> • Urban heat and microclimate considerations: <i>Canberra’s Living Infrastructure Plan: Cooling the City</i> (The Plan) builds on the ACT Government’s commitments under the ACT Planning Strategy 2018 to make Canberra a sustainable, liveable and resilient city into the future. The Plan seeks to reduce the urban heat island effect by integrating living infrastructure, such as trees, wetlands and vegetation into urban planning, design and development. The Plan includes actions to achieve 30% canopy cover (or equivalent) and 30% permeable surfaces across Canberra’s urban footprint by 2045. The planning report should demonstrate how the proposed land use change will support the objectives and actions of the Plan. 	Planning report required to demonstrate the Living infrastructure Plan is addressed and relevant living infrastructure measures are incorporated and detailed.
Evoenergy	<p>Evoenergy do support the proposed Territory Plan Variation – B6 S64 Fraser for increasing the proposed area for Fraser School at B2 S40. However, would like to highlight that the existing electricity network supply may not be able to cope with the proposed additional demands and hence, the proponent must allow for the space for new pad mount substation within the amended block boundary. The substation siting must comply with Evoenergy substation siting guide and other relevant separation and clearance and earthing requirements. Proponent to lodge Preliminary network connection advice application prior to any development/construction activities for supply upgrade work.</p>	Proponent to note and act on the advice.
Icon Water	<p>There is an existing DN150 sewer main running through proposed part block 6. Based on the final block and building design, relocation of sewer main may be required. Once the development is finalised (number of additional students and staff), Icon Water will need to model the network to determine the capacity. This may require upgrade of the network. Water and Sewer Capital Contribution Charge will be required for increase in Equivalent Population.</p>	Proponent is to note and discuss with relevant agencies.

Education Directorate

To: Minister for Education and Youth Affairs Tracking No.: FILE2021 / 4647

Date: 27/09/2021

CC: Deputy Director-General; EGM School Improvement

From: Director-General

Subject: Community Engagement for Fraser Primary School Territory Plan Variation

Critical Date: 01/10/2021

Critical Reason: To finalise planning for engagement with the community in late 2021

- DDGSPR .../.../...

Recommendations

That you:

1. Note the work carried out to date to investigate the expansion of land for Fraser Primary School;

Noted / Please Discuss

2. Agree to the Education Directorate proceeding with community engagement regarding the expansion of land and Draft Territory Plan Variation for Fraser Primary School.

Agreed / Not Agreed / Please Discuss

Yvette Berry MLA

...../...../.....

Minister's Office Feedback

Background

1. Enrolments and Planning Branch has commenced the planning process to expand the site area of Fraser Primary School. The school currently has a compact site area of 2.6 hectares with several Modular Learning Centres (transportables) on site to accommodate enrolment growth.
2. The [REDACTED] wrote to you on 22 June 2020 seeking support for expansion of school facilities and land.
3. On 17 August 2020 you agreed that infrastructure investment options for the Belconnen area continue to be explored, including progressing a boundary change at Fraser Primary and associated Territory Plan Variation process (DOC2020/24094).
4. Enrolments and Planning considered the potential for the site expansion to the north-west, south and north-east of the school site. Initial investigations were focused on an expansion to the west, however due to high ecological and landscape values in this area, the site expansion is now focused on the area to the north-east of the school. A summary of the current investigation area is at Attachment A.

Issues

5. The following table shows Fraser Primary's enrolment forecast to 2030

	2022	2023	2024	2025	2026	2027	2028	2029	2030
Enrolments	537	547	548	543	544	534	548	573	603
Capacity	600	600	600	600	600	600	600	600	600
Utilisation	90%	91%	91%	91%	91%	89%	91%	96%	101%

6. Transportables have been delivered at Fraser PS in response to strong enrolment growth in recent years.
7. An additional transportable is being installed at the school in 2022 which will create additional learning spaces to enable a small group unit to be accommodated in the main school building.
8. Importantly, transportables have provided additional learning spaces although this has significantly reduced the overall recreation and outdoor learning and play space within the school grounds.
9. A boundary expansion into the surrounding open space could substantially increase the site area to enable expansion of the outdoor learning and play space on the school grounds to support student access, learning, open and play space.
10. An expansion may also provide opportunity for permanent expansion of facilities and capacity, noting this would be subject to future ACT Government decision making.

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11. Following the proposed TPV, the total available area at Fraser Primary School will increase from 2.6 hectares to 4.9 hectares. The average total area for ACT primary schools is 4.0 hectares.
12. Ahead of any investment in permanent infrastructure, expansion of the school grounds will significantly improve the ability for the school to enable greater student access to outdoor play space, as well to flexibly manage car parking to reduce the impact of school generated traffic on surrounding residents.
13. The Directorate has initiated a Territory Plan Variation (TPV) process and is preparing the required Planning Report that will support a Draft TPV. Initial engagement with the school and local community will inform the preparation of the Planning Report and allow feedback to be incorporated into the process.

Financial Implications

14. The Directorate has engaged consultants through existing ICW appropriation.
15. It is understood progressing a future permanent expansion and modernisation of Fraser Primary School has not been funded through the recent New and Expanded Schools 2021-22 ACT Budget Business Case.
16. Funding to support expansion and modernisation will be sought through the 2022-23 ACT Budget process.

ConsultationInternal

17. The Directorate has worked closely with the school Principal and Business Manager and have been consulted throughout the planning for the TPV.
18. Enrolments and Planning Branch; Infrastructure and Capital Works Branch; Communications & Engagement Branch.

Cross Directorate

19. Enrolments and Planning have engaged with Environment Planning and Sustainable Development Directorate to progress the Draft TPV process.

External

20. Enrolments and Planning has engaged consultants to prepare the site investigation reports required to support the Territory Plan Variation, including the Planning report, Community Engagement Strategy, Traffic Assessment, Tree Assessment, Bushfire Risk Assessment, Ecology assessments and Contamination report.

Work Health and Safety

21. Noting current COVID-19 restrictions, engagement will be informed by the ACTPS Work Health and Safety Response to COVID-19 guide with a range of activities can be

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conducted online, such as presenting to Belconnen Community Council remotely by video.

Benefits/Sensitivities

22. There is interest from the school and wider community about future permanent expansion of the school's facilities, including temporary and permanent learning spaces, outdoor play areas and carparking.
23. Consideration has been given to potential medium-term modernisation and permanent expansion options at the school.
24. Engagement with the school community will need to be clear with regards to the limited scope of this TPV land expansion alongside continuing investigation for future (longer-term) potential expansion options.

Communications, media and engagement implications

25. Subject to your agreement, engagement is planned in late 2021 and early 2022 to draw community feedback about the expansion of the school boundary to inform the Planning Report supporting the TPV.
26. A draft Community Engagement Strategy has been prepared to support these activities at Attachment B.
27. The draft Community Engagement Strategy identifies a number of key stakeholders including the school Board and P&C, Fraser residents including those adjacent to the school, local centre owners and tenants and the Belconnen Community Council.
28. A statutory consultation process, led by EPSDD, will be required on the Draft TPV.

Signatory Name: Katy Haire

Action Officer: Vanessa Attridge

Phone: 53502

Attachments

Attachment	Title
Attachment A	Summary of site investigation – Fraser Primary expansion
Attachment B	Fraser Primary School Territory Plan Variation Draft Proposed Community Engagement Strategy

Attachment A Summary of Investigated Areas

Fraser Primary School potential site expansion

Investigations undertaken by the Enrolments and Planning, Education Directorate and consultants have assessed part of Block 6 Section 64 Fraser as being the most suitable area for the proposed expansion of the Fraser Primary School Site (Figure 1). This land is zoned NUZ3 Hills Ridges and Buffers and would require a Territory Plan Variation to accommodate an expansion of the school's facilities.

Prior to the area to the northeast of the school being determined most suitable, expansion to the west and south of the school site were both considered. Preliminary site investigations were subsequently undertaken on all of these areas.

The Fraser School Expansion Preliminary Biodiversity Assessment, prepared by WSP, identified that habitat for the Suburb Parrot was located to the west of the site. This site also contains native vegetation. Given the presence of Superb Parrot habitat it was determined that an expansion to the West would not be suitable.

To the South of the existing school site is a sports field and public pathway which is managed by TCCS. This public pathway is the main pedestrian thoroughfare through the suburb to the adjacent local centre and an underpass for Tillyard Drive. Given the existing facilities in this area it was determined that an expansion to the South would not be pursued.



Figure 1: Part of Block 6, Section 64 to the north of the Fraser Primary School site that the Education Directorate is seeking to rezone to enable the expansion of the Fraser Primary School Site.



Attachment A
Summary of Investigated Areas

Figure 2: Context map of the surrounding Fraser suburb and areas under consideration



-  Existing Fraser Primary School site
-  Proposed expansion area for consideration

28/10/2021

WSP Australia

Level 1, 121 Marcus Clarke St Canberra ACT 2610

Attention:

REF: Purchase Order No. 10169_110

Contract Name:	Preparation of a planning report and associated consultation to support a Territory Plan Variation to rezone part Block 6 Section 64 Fraser from Hills, Ridges and Buffer (NUZ3) to Community Facilities Zone (CFZ).
Contract Number:	10169_110

AGREEMENT TO VARY CONTRACT

Dear

We write in relation to the contract for the Preparation of a Planning Report to support the Territory Plan Variation to rezone part Block 6 Section 64 Fraser from Hills, Ridges and Buffer (NUZ3) to Community Facilities Zone (CFZ) between the AUSTRALIAN CAPITAL TERRITORY, represented by the Education Directorate and WSP Australia Pty Ltd, ABN 80 078 004 798, dated 23/02/21.

Clause 11 of the Contract allows the parties to vary the Contract by the written agreement of the parties prior to the expiration of the Contract.

The Territory proposes to vary the Contract, with the variation taking effect from 01/11/21.

The variation is as set out below.

Variation/s:

The scope of works will be changed to add:

1. VERIS Site Survey (expansion area) + contract management, \$7152 + GST, 3/9/21:

- Commission and execution of a detail survey by Veris. The survey will confirm:
 - Site contours 0.25m;
 - Existing block boundaries, dimensions and easements;
 - Stromlo projection will be used with AHD;
 - Lip and back of kerbs on surrounding verges, driveway, paths, etc;
 - Building outline, floor levels at ground floor only;
 - All above ground features; change of grades, service pits, street lighting, etc;
 - Sewer and stormwater pits, pipe inverts, size and directional arrows;
 - Trees: geometric canopies showing spread, height and trunk diameter;
 - Overhead powerlines and communication lines on and to the subject site;
 - Full 3D DTM and 2D AutoCAD files with an accompanied PDF;
 - Signed by a registered surveyor

- Management of the contract with the sub-consultant (Veris) by the consultant (WSP) will include:
 - Telephone/email liaison with Veris as required in relation to the site survey;
 - Receipt, review and comment on draft site survey;
 - Receipt, review and distribution of final survey; and
 - Administrative tasks associated with contract establishment and managing invoices/accounts.

2. Contract timeline extension and variation to engagement process, \$7370 + GST, 11/10/21.

- Additional work for consultation and extending the timeline for lodging a TPV with EPSDD includes:
 - Telephone and email liaison with project team post 18 December 2021 regarding the TPV and draft planning report (Assumes 10 hours of liaison in the New Year to resolve issues related to the draft report/any amendment to the Scoping Document prior to submission with EPSDD);
 - Preparation of written material in relation to the TPV with specific messaging regarding procedural and time-frame considerations given amendments to timeframe/program;
 - Preparation of request for extension of time to provide Planning Report following discussions with EPSDD;
 - Receipt/review/distribution of any amended/updated Scoping Document in the New Year;
 - Telephone and email liaison with sub-consultants/specialists regarding amended program in the New Year (2022) and any amendments required to their scope/reports as per EPSDD Scoping Document (as amended/confirmed in 2022);
 - Preparation for and attendance at up to two (2) meetings in the New Year (2022) with stakeholders; and
 - Incorporation of updates to Planning Report in the New Year following feedback from EPSDD regarding variation to process/timeframe and outcomes of new engagement strategy.
 - A Preliminary Site Investigation (PSI), including:
 - A site setting desktop review
 - A site history material review, including actual or potential contamination.

In order for these amendment/s to take effect, please indicate your agreement by signing and returning a scanned copy of this letter to the Territory by no later than 01/11/21 at the following email address:

Liz.klein@act.gov.au

Upon executing the letter, the Territory will promptly return a fully executed copy to you.

Please note that there will be no legally enforceable change in relationship between the parties or additional payments made until the execution of this letter by a duly authorised officer of the Territory. Please also note that the party who signs the letter last is the party that dates the letter; **do not** date the letter when signing.

If you have any queries in relation to this variation please contact your Territory Contract Manager.

Yours sincerely

Territory Contract Manager

Date

The Contractor agrees to the variation/s described in this letter:

SIGNED for and on the behalf of WSP Australia Pty Ltd, ABN 80 078 004 798

Signature of director/authorised officer/individual

Print name

in the presence of:

Signature of director/secretary/witness

Signature of second authorised officer*

Print name

Print name and position

SIGNED AS A CONTRACT ON.....

SIGNED for on behalf of the AUSTRALIAN CAPITAL TERRITORY

Signature of Territory delegate

in the presence of:

Print name

Signature of witness

Print name

28/10/2021

WSP Australia

Level 1, 121 Marcus Clarke St Canberra ACT 2610

Attention:

REF: Purchase Order No. 10169_110

Contract Name:	Preparation of a planning report and associated consultation to support a Territory Plan Variation to rezone part Block 6 Section 64 Fraser from Hills, Ridges and Buffer (NUZ3) to Community Facilities Zone (CFZ).
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The variation is as set out below.

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 - Stromlo projection will be used with AHD;
 - Lip and back of kerbs on surrounding verges, driveway, paths, etc;
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 - Sewer and stormwater pits, pipe inverts, size and directional arrows;
 - Trees: geometric canopies showing spread, height and trunk diameter;
 - Overhead powerlines and communication lines on and to the subject site;
 - Full 3D DTM and 2D AutoCAD files with an accompanied PDF;
 - Signed by a registered surveyor

- Management of the contract with the sub-consultant (Veris) by the consultant (WSP) will include:
 - Telephone/email liaison with Veris as required in relation to the site survey;
 - Receipt, review and comment on draft site survey;
 - Receipt, review and distribution of final survey; and
 - Administrative tasks associated with contract establishment and managing invoices/accounts.
2. **Contract timeline extension and variation to engagement process, [REDACTED] GST, 11/10/21.**
- Additional work for consultation and extending the timeline for lodging a TPV with EPSDD includes:
 - Telephone and email liaison with project team post 18 December 2021 regarding the TPV and draft planning report (Assumes 10 hours of liaison in the New Year to resolve issues related to the draft report/any amendment to the Scoping Document prior to submission with EPSDD);
 - Preparation of written material in relation to the TPV with specific messaging regarding procedural and time-frame considerations given amendments to timeframe/program;
 - Preparation of request for extension of time to provide Planning Report following discussions with EPSDD;
 - Receipt/review/distribution of any amended/updated Scoping Document in the New Year;
 - Telephone and email liaison with sub-consultants/specialists regarding amended program in the New Year (2022) and any amendments required to their scope/reports as per EPSDD Scoping Document (as amended/confirmed in 2022);
 - Preparation for and attendance at up to two (2) meetings in the New Year (2022) with stakeholders; and
 - Incorporation of updates to Planning Report in the New Year following feedback from EPSDD regarding variation to process/timeframe and outcomes of new engagement strategy.
 - ~~○ A Preliminary Site Investigation (PSI), including:~~
 - ~~○ A site setting desktop review~~
 - ~~○ A site history material review, including actual or potential contamination.~~

In order for these amendment/s to take effect, please indicate your agreement by signing and returning a scanned copy of this letter to the Territory by no later than 01/11/21 at the following email address:

Liz.klein@act.gov.au

Upon executing the letter, the Territory will promptly return a fully executed copy to you.

Please note that there will be no legally enforceable change in relationship between the parties or additional payments made until the execution of this letter by a duly authorised officer of the Territory. Please also note that the party who signs the letter last is the party that dates the letter; **do not** date the letter when signing.

If you have any queries in relation to this variation please contact your Territory Contract Manager.

Yours sincerely

Territory Contract Manager

Date

The Contractor agrees to the variation/s described in this letter:

SIGNED for and on the behalf of WSP Australia Pty Ltd, ABN 80 078 004 798

[Redacted signature area]

Signature of director/authorised officer/individual

[Redacted name area]

Print name

in the presence of:

[Redacted signature area]

Signature of director/secretary/witness

[Redacted name area]

Print name

[Redacted signature area]

Signature of second authorised officer*

[Redacted name area]

Print name and position

SIGNED AS A CONTRACT ON.....

SIGNED for on behalf of the AUSTRALIAN CAPITAL TERRITORY

in the presence of:

Signature of Territory delegate

Print name

Signature of witness

Print name

[REDACTED]
c/- Fraser Primary School
177 Tillyard Dr
Fraser ACT 2615

Attention:

Minister Yvette Berry

Jane Simmons- Deputy Director-General, ACT Education Directorate

RE: FRASER PRIMARY – BUILDING PROGRESS

As [REDACTED], we are following up on our correspondence of 16 June 2021.

[REDACTED]

As previously noted, we understand that the long-term plan for the school is to extend the fence on the north-western side of the school and add permanent structures. We welcome this plan and would like to request an indication of the when this will be actioned, this will help to support our communication with the [REDACTED] community.

We had hoped that progress would have occurred to move the boundary fence to the North to accommodate the incredible growth in student numbers, growth that far exceeds the ACT Government's standard rates of growth. Could we please raise this with you for consideration and action.

The Fraser parent community has significant concerns around the school's capacity to meet students' needs in terms of learning spaces and green spaces. Growth continues within the school's catchment area and there is growing concern from families that the current buildings will not serve the school in the immediate future.

We are greatly aware of the endangered wildlife in the green spaces around Fraser Primary School and the need to monitor this when considering future builds. Could we please alert you to the need to monitor the breeding cycle of Golden Sun Moth, we believe that the breeding season is now. Monitoring this now and the location of the moths would mean that any new buildings could be built to complement rather than compete with the land required.

We would like to see Fraser Primary as instrumental in supporting the lifecycle of the Golden Sun Moth and protecting their species. Our commitment is to ensure that our school grounds complements the breeding spaces and our students have strong understanding of the importance of the environment around them.

Thank you for your consideration of this important matter. If you would like any further information or clarification or to meet with us as COVID restrictions allow, please contact [REDACTED]

Thank you in anticipation for progressing these matters for the Fraser Primary Community,

[REDACTED]

[REDACTED]

24 November 2021

Our ref: PS124049-LTR-EXTTPV

Your ref: Fraser, Section 64, part Block 6

1 December 2021

Sonya Moser
ACT Government
Via Email: sonya.moser@act.gov.au

Dear Ms Moser

Request for an extension of time to respond to Scoping Document associated with Fraser Primary School TPV

We continue to act on behalf of the Education Directorate in relation to the above.

The Scope for Planning Report issued by EPSDD on 18 December 2020 requires submission of the draft Planning Report by 18 December 2021.

To date, our client has engaged a range of specialist consultants in order to respond to the specific matters of consideration in the Scope for a Planning Report. This includes significant investment in matters such as an ecology site assessment, a potential for contaminated land review, a transport impact assessment, and review of bushfire mitigation measures etc.

Targeted stakeholder engagement prior to submission of the draft Planning Report had been scheduled for mid-late 2021 following completion of the above-referenced specialist studies.

Unfortunately, the ACT's lockdown during August – October 2021 has prevented the progression of targeted stakeholder engagement activities within the prescribed time. Given that the proposed TPV relates to a primary school (Fraser Primary School) it is the Education Directorate's preference to undertake targeted community engagement with the school community in person in the New Year. This will enable a range of written (newsletter) and information sessions (such as walk in/drop in) to provide the school community (and broader community) with ample opportunity to discuss the proposal.

In this respect, we understand that our client met with yourself and Alix Kaucz on 5 October 2021 where it was discussed and agreed that an extension of time would be appropriate in this case. A request for an additional twelve (12) months is therefore respectfully requested. The new submission date for the draft Planning Report would therefore fall on 18 December 2022.

We also understand that specialist inputs obtained by the Education Directorate in support of the proposed TPV in 2021 will remain current for the purpose of EPSDD's consideration of the proposal in 2022.

Level 2, 121 Marcus Clarke Street
Canberra ACT 2601
PO Box 1551
Canberra ACT 2600

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Fax: +61 2 6201 9666
www.wsp.com

WSP acknowledges that every project we work on takes place on First Peoples lands.
We recognise Aboriginal and Torres Strait Islander Peoples as the first scientists and engineers and pay our respects to Elders past and present.

Should you wish to discuss further please do not hesitate to contact the undersigned.

Yours sincerely



**ACT**
GovernmentEnvironment, Planning and
Sustainable Development

Obj A32150395

[REDACTED]
[REDACTED]
WSP

PO Box 1551

CANBERRA ACT 2600

By email: [REDACTED]@wsp.com

Dear [REDACTED]

**Scoping for a possible Territory Plan Variation – Fraser Section 64
part Block 6**

I refer to your letter of 1 December 2021 requesting an extension of the scope that was issued on 18 December 2020 for a planning report to support a Territory Plan Variation.

The Territory Plan team confirmed with the Education Directorate that WSP is acting on its behalf in seeking an extension to the scope for a planning report in support of a draft variation for the Fraser Primary School. It is understood that consultation activities were delayed by the COVID-19 shutdown and that there is intention to recommence these activities in 2022.

You have also sought confirmation that specialist inputs obtained by the Education Directorate in 2021 will remain current. While this is likely the case, it will depend on the views of relevant Government agencies as to whether these documents remain appropriate.

An extension of 12 months until **Friday 16 December 2022** is granted. As you would be aware the Environment Planning and Sustainable Development Directorate is undertaking regulatory review and reform of the ACT Planning System and if it is decided to progress with a variation to the Territory Plan, its progression will need to be considered in light of this reform program.

If you have any queries in relation to this matter, please contact me by telephone on 6205 0864 or by email at alix.kaucz@act.gov.au.

Yours sincerely

Alix Kaucz
Senior Director
Territory Plan

7 December 2021

Copy to: Tom Percival, Education Directorate
Email: Tom.Percival@act.gov.au

From: [Ayyar-Biddle, Aarthi](#)
To: [Klein, Liz](#)
Subject: FW: WSP Invoice - Fraser School
Date: Monday, 17 January 2022 1:58:24 PM
Attachments: [image001.png](#)
[202112_PS124049_64106141.PDF](#)

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Hi Liz,

Please find WSP's latest invoice attached – it is primarily to cover the preparation of the site survey report. I am satisfied that the work invoiced has been completed as per the contract.

Kind Regards,
Aarthi

Aarthi Ayyar-Biddle | Assistant Director, Schools Planning
02 6207 4673 | arthi.ayyar-biddle@act.gov.au
System Policy and Reform Division | Education | ACT Government
GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

From: [REDACTED]@wsp.com>
Sent: Thursday, 23 December 2021 1:49 PM
To: Ayyar-Biddle, Aarthi <Aarthi.Ayyar-Biddle@act.gov.au>
Cc: Klein, Liz <Liz.Klein@act.gov.au>
Subject: WSP Invoice - Fraser School

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.

Hi Aarthi,

Hope you're having a nice afternoon.

Please find attached a copy of WSP's invoice for the:

- Preparation of the survey (prepared by Veris); and
- Preparation/lodgement of request for extension of time to prepare the TPV.

Enjoy the break over the festive season. Look forward to catching up in the New Year.

Cheers,
[REDACTED]



[REDACTED]
[REDACTED]
[REDACTED]@wsp.com
WSP Australia Pty Limited
Level 2, 121 Marcus Clarke Street
Canberra, ACT, 2601
Australia
wsp.com/au

WSP acknowledges that every project we work on takes place on First Peoples lands. We recognise Aboriginal and Torres Strait Islander Peoples as the first scientists and engineers and pay our respects to Elders past and present.

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TAX INVOICE

WSP Australia Pty Limited
 Level 27, 680 George Street
 Sydney NSW 2000
 ABN 80 078 004 798
 P: 61 2 9272 5100
 F: 61 2 9272 5578
 www.wsp.com

Invoice Date: 23-Dec-2021
 Invoice Number: 64106141
 Project Number: PS124049

Department Of Education And Training (ACT)
 GPO Box 158
 Canberra ACT 2601

Invoice Currency: AUD
 Project Manager: [REDACTED]
 Project Administrator: [REDACTED]

Attention to: Liz Klein
 Email: liz.klein@act.gov.au
 Client Reference: Purchase Order No: 101169.110

Project Name: Fraser Primary School Planning Study
 Service Provided Through 24-Dec-2021
 FOR PROFESSIONAL SERVICES

Details	Approved Fee	Percent Invoiced to Date	Invoiced to Date Incl. this Invoice	Previously Invoiced to Date	This Invoice
Planning Report Variation 3: Stakeholder Engagement Variation 2: Site Survey + Expansion Area	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]
Subtotals:	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]
GST:			[REDACTED]	[REDACTED]	[REDACTED]
Totals:			[REDACTED]	[REDACTED]	[REDACTED]

Sub-Totals: [REDACTED]
GST: [REDACTED]
Totals: [REDACTED]

Current Amount Due This Invoice: [REDACTED]
Due Date: 22-Jan-2022

Construction Statement: This is a payment claim under the Building and Construction Industry (Security of Payment Act) 2009
 Any queries relating to the work delivered by this invoice or the fees claimed must be made in writing within 14 days.

Send Remittance to:
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Education Directorate

To:	Minister for Education and Youth Affairs	Tracking No.: FILE2021/6240
Date:	10/02/2022	
CC:		
From:	Director-General	
Subject:	Meeting with members of Fraser Primary School Board and P&C on 10 March 2022	
Critical Date:	24/02/2022	
Critical Reason:	To provide you with advice prior to meeting with members of the Fraser Primary School Board and P&C	

Recommendations

That you:

1. Note the information in this brief, the letter from the Fraser Primary School Board and P&C at Attachment A and the draft Community Engagement Strategy at Attachment B.

Noted / Please Discuss

Yvette Berry MLA/...../.....

Minister's Office Feedback

Background

1. On 24 Nov 2021 the Chair of the Fraser Primary School Board and President of the Fraser Primary School P&C Association wrote to you requesting to follow-up on previous correspondence regarding the school's concerns for its capacity to meet students' needs in terms of learning spaces and green spaces.
2. The Chair of the Fraser Primary School Board wrote to you on 22 June 2020 seeking support for expansion of school facilities and land.
3. On 17 August 2020 you agreed that infrastructure investment options for the Belconnen area continue to be explored, including progressing a boundary change at Fraser Primary and associated Territory Plan Variation process (DOC2020/24094).
4. The New and Expanded Schools Business Case put forward through the 2021-22 ACT Budget sought investment to plan for a permanent expansion at Fraser Primary School however this element did not receive funding or agreement through the Budget.
5. On 16 June 2021 the Chair of Fraser Primary School and President of the Fraser Primary School P&C wrote to you [REDACTED]. This letter also reiterated the school community's request for an extension of the school site and for this to occur as early as practicable.
6. [REDACTED]

Issues

7. The school currently has a compact site area of 2.6 hectares with several Modular Learning Centres (transportables) on site.
8. This includes at least one transportable which is currently outside of the land boundary for the school.
9. While at this stage a decision has not been made by Government to expand the school infrastructure, expanding the land boundaries of the school will provide some additional open green space and mean transportables are located within the school's boundary.
10. Enrolments and Planning Branch is continuing planning for the expansion of the site area of Fraser Primary School via rezoning of adjoining urban open space through a Territory Plan Variation (TPV).
11. The TPV will expand land to around 4.8ha which includes land to the northeast of the school currently zoned as urban open space.
12. In 2021 the Directorate engaged consultants to carry out site investigations relating to traffic, ecological considerations, trees, bushfire risk assessment and a site survey to support the application for a TPV.

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13. On 21 October 2021 you agreed to the Education Directorate proceeding with community engagement regarding the expansion of land and draft Territory Plan Variation for Fraser Primary School (FILE2021/4647).
14. Engagement is planned during the first half of 2022 and includes consultation with the school executive, P&C Association and Board, local residents and community organisations. The Draft Community Engagement Strategy is at Attachment B.
15. The School P&C and Board have expressed concern for endangered species in the green spaces around the school and see the school as having a role in supporting the lifecycle of the Golden Sun Moth.
16. Any future works on site would need to accommodate preservation of significant ecological artefacts present on site, including Superb Parrot habitat and the Golden Sun Moth.
17. Enrolment growth for the Belconnen region is forecast to continue.
18. The ACT Infrastructure Plan (2019) foreshadows a new primary school in central Belconnen.
19. Work is underway by EDU to plan for potential delivery options for a new PS (or equivalent 600 place capacity which could be delivered through several permanent expansions). This would be subject to a future investment decision by Government.

Financial Implications

20. The Directorate is preparing a 2022-23 Omnibus Business Case which includes a request for funding for community consultation and masterplanning for a possible future permanent expansion and modernisation of facilities at Fraser Primary and construction funding for around 2023-24.

21.

22. The cost of the TPV work undertaken to date has been met by internal ICW resources.

ConsultationInternal

23. The Directorate has worked closely with the school Principal and Business Manager who have been consulted throughout planning for the TPV.
24. Enrolments and Planning Branch; Infrastructure and Capital Works Branch; Communications, Engagement and Government Support Branch; Director of School Improvement Belconnen.

Cross Directorate

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25. Enrolments and Planning have engaged with Environment Planning and Sustainable Development Directorate to progress the Draft TPV process.

External

26. Enrolments and Planning has engaged consultants to prepare the site investigation reports required to support the Territory Plan Variation, including the Planning report, Community Engagement Strategy, Traffic Assessment, Tree Assessment, Bushfire Risk Assessment, Ecology assessments and Contamination report.

Work Health and Safety

27. Noting current COVID-19 restrictions, engagement will be informed by the ACTPS Work Health and Safety Response to COVID-19 guide with a range of activities conducted online, such as presenting to the Belconnen Community Council remotely.

Benefits/Sensitivities

28. There is ongoing interest from the school and wider community about potential future permanent expansion of the school's facilities, including temporary and permanent learning spaces, outdoor play areas and carparking.
29. Consideration has been given to potential medium-term modernisation and permanent expansion options at the school.
30. Engagement with the school community will need to be clear with regards to the limited scope of this TPV land expansion alongside continuing investigation for future (longer-term) potential expansion options.

Communications, media and engagement implications

31. Community engagement in early 2022 will draw community feedback about the expansion of the school boundary to inform the Planning Report to the TPV application.
32. A statutory consultation process, led by EPSDD, will be required on the Draft TPV.

Signatory Name: Katy Haire Phone: 59139
 Action Officer: Vanessa Attridge Phone: 53502

Attachments

Attachment	Title
A	Letter from [REDACTED], 24 Nov 2021
B	Fraser Primary School Territory Plan Variation Draft Proposed Community Engagement Strategy

From: [Butler, Erin](#)
To: [Klein, Liz](#)
Subject: Fraser Primary
Date: Tuesday, 8 March 2022 10:30:00 AM
Attachments: [Fraser Project update Jan 2022.docx](#)
[Attachment B - DRAFT Fraser Primary TPV Community Engagement Strategy.PDF](#)
[SIGNED BRIEF - Community Engagement Fraser PS.PDF](#)

OFFICIAL

Hi Liz,

A few docs and points for our meeting about Fraser with WSP on Friday.

I had a look over the minutes from the February EGC planning sub committee meeting and it doesn't look like the paper for noting went up at the meeting. There is currently a copy of it in the drafts folder within the 15 Feb folder.

TPV & Planning Report

The initial deadline for the planning report to support a TPV was 18 Dec 2021. EPSDD has granted a formal extension of 12 months to Friday 16 December 2022.

Community Engagement

On 21 October 2021 the Minister agreed for the Education Directorate to proceed with community engagement regarding the expansion of land and draft Territory Plan Variation for Fraser Primary School (FILE2021/4647) – community engagement strategy attached.

Engagement is planned during the first half of 2022 and includes consultation with the school executive, P&C Association and Board, local residents and community organisations.

Engagement with the school community will need to be clear with regards to the limited scope of this TPV land expansion alongside continuing investigation for future (longer-term) potential expansion options.

Other

In November 2021 the [REDACTED] write to Minister Berry reiterating the school's concerns around capacity and population growth in the school's catchment.

The Minister is scheduled to meet with these representatives on 10 March 2022.

-

Issues

The Directorate is preparing a 2022-23 Business Case which includes a request for funding for community consultation and master planning for a possible future permanent expansion of facilities at Fraser Primary and construction funding for around 2023-24.

The cost of the TPV work undertaken to date has been met by internal ICW resources.

Thanks,
Erin

Erin Butler | Project Support Officer, Schools Planning
erin.butler@act.gov.au
System Policy and Reform Division | Education | ACT Government
GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

Fraser Primary site expansion – Project status update 21/01/22**Summary**

Enrolments and Planning Branch has commenced the planning process to expand the site area of Fraser Primary School. The school currently has a compact site area of 2.6 hectares with several Modular Learning Centres (transportables) on site to accommodate enrolment growth.

The [REDACTED] wrote to the Minister for Education on 22 June 2020 seeking support for expansion of school facilities and land. On 17 August 2020 the Minister agreed that infrastructure investment options for the Belconnen area continue to be explored, including progressing a boundary change at Fraser Primary and associated Territory Plan Variation process (DOC2020/24094).

Enrolments and Planning considered the potential for the site expansion to the north-west, south and north-east of the school site. Initial investigations were focused on an expansion to the west, however due to high ecological and landscape values in this area, the site expansion is now focused on the area to the north-east of the school.

The initial deadline for the planning report to support a TPV was 18 Dec 2021. EPSDD has granted a formal extension of 12 months to Friday 16 December 2022.

Studies completed to date (Planning consultant, other site investigation studies)

Study / Report	Consultant	Date received	Comments / Key Findings
Planning Report	WSP	30/09/21	Draft status – awaiting EDU input
Consultation Strategy	WSP	30/09/21	Draft status – awaiting feedback from EGCPSC re timeline for community consultation
Ecology Report	WSP	28/04/21	Findings: <ul style="list-style-type: none"> - An expansion by the school into the proposed area would be appropriate subject to investigation into the presence of Superb Parrots and their habitat within the subject land. - The majority of the study area consists of grassland. Native amenity planting occurs along the north eastern boundary of the site. These trees are small and no hollows were recorded. These trees do however, provide habitat for common species of bird and a visual buffer to the residential development. - The majority of the study area is dominated by exotic vegetation, however, a small area of native dominated grassland occurs in the north west corner of the study area. - Further to the north west, outside the study area is an unknown drainage line. - The vegetation within the site was not consistent with any EPBC listed ecological community. - Superb Parrot was recorded outside the study area, adjacent to the existing school (including potential nesting hollow).
Tree Assessment Report	Redbox	11/06/21	Findings: <ul style="list-style-type: none"> - The school boundary fence to the north west and north east does not line up to the site boundary. - Trees across the site are predominantly Eucalyptus species - The trees are generally in good condition however the Blue Gums are at a stage when where they require regular inspections especially the ones close to the school perimeter fence.

			<ul style="list-style-type: none"> - A number of active hollows were noted at the time of assessment. - Tree number 66 (<i>E. maidenil</i>) is identified as a dangerous species and should be removed as it poses a safety risk in a very high usage area.
Bushfire Threat Assessment and Compliance Report	NGH Consulting	31/08/21	<p>Findings:</p> <ul style="list-style-type: none"> - An 40m APZ is required to be provided from the boundary of the proposed expansion area. - Future landscaping shall ensure that APZ specifications are not compromised. - Property access and internal access arrangements shall ensure access to the site is suitable for emergency response vehicles (such as ACTF&R Compressed Air Foam (CAFS) 8000 fire appliances. - Water hydrants, or a hydrant booster system shall be provided within the proposed development, for areas that are outside an acceptable distance from water hydrants in the public road network. - Electricity and gas utilities shall be provided by underground means. - Construction standards prescribed under AS3959 is recommended to apply to future buildings, due to the proposed school expansion occurring in a mapped BPA. - An emergency management and/or evacuation plan should be prepared prior to the development becoming operational. The emergency plan should be prepared in consultation with ESA.
Traffic Impact Assessment	Indesco	7/07/21	<p>Findings:</p> <ul style="list-style-type: none"> - An additional 334 and 274 trips in the AM and PM are expected from the assumed increase to 885 students. - The development will have a negligible effect on intersections traffic performance and all nominated intersections. - No additional parking is required for the expansion area. - School zone to be extended to the end of the school boundary - Due to set-down/pick-up parking congestions issues along Tillyard Drive it is recommended to allocate part of Shakespeare Crescent as set-down/pick-up parking. <p>Recommendations for the following improvements:</p> <ul style="list-style-type: none"> - New children's crossing - Consider upgrading footpath adjacent to expansion area for mixed pedestrian & bicycle usage.
Site Survey	Veris (for WSP)	28/10/21	<ul style="list-style-type: none"> - Block 6, Section 64 - 64ha - Relatively flat site - Electrical pit x 2 along the boundary at the residential side of the block - Fire hydrant x 2 located at the front of block on Tillyard Drive - Fire hydrant x 2 located along residential boundary - Sewer manhole x 2 located along residential boundary - Stormwater manhole x 2 located along residential boundary.

Budget and invoices paid to date (ref. G:\Enrolments and Planning\05 Projects\Belconnen District\2020 Fraser Expansion\Procurement Tracker.Fraser Budget Tracker.xlsx)

WSP BUDGET – Planning Report + Variations

Original \$24,178 inc GST
 April Variation \$20,922 inc GST
 October Variation \$15,974.20 inc GST
Total = \$61,074.20 inc GST

Study	Consultant	Total Quoted	Invoice Number	Invoice Date	Amount inc GST	Total Paid	Payment Date	Amount Outstanding
Planning Report (inc PSI, Ecology and site survey)	WSP	\$61,074.20	64089053	26/05/2021	\$9,583.20		02/06/2021	
	WSP		64093535	23/07/2021	\$20,922.00	\$30,505.20	08/09/2021	
	WSP		64106141	23/12/2021	\$8,272.55			\$30,569.00
Tree Assessment	RedBox	\$12,650.00	1658-01	07/04/2021	\$10,450.00			
	RedBox		1658-02	11/06/2021	\$2,200.00	\$12,650.00		\$0.00
Bushfire	NGH	\$6,402.00	06428-21-116	31/03/2021	\$2,560.80			
			INV07139	31/07/2021	\$3,841.00	\$6,401.80	08/09/2021	\$0.00
Traffic	Indesco	\$15,620.00	22139	26/03/2021	\$6,864.00			
	Indesco		22468	31/05/2021	\$8,756.00	\$15,620.00		\$0.00
Total		\$95,746.20				\$65,177.00		\$30,569.00

WSP - Variation to contract October 2021 includes:

- **VERIS Site Survey (expansion area) + contract management, \$7152 + GST, 3/9/21:**
 - o Commission and execution of a detail survey by Veris.
 - o Management of the contract with the sub-consultant (Veris) by the consultant (WSP)
- **Contract timeline extension and variation to engagement process, \$7370 + GST, 11/10/21.**
 - o Additional work for consultation and extending the timeline for lodging a TPV with EPSDD

Next Steps

In November 2021 the [redacted] write to Minister Berry reiterating the school's concerns around capacity and population growth in the school's catchment. The Minister is scheduled to meet with these representatives on 10 March 2022.

A meeting has been scheduled between Schools Planning and the consultant, WSP, for 10 February to map out the next steps in finalising the Consultation and Engagement strategy for 2022 and the Planning Report and to ensure that communication between the Minister and the school reflects current planning for temporary and potential future infrastructure at Fraser Primary School.

From: Larkin, Lyn
Sent: Friday, 11 March 2022 9:19 AM
To: Planinac, Lisa <Lisa.Planinac@act.gov.au>
Subject: FW: Communications advice for Fraser Primary School boundary expansion project

OFFICIAL

Hi Lisa, see email invite for this morning.
Warm regards
Lyn

From: Klein, Liz <Liz.Klein@act.gov.au>
Sent: Friday, 11 March 2022 8:48 AM
To: Larkin, Lyn <Lyn.Larkin@act.gov.au>
Cc: Butler, Erin <Erin.Butler@act.gov.au>
Subject: Communications advice for Fraser Primary School boundary expansion project

OFFICIAL

Hi Lyn

My team has been working on a Territory Plan Variation to expand the Fraser Primary School boundary – to provide more space for playground).

The next step for us is community engagement as part of the statutory requirements before we lodge our planning proposal. The Minister has agreed to us proceeding.

We have been working with consultants WSP to prepare an engagement strategy. They will run the administrative side of the process, but I would please like your advice and input to the approach, any messaging and materials. We are looking at going out to the community in May.

Who would be best to work with in your team?

Thanks very much, Liz

Liz Klein | Senior Director, Schools Planning
Mob: 0406 526 292 | Email: liz.klein@act.gov.au
System Policy and Reform Division | Education | ACT Government
220 London Circuit CIVIC ACT | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

From: [Klein, Liz](#)
To: [REDACTED]@wsp.com
Cc: [Percival, Tom](#); [Erin Butler \(Erin.Butler@act.gov.au\)](#)
Subject: EDU-WSP contract Fraser Primary TPV Letter-of-Variation_10169_110_Oct 2021
Date: Friday, 11 March 2022 1:44:00 PM
Attachments: [Letter-of-Variation_10169_110_Oct 2021.docx](#)

OFFICIAL

Hi [REDACTED]

Following our discussion this morning, please find attached the letter of contract variation to reflect the two site investigation studies you undertook for the Directorate.

Could you please sign and return, without dating, then we will return to you.

Regards, Liz

Liz Klein | Senior Director, Schools Planning
Mob: 0406 526 292 | Email: liz.klein@act.gov.au
System Policy and Reform Division | Education | ACT Government
220 London Circuit CIVIC ACT | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

From: [REDACTED]
To: [Klein Liz](#)
Cc: [Percival Tom](#); [Butler Erin](#); [REDACTED]
Subject: RE: EDU-WSP contract Fraser Primary TPV Letter-of-Variation_10169_110_Oct 2021
Date: Thursday, 17 March 2022 1:15:33 PM
Attachments: [image001.png](#)
[17032022130445-0001.pdf](#)

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Hi [REDACTED]

As requested, please find attached a signed copy of the contract variation.

There were three (3) line items which did not form part of the variation (they were associated with previous scope - preliminary site investigations) and have been removed (shown with a ~~strikethrough~~).

Kind regards,

[REDACTED]



[REDACTED]

T: +61 2 6281 9512

[REDACTED]@wsp.com

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 Level 2, 121 Marcus Clarke Street
 Canberra, ACT.2601
 Australia

wsp.com/au

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

From: Klein, Liz <Liz.Klein@act.gov.au>
Sent: Friday, March 11, 2022 1:45 PM
To: [REDACTED]@wsp.com>
Cc: Percival, Tom <Tom.Percival@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>
Subject: EDU-WSP contract Fraser Primary TPV Letter-of-Variation_10169_110_Oct 2021

OFFICIAL

H [REDACTED]

Following our discussion this morning, please find attached the letter of contract variation to reflect the two site investigation studies you undertook for the Directorate.

Could you please sign and return, without dating, then we will return to you.

Regards, Liz

Liz Klein | Senior Director, Schools Planning
 Mob: 0406 526 292 | Email: liz.klein@act.gov.au System Policy and Reform Division | Education | ACT
 Government
 220 London Circuit CIVIC ACT | GPO Box 158 Canberra ACT 2601 www.education.act.gov.au

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From: [Percival, Tom](#)
To: [Planinac, Lisa](#)
Cc: [Larkin, Lyn](#); [Klein, Liz](#); [Butler, Erin](#)
Subject: Fraser Primary - Community Engagement
Date: Thursday, 24 March 2022 10:29:00 AM
Attachments: [Attachment B - DRAFT Fraser Primary TPV Community Engagement Strategy.PDF](#)

OFFICIAL

Hi Lisa

Further to recent discussions about Fraser Primary, I am writing with an outline of our current work, some of the issues and an approach to community consultation. Please pass on this information to relevant people in your Branch.

Fraser Primary School is experiencing enrolment pressures, aging infrastructure and limitations on outdoor playspace within the compact campus. The [REDACTED] has raised the current challenges with the Directorate and Minister Berry, and there have been a number of conversations and correspondence to explore how to address these.

The school currently has a compact site area of 2.6 hectares with several Modular Learning Centres (transportables) installed on site over recent years to accommodate enrolment growth. Further investment in MLCs and planning for longer term renewal of permanent infrastructure have been discussed alongside opportunities to expand the school site over surrounding open space.

Territory Plan Variation

Enrolments and Planning Branch are leading work to expand the school site area by facilitating Territory Plan Variation (TPV), changing the land use zoning for some of the surrounding open space to allow school facilities.

Ahead of any investment in permanent infrastructure, expansion of the school grounds will significantly improve the ability for the school to enable greater student access to outdoor play space, as well to flexibly manage car parking to reduce the impact of school generated traffic on surrounding residents. Enrolments and Planning considered the potential for the site expansion to the north-west, south and north-east of the school site. Initial investigations were focused on an expansion to the west, however due to high ecological and landscape values in this area, the site expansion is now focused on the area to the north-east of the school.

The Schools Planning team initiated the TPV process with EPSDD in 2020. We engaged consultants WSP to prepare the required Planning Report that will support a Draft TPV, in accordance with a Scoping Document issued by EPSDD.

The initial deadline for the planning report to support a TPV was 18 December 2021; EPSDD has granted a formal extension of 12 months to 16 December 2022.

Community Engagement

An essential component of the Planning Report is to engage with the local community about the proposed rezoning. We are planning for this to occur during the first half of 2022 to seek feedback about the expansion of the school boundary, including consultation with the school

executive, P&C Association and Board, local residents and community organisations.

As part of preparing the Planning Report, WSP are contracted to lead the engagement activities, working with Education to ensure consistent messaging and coordination with other Government consultation activity. WSP drafted a Community Engagement Strategy (almost 12 months ago) and we are at the stage of reviewing this draft and updating to reflect a current approach.

We have identified a number of activities to target involvement from the Fraser Primary School community and the surrounding local community. The proposal would have a window of a few weeks for comments to be provided and this would be advertised through notices in school communications, at the local shops and at the school, by social media and a letterbox drop to nearby residents. This would be coupled with hosting an information session (in person or online).

We had also flagged presentation at a monthly Belconnen Community Council meeting. This could be part of a broader update on school matters around Belconnen, reflecting that there are a few projects happening in the district that would be of interest. I would appreciate your team's view on this. Nessa provided a similar presentation to Gungahlin Community Council late last year that was well received.

There is a need to manage the expectations in the school and wider community in regards the limited scope of this TPV to simply rezone land to expand the site, and does not include modernisation or permanent expansion at this time. We will be appreciate your advice with finalising any text to be used in the engagement strategies and ensuring we coordinate with any other EDU communications to the community.

Next Steps

I have attached the draft Community Engagement Strategy from WSP, with some of our comments marked. Any feedback on this strategy would be appreciated. We are looking at engagement happening during Term 2 this year so would seek to finalise plans over the next month ahead of this.

Happy to discuss; please reach out to Liz or myself.

Tom

Tom Percival MPA | **Director, Schools Planning**

02 6207 8688 | 0409 531303 | tom.percival@act.gov.au

Enrolments and Planning Branch | System Policy and Reform Division | **Education** | ACT Government

GPO Box 158 Canberra ACT 2601

www.education.act.gov.au

From: [REDACTED]
To: [Klein, Liz](#); [Butler, Erin](#); [Percival, Tom](#)
Cc: [REDACTED]
Subject: Fraser - Update (PS124049)
Date: Friday, 25 March 2022 2:52:58 PM
Attachments: [image001.png](#)

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.

Hi Liz, Erin and Tom,

Hope you're having a good week.

There were a few actions coming out of our workshop earlier in the month.

Thanks Liz for flicking through contract docs – returned via email last week on Friday.

Erin/Tom – could you please flick through the consolidated comments on the draft planning report and the draft engagement strategy?

Liz – let me know when the team has prepared the high level site plan for presentation at the upcoming community council meeting and stakeholder engagement session(s). Appreciating that the Directorate is keen to proceed with stakeholder engagement ASAP – if it would assist we would be pleased to reach out to our GIS team to prepare a high level plan to show:

- Aerial photograph as base;
- Site survey (provided by Veris) to utilize for proposed rezoning boundary location;
- Transparent layer to demonstrate area to form part of rezoning request; and
- As discussed at meeting – no fence proposed as part of proposal, no new car parking proposed as part of rezoning request and/or no physical works proposed on site.

Let me know if you would like WSP to make this arrangement and I can send through a fee proposal accordingly.

We also discussed the physical letterbox drop and the Directorate's request for WSP to undertake the distribution of letters to the community. I've reviewed the original engagement scope and note that the distribution of letters to interested parties and identification of properties for the letterbox drop did not form part of the scope.

We would be pleased to amend the scope of services related to stakeholder engagement to include this component – please let me know if you would like WSP to provide a fee proposal for the following additional components of the stakeholder engagement process:

- Identification of properties for letterbox drop;
- Liaison with Education Directorate (including Communications Department) regarding letterbox drop;
- Identification of walk route for letterbox drop in consultation with Communications Department/Education Directorate);
- Printing of letters for letterbox drop and receipt/packaging in envelopes (to be outsourced to 3rd party – WSP to obtain quote for printing); and
- Travel to/from and delivery of letters to properties within letterbox drop list.

Let me know if you would like WSP to approach the Belconnen Community Council for upcoming tentative date/s for presentation of the proposed draft TPV.

We've also made allowance for a 'town hall' style meeting at the school (or via TEAMS/ZOOM). This could be undertaken before or after any BCC meeting – depends on schools/community interest.

Once we've incorporated any comments re. the Engagement Strategy we'd be pleased to finalise the program in consultation with the Communications Department.

Thanks and enjoy your weekend.

Kind regards,

[REDACTED]

| [REDACTED]



@wsp.com

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Level 2, 121 Marcus Clarke Street
Canberra, ACT, 2601
Australia

wsp.com/au

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From: Planinac, Lisa <Lisa.Planinac@act.gov.au>
Sent: Wednesday, 30 March 2022 12:01 PM
To: Percival, Tom <Tom.Percival@act.gov.au>
Cc: Larkin, Lyn <Lyn.Larkin@act.gov.au>; Klein, Liz <Liz.Klein@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>; Blom, Dylan <Dylan.Blom@act.gov.au>
Subject: RE: Fraser Primary - Community Engagement

Hi Tom,
Thank you for sending this through.

I am happy to have a look at the attached Draft Engagement Strategy. Are you happy for me to get back to you early next week with some comments?

am absolutely happy to look over this report and provide feedback.

Many Thanks

Lisa Planinac | Director, Communication & Engagement - Infrastructure and Capital Works

Phone: 6205 8712 or 0402 316 772 | Email: lisa.planinac@act.gov.au

Communications, Engagement and Government Support | Infrastructure and Capital Works | Education | ACT Government

I work Monday - Thursday

L4, 220 London Circuit Canberra City ACT 2601

GPO Box 158 Canberra ACT 2601

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Lisa

From: Percival, Tom <Tom.Percival@act.gov.au>
Sent: Thursday, 24 March 2022 10:30 AM
To: Planinac, Lisa <Lisa.Planinac@act.gov.au>
Cc: Larkin, Lyn <Lyn.Larkin@act.gov.au>; Klein, Liz <Liz.Klein@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>
Subject: Fraser Primary - Community Engagement

OFFICIAL

Hi Lisa

Further to recent discussions about Fraser Primary, I am writing with an outline of our current work, some of the issues and an approach to community consultation. Please pass on this information to relevant people in your Branch.

Fraser Primary School is experiencing enrolment pressures, aging infrastructure and limitations on outdoor playspace within the compact campus. The [REDACTED] has raised the current challenges with the Directorate and Minister Berry, and there have been a number of conversations and correspondence to explore how to address these.

The school currently has a compact site area of 2.6 hectares with several Modular Learning Centres (transportables) installed on site over recent years to accommodate enrolment growth. Further investment in MLCs and planning for longer term renewal of permanent infrastructure have been discussed alongside opportunities to expand the school site over surrounding open space.

Territory Plan Variation

Enrolments and Planning Branch are leading work to expand the school site area by facilitating Territory Plan Variation (TPV), changing the land use zoning for some of the surrounding open space to allow school facilities.

Ahead of any investment in permanent infrastructure, expansion of the school grounds will significantly improve the ability for the school to enable greater student access to outdoor play space, as well to flexibly manage car parking to reduce the impact of school generated traffic on surrounding residents. Enrolments and Planning considered the potential for the site expansion to the north-west, south and north-east of the school site. Initial investigations were focused on an expansion to the west, however due to high ecological and landscape values in this area, the site expansion is now focused on the area to the north-east of the school.

The Schools Planning team initiated the TPV process with EPSDD in 2020. We engaged consultants WSP to prepare the required Planning Report that will support a Draft TPV, in accordance with a Scoping Document issued by EPSDD.

The initial deadline for the planning report to support a TPV was 18 December 2021; EPSDD has granted a formal extension of 12 months to 16 December 2022.

Community Engagement

An essential component of the Planning Report is to engage with the local community about the proposed rezoning. We are planning for this to occur during the first half of 2022 to seek feedback about the expansion of the school boundary, including consultation with the school executive, P&C Association and Board, local residents and community organisations.

As part of preparing the Planning Report, WSP are contracted to lead the engagement activities, working with Education to ensure consistent messaging and coordination with other Government consultation activity. WSP drafted a Community Engagement Strategy (almost 12 months ago) and we are at the stage of reviewing this draft and updating to reflect a current approach.

We have identified a number of activities to target involvement from the Fraser Primary School community and the surrounding local community. The proposal would have a window of a few weeks for comments to be provided and this would be advertised through notices in school communications, at the local shops and at the school, by social media and a letterbox drop to nearby residents. This would be coupled with hosting an information session (in person or online).

We had also flagged presentation at a monthly Belconnen Community Council meeting. This could be part of a broader update on school matters around Belconnen, reflecting that there are a few projects happening in the district that would be of interest. I would appreciate your team's view on this. Nessa provided a similar presentation to Gungahlin Community Council late last year that was well received.

There is a need to manage the expectations in the school and wider community in regards the limited scope of this TPV to simply rezone land to expand the site, and does not include modernisation or permanent expansion at this time. We will be appreciate your advice with finalising any text to be used in the engagement strategies and ensuring we coordinate with any other EDU communications to the community.

Next Steps

I have attached the draft Community Engagement Strategy from WSP, with some of our comments marked. Any feedback on this strategy would be appreciated. We are looking at engagement happening during Term 2 this year so would seek to finalise plans over the next month ahead of this.

Happy to discuss; please reach out to Liz or myself.

Tom

Tom Percival MPIA | **Director, Schools Planning**

02 6207 8688 | 0409 531303 | tom.percival@act.gov.au

Enrolments and Planning Branch | System Policy and Reform Division | **Education** | ACT Government

GPO Box 158 Canberra ACT 2601

www.education.act.gov.au

From: [Attridge, Vanessa](#)
To: [System Policy and Reform Office](#)
Cc: [Klein, Liz](#)
Subject: FYI E&P MWB input - Fraser Primary School Boundary Expansion
Date: Thursday, 7 April 2022 4:09:00 PM

OFFICIAL

Hi Rach,

Just letting you know we have included an update for next week's MWB.

Cheers,

Nessa

Vanessa Attridge | Executive Branch Manager

02 6205 3502 | vanessas.attridge@act.gov.au

Enrolment & Planning | Education | ACT Government

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11. Fraser Primary School Boundary Expansion – Board, P&C and Community consultation

- The ACT Government has committed to investigate expansion of the Fraser Primary School site to increase available outdoor play space.
- EDU has been progressing site investigations and a Draft Variation to the Territory Plan for expanding the school's boundary.
- You wrote to the President of the Fraser Primary School P&C recently to assure them that they will be regularly informed on progress by the Directorate. Ongoing engagement with the school Executive will be supplemented by a presentation to the School Board on 24 May 2022 and subsequently to the P&C Committee.
- A notice will be placed in the school newsletter regarding the planned boundary expansion, nearby residents will receive an information letter, and a community information session will be led by EDU during Term 2, 2022.
- The formal statutory public notification of a Draft Variation to the Territory Plan will occur later in 2022 by the Environment, Planning and Sustainable Development Directorate (ESPDD).

From: [Percival, Tom](#)
To: [Redacted]
Cc: [Klein, Liz](#); [Butler, Erin](#)
Subject: RE: Fraser - Update (PS124049)
Date: Friday, 8 April 2022 4:32:00 PM
Attachments: [image001.png](#)
[image002.png](#)

OFFICIAL

Hi [Redacted]

Our apologies for not having this feedback for you yet – the Education Comms team have had the draft strategy for review and are still to finalise their feedback. They are aware of the timeframes (ie during Term 2) and can support in going ahead with those.

Liz has set up some key dates for consultation with the School Board for 24 May and the P&C Committee for 15 June (their next suitable meetings) so that can give us some tentative timing not to start a public consultation period before 24 May, but could possibly be open around 15 June? Not sure what BCC meeting dates might look like around then also?

Hoping to have feedback on the documents to provide soon.

Tom

Tom Percival MPIA | **Director, Schools Planning**
02 6207 8688 | 0409 531303 | tom.percival@act.gov.au
Enrolments and Planning Branch | System Policy and Reform Division | **Education** | ACT Government
GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

From: [Redacted]@wsp.com>
Sent: Thursday, 7 April 2022 11:06 AM
To: Klein, Liz <Liz.Klein@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>; Percival, Tom <Tom.Percival@act.gov.au>
Cc: [Redacted]@wsp.com>
Subject: RE: Fraser - Update (PS124049)

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.

Hi Liz, Erin and Tom,

Please send through the comments on the draft engagement strategy and planning report ASAP. Once we have reviewed the comments we can finalise the engagement pathway with the Ed Departments' Comms team and get the ball rolling. Keen to lock in some tentative dates ASAP.

Cheers,

[Redacted]



[Redacted]

[Redacted]

[Redacted]@wsp.com

WSP Australia Pty Limited
Level 2, 121 Marcus Clarke Street
Canberra, ACT. 2601

Australia

wsp.com/au

WSP acknowledges that every project we work on takes place on First Peoples lands. We recognise Aboriginal and Torres Strait Islander Peoples as the first scientists and engineers and pay our respects to Elders past and present.

From: [REDACTED]
Sent: Wednesday, March 30, 2022 12:01 PM
To: 'Klein, Liz' <Liz.Klein@act.gov.au>; 'Butler, Erin' <Erin.Butler@act.gov.au>; 'Percival, Tom' <Tom.Percival@act.gov.au>
Cc: [REDACTED] <[\[REDACTED\]@wsp.com](mailto:[REDACTED]@wsp.com)>
Subject: RE: Fraser - Update (PS124049)

Hi Liz, Erin and Tom,

Just following up on the below? Please flick through the consolidated comments on the draft planning report and engagement strategy.

We can then get the engagement component finalized and underway.

Cheers,

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED] <[\[REDACTED\]@wsp.com](mailto:[REDACTED]@wsp.com)>

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 Canberra, ACT, 2601
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From: [REDACTED]
Sent: Friday, March 25, 2022 2:53 PM
To: Klein, Liz <Liz.Klein@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>; Percival, Tom <Tom.Percival@act.gov.au>
Cc: [REDACTED] <[\[REDACTED\]@wsp.com](mailto:[REDACTED]@wsp.com)>
Subject: Fraser - Update (PS124049)

Hi Liz, Erin and Tom,

Hope you're having a good week.

There were a few actions coming out of our workshop earlier in the month.

Thanks Liz for flicking through contract docs – returned via email last week on Friday.

Erin/Tom – could you please flick through the consolidated comments on the draft planning report and the draft engagement strategy?

Liz – let me know when the team has prepared the high level site plan for presentation at the upcoming community council meeting and stakeholder engagement session(s). Appreciating that the Directorate is keen to proceed with stakeholder engagement ASAP – if it would assist we would be pleased to reach out to our GIS team to prepare a high level plan to show:

- Aerial photograph as base;
- Site survey (provided by Veris) to utilize for proposed rezoning boundary location;

- Transparent layer to demonstrate area to form part of rezoning request; and
- As discussed at meeting – no fence proposed as part of proposal, no new car parking proposed as part of rezoning request and/or no physical works proposed on site.

Let me know if you would like WSP to make this arrangement and I can send through a fee proposal accordingly.

We also discussed the physical letterbox drop and the Directorate's request for WSP to undertake the distribution of letters to the community. I've reviewed the original engagement scope and note that the distribution of letters to interested parties and identification of properties for the letterbox drop did not form part of the scope.

We would be pleased to amend the scope of services related to stakeholder engagement to include this component – please let me know if you would like WSP to provide a fee proposal for the following additional components of the stakeholder engagement process:

- Identification of properties for letterbox drop;
- Liaison with Education Directorate (including Communications Department) regarding letterbox drop;
- Identification of work route for letterbox drop in consultation with Communications Department/Education Directorate);
- Printing of letters for letterbox drop and receipt/packaging in envelopes (to be outsourced to 3rd party – WSP to obtain quote for printing); and
- Travel to/from and delivery of letters to properties within letterbox drop list.

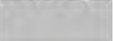
Let me know if you would like WSP to approach the Belconnen Community Council for upcoming tentative date/s for presentation of the proposed draft TPV.

We've also made allowance for a 'town hall' style meeting at the school (or via TEAMS/ZOOM). This could be undertaken before or after any BCC meeting – depends on schools/community interest.

Once we've incorporated any comments re. the Engagement Strategy we'd be pleased to finalise the program in consultation with the Communications Department.

Thanks and enjoy your weekend.

Kind regards,



@wsp.com

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Level 2, 121 Marcus Clarke Street
Canberra, ACT, 2601
Australia

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**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

[REDACTED]
Fraser Primary School Board Chair

[REDACTED]
Fraser Primary School P&C President
president@fraserpc.onmicrosoft.com

Dear [REDACTED]

Thank you for taking the time to meet with me on 10 March 2022 to discuss Fraser Primary School community's aspirations and enrolment growth that the school is experiencing.

I would like to provide you with an update regarding the progress of the planned boundary change at Fraser Primary School and the associated Territory Plan Variation (TPV) process.

The Education Directorate is continuing planning for the expansion of the site area of the school to include a portion of the adjoining urban open space to the north-east. This requires a variation to the Territory Plan to permit educational uses on the land.

Specialist consultants engaged by the Directorate have undertaken site investigations relating to traffic, ecological considerations including Golden Sun Moth habitat, trees, bushfire risk assessment and a site survey to support the application for the TPV.

Engagement with the school community, local residents and community organisations is planned to commence from May this year. I have asked the Directorate to continue to work with you to ensure the school executive, P&C and Board are well informed throughout this process.

As a part of this community engagement a staff member from the Education Directorate is available to attend the Fraser Primary P&C meeting planned for Week 2 of Term 2 (4 May 2022) to make a presentation regarding the TPV process and the current status of the planning process. Ms Liz Klein,

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



+61 2 6205 0233



berry@act.gov.au



@YvetteSBerry



YvetteSBerry



Yvette_berry_mla

Senior Director Schools Planning will be in contact to make arrangements for this. You can also contact Ms Klein directly at Liz.Klein@act.gov.au.

Thank you again for taking the time to contact me and meet with me and for your advocacy on behalf of the Fraser Primary School community

Yours sincerely

Yvette Berry MLA
Minister for Education and Youth Affairs
19/04/2022



From: Planinac, Lisa <Lisa.Planinac@act.gov.au>
Sent: Wednesday, 20 April 2022 11:40 AM
To: Percival, Tom <Tom.Percival@act.gov.au>
Cc: Blom, Dylan <Dylan.Blom@act.gov.au>; Nelson, Alex <Alex.Nelson@act.gov.au>
Subject: Fraser Primary School Draft Engagement Strategy

OFFICIAL

Hi Tom.

Please see attached the draft Engagement strategy for Fraser with comments within.

When I was chatting to Dylan about this, he suggested that the Fraser engagement, follow a similar structure to that of [redacted] WSP have included quite a bit more in their plan. I do like how they have explained the process of engagement and the reasons for doing this.

Hope this is useful.

Kind regards

Lisa



FRASER PRIMARY SCHOOL

PROPOSED TERRITORY PLAN VARIATION

PROPOSED COMMUNITY ENGAGEMENT STRATEGY

Draft for discussion – 31 March 2021

1 INTRODUCTION

WSP have been engaged to provide community engagement services in support of the preparation of a Territory Plan variation planning report, proposing the rezoning of land to facilitate an expansion of the Fraser Primary School.

This document elaborates on the proposed community engagement strategy detailed in WSP's service proposal, dated February 2021. It is intended to provide a framework for further discussion with the Education Directorate.

2 PURPOSE OF THIS DOCUMENT

Community engagement broadly refers to a planned process whereby Government and the community exchange information through different methods and take actions to solve common problems, deliver services or make decisions. The main components of this definition are:

- » Planned process – defined purpose, clear procedure.
- » Community – focus on shared roles and responsibilities; collective, not personal interests.
- » Information exchange – giving and receiving of information by all parties.
- » Different methods – recognizes diversity and fosters inclusiveness.
- » Actions and Decisions – aims to influence the actions and decisions.

This document:-

- » Identifies key project stakeholders
- » Sets out the approach to engaging them during the project
- » Sets out the timing of communications and engagement activities with those stakeholders.

This plan also recognizes and provides comment on other opportunities for broader community engagement.

3 SCOPING DOCUMENT REQUIREMENTS

The scoping document issued by EPSDD dated 18 December 2020 details minimum requirements for community engagement, and cross references the ACT Community Engagement Guideline. This has been taken into account in the preparation of this strategy.

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The scoping document includes preliminary responses from various Government entities. The draft Planning Report will be circulated to these entities by EPSDD, as part of statutory notification processes. As per our service proposal, we will only contact these entities directly where further exploration of the issues raised in the scoping document is required.

4 APPROACH TO ENGAGEMENT

Our approach is built around three pillars of engagement focused on meeting engagement objectives. The pillars set out the intended outcomes, target audience and level of engagement based on the International Association of Public Participation (IAP2) Spectrum.

Table 4.1 Pillars of engagement

	STRATEGIC ENGAGEMENT	TARGETED INVOLVEMENT	AWARENESS RAISING/ NOTIFICATION
Objective	Key stakeholders are actively involved in the process	Other stakeholders are 'brought along' on the journey.	Stakeholders are aware that there is a proposal to expand Fraser Primary School and know how to access further information if required.
Desired outcomes	Key stakeholders are engaged with the process and supportive of the outcome.	Stakeholders are aware of the project and understand and support the rationale underpinning it. Stakeholders articulate their position allowing a response to be provided in the planning report	The project is known to be progressing. Stakeholders are able to raise any concerns as part of engagement processes.
Level of engagement	Involve/collaborate	Consult	Inform
Commitment	We will work with you to ensure your advice is incorporated into decisions made. We will listen to, acknowledge and respond to your concerns.	Balanced and objective information will be provided to you in a timely manner. We will take your concerns on board and address them if and where possible.	We will keep you informed. This may occur through statutory consultation processes

5 STAKEHOLDERS

The following table sets out the key stakeholders targeted by this plan, their characteristics and known or likely interests.

STAKEHOLDER	CONTACT	KNOWN INTEREST/POSITION	PILLAR OF ENGAGEMENT
Government entities			
NCA	To be confirmed if required	Compliance with NCP	Notification through statutory processes

Page: 5

Number: 1 Author: Lisa Planinac Subject: Sticky Note Date: 20/04/2022 11:38:45 AM +10'00'

Will we ensure? if not all feedback will be taken on board, perhaps we state that.." We will work with you and endeavor to incorporate comments and feedback into the decision making process.



EPSDD	Alix Kauz, TPV Unit	TPV process compliance Consistency with ACT strategic planning	Notification throughout, augmented by targeted involvement at key milestones/decision points if required.
TCCS	To be confirmed	Land custodian Conduit to Transport Canberra if any implications for bus stops Site servicing, local roads, parking etc	Notification through statutory processes Targeted involvement on key issues, as and when required
ACT Heritage Council	To be confirmed	Impact on and approach to management of heritage features	Notification through statutory processes Targeted involvement on key issues, as and when required
Conservator for Flora and Fauna	To be confirmed	Impacts on and approach to management of flora and fauna of interest	Notification through statutory processes Targeted involvement on key issues, as and when required
EPA	To be confirmed	Expansion of sensitive uses on areas of potential contamination	Notification through statutory processes Targeted involvement on key issues, as and when required
Community			
Fraser Primary School	Via EDU	The proposal, implications for FPS operations, timeframes for development, site disruption, long term functionality of the site	Strategic Engagement
FPS Parents and Citizens Association	Via EDU	The proposal, implications for FPS operations, timeframes for development, site disruption, traffic/car parking implications	Targeted involvement
FPS Parents (not accessed via P and C Association)	Via EDU, potentially including use of 'Fraser Primary School' and 'Fraser Primary After School Care' FB page	The proposal, implications for FPS operations, timeframes for development, site disruption, traffic/carparking implications	Targeted involvement



<p>Immediately adjacent/interfacing residents</p>	<p>Via EDU 29-35 Tillyard Drive 180- 200 Tillyard Drive (even numbers only) 199-203 Tillyard Drive (odd numbers only) 7,8, 10 Cusack Place 17, 19, 21, 23 Edlington Street 1-19 Nott Street (odd numbers only)</p>	<p>Impacts on local and personal amenity, development timeframes, loss of open space, cumulative changes to the locality, change from status quo, opportunities for more community integration</p>	<p>Targeted involvement</p>
<p>Other Fraser residents</p>	<p>Via EDU, possibly including use of:- 'Fraser A.C.T Community Group' FB page Notices at Local Centre and on site Any local newsletters (availability to be confirmed)</p>	<p>Change from status quo, loss of open space, opportunities for more community integration</p>	<p>Awareness raising/Notification</p>
<p>Local Centre – owners and tenants</p>	<p>Via EDU 'Fraser A.C.T Community Group' FB page Notices at Local Centre and on site Any local newsletters (?) Direct contact details to be sourced via Access Canberra database?</p>	<p>Change from status quo, parking and access implications, connectivity between centre and school</p>	<p>Awareness raising/Notification</p>
<p>Community organisations</p>			
<p>Belconnen Community Council</p>	<p>[REDACTED] [REDACTED] Chair – [REDACTED] EDU to initiate contact. Meetings every 3rd Tuesday Will depend on their own interest/preference and agenda availability.</p>	<p>Loss of open space, appropriate engagement with the broader community, consistency with strategic planning, EDU plans for other schools in the Belconnen catchment</p>	<p>Targeted involvement/Notification</p>
<p>ACT Landcare</p>	<p>02 6205 2913 actlandcare@act.gov.au</p>	<p>Possibly interested in conservation values by virtue of Block forming part of Canberra Nature Reserve</p>	<p>Awareness raising/Notification</p>



Giminderra Catchment Group	[Redacted]	Possibly interested in conservation values by virtue of Block forming part of Canberra Nature Reserve	Awareness raising/Notification
Friends of Grasslands	[Redacted]	Possibly interested in conservation values by virtue of Block forming part of Canberra Nature Reserve	Awareness raising/Notification.

6 TOOLS AND TACTICS

6.1 STRATEGIC ENGAGEMENT

WHAT	WHY AND HOW	PRIMARY TARGET RESPONSIBILITY
Direct meetings/correspondence	One on one meetings to address key areas of interest and to flesh out issues as they arise.	PT- Fraser Primary School R- EDU

6.2 TARGETED INVOLVEMENT

WHAT	WHY AND HOW	PRIMARY TARGET
Facebook posts	Broad penetration. Meets EPSDD requirements for use of social media. Can be easily shared between interested parties. Shares and comments can be tracked.	PT – all parties R - EDU
Notices at Local Centre and on site	Captures immediately surrounding residents and other users of the Local Centre 'Old school' -- provides coverage for those not digitally connected, or connected to the school	PT - Immediately adjacent/interfacing residents, Other Fraser residents, Local Centre – Owners and tenants R - EDU
School communications	Existing trusted channel, provides credibility to the proposal	PT - FPS Parents and Citizens Association, FPS Parents (not accessed via P and C Association) R – EDU in conjunction with FPS
Local newsletters	Availability unknown – EDU to advise	RT – Other Fraser residents R - EDU



<p>Town hall style meeting</p>	<p>Meets EPSDD scoping document requirements. Allows single point of messaging to the community. Satisfies communities need/desire to ‘eyeball the proponents’. Creates personal touchpoint. Allows community to hear broader viewpoints. Opportunity to flesh out details and identify areas of concern/where further work is required.</p> <p>To be scheduled:-</p> <ul style="list-style-type: none"> - Mid week - Evening - During term time - Avoid conflict with BCC meeting <p>To be advertised at least 2 weeks prior (preferably 3) via multiple mechanisms.</p> <p>Invitation to be extended to government entities as a courtesy,</p> <p>To be organised by EDU</p> <ul style="list-style-type: none"> - Public and direct invitations - General information - Venue, catering, materials etc - Other subconsultant attendance 	<p>FPS Parents and Citizens Association</p> <p>FPS Parents (not accessed via P and C Association)</p> <p>Immediately adjacent/interfacing residents</p> <p>Other Fraser residents</p> <p>Local Centre – Owners and tenants</p> <p>Belconnen Community Council</p> <p>Project team attendees</p> <ul style="list-style-type: none"> - EDU - School principal/representative - WSP – Planning, ecology - Indesco – traffic - Consideration to be given to acoustic consultant attendance
<p>Direct phone calls/emails</p>	<p>On an as needed basis</p> <p>To deal with discrete matters</p>	<p>PT – as needed, all parties</p> <p>R- EDU/WSP/Relevant subconsultant as needed</p>
<p>One on one meetings (including presentation to Belconnen Community Council)</p>	<p>On an as needed basis – primarily for government entities and Belconnen Community Council (if requested)</p> <p>To deal with discrete matters</p>	<p>PT – as needed, all parties (but expected to be restricted to those with key issues)</p> <p>R - EDU/WSP/Relevant subconsultant as needed</p>

6.3 AWARENESS RAISING/ NOTIFICATION

WHAT	WHY AND HOW	WHO
<p>Direct contact</p>	<p>To inform Landcare as a matter of courtesy</p>	<p>PT – Landcare</p> <p>R - EDU</p>

Page: 9

Number: 1 Author: Lisa Planinac Subject: Sticky Note Date: 20/04/2022 11:38:59 AM +10'00'
respond / manage



7 KEY MESSAGES ¹

To be expanded/completed following advice from the Education Directorate

Fraser Primary School is a highly valued part of the community.

Fraser Primary School is bursting at the seams. ²

Educational demands have changed since the school was established in the late 1970's.

Expansion of the site is required to ensure it can continue to service the community, as per community and educational expectations. ³

8 ISSUES MANAGEMENT

This strategy promotes the active day to day management of activities to resolve emergent external (media, government or community related) or internal (ie, miscommunication between the project team) issues that could take place and place the timeframe for completion at risk. This is important as it will protect the project, Government and consultants reputation from external factors as best as possible and enable project delivery.

This will be achieved by:-

- *Monitor* – EDU actively monitoring the news and social media environment (through proactive daily monitoring and traditional media monitoring) to understand what is being said, written and done by the public, media, interest groups, government and opinion leaders.
- *Identification* – look for emerging patterns and issues that are gaining support. The cause of the issue will be identified as well as where the issue is in its lifecycle.
- *Prioritisation* – determine the importance of the issue, based on its potential reach, whether it is localised or whole of project based, and the potential impacts.
- *Analysis* – analyse the issue in detail and potential impacts as precisely as possible.
- *Strategic response* – draft strategic responses and define key messages, as well as recommended actions, when they should be taken and by whom.
- *Implementation* – response actions implemented as required.
- *Evaluation* – assess and evaluate results including lessons learnt for future issues management.

9 TIMEFRAMES

Preparation of collateral can commence immediately following confirmation of messaging.

Critical dates to be advised by EDU:-

- Any school communications – scheduling
- Any local newsletters - scheduling

All communications are to be framed to allow at least 2 if not 3 week lead in to the scheduled town hall style meeting.

Belconnen Community Council is scheduled to meet on 20 April, 18 May, 15 June. We anticipate targeting 18 May or 15 June, depending on their existing agenda.

Page: 10

-
- Number: 1 Author: Lisa Planinac Subject: Sticky Note Date: 20/04/2022 12:28:36 PM +10'00'
- Important to include a statement that informs community that this engagement process is linked with rezoning the land. This process, if successful, will not necessarily result in an expansion of the school. There are a number of processes that need to be undertaken including development of business cases, a feasibility studies and more.
-
- Number: 2 Author: Lisa Planinac Subject: Sticky Note Date: 20/04/2022 12:24:32 PM +10'00'
- Is there another way of saying this? Do we have some projections of enrollment numbers that could be included here?
Fraser Primary School has seen an increase in enrollment numbers over the last XX years. In this time, there have been a number XX f transportable learning units installed on the school site to accommodate the increased enrollment demand.
-
- Number: 3 Author: Lisa Planinac Subject: Sticky Note Date: 20/04/2022 12:29:19 PM +10'00'
- Risk Management?

Education Directorate

To: Minister for Early Childhood Development
Minister for Education and Youth Affairs

Tracking No.: FILE2022/16

Date: 13 April 2022

From: Director-General

Subject: Minister's Weekly Brief – Week ending 15 April 2022

Recommendation

That you note the information in this brief and attachments

Noted / Please Discuss

Yvette Berry MLA

...../...../.....

Minister's Office Feedback

Key Topics/Emerging Issues

FOR NOTING

8. Fraser Primary School Boundary Expansion – Board, P&C and Community consultation

The ACT Government has committed to investigate expansion of the Fraser Primary School site to increase available outdoor play space. The Directorate has been progressing site investigations and a Draft Variation to the Territory Plan for expanding the school's boundary.

You wrote to the President of the Fraser Primary School P&C recently to assure them that they will be regularly informed on progress by the Directorate (FILE2022/2279). Ongoing engagement with the school Executive will be supplemented by a presentation to the School Board on 24 May 2022 and subsequently to the P&C Committee.

A notice will be placed in the school newsletter regarding the planned boundary expansion, nearby residents will receive an information letter, and a community information session will be led by EDU during Term 2, 2022. The formal statutory public notification of a Draft Variation to the Territory Plan will occur later in 2022 by the Environment, Planning and Sustainable Development Directorate (ESPDD).

Signatory Name: Katy Haire

Action Officer: Caitlin McGarvey

Attachments

--	--

Fraser Primary School Boundary Expansion

P&C Meeting 4 May 2022

Liz Klein, Senior Director Schools Planning, Education Directorate -
eduschoolplanning@act.gov.au

The Education Directorate has commenced the process to expand the school's boundary, to provide more playground open space. The red outline reflects the current school boundary; the blue is the potential expansion area – it may ultimately be slightly smaller than this.



Expansion to the north will require a Variation to the Territory Plan to rezone the Open Space to Community Facilities Zone.



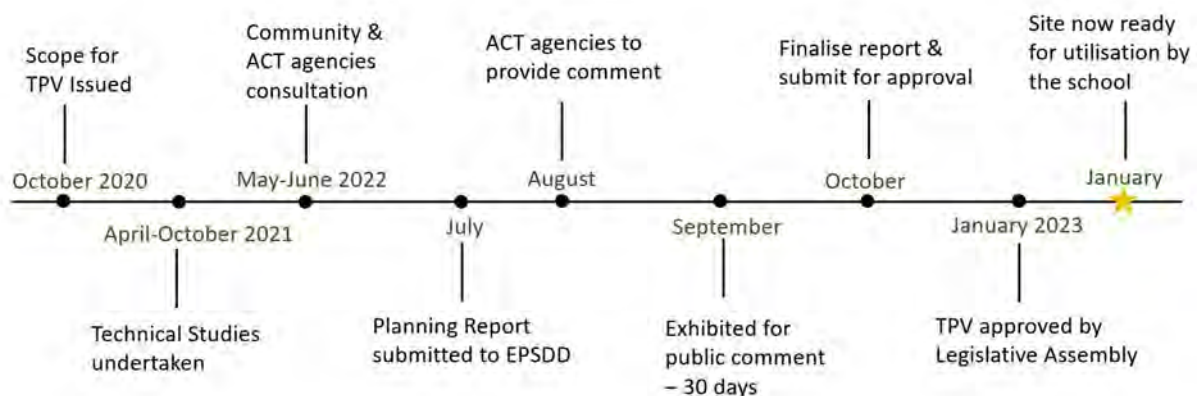
The following site investigations have been undertaken by specialist consultants:

- Site survey
- Ecological assessment
- Tree assessment
- Bushfire threat assessment
- Traffic impact

The findings of these will form part of the Planning Report which explains and justifies the proposal.

Consultation with the school community and the broader community is expected to be undertaken in May-June 2022; and again in September 2022.

Anticipated Timeline:





Fraser Primary School

An ACT Public School
Learning Together & Achieving Together



Boundary Expansion Territory Plan Variation

**Fraser Primary School P&C
4 May 2022**

**Liz Klein, Senior Director
Schools Planning
Education Directorate**



Existing Fraser Primary School site
Proposed expansion area for consideration

Currently 2.6 hectares

Site investigations have shown expansion to the north most feasible.

Environmental constraints to the west: ecological and landscape values.

Territory Plan Variation (TPV) Process

Change the zoning

Expand by up to 2.2ha

Formal requirements issued

Technical specialist studies

Community consultation

ACT government agency consultation

Submit planning report to EPSDD





Site Investigations

- **Survey**
- **Ecological**
- **Tree assessment**
- **Bushfire Threat**
- **Traffic impact**

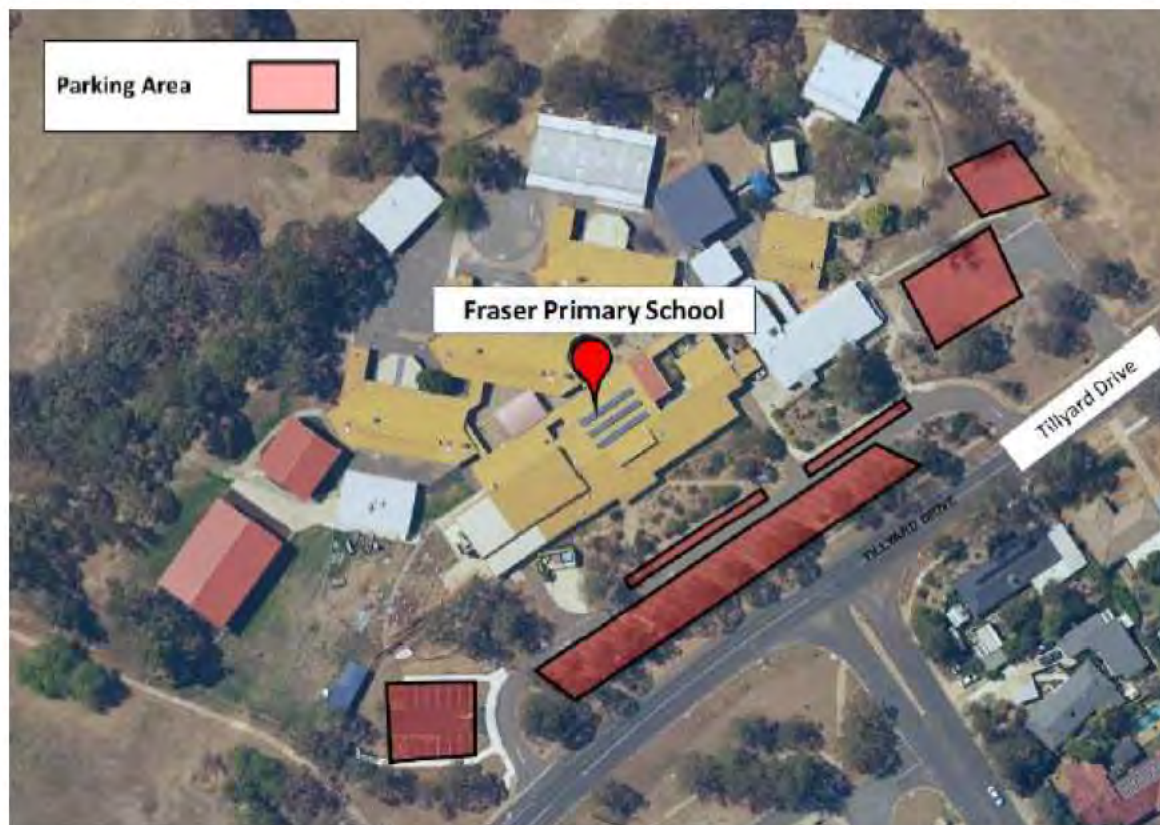


Tree Assessment Area

To the west:

- No Superb Parrots recorded, but habitat and sightings in the past.
- Small area of native grassland

At the far north: -
Landscape and habitat amenity tree planting



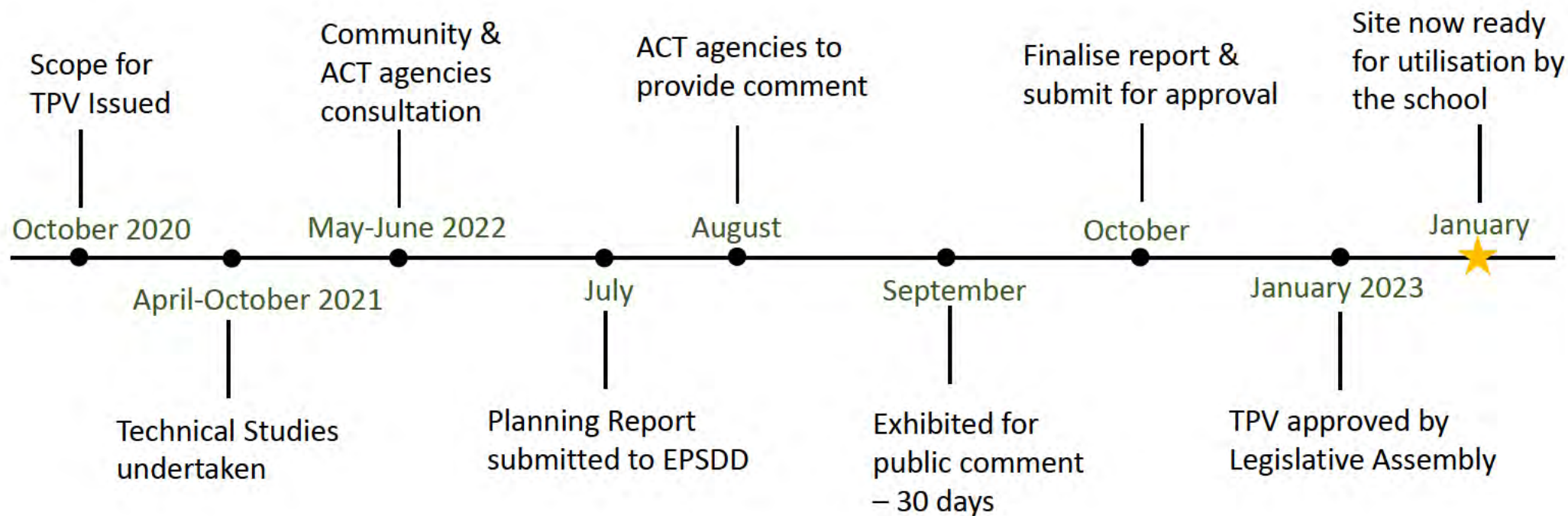
Car Parking

Parking on site consists of:

- 77 spaces
- 2 disabled spaces
- Bus stop on Tillyard Drive

Based on the ACTPLA Parking and Vehicular Access General Code no additional parking is required for the proposed expansion area.

Anticipated Timeline



From: [Percival, Tom](#)
To: [REDACTED]
Cc: [REDACTED]; [Klein, Liz](#); [Butler, Erin](#)
Subject: RE: Fraser - Update (PS124049)
Date: Friday, 13 May 2022 4:55:00 PM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)
[DRAFT Fraser Primary TPV Community Engagement Strategy comments included.pdf](#)

OFFICIAL

Sorry for an earlier message with attachment – this is the correct attachment version (which has additional comments included)

Hi [REDACTED]

Please see attached a markup version of the stakeholder engagement strategy following review internally. Sorry this has taken some time to deliver.

It would be good to have a chat about next steps in planning for the engagement when you are available.

We are limited in the available additional budget on this project so a number of those further actions we may have to complete in house – this might be based on the cost of actions and our capabilities; an itemised fee proposal or indication of cost for each might assist to direct those actions as you have outlined.

Please give me a call if you would like to discuss.

Tom

Tom Percival MPIA | **Director, Schools Planning**

02 6207 8688 | 0409 531303 | tom.percival@act.gov.au

Enrolments and Planning Branch | System Policy and Reform Division | **Education** | ACT Government

GPO Box 158 Canberra ACT 2601

www.education.act.gov.au

From: [REDACTED]@wsp.com>

Sent: Wednesday, 20 April 2022 2:28 PM

To: Percival, Tom <Tom.Percival@act.gov.au>

Cc: [REDACTED]@wsp.com>; Klein, Liz <Liz.Klein@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>

Subject: RE: Fraser - Update (PS124049)

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Hi Tom,

Thanks for the update – let me know when the comments have come through and we can proceed with updates to the report/stakeholder engagement memorandum.

Was there any movement on the potential variations to WSP's fees as per the below (the physical undertaking of the letterbox drop and preparation of visual(s) for presentation at engagement activities)?

The BCC meetings during that time are likely to fall on the following dates (typically 3rd Tuesday of every month TBC):

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- 21 June 2022
- 19 July 2022

Their agendas tend to book out about a month prior to the meeting so we'd need to get any visuals through reasonably

quickly/request a place on the agenda as an item.

It is also stressed that ACT Gov is unlikely to grant another extension for the TPV so all engagement activities and the final planning report will need to be lodged with EPSDD before the cut off (mid-December 22 – date not in front of me, apologies).

Cheers,

[Redacted]



[Redacted]

[Redacted]

[Redacted] [@wsp.com](mailto:[Redacted]@wsp.com)

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Canberra, ACT, 2601
Australia

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From: Percival, Tom <Tom.Percival@act.gov.au>

Sent: Friday, April 8, 2022 4:33 PM

To: [Redacted] [@wsp.com](mailto:[Redacted]@wsp.com)

Cc: [Redacted] [@wsp.com](mailto:[Redacted]@wsp.com); Klein, Liz <Liz.Klein@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>

Subject: RE: Fraser - Update (PS124049)

OFFICIAL

Hi [Redacted]

Our apologies for not having this feedback for you yet – the Education Comms team have had the draft strategy for review and are still to finalise their feedback. They are aware of the timeframes (ie during Term 2) and can support in going ahead with those.

Liz has set up some key dates for consultation with the School Board for 24 May and the P&C Committee for 15 June (their next suitable meetings) so that can give us some tentative timing not to start a public consultation period before 24 May, but could possibly be open around 15 June? Not sure what BCC meeting dates might look like around then also?

Hoping to have feedback on the documents to provide soon.

Tom

Tom Percival MP | **Director, Schools Planning**

02 6207 8688 | 0409 531303 | tom.percival@act.gov.au

Enrolments and Planning Branch | System Policy and Reform Division | **Education** | ACT Government

GPO Box 158 Canberra ACT 2601

www.education.act.gov.au

From: [Redacted] [@wsp.com](mailto:[Redacted]@wsp.com)

Sent: Thursday, 7 April 2022 11:06 AM

To: Klein, Liz <Liz.Klein@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>; Percival, Tom

<Tom.Percival@act.gov.au>

Cc: [redacted]@wsp.com>

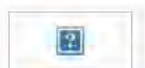
Subject: RE: Fraser - Update (PS124049)

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Hi Liz, Erin and Tom,

Please send through the comments on the draft engagement strategy and planning report ASAP. Once we have reviewed the comments we can finalise the engagement pathway with the Ed Departments' Comms team and get the ball rolling. Keen to lock in some tentative dates ASAP.

Cheers,
[redacted]



[redacted]

[redacted]

[redacted]@wsp.com

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From: [redacted]

Sent: Wednesday, March 30, 2022 12:01 PM

To: 'Klein, Liz' <Liz.Klein@act.gov.au>; 'Butler, Erin' <Erin.Butler@act.gov.au>; 'Percival, Tom' <Tom.Percival@act.gov.au>

Cc: [redacted]@wsp.com>

Subject: RE: Fraser - Update (PS124049)

Hi Liz, Erin and Tom,

Just following up on the below? Please flick through the consolidated comments on the draft planning report and engagement strategy.

We can then get the engagement component finalized and underway.

Cheers,
[redacted]



[redacted]

[redacted]

[redacted]@wsp.com

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From: [REDACTED]
Sent: Friday, March 25, 2022 2:53 PM
To: Klein, Liz <Liz.Klein@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>; Percival, Tom <Tom.Percival@act.gov.au>
Cc: [REDACTED] <[\[REDACTED\]@wsp.com](mailto:[REDACTED]@wsp.com)>
Subject: Fraser - Update (PS124049)

Hi Liz, Erin and Tom,

Hope you're having a good week.

There were a few actions coming out of our workshop earlier in the month.

Thanks Liz for flicking through contract docs – returned via email last week on Friday.

Erin/Tom – could you please flick through the consolidated comments on the draft planning report and the draft engagement strategy?

Liz – let me know when the team has prepared the high level site plan for presentation at the upcoming community council meeting and stakeholder engagement session(s). Appreciating that the Directorate is keen to proceed with stakeholder engagement ASAP – if it would assist we would be pleased to reach out to our GIS team to prepare a high level plan to show:

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Let me know if you would like WSP to make this arrangement and I can send through a fee proposal accordingly.

We also discussed the physical letterbox drop and the Directorate's request for WSP to undertake the distribution of letters to the community. I've reviewed the original engagement scope and note that the distribution of letters to interested parties and identification of properties for the letterbox drop did not form part of the scope.

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- Liaison with Education Directorate (including Communications Department) regarding letterbox drop;
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Let me know if you would like WSP to approach the Belconnen Community Council for upcoming tentative date/s for presentation of the proposed draft TPV.

We've also made allowance for a 'town hall' style meeting at the school (or via TEAMS/ZOOM). This could be undertaken before or after any BCC meeting – depends on schools/community interest.

Once we've incorporated any comments re. the Engagement Strategy we'd be pleased to finalise the program in consultation with the Communications Department.

Thanks and enjoy your weekend.

Kind regards,

[REDACTED]



[REDACTED]
 [REDACTED]

██████████@wsp.com

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

From: [Butler_Erin](#)
To: [Klein_Liz](#)
Cc: [Percival_Tom](#)
Subject: RE: Fraser - Update (PS124049)
Date: Wednesday, 18 May 2022 9:53:28 AM
Attachments: [RE Fraser - Update \(PS124049\).msg](#)
[image001.png](#)
[image003.png](#)
[image004.png](#)

OFFICIAL

Hi Liz,

I've attached the last email Tom sent to [REDACTED] on 13/5 with the marked up version of the community engagement strategy.

Tom please correct me if I'm wrong but we are waiting on WSP to let us know the next steps for the planning of the community engagement.

WSP had mentioned that they could amend the scope of services related to stakeholder engagement and to please let WSP know if we would like them to provide a fee proposal for the following additional components of the stakeholder engagement process:

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- Travel to/from and delivery of letters to properties within letterbox drop list.

Tom let them know in his attached email that we are limited in the available additional budget on this project so a number of those further actions in the community engagement strategy we may have to complete in house.

Thanks,
Erin

Erin Butler | Project Officer, Schools Planning
erin.butler@act.gov.au
System Policy and Reform Division | Education | ACT Government
GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

From: Klein, Liz <Liz.Klein@act.gov.au>
Sent: Wednesday, 18 May 2022 9:10 AM
To: Butler, Erin <Erin.Butler@act.gov.au>
Cc: Percival, Tom <Tom.Percival@act.gov.au>
Subject: FW: Fraser - Update (PS124049)

OFFICIAL

Hi Erin –

Could you please let me know what contract variations have been requested by WSP.
I will need to ensure they are still relevant.

What are they awaiting from us to go ahead and commence formal statutory community engagement?

Thanks, Liz

Liz Klein | Senior Director, Schools Planning
 Ph: (02) 6207 0734 | Email: liz.klein@act.gov.au
 Enrolments and Planning | System Policy and Reform | Education | ACT Government
 220 London Circuit CIVIC ACT | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

From: [REDACTED]@wsp.com>
Sent: Wednesday, 20 April 2022 2:28 PM
To: Percival, Tom <Tom.Percival@act.gov.au>
Cc: [REDACTED]@wsp.com>; Klein, Liz <Liz.Klein@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>
Subject: RE: Fraser - Update (PS124049)

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Cheers,

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]@wsp.com

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Sent: Friday, April 8, 2022 4:33 PM
To: [REDACTED]@wsp.com>

Cc: [REDACTED]@wsp.com>; Klein, Liz <Liz.Klein@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>
Subject: RE: Fraser - Update (PS124049)

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Cc: [REDACTED]@wsp.com>

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Cheers,
Sarah



[REDACTED]

[REDACTED]

[REDACTED]@wsp.com

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[REDACTED]

[REDACTED]

[REDACTED] <[\[REDACTED\]@wsp.com](mailto:[REDACTED]@wsp.com)>

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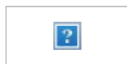
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Thanks and enjoy your weekend.

Kind regards,
Sarah



[Redacted]
[Redacted]
[Redacted] @wsp.com

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Fraser Primary School

An ACT Public School
Learning Together & Achieving Together



Boundary Expansion Territory Plan Variation

**Fraser PS Board
24 May 2022**

**Liz Klein, Senior Director
Schools Planning
Education Directorate**



Existing Fraser Primary School site



Proposed expansion area for consideration

Currently 2.6 hectares

Site investigations have shown expansion to the north most feasible.

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Territory Plan Variation (TPV) Process

Change the zoning

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Formal requirements issued

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Community consultation

ACT government agency consultation

Submit planning report to EPSDD





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- **Ecological**
- **Tree assessment**
- **Bushfire Threat**
- **Traffic impact**

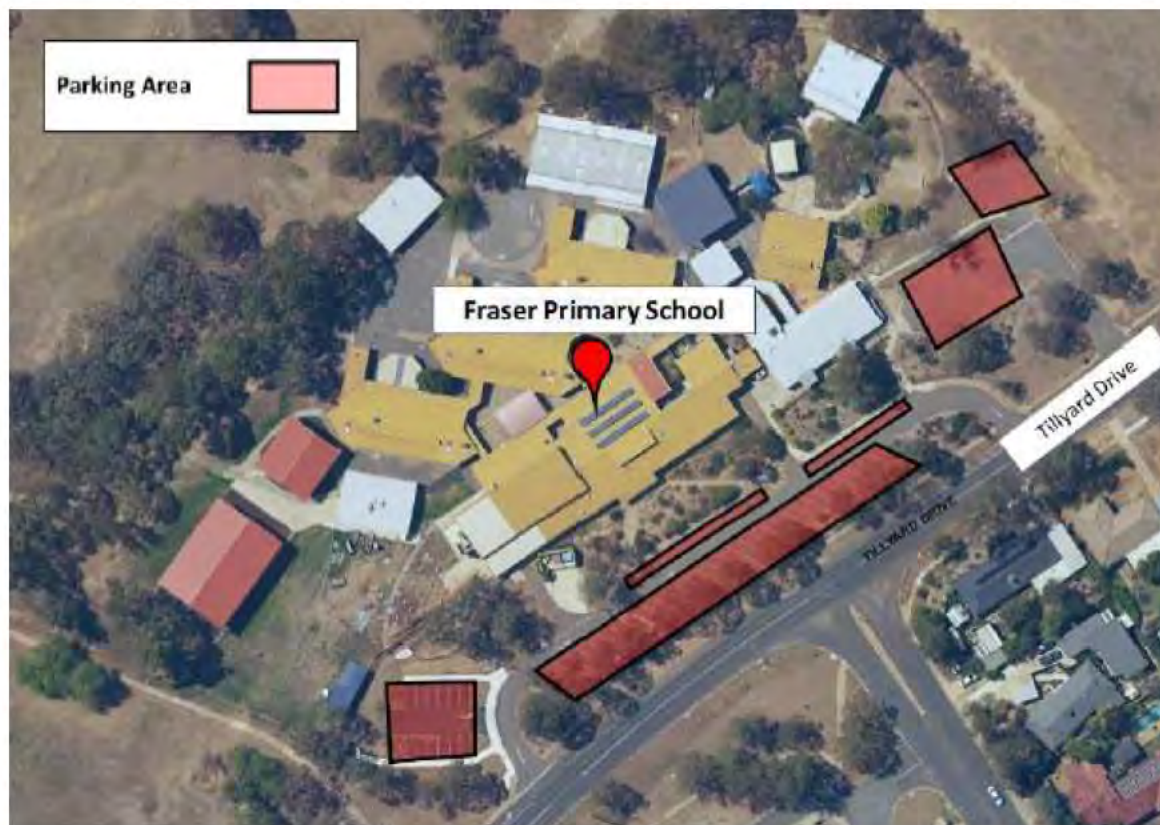


Tree Assessment Area

To the west:

- No Superb Parrots recorded, but habitat and sightings in the past.
- Small area of native grassland

At the far north: -
Landscape and habitat amenity tree planting



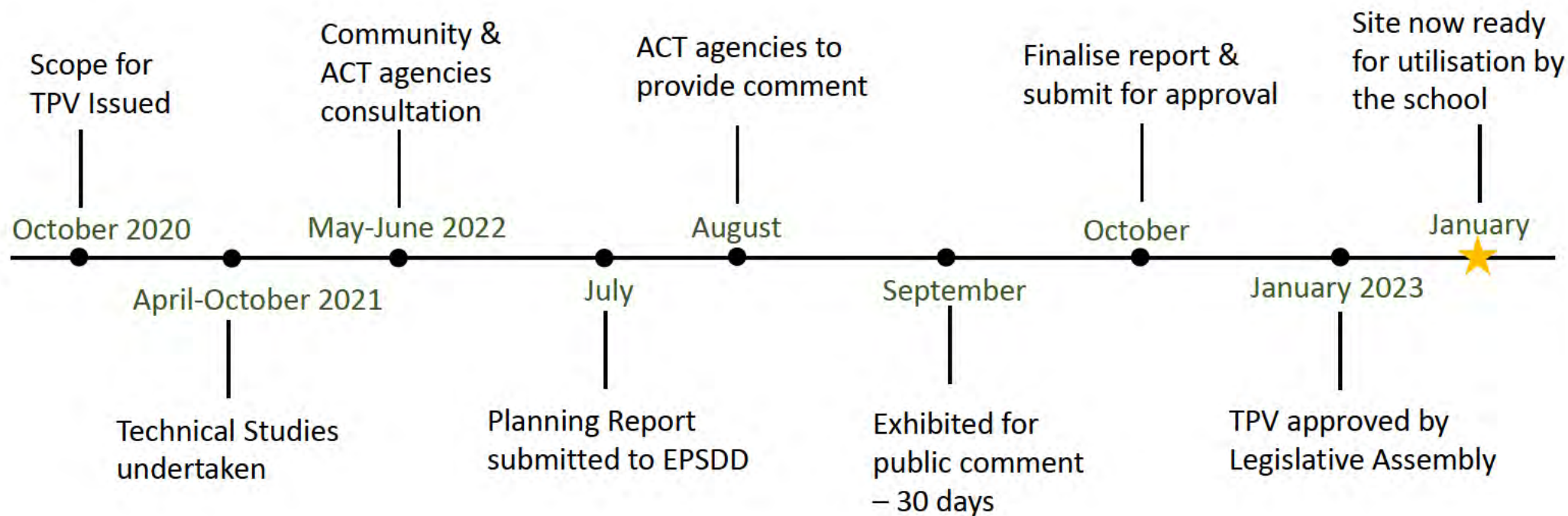
Car Parking

Parking on site consists of:

- 77 spaces
- 2 disabled spaces
- Bus stop on Tillyard Drive

Based on the ACTPLA Parking and Vehicular Access General Code no additional parking is required for the proposed expansion area.

Anticipated Timeline



From: [Klein, Liz](#)
To: [Percival, Tom](#)
Cc: [Attridge, Vanessa](#)
Subject: Fraser primary boundary TPV - next steps
Date: Friday, 15 July 2022 2:46:00 PM

OFFICIAL

Hi Tom

Thanks for the discussion today regarding steps to progress the planning for the boundary expansion at Fraser primary. As I let Nessa know this morning, it is me who has dropped the ball on this one and I apologise. I think we are close to getting out to community consultation though.

To summarise what we discussed:

1. Could you please bring Helen in to assist with this project – it can be one she takes carriage of through to the making of the TPV.
2. Discuss with [REDACTED] at WSP:
 - Amendment of the expansion boundary to a more straight line with the current school western boundary (we had expanded a little further to the west for the purposes of the ecological study but should now clarify the likely TPV boundary).
 - Preparation of a summary of the studies undertaken for public consultation (rather than the full studies). This is particularly to remove any reference to the traffic assessment including the impact of potential expansion in student numbers (as this is neither planned nor committed).
 - Setting up a time to meet with BCC and a date for community consultation (organised by WSP as an online event).
 - Preparation of a powerpoint presentation for the BCC and for a general community presentation, which can be based on the presentation we prepared for the School Board and P&C – just update the timeline and perhaps they can make it look more professional?
 - Preparation of text and an image for the school newsletter advising of the project, process/timing, and linking to info on WSP website and link to the community info session.
 - Letter text for the letterbox drop (and coordination with our Comms to see if we have a standard process/contractor for the dropping, and extent of area).
 - WSP's website as the information link/portal for community access to the documents (noting it is a summary only on display, not the full draft planning report or full studies).
 - WSP to compile and address all submissions and responses from the online forums, as part of the finalisation of the Planning Report.
 - A new timeline for submission of the TPV package to EPSDD.
 - Contract variation required – I understand they have expended all/most funds under their current contract (due to the additional survey?).
3. Check the remaining budget (if any) from our initial agreement with ICW to utilise funds from another pool; and check what funds may be available under the 'Planning for Belconnen' pool. If needed, we can utilise funds from the "Planning for new and

expanded schools” allocation from last year’s budget.

4. If considered reasonable, send the contract variation request through to Nessa for her approval.
5. Keep Mark and Sharon at the school in the loop as soon as any dates or information is firmed up.

Thanks very much Tom.

Regards, Liz

Liz Klein | Senior Director, Schools Planning

Ph: (02) 6207 0734 | Email: liz.klein@act.gov.au

Enrolments and Planning | System Policy and Reform | Education | ACT Government

220 London Circuit CIVIC ACT | GPO Box 158 Canberra ACT 2601

www.education.act.gov.au

From: [Percival, Tom](#)
To: [REDACTED]
Subject: RE: Fraser - Update (PS124049)
Date: Monday, 1 August 2022 4:24:00 PM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)

OFFICIAL

Hi [REDACTED]

I wanted to touch base with you since our last conversation on the Fraser project. We've had some rolling [REDACTED] in the team [REDACTED] but I am looking to pick up this work now and help to move forward to completion.

Are you available for a chat to restart it?

Thanks

Tom

Tom Percival MPIA | **Director, Schools Planning**

02 6207 8688 | 0409 531303 | tom.percival@act.gov.au

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GPO Box 158 Canberra ACT 2601

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From: [REDACTED]@wsp.com>
Sent: Wednesday, 20 April 2022 2:28 PM
To: Percival, Tom <Tom.Percival@act.gov.au>
Cc: [REDACTED]@wsp.com>; Klein, Liz <Liz.Klein@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>
Subject: RE: Fraser - Update (PS124049)

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.

Hi Tom,

Thanks for the update – let me know when the comments have come through and we can proceed with updates to the report/stakeholder engagement memorandum.

Was there any movement on the potential variations to WSP's fees as per the below (the physical undertaking of the letterbox drop and preparation of visual(s) for presentation at engagement activities)?

The BCC meetings during that time are likely to fall on the following dates (typically 3rd Tuesday of every month TBC):

- 17 May 2022
- 21 June 2022
- 19 July 2022

Their agendas tend to book out about a month prior to the meeting so we'd need to get any visuals through reasonably quickly/request a place on the agenda as an item.

It is also stressed that ACT Gov is unlikely to grant another extension for the TPV so all engagement activities and the final planning report will need to be lodged with EPSDD before the cut off (mid-December 22 – date not in front of me, apologies).

Cheers,

[REDACTED]



T: +61 2 6281 9512

[@wsp.com](#)

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From: Percival, Tom <Tom.Percival@act.gov.au>

Sent: Friday, April 8, 2022 4:33 PM

To: [@wsp.com](#)

Cc: [@wsp.com](#); Klein, Liz <Liz.Klein@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>

Subject: RE: Fraser - Update (PS124049)

OFFICIAL

H [\[redacted\]](#)

Our apologies for not having this feedback for you yet – the Education Comms team have had the draft strategy for review and are still to finalise their feedback. They are aware of the timeframes (ie during Term 2) and can support in going ahead with those.

Liz has set up some key dates for consultation with the School Board for 24 May and the P&C Committee for 15 June (their next suitable meetings) so that can give us some tentative timing not to start a public consultation period before 24 May, but could possibly be open around 15 June? Not sure what BCC meeting dates might look like around then also?

Hoping to have feedback on the documents to provide soon.

Tom

Tom Percival MPA | **Director, Schools Planning**

02 6207 8688 | 0409 531303 | tom.percival@act.gov.au

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GPO Box 158 Canberra ACT 2601

www.education.act.gov.au

From: [@wsp.com](#)

Sent: Thursday, 7 April 2022 11:06 AM

To: Klein, Liz <Liz.Klein@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>; Percival, Tom <Tom.Percival@act.gov.au>

Cc: [@wsp.com](#)

Subject: RE: Fraser - Update (PS124049)

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.

Hi Liz, Erin and Tom,

Please send through the comments on the draft engagement strategy and planning report ASAP. Once we have reviewed the comments we can finalise the engagement pathway with the Ed Departments' Comms team and get the ball rolling. Keen to lock in some tentative dates ASAP.

Cheers,

[Redacted]



[Redacted]

T: +61 2 6281 9512

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From: [Redacted]

Sent: Wednesday, March 30, 2022 12:01 PM

To: 'Klein, Liz' <Liz.Klein@act.gov.au>; 'Butler, Erin' <Erin.Butler@act.gov.au>; 'Percival, Tom' <Tom.Percival@act.gov.au>

Cc: [Redacted] <[@wsp.com](mailto:[Redacted]@wsp.com)>

Subject: RE: Fraser - Update (PS124049)

Hi Liz, Erin and Tom,

Just following up on the below? Please flick through the consolidated comments on the draft planning report and engagement strategy.

We can then get the engagement component finalized and underway.

Cheers,

[Redacted]



[Redacted]

T: +61 2 6281 9512

[Redacted] [@wsp.com](mailto:[Redacted]@wsp.com)

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From: [Redacted]

Sent: Friday, March 25, 2022 2:53 PM

To: Klein, Liz <Liz.Klein@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>; Percival, Tom <Tom.Percival@act.gov.au>

Cc: [Redacted] <[@wsp.com](mailto:[Redacted]@wsp.com)>

Subject: Fraser - Update (PS124049)

Hi Liz, Erin and Tom,

Hope you're having a good week.

There were a few actions coming out of our workshop earlier in the month.

Thanks Liz for flicking through contract docs – returned via email last week on Friday.

Erin/Tom – could you please flick through the consolidated comments on the draft planning report and the draft engagement strategy?

Liz – let me know when the team has prepared the high level site plan for presentation at the upcoming community council meeting and stakeholder engagement session(s). Appreciating that the Directorate is keen to proceed with stakeholder engagement ASAP – if it would assist we would be pleased to reach out to our GIS team to prepare a high level plan to show:

- Aerial photograph as base;
- Site survey (provided by Veris) to utilize for proposed rezoning boundary location;
- Transparent layer to demonstrate area to form part of rezoning request; and
- As discussed at meeting – no fence proposed as part of proposal, no new car parking proposed as part of rezoning request and/or no physical works proposed on site.

Let me know if you would like WSP to make this arrangement and I can send through a fee proposal accordingly.

We also discussed the physical letterbox drop and the Directorate's request for WSP to undertake the distribution of letters to the community. I've reviewed the original engagement scope and note that the distribution of letters to interested parties and identification of properties for the letterbox drop did not form part of the scope.

We would be pleased to amend the scope of services related to stakeholder engagement to include this component – please let me know if you would like WSP to provide a fee proposal for the following additional components of the stakeholder engagement process:

- Identification of properties for letterbox drop;
- Liaison with Education Directorate (including Communications Department) regarding letterbox drop;
- Identification of walk route for letterbox drop in consultation with Communications Department/Education Directorate);
- Printing of letters for letterbox drop and receipt/packaging in envelopes (to be outsourced to 3rd party – WSP to obtain quote for printing); and
- Travel to/from and delivery of letters to properties within letterbox drop list.

Let me know if you would like WSP to approach the Belconnen Community Council for upcoming tentative date/s for presentation of the proposed draft TPV.

We've also made allowance for a 'town hall' style meeting at the school (or via TEAMS/ZOOM). This could be undertaken before or after any BCC meeting – depends on schools/community interest.

Once we've incorporated any comments re. the Engagement Strategy we'd be pleased to finalise the program in consultation with the Communications Department.

Thanks and enjoy your weekend.

Kind regards,

[Redacted signature]



[Redacted name]

T: +61 2 6281 9512

[Redacted email] @wsp.com

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From: [Percival, Tom](#)
To: [Planinac, Lisa](#)
Subject: RE: Fraser Primary School Draft Engagement Strategy
Date: Thursday, 4 August 2022 5:08:00 PM

OFFICIAL

Hi Lisa

We're hoping to kick start this Fraser project again and go out for some community engagement during Aug/Sept. I'm hoping to get the consultants working soon and they'll check in with your team on some of the collateral and activities if that's ok. Are you still the point of contact and have time to help?

There are a couple of practical things I'd like to check also:

- Can we host some content on the EDU or the Fraser PS websites?
- Do you have an external provider that can letterbox drop an area that comms have used before?
- Is there capability in EDU for envelope stuffing (i.e. a folding & filling machine)?

Happy to have a chat if you have time.

Thanks
Tom

Tom Percival MPIA | **Director, Schools Planning**

02 6207 8688 | 0409 531303 | tom.percival@act.gov.au

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From: Planinac, Lisa <Lisa.Planinac@act.gov.au>
Sent: Wednesday, 20 April 2022 11:40 AM
To: Percival, Tom <Tom.Percival@act.gov.au>
Cc: Blom, Dylan <Dylan.Blom@act.gov.au>; Nelson, Alex <Alex.Nelson@act.gov.au>
Subject: Fraser Primary School Draft Engagement Strategy

OFFICIAL

Hi Tom,

[REDACTED]

[REDACTED]

Please see attached the draft Engagement strategy for Fraser with comments within. I have also attached the Garran engagement plan from consultants.

When I was chatting to Dylan about this, he suggested that the Fraser engagement, follow a similar structure to that of Garran.

WSP have included quite a bit more in their plan. I do like how they have explained the process of engagement and the reasons for doing this.

Hope this is useful.

Kind regards

Lisa

Percival, Tom

Subject: Fraser Primary Boundary Expansion
Location: Microsoft Teams Meeting

Start: Fri 12/08/2022 1:00 PM
End: Fri 12/08/2022 1:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Percival, Tom
Required Attendees: [REDACTED] Klein, Liz; Hai, Helen; Butler, Erin
Optional Attendees: [REDACTED]

Agenda

1. Contract – WSP remaining scope
2. Community Engagement
 - a. Strategy finalisation
 - b. Confirm key dates:
 - i. BCC – 20 September
 - ii. Online Info Session – 28/29 September
 - iii. P&C - ??
 - iv. Intended commencement date
 - c. Collateral, plans
 - d. Advertising – signage, letterbox, networks
3. Supporting studies
 - a. Traffic – able to summarise on existing capacity? (limit to boundary expansion action only)
 - b. Ecological – summary of constraints that has defined suitable areas
 - c. Survey outcome – building on site information? Boundary definition?
 - d. Other information?
4. Responsibilities and deliverables
5. Coordination meetings
6. AOB

Microsoft Teams meeting

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From: [Klein, Liz](#)
To: [Percival, Tom](#)
Subject: FW: Fraser Primary School | School Board | TPV follow up
Date: Friday, 12 August 2022 1:09:00 PM
Attachments: [image001.png](#)
[image002.jpg](#)

OFFICIAL

Liz Klein | Senior Director, Schools Planning
Ph: (02) 6207 0734 | Email: liz.klein@act.gov.au
Enrolments and Planning | System Policy and Reform | Education | ACT Government
220 London Circuit CIVIC ACT | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

From: Beaumaris, Sharon <Sharon.Beaumaris@ed.act.edu.au>
Sent: Friday, 12 August 2022 1:08 PM
To: Klein, Liz <Liz.Klein@act.gov.au>
Cc: Deeker, Mark (ACTEDU) <Mark.Deeker@ed.act.edu.au>
Subject: Fraser Primary School | School Board | TPV follow up

OFFICIAL

OFFICIAL

Good afternoon Liz,

Thank you for attending our School Board meeting in May. The Board met again early in August and were hoping you could provide an update on community engagement and timelines for this to occur.

Kind regards,

Sharon Beaumaris | Business Manager

Fraser Primary School | Education Directorate | **ACT Government**

Tillyard Drive, Fraser ACT 2615 **P** (02) 6142 0521 | **M** 0403 190 525

E sharon.beaumaris@ed.act.edu.au **W** www.fraserps.act.edu.au



I acknowledge the traditional custodians of the lands and waters where we live, learn and work, the Ngunnawal people, and pay my respects to Elders past, present and emerging.

From: Klein, Liz <Liz.Klein@act.gov.au>
Sent: Tuesday, 17 May 2022 5:20 PM

To: Deeker, Mark <Mark.Deeker@ed.act.edu.au>
Cc: Beaumaris, Sharon <Sharon.Beaumaris@ed.act.edu.au>; Percival, Tom (ACTGOV) <Tom.Percival@act.gov.au>; Attridge, Vanessa (ACTGOV) <VanessaS.Attridge@act.gov.au>; Blackwell, Ian <Ian.Blackwell@ed.act.edu.au>; Klootwijk, Rikkie <Rikkie.Klootwijk@ed.act.edu.au>
Subject: Re: Thankyou for facilitating the P&C meeting on 4th May

OFFICIAL

Thanks Mark.

I made an error in my email - yes, Tuesday 24th.

I will be there along with either Tom or Nessa. I'd appreciate a similar amount of time on the Agenda.

Thanks very much, Liz

From: Deeker, Mark <Mark.Deeker@ed.act.edu.au>
Sent: Tuesday, 17 May 2022, 5:17 pm
To: Klein, Liz <Liz.Klein@act.gov.au>
Cc: Beaumaris, Sharon (ACTEDU) <Sharon.Beaumaris@ed.act.edu.au>; Percival, Tom <Tom.Percival@act.gov.au>; Attridge, Vanessa <VanessaS.Attridge@act.gov.au>; Blackwell, Ian (ACTEDU) <Ian.Blackwell@ed.act.edu.au>; Klootwijk, Rikkie (ACTEDU) <Rikkie.Klootwijk@ed.act.edu.au>
Subject: RE: Thankyou for facilitating the P&C meeting on 4th May

OFFICIAL

Hi Liz

Thanks for the feedback and for communicating with the P&C.

The next Board Meeting is Tuesday 24 May 5:30 and you are most welcome. There were 4 Board members present at your P&C presentation so they will be familiar with your presentation.

Kind regards,
 Mark

From: Klein, Liz <Liz.Klein@act.gov.au>
Sent: Monday, 16 May 2022 8:53 AM
To: Deeker, Mark <Mark.Deeker@ed.act.edu.au>
Cc: Beaumaris, Sharon <Sharon.Beaumaris@ed.act.edu.au>; Percival, Tom (ACTGOV) <Tom.Percival@act.gov.au>; Attridge, Vanessa (ACTGOV) <VanessaS.Attridge@act.gov.au>
Subject: Thankyou for facilitating the P&C meeting on 4th May

OFFICIAL

Dear Mark

Thank you for facilitating our attendance at the Fraser Primary School P & C Meeting on 4 May 2022 and the opportunity for a presentation by Tom Percival, Director Schools Planning.

The meeting provided a good forum for discussion of our proposal to expand the school site and share

our progress with preparation of a Draft Territory Plan Variation (TPV) which will give effect to an increase in the land available for use by the school.

The feedback from the school community was informative, and we noted a number of questions which we will ensure are also addressed for the broader community as the proposal moves forward. These included:

- the intended future use of the expanded area;
- accessibility for the community;
- plans for fencing;
- consideration of expanding the site to the west;
- how traffic and parking will be managed;
- any intentions for expanding the school capacity and incorporating other uses such as childcare, or a high school;
- the impact of future development in Belconnen; and
- opportunities for input into the TPV process and the design of any planned future facilities.

As we explained at the meeting, a number of these issues relate to matters which are outside the scope of the current process for progressing a TPV. This process is not proposing any redevelopment of the current school buildings or expansion in student capacity.

The project team is continuing preparation for broader community engagement as part of the TPV process over the coming weeks. We will inform the school community including the P&C once we have confirmed our timeframes.

We are keen to provide a similar presentation to the School Board at an upcoming meeting – I have in my diary the next meeting tomorrow at 5.30pm – do you know if we are on the Agenda or can be?

Please feel free to contact me you have any questions or feedback as this project progresses.

Thanks again for your support,

Regards, Liz

Liz Klein | Senior Director, Schools Planning

Mob: 0406 526 292 | Email: liz.klein@act.gov.au

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From: [Butler, Erin](#)
To: [REDACTED]
Cc: [REDACTED] [Klein, Liz](#); [Percival, Tom](#); [Hai, Helen](#)
Subject: Fraser Primary - Request for scope
Date: Friday, 12 August 2022 1:50:31 PM
Attachments: [Request for Scope Letter Fraser primary expansion 20102020.pdf](#)

Hi [REDACTED]

As discussed, please find attached a copy of the Request for Scope letter for Fraser primary school dated 20 October 2020.

Thanks,
Erin

Erin Butler | Project Support Officer, Schools Planning
erin.butler@act.gov.au
System Policy and Reform Division | Education | ACT Government
GPO Box 158 Canberra ACT 2601
www.education.act.gov.au



Ms Lesley Cameron
Executive Group Manager, Land Strategy and Environment
Environment, Planning, Sustainability and Development Directorate
GPO Box 158 CANBERRA 2601

ATTENTION: Ms Alix Kaucz, Senior Director, Territory Plan

**Subject: Territory Plan Variation for part Block 6 Section 64 Fraser,
Fraser Primary School Expansion**

Dear Lesley

I am writing to you to request a scoping document to support a variation to the Territory Plan for part Block 6 Section 64 Fraser. The purpose is to enable expansion of Fraser Primary School.

I include the following information as background to the request for scope.

Proposed site

The proposed site is part Block 6 Section 64, as indicated in Figure 1 below. The site has an area of approximately 3.4 hectares. The total area of Block 6 Section 64 is 64 hectares.

The block is identified in the Territory Plan as NUZ3: Hills, Ridges and Buffer Areas; PRZ1: Urban Open Space; RZ1: Suburban with an overlay of Pc: Nature Reserve; PUBLAN: Public Land.

The site is relatively flat, with a slight slope from north to south. There is also a slight elongated hill between the site and the existing school site, Block 2 Section 40 Fraser.

What changes are required to the Territory Plan

We require a change to the Territory Plan to permit an extension of the boundary of the existing Fraser Primary school site, to accommodate significant recent growth in enrolment demand at the school. We understand that a Territory Plan variation is required to permit development of additional school buildings and facilities on the proposed site. We would request that the area to be included within the school's new boundary be rezoned to CFZ: Community Facilities Zone. Detailed advice from EPSDD on the required amendments to the Territory Plan is requested.

Why the Variation is required, and why this is the preferred site

The expansion of the school site would enable the construction of permanent learning spaces as well as additional open play space for students. The Education Directorate has in recent years faced strong enrolment growth in and around Fraser and the school is currently operating close to capacity. To date this has been accommodated through the installation of relocatable classrooms, however this has resulted in a loss of open play space within the school grounds.

Expansion to the west of the school would result in a school site configuration which enables student circulation to be efficiently managed, and minimises walking times & distances between different parts of the school. It would retain community and school accessibility to the playing fields to the south, and facilitate additional pedestrian access from Shakespeare Crescent to the west, resulting in safe pedestrian access from two sides of the school. Pick up / drop off bays could potentially be incorporated along Shakespeare Crescent, diverting school traffic away from the current single entry point along Tillyard Drive that is opposite the entry driveway to the small local centre. In addition, informal and unsafe vehicle access to the open space around the school would potentially be significantly reduced by the provision of vehicular access from the west.

Upon receipt of the Scope we will engage a consultant to undertake due diligence to support the proposal, including assessment of existing trees, ecological considerations, bushfire risk, traffic impact assessments and other likely impacts on the community. It will also confirm the proposed boundary to best meet the operational needs of the school.

Please do not hesitate to contact either myself (0406 526 292) or Aarthi Ayyar-Biddle (6207 4673) in the Enrolments and Planning Branch of the Education Directorate if you have any queries or require further information to support this request.

Yours sincerely,

Liz Klein
A/g Senior Director, Schools Planning
Education Directorate

20 October 2020

Figure 1: Indicative proposed boundaries of expanded Fraser Primary School



From: [REDACTED]
To: [REDACTED]@indesco.com.au
Cc: [REDACTED]@indesco.com.au; [REDACTED] Klein, Liz; Percival, Tom; Butler, Erin
Subject: Indesco Ref: 7974 - Fraser Primary School (PS124049)
Date: Friday, 12 August 2022 2:46:00 PM
Attachments: [image001.png](#)

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H [REDACTED]

Hope this finds you well.

Called the office and spoke with admin – they advised me to flick through an email.

The Fraser Primary School TIA was prepared by Indesco Jul 21 (your Ref: 7974). Since its completion the scope of the Education Directorate's TPV has been amended.

It is proposed to rezone a portion of land to the north east of the existing school grounds, which would then be incorporated into the existing school grounds. The TIA has been drafted on the assumption of an expansion in student numbers to circa 800. It is not proposed to alter the number of enrollments as part of the proposed TPV process.

Prior to submitting the report to the ACT Government for consideration, we were hoping to discuss the conversion/issue of a memorandum/letter outlining:

- Existing traffic conditions;
- Surrounding road network capacity; and
- Whether existing road network operating at capacity.

I'm in the office this afternoon and otherwise work part time on Wednesday, Thursday and Friday – 02 6281 9512.

Thanks [REDACTED]. Chat soon.

Cheers,
[REDACTED]



[REDACTED]
T: +61 2 6281 9512

[REDACTED]@wsp.com

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Canberra, ACT, 2601
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Percival, Tom

From: Percival, Tom
Sent: Monday, 15 August 2022 2:50 PM
To: Klein, Liz; Hai, Helen; Butler, Erin; [REDACTED]
Subject: RE: Fraser Primary Boundary Expansion

OFFICIAL

Hi all
 Please see notes from Friday's meeting.
 Tom

Meeting Record

Fraser Primary Boundary Expansion
 12 August 2022
 EDU – Tom Percival, Liz Klein, Helen Hai, Erin Butler
 WSP – [REDACTED]

1. Contract – [REDACTED] to review remaining WSP scope and advise included activities and likely additional scope
2. Community Engagement
 - a. Communications Strategy to be reviewed by WSP and reissued
 - b. WSP preparing plans for consultation, project summary – to be provided to EDU for review
 - c. Letterbox – EDU to follow up with deliverer; draft postcard to be prepared by WSP for EDU Comms review
 - d. Website – proposed to host a page on the Fraser PS website (EDU Comms can arrange)
 - e. Public comments – WSP to be public POC and receive comments to collate
 - f. Key dates:
 - i. BCC – 20 September
 - ii. Online Info Session – 28/29 September [REDACTED] proposed – to confirm]
 - iii. School Board meeting – EDU to present update (date tbc); P&C to be invited to Info Session
 - iv. Public comment period proposed to run from mid-Sept for 3 weeks
3. Supporting studies
 - a. Traffic – seeking to have statement on current traffic conditions reflecting that variation is for boundary expansion only; separate statement on potential implications of future expansion to support Planning Report response with clear language that this will be considered further alongside a proposal; [REDACTED] to raise with Indesco
 - b. Ecological, PSA, Bushfire – check reports to ensure consistency with current proposal
 - c. Survey outcome – completed and will inform proposed area; additional boundary adjustment of existing school (align with fence) to be included in proposed TPV (minor adjustment)
4. Draft Planning Report – WSP to revisit content of earlier draft based on current project status; reissue draft for EDU review
5. Project Coordination meetings – TP to schedule weekly meeting
6. EPSDD, Territory Plan – team review letter of request, issued Scope for PR and difference to current proposal – potential meeting with EPSDD to confirm scope
7. EDU to progress contacts with agencies to provide status update and offer briefing

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

From: Percival, Tom
Sent: Thursday, 11 August 2022 11:14 AM
To: Percival, Tom; [REDACTED]; Klein, Liz; Hai, Helen; Butler, Erin
Cc: [REDACTED]

Subject: Fraser Primary Boundary Expansion

When: Friday, 12 August 2022 1:00 PM-1:30 PM (UTC+10:00) Canberra, Melbourne, Sydney.

Where: Microsoft Teams Meeting

From: [Klein Liz](#)
To: [REDACTED]
Cc: [REDACTED]; [Percival Tom](#); [Butler Erin](#)
Subject: RE: Indesco Ref: 7974 - Fraser Primary School (PS124049)
Date: Wednesday, 17 August 2022 4:00:00 PM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Thanks [REDACTED]

This sounds like a suitable way to address the Scope requirements.

Regards, Liz

Liz Klein | Senior Director, Schools Planning
 Ph: (02) 6207 0734 | Email: liz.klein@act.gov.au
 Enrolments and Planning | System Policy and Reform | Education | ACT Government
 220 London Circuit CIVIC ACT | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

From: [REDACTED] <[REDACTED]@wsp.com>
Sent: Wednesday, 17 August 2022 3:58 PM
To: [REDACTED] <[REDACTED]@indesco.com.au>; [REDACTED] <[REDACTED]@indesco.com.au>
Cc: [REDACTED] <[REDACTED]@wsp.com>; Klein, Liz <Liz.Klein@act.gov.au>; Percival, Tom <Tom.Percival@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>
Subject: RE: Indesco Ref: 7974 - Fraser Primary School (PS124049)

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Hi [REDACTED],

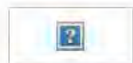
Sorry I missed your call earlier this afternoon [REDACTED] – just stepped out of a meeting.

Sounds great – will keep my eye out on the 2nd for the TEF.

Thanks again.

Cheers,

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED] <[REDACTED]@wsp.com>

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 Level 2, 121 Marcus Clarke Street
 Canberra, ACT, 2601
 Australia

wsp.com/au

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From: [REDACTED] <[REDACTED]@indesco.com.au>
Sent: Wednesday, August 17, 2022 3:49 PM
To: [REDACTED] <[REDACTED]@indesco.com.au>; [REDACTED] <[REDACTED]@wsp.com>
Cc: [REDACTED] <[REDACTED]@wsp.com>; Klein, Liz <Liz.Klein@act.gov.au>; Percival, Tom <Tom.Percival@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>
Subject: RE: Indesco Ref: 7974 - Fraser Primary School (PS124049)

Hi [REDACTED]

Just to add to [REDACTED] email, we discuss a delivery date of 2 September on the understanding that TPV docs are being compiled the following week.

Regards,

[REDACTED]

P: (02) 6285 1022

M: [REDACTED]



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From: [REDACTED] <[REDACTED]@indesco.com.au>
Sent: Wednesday, 17 August 2022 3:02 PM
To: [REDACTED] <[REDACTED]@wsp.com>
Cc: [REDACTED] <[REDACTED]@wsp.com>; Klein, Liz <Liz.Klein@act.gov.au>; Percival, Tom <Tom.Percival@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>; [REDACTED] <[REDACTED]@indesco.com.au>
Subject: RE: Indesco Ref: 7974 - Fraser Primary School (PS124049)

Hi [REDACTED]

Hope you are doing well.

We tried to call you today but did not get a chance to speak to you. We just had a chat with Liz, understand that the expansion will not promise an increase in the number of students anymore, and we need to present this change. By removing additional students from the proposed expansion, there will not be any additional traffic generation. Hence, the study requirements can be covered by a transport effect form (TEF). We will prepare a TEF considering the proposed expansion and its transport implications.

Please let me know if you have any queries / questions.

Kind regards,

[REDACTED]

P: (02) 6285 1022

M: [REDACTED]



www.indesco.com.au

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From: [REDACTED] <[REDACTED]@wsp.com>

Sent: Wednesday, 17 August 2022 12:26 PM

To: [REDACTED] <[REDACTED]@indesco.com.au>

Cc: [REDACTED] <[REDACTED]@indesco.com.au>; [REDACTED] <[REDACTED]@wsp.com>; Klein, Liz <Liz.Klein@act.gov.au>; Percival, Tom <Tom.Percival@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>

Subject: RE: Indesco Ref: 7974 - Fraser Primary School (PS124049)

Hi [REDACTED]

Happy Wednesday. Could you please give me a call on [REDACTED] to discuss the below? The Education Directorate is finalizing the package of documentation to support the TPV and requires an amended traffic memo/comment on the below.

Looking forward to catching up with you soon.

Kind regards,

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED] <[REDACTED]@wsp.com>

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Canberra, ACT. 2601
Australia

wsp.com/au

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From: [REDACTED]

Sent: Friday, August 12, 2022 2:46 PM

To: [REDACTED] <[REDACTED]@indesco.com.au>; [REDACTED] <[REDACTED]@indesco.com.au>

Cc: [REDACTED] <[REDACTED]@indesco.com.au>; [REDACTED] <[REDACTED]@wsp.com>; Klein, Liz <Liz.Klein@act.gov.au>; 'Percival, Tom' <Tom.Percival@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>

Subject: Indesco Ref: 7974 - Fraser Primary School (PS124049)

Hi [REDACTED]

Hope this finds you well.

Called the office and spoke with admin – they advised me to flick through an email.

The Fraser Primary School TIA was prepared by Indesco Jul 21 (your Ref: 7974). Since its completion the scope of the Education Directorate's TPV has been amended.

It is proposed to rezone a portion of land to the north east of the existing school grounds, which would then be incorporated into the existing school grounds. The TIA has been drafted on the assumption of an expansion in student numbers to circa 800. It is not proposed to alter the number of enrollments as part of the proposed TPV process.

Prior to submitting the report to the ACT Government for consideration, we were hoping to discuss the conversion/issue of a memorandum/letter outlining:

- Existing traffic conditions;
- Surrounding road network capacity; and
- Whether existing road network operating at capacity.

I'm in the office this afternoon and otherwise [REDACTED]

Thanks [REDACTED]. Chat soon.

Cheers,

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]@wsp.com

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From: [Hai Helen](#)
To: [REDACTED]
Cc: [Percival Tom](#); [Klein Liz](#); [Butler Erin](#); [REDACTED]
Subject: RE: Fraser Primary Boundary Expansion (PS124049)
Date: Thursday, 18 August 2022 10:46:19 AM
Attachments: [image001.png](#)
[PS124049_Consultation_strategy_revB_DRAFT_18_August_22.pdf](#)
[PS124049_WSP_notes_engagement_18_August_22.docx](#)

OFFICIAL

Hi [REDACTED]

I've made some comments/changes in the documents you've sent over yesterday. Please have a look and maybe we can discuss them in the meeting this afternoon if needed.

Regards

Helen

From: [REDACTED]@wsp.com>
Sent: Wednesday, 17 August 2022 5:03 PM
To: Percival, Tom <Tom.Percival@act.gov.au>; Klein, Liz <Liz.Klein@act.gov.au>; Hai, Helen <Helen.Hai@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>; [REDACTED]@wsp.com>
Subject: RE: Fraser Primary Boundary Expansion (PS124049)

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Hi all,

Tom – thanks for sending through your notes.

Please see comments in [blue](#). I've also attached:

- Copy of the site survey – client to confirm exact boundary of rezoning;
- Word document – suggested collateral for use in media (such as letterbox drop, website, newsletter); and
- Amended Stakeholder Engagement Strategy – Education Directorate comments incorporated.

Happy to discuss when convenient.

Cheers,

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]@wsp.com

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 Canberra, ACT. 2601
 Australia

wsp.com/au

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From: Percival, Tom <Tom.Percival@act.gov.au>

Sent: Monday, August 15, 2022 2:50 PM

To: Klein, Liz <Liz.Klein@act.gov.au>; Hai, Helen <Helen.Hai@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>; [REDACTED] <[REDACTED]@wsp.com>; [REDACTED] <[REDACTED]@wsp.com>

Subject: RE: Fraser Primary Boundary Expansion

OFFICIAL

Hi all

Please see notes from Friday's meeting.

Tom

Meeting Record

Fraser Primary Boundary Expansion

12 August 2022

EDU – Tom Percival, Liz Klein, Helen Hai, Erin Butler

WSP – [REDACTED]

1. Contract – [REDACTED] to review remaining WSP scope and advise included activities and likely additional scope

Remaining scope:

- WSP to re-issue draft planning report for client review
- Finalise draft planning report following feedback from client/stakeholder engagement
- Implementation of stakeholder engagement strategy (BCC meeting, town hall style online meeting, provide paragraph for Comms team to edit/use as client determines and preparation of summary/outcomes of engagement)
- Submit final planning report to client for lodgement with EPSDD prior to 18 Dec 22.

In light of the amendments to the scope of the TPV and changes required to consultant material, the following additional scope has been identified:

- Telephone and email liaison with subconsultants in relation to changes to scope of proposal (including Indesco)
- Preparation for and attendance at a meeting with Indesco to discuss amendments to TIA (assumes 2 hours duration, online meeting)
- Preparation for and attendance at a meeting with EPSDD to discuss amendments to scope of TPV (assumes 2 hours duration, online meeting)
- Receipt and review of updated draft subconsultant material (assumes one round of comments/review per subconsultant report)
- Preparation of update to WSP ecology study to remove references to expansion of Fraser School
- Preparation of a plan (1:100 @ A3) to show:
 - Land proposed for rezoning (based off survey/points confirmed by client)
 - Opportunities/constraints (such as habitat, existing facilities, surrounding known infrastructure)
 - Aerial photograph base

Propose a variation to the fixed fee for the additional scope of services of [REDACTED] (Excl GST).

2. Community Engagement
 - a. Communications Strategy to be reviewed by WSP and reissued

Please refer to attached.

- b. WSP preparing plans for consultation, project summary – to be provided to EDU for review

WSP scope of services did not include the preparation of any graphics/plans to support the proposed TPV. Please see note above for proposed additional scope of services.

- c. Letterbox – EDU to follow up with deliverer; draft postcard to be prepared by WSP for EDU Comms review

Final letterbox drop collateral TBC by client. Please refer to attached word document for WSP suggested content.

- d. Website – proposed to host a page on the Fraser PS website (EDU Comms can arrange)
- e. Public comments – WSP to be public POC and receive comments to collate

Please refer to attached word document for WSP suggested content.

f. Key dates:

- i. BCC – 20 September
- ii. Online Info Session – 28/29 September [redacted] proposed – to confirm] [Wed 28 September. 5:30 – 6:30pm.](#)
- iii. School Board meeting – EDU to present update (date tbc); P&C to be invited to Info Session [Please send through minutes for any presentation to the Board](#)
- iv. Public comment period proposed to run from mid-Sept for 3 weeks [Understood that date for receipt of comments would be early October \(7 October 22\)](#)

3. Supporting studies

- a. Traffic – seeking to have statement on current traffic conditions reflecting that variation is for boundary expansion only; separate statement on potential implications of future expansion to support Planning Report response with clear language that this will be considered further alongside a proposal; [redacted] to raise with Indesco

[redacted] contacted Indesco Fri 12/08/22. TIA to be scaled back to a TEF. Anticipated date of receipt: 2 September 22

- b. Ecological, PSA, Bushfire – check reports to ensure consistency with current proposal
[Bushfire study – references expansion of school, references draft concept plans\(?\), also includes scoping document as attachment. Education Directorate briefed/appointed bushfire consultant initially – recommend engagement with them regarding any review/amendments in light of new scope.](#)
[WSP ecology study – references expansion of school – as per proposed variation to scope of services above WSP to update report accordingly.](#)
[WSP contaminated land study – references to rezoning to accommodate existing school population. No change required.](#)

- c. Survey outcome – completed and will inform proposed area; additional boundary adjustment of existing school (align with fence) to be included in proposed TPV (minor adjustment).
[Survey attached – Edu to confirm whether additional survey required. Note: separate engagement with Veris \(surveyor\) required in order to undertake additional survey area.](#)

- 4. Draft Planning Report – WSP to revisit content of earlier draft based on current project status; reissue draft for EDU review.

[WSP to reissue by COB Friday 26 August 22 for client review.](#)

- 5. Project Coordination meetings – TP to schedule weekly meeting.
- 6. EPSDD, Territory Plan – team review letter of request, issued Scope for PR and difference to current proposal – potential meeting with EPSDD to confirm scope
- 7. EDU to progress contacts with agencies to provide status update and offer briefing

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

From: Percival, Tom

Sent: Thursday, 11 August 2022 11:14 AM

To: Percival, Tom; [redacted]; Klein, Liz; Hai, Helen; Butler, Erin

Cc: [redacted]

Subject: Fraser Primary Boundary Expansion

When: Friday, 12 August 2022 1:00 PM-1:30 PM (UTC+10:00) Canberra, Melbourne, Sydney.

Where: Microsoft Teams Meeting

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FRASER PRIMARY SCHOOL PROPOSED TERRITORY PLAN VARIATION PROPOSED COMMUNITY ENGAGEMENT STRATEGY

Draft for discussion – 17 August 2022

1 INTRODUCTION

WSP have been engaged to provide community engagement services in support of the preparation of a Territory Plan variation planning report, proposing the rezoning of land to facilitate an expansion of the Fraser Primary School.

This document elaborates on the proposed community engagement strategy detailed in WSP's service proposal, dated February 2021. It is intended to provide a framework for further discussion with the Education Directorate.

2 PURPOSE OF THIS DOCUMENT

Community engagement broadly refers to a planned process whereby Government and the community exchange information through different methods and take actions to solve common problems, deliver services or make decisions. The main components of this definition are:

- » Planned process – defined purpose, clear procedure.
- » Community – focus on shared roles and responsibilities; collective, not personal interests.
- » Information exchange – giving and receiving of information by all parties.
- » Different methods – recognizes diversity and fosters inclusiveness.
- » Actions and Decisions – aims to influence the actions and decisions.

This document:-

- » Identifies key project stakeholders
- » Sets out the approach to engaging them during the project
- » Sets out the timing of communications and engagement activities with those stakeholders.

This plan also recognizes and provides comment on other opportunities for broader community engagement.

3 SCOPING DOCUMENT REQUIREMENTS

The scoping document issued by EPSDD dated 18 December 2020 details minimum requirements for community engagement, and cross references the ACT Community Engagement Guideline. This has been taken into account in the preparation of this strategy.

The scoping document includes preliminary responses from various Government entities. The draft Planning Report will be circulated to these entities by EPSDD, as part of statutory notification processes. As per our service proposal, we will only contact these entities directly where further exploration of the issues raised in the scoping document is required.

4 APPROACH TO ENGAGEMENT

Our approach is built around three pillars of engagement focused on meeting engagement objectives. The pillars set out the intended outcomes, target audience and level of engagement based on the International Association of Public Participation (IAP2) Spectrum.

Table 4.1 Pillars of engagement

	STRATEGIC ENGAGEMENT	TARGETED INVOLVEMENT	AWARENESS RAISING/ NOTIFICATION
Objective	Key stakeholders are actively involved in the process.	Other stakeholders are ‘brought along’ on the journey.	Stakeholders are aware that there is a proposal to expand Fraser Primary School and know how to access further information if required.
Desired outcomes	Key stakeholders are engaged with the process and supportive of the outcome.	Stakeholders are aware of the project and understand and support the rationale underpinning it. Stakeholders articulate their position allowing a response to be provided in the planning report.	The project is known to be progressing. Stakeholders are able to raise any concerns as part of engagement processes.
Level of engagement	Involve/collaborate	Consult	Inform
Commitment	We will work with you and endeavour to incorporate your comments and feedback into the decision-making process. We will listen to, acknowledge and respond to your concerns.	Balanced and objective information will be provided to you in a timely manner. We will take your concerns on board and address them if and where possible.	We will keep you informed. This may occur through statutory consultation processes.

5 STAKEHOLDERS

The following table sets out the key stakeholders targeted by this plan, their characteristics and known or likely interests.

STAKEHOLDER	CONTACT	KNOWN INTEREST/POSITION	PILLAR OF ENGAGEMENT
Government entities			
NCA	To be confirmed if required	Compliance with NCP	Notification through statutory processes

EPSDD	Alix Kauz, TPV Unit	TPV process compliance Consistency with ACT strategic planning.	Notification throughout, augmented by targeted involvement at key milestones/decision points if required.
TCCS	EDU to provide an update to entity	Land custodian	Notification through statutory processes. Targeted involvement on key issues, as and when required.
ACT Heritage Council	EDU to provide an update to entity	Impact on and approach to management of heritage features.	Notification through statutory processes. Targeted involvement on key issues, as and when required.
Conservator for Flora and Fauna	EDU to provide an update to entity	Impacts on and approach to management of flora and fauna of interest.	Notification through statutory processes. Targeted involvement on key issues, as and when required.
EPA	EDU to provide an update to entity	Expansion of sensitive uses on areas of potential contamination.	Notification through statutory processes. Targeted involvement on key issues, as and when required.
Community			
Fraser Primary School	Via EDU	The proposal and implications for FPS operations.	Strategic Engagement
FPS Parents and Citizens Association	Via EDU	The proposal and implications for FPS operations.	Targeted involvement
FPS Parents (not accessed via P and C Association)	Via EDU, potentially including use of 'Fraser Primary School' and 'Fraser Primary After School Care' Facebook (FB) page.	The proposal and implications for FPS operations.	Targeted involvement
Immediately adjacent/interfacing residents	Via EDU 29-35 Tillyard Drive 180- 200 Tillyard Drive (even numbers only) 199-203 Tillyard Drive (odd numbers only)	Impacts on local and personal amenity, cumulative changes to the locality, change from status quo and opportunities for more community integration.	Targeted involvement

	<p>7,8, 10 Cusack Place</p> <p>17, 19, 21, 23 Edlington Street</p> <p>1-19 Nott Street (odd numbers only)</p>		
Other Fraser residents	<p>Via EDU, possibly including use of:</p> <ul style="list-style-type: none"> — ‘Fraser A.C.T Community Group’ FB page — Notices at Local Centre and on site 	Change from status quo and opportunities for more community integration.	Awareness raising/Notification
Local Centre – owners and tenants	<p>Via EDU:</p> <ul style="list-style-type: none"> — ‘Fraser A.C.T Community Group’ FB page — Notices at Local Centre and on site <p>Mailbox drop letters to businesses, and local residents to be undertaken by EDU.</p>	Change from status quo and connectivity between centre and school.	Awareness raising/Notification
Community organisations			
Belconnen Community Council	<p>██████████</p> <p>hello@belcouncil.org.au</p> <p>██████████</p> <p>EDU to initiate contact.</p> <p>Meetings every 3rd Tuesday</p> <p>Will depend on their own interest/preference and agenda availability.</p>	Appropriate engagement with the broader community, consistency with strategic planning, EDU plans for other schools in the Belconnen catchment.	Targeted involvement/Notification Presenting proposal on 20 September 2022
ACT Landcare	<p>02 6205 2913</p> <p>actlandcare@act.gov.au</p>	Possibly interested in conservation values by virtue of Block	Awareness raising/Notification
Ginninderra Catchment Group	<p>02 6278 3309</p> <p>landcare@ginninderralandcare.org.au</p>	Possibly interested in conservation values by virtue of Block	Awareness raising/Notification
Friends of Grasslands	<p>██████████</p> <p>info@fog.org.au</p>	Possibly interested in conservation values by virtue of Block	Awareness raising/Notification

6 TOOLS AND TACTICS

6.1 STRATEGIC ENGAGEMENT

WHAT	WHY AND HOW	PRIMARY TARGET RESPONSIBILITY
Direct meetings/correspondence	Comment welcome from stakeholders until early October 2022. Issues are to be addressed as relevant to the project scope.	PT- Fraser Primary School R- EDU

6.2 TARGETED INVOLVEMENT

WHAT	WHY AND HOW	PRIMARY TARGET
Facebook posts	Broad penetration. Meets EPSDD requirements for use of social media. Can be easily shared between interested parties. Shares and comments can be tracked.	PT – all parties R - EDU
Notices at Local Centre and on site	Captures immediately surrounding residents and other users of the Local Centre. 'Old school' – provides coverage for those not digitally connected, or connected to the school.	PT - Immediately adjacent/interfacing residents, Other Fraser residents, Local Centre – Owners and tenants R - EDU
School communications	Existing trusted channel, provides credibility to the proposal.	PT - FPS Parents and Citizens Association, FPS Parents (not accessed via P and C Association). R – EDU in conjunction with FPS
Town hall style meeting	Meets EPSDD scoping document requirements. Allows single point of messaging to the community. Satisfies communities need/desire to 'eyeball the proponents'. Creates personal touchpoint. Allows community to hear broader viewpoints. Opportunity to flesh out details and identify areas of concern/where further work is required. To be scheduled: <ul style="list-style-type: none"> — Mid week — Evening — During term time 	FPS Parents and Citizens Association FPS Parents (not accessed via P and C Association) Immediately adjacent/interfacing residents Other Fraser residents Local Centre – Owners and tenants Belconnen Community Council Project team attendees:

	<ul style="list-style-type: none"> — Avoid conflict with BCC meeting <p>To be advertised at least 2 weeks prior (preferably 3) via multiple mechanisms.</p> <p>Invitation to be extended to government entities as a courtesy.</p> <p>To be organised by EDU:</p> <ul style="list-style-type: none"> — Public and direct invitations — General information — Venue, catering, materials etc — Other subconsultant attendance 	<ul style="list-style-type: none"> — EDU (represented by WSP Planning team- [redacted] and [redacted]) — School principal/representative <p>Date: 28 September 2022</p> <p>5:30 – 6:30pm</p>
Direct phone calls/Emails	<p>On an as needed basis.</p> <p>To respond to and manage discrete matters.</p>	<p>PT – as needed, all parties</p> <p>R- EDU/WSP/Relevant subconsultant as needed</p>
One on one meetings (including presentation to Belconnen Community Council)	<p>On an as needed basis – primarily for government entities and Belconnen Community Council (if requested).</p> <p>To deal with discrete matters.</p>	<p>PT – as needed, all parties (but expected to be restricted to those with key issues)</p> <p>R - EDU/WSP/Relevant subconsultant as needed</p>

6.3 AWARENESS RAISING/ NOTIFICATION

WHAT	WHY AND HOW	WHO
Direct contact	To inform Landcare as a matter of courtesy	<p>PT – Landcare</p> <p>R - EDU</p>

7 KEY MESSAGES

This strategy has a series of key messages that it seeks to communicate through engagement processes, which include:

- This engagement process is for a variation to the Territory Plan. It is for the purpose of rezoning land northeast of Fraser Primary School grounds. The land subject to rezoning contains open green space (PRZ1: **Urban open space**).
- Fraser Primary School is a highly valued part of the community.
- The use of Fraser Primary School has changed since it opened in 1979. There has been an increased pressure placed on the current land area as a result.
- The school is under pressure to accommodate its existing student population and land uses within the current boundaries. Currently, there is significant pressure on the use of Fraser Primary School's current outdoor play area.

- An expansion of the school area boundary is proposed to support the delivery of improved student experience at Fraser Primary School. Expanding the school's play area is essential to support students' learning needs and ensure that children have access to a variety of spaces to engage in supervised and self-directed play.
- This engagement will inform the preparation of a Draft Variation to the Territory Plan. It will have a formal statutory public notification period during which it will be open for submission of community comments.
- Expansion of the site is required to ensure it can continue to service the community, as per community and educational expectations.

8 RISK MANAGEMENT

This strategy promotes the active day to day management of activities to resolve emergent external (media, government or community related) or internal (ie, miscommunication between the project team) issues that could take place and place the timeframe for completion at risk. This is important as it will protect the project, Government and consultants reputation from external factors as best as possible and enable project delivery.

This will be achieved by:

- *Monitor* – EDU actively monitoring the news and social media environment (through proactive daily monitoring and traditional media monitoring) to understand what is being said, written and done by the public, media, interest groups, government and opinion leaders.
- *Identification* – look for emerging patterns and issues that are gaining support. The cause of the issue will be identified as well as where the issue is in its lifecycle.
- *Prioritisation* – determine the importance of the issue, based on its potential reach, whether it is localised or whole of project based, and the potential impacts.
- *Analysis* – analyse the issue in detail and potential impacts as precisely as possible.
- *Strategic response* – draft strategic responses and define key messages, as well as recommended actions, when they should be taken and by whom.
- *Implementation* – response actions implemented as required.
- *Evaluation* – assess and evaluate results including lessons learnt for future issues management.

9 TIMEFRAMES

Preparation of collateral can commence immediately following confirmation of messaging.

Critical dates to be advised by EDU:

- Any school communications (scheduling) newsletter etc;
- Letterbox drop to ensure sufficient notice of town hall style meeting, BCC meeting and date for comments to be lodged
- Comments to be submitted by 7 October 2022

All communications are to be scheduled to allow at least 2, if not 3, week lead up to the scheduled town hall style meeting.

Belconnen Community Council is scheduled to meet on 20 September 2022. WSP will present the proposal during the meeting.

EDU will be attending a Town hall style meeting on the 28 September 2022, hosted online via TEAMS. RSVPs due mid-September. WSP to distribute email to RSVPs with TEAMS meeting invite.

Text for collateral (such as website, letterbox drop etc)*What is proposed?*

The Fraser Primary School is a thriving government school with 85 Pre-School enrolments and 529 P-6 enrolments. It is in the northwest of Belconnen at Block 2, Section 40, Fraser. Its primary student catchment comprises the suburbs of Fraser, Charnwood, Dunlop and Flynn. The school currently has a compact site area of 2.6 hectares. Several Relocatable Learning Centres (RLCs, or transportables) have been incrementally incorporated into the school to keep pace with enrolment demand. This has significantly reduced the overall recreation and outdoor learning and play space on school grounds. While the school does have an oval located immediately to the south, access to the oval to this traverses a public pedestrian footpath meaning that students can only use this space under supervision by one or more teachers.

The ACT Education Directorate is currently exploring the potential to replace RLCs with permanent classrooms, however this is a long-term solution which would take several years to implement and would require a larger site area to enable the school to continue to operate throughout the construction period. Ahead of any investment in permanent infrastructure, expansion of the school grounds will significantly improve the ability for the school to enable its students greater access to outdoor play space, as well to flexibly manage car parking to reduce the impact of school generated traffic on surrounding residents.

As a result, it is proposed to rezone land to the northeast of the site which will be incorporated into the existing school grounds. No permanent infrastructure or construction activities are proposed, and no change to enrolment numbers are proposed.

Which land will be affected by the proposal?

The land affected by the proposed rezoning comprises a portion of Block 6, Section 64, Fraser. That part of Block 6, Section 64 impacted by the proposal will be incorporated into the existing school site (**INSERT REFERENCE**).

IMAGE?*What is the land used for now?*

The portion of the Block is currently managed by TCCS and zoned NUZ3: Hills, ridges and buffer areas (“NUZ3”). It contains primarily cleared pasture and patches of vegetation. The vegetation provides a buffer between the broader parklands/ovals and residential area to the north.

Why does the land need to be rezoned to support the Fraser School?

Under the current planning framework, use of land for a community facility (such as an education centre and/or health facility) is prohibited under the existing zone. Alternative uses for the land in question under the current framework are therefore limited.

Why is the rezoning proposed?

Strategically, the provision of land for community facilities within the ACT is a priority. This is flagged in the Future of Education Strategy (2018) and Strategic Plan 2018-2021. These documents outline the Government’s education strategy for 2018-2028 and Directorate’s strategic framework in key areas. The Strategy establishes a policy direction that informs a range of future initiatives and projects. The Strategy has a principle of access:

“Supports for learning and wellbeing are available and provided to all students”

Adequate school capacity and facilities in our communities are critical to ensuring all children have reasonable access to learning as the population grows. The area identified under this proposal for an expansion of the area available for students at Fraser primary school will support the Government's and Directorate's strategic objectives. Building on the above, the Plan includes targeted recommendations to place students at the centre of their learning, empower education professionals, create stronger learning communities and strengthen equity and quality in education. The Plan includes a number of strategic goals, including ensuring schools are where students enjoy and thrive in learning. The Plan identifies delivering schools for growing communities as a key action. The expansion of the Fraser Primary School site will assist in making progress to deliver against this action.

What would the effect of the proposed changes to the Territory Plan be?

The effect of the proposed TPV would be:

- Rezone part of Block 6 Section 64 Fraser from NUZ3: Hills, ridges and buffer areas to CF: Community Facilities; and
- Amend the Fraser Precinct Code by extending the PD1 area in the Fraser Precinct Map to include the subject land.
- Custodianship of the land affected by the proposed TPV would also be transferred from TCCS to the Education Directorate.

I'd like more information. Where can I find it?

The Education Directorate's consultant, WSP, will be hosting an online 'open' meeting:

TEAMS

Wednesday 28 September 2022

5:30 – 6:30pm (AEST)

RSVP: Name and email address to [REDACTED]@wsp.com by 9 September 2022.

You will then receive an email with TEAMS meeting invite.

The Education Directorate has also:

- Undertaken a letterbox drop to local residents adjacent to the subject block;
- Placed a notice in the Fraser School newsletter;
- Posted **material on the XX website**; and
- Presented the proposal to the Belconnen Community Council (20 September 2022).

What is the process from here?

At the conclusion of the engagement period, the Education Directorate will consider any comments received. A report will be prepared and presented to the Environment Planning and Sustainable Development Directorate for review. In mid-2023, formal notice of the report is likely to occur to interested parties, and a copy would also be forwarded to entities for comments.

What about new school buildings – when will I find out more about them?

No new buildings are proposed as part of this rezoning process. If new school infrastructure is needed in future, this will be considered as part of a separate process including urban design, master planning, car parking/traffic and any issues associated with new school infrastructure. The community will be invited to participate in such processes if it eventuates in the near future.

From: [Percival, Tom](#)
To: [Deeker, Mark \(ACTEDU\)](#)
Cc: [Klein, Liz](#)
Subject: Fraser Primary Boundary Expansion TPV
Date: Wednesday, 24 August 2022 4:31:00 PM

OFFICIAL

Hi Mark

I'm writing to provide an update on the Territory Plan Variation for expanding the block of Fraser Primary. At last update to the P&C and Board in May, we were preparing for a more extensive community consultation, which we are now planning to open in the coming weeks.

Working with our consultants WSP Australia, a community engagement will open to call for feedback on a proposed expansion of the school site over open space to the northeast. The engagement will open in mid-September (exact date is being confirmed) for four weeks to call for comments.

An information session will be held online on 28 September to provide an opportunity to hear a presentation from the project team and to ask questions about the proposal. We are also planning to provide an update to the Belconnen Community Council at their (online) meeting of 22 September.

We are proposing that information is made available online through an additional page on the Fraser Primary School website; the Directorate's Communications and Engagement team are able to action this. We are also preparing a short summary that could be placed in a newsletter and circulated within the school community.

I can provide you with a further update once we've confirmed the commencement date and material to be released. Any questions in the meantime please reach out to me or Liz Klein.

Thanks
Tom

Tom Percival MPIA | **Director, Schools Planning**

02 6207 8688 | 0409 531303 | tom.percival@act.gov.au

Enrolments and Planning Branch | System Policy and Reform Division | **Education** | ACT Government

GPO Box 158 Canberra ACT 2601

www.education.act.gov.au

From: [Klein, Liz](#)
To: [Attridge, Vanessa](#)
Cc: [Percival, Tom](#)
Subject: RE: Request for approval - Contract Variation - WSP for Fraser Primary Boundary Expansion
Date: Thursday, 25 August 2022 11:42:00 AM

OFFICIAL

Thanks Nessa, my apologies.

Dylan has advised that there is a \$50k allowance for the Fraser project in the Planning for New and Expanded Schools budget from 21-22 that can be carried across to this financial year. This will cover the variation proposed.

Regards, Liz

Liz Klein | Senior Director, Schools Planning
Ph: (02) 6207 0734 | Email: liz.klein@act.gov.au
Enrolments and Planning | System Policy and Reform | Education | ACT Government
220 London Circuit CIVIC ACT | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

From: Attridge, Vanessa <VanessaS.Attridge@act.gov.au>
Sent: Wednesday, 24 August 2022 5:07 PM
To: Klein, Liz <Liz.Klein@act.gov.au>
Subject: RE: Request for approval - Contract Variation - WSP for Fraser Primary Boundary Expansion

OFFICIAL

Hi Liz,

I am comfortable in principal although have we confirmed in writing the funding source with ICW for the additional cost?

Kind regards,

Nessa

From: Klein, Liz <Liz.Klein@act.gov.au>
Sent: Wednesday, 24 August 2022 5:01 PM
To: Attridge, Vanessa <VanessaS.Attridge@act.gov.au>
Cc: Percival, Tom <Tom.Percival@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>
Subject: Request for approval - Contract Variation - WSP for Fraser Primary Boundary Expansion

OFFICIAL

Hi Nessa

WSP are currently engaged by E&P to prepare the planning documentation to support the TPV for the Fraser boundary expansion.

The current contract is \$61,074.20 inc GST with the breakdown below:

Original	\$24,178 inc GST
April Variation	\$20,922 inc GST
October Variation	\$15,974.20 inc GST
Total =	<u>\$61,074.20 inc GST</u>

WSP has provided a request to **vary the contract by \$6,325 (inc GST)** which will bring the total contract price to \$67,399.20

The proposed variation and cost is to cover finalisation of several site investigations which WSP sub-engaged, following final review prior to public consultation given it has been some time since their preparation; and to cover community consultation work, to commence in September 2022.

The proposed work and price provide value for money and I endorse the contract variation. As delegate, could you please consider and approve the letter of variation at the attached TRIM link, so that we can forward to WSP ASAP.

Many thanks and happy to discuss further,

Regards, Liz

Liz Klein | Senior Director, Schools Planning

Ph: (02) 6207 0734 | Email: liz.klein@act.gov.au

Enrolments and Planning | System Policy and Reform | Education | ACT Government

220 London Circuit CIVIC ACT | GPO Box 158 Canberra ACT 2601

www.education.act.gov.au

From: [Redacted]
To: Percival, Tom
Cc: [Redacted], Butler, Erin; Klein, Liz
Subject: FW: 21-116 - Fraser Primary School Bushfire Threat Assessment and Compliance Report (PS124049)
Date: Thursday, 25 August 2022 2:00:28 PM
Attachments: image001.png
image003.png
21-116 Fraser Primary School Bushfire Planning Considerations Final V1.0 incl. Appendices-Markup.pdf

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Hi Tom,

FYI – liaison with bushfire consultant.

The Education Directorate engaged them directly so we'll let you know if [Redacted] team requires a variation for the changes requested as per below/markup.

Will keep you posted.

Cheers,
[Redacted]



[Redacted]
[Redacted]
[Redacted]@wsp.com

WSP Australia Pty Limited
Level 2, 121 Marcus Clarke Street
Canberra, ACT. 2601
Australia

wsp.com/au

WSP acknowledges that every project we work on takes place on First Peoples lands. We recognise Aboriginal and Torres Strait Islander Peoples as the first scientists and engineers and pay our respects to Elders past and present.

From: [Redacted]@wsp.com>
Sent: Thursday, August 25, 2022 1:55 PM
To: [Redacted]@nghconsulting.com.au
Cc: [Redacted]@wsp.com>
Subject: 21-116 - Fraser Primary School Bushfire Threat Assessment and Compliance Report

Hi [Redacted]

Hope all is well.

You may recall 12 months ago you prepared the attached bushfire assessment report for the Department of Education for the Fraser Primary School site in the ACT. As with a lot of these territory plan variation projects the wheels tend to turn slowly, but we are at the next stage checking the documentation for consistency against the revised objectives of the department.

I'm hoping you are able to make a quick update to your report attached. This is to remove any reference to the types of development and any indication that the school is at capacity (which it is not). I've put a strike through the text we would like removed in the attached report – two sentences in the executive summary and one paragraph in the introduction.

Happy to chat if its easier.

Cheers,



[Redacted]



WSP Australia Pty Limited
Level 2, 121 Marcus Clarke Street, ,
Canberra. 2601
Australia

wsp.com/au

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From: [Percival, Tom](#)
To: [REDACTED]
Cc: [Klein, Liz](#); [Butler, Erin](#); [REDACTED]; [Hai, Helen](#)
Subject: RE: Fraser Primary Boundary Expansion (PS124049)
Date: Thursday, 25 August 2022 2:03:00 PM
Attachments: [Letter-of-Variation_10169_110_Aug2022.pdf](#)
[image001.png](#)

OFFICIAL

[REDACTED]
 Please see attached formal letter of variation as discussed for WSP endorsement and return.
 Tom

Tom Percival MPlA | **Director, Schools Planning**

02 6207 8688 | 0409 531303 | tom.percival@act.gov.au

Enrolments and Planning Branch | System Policy and Reform Division | **Education** | ACT Government
 GPO Box 158 Canberra ACT 2601

www.education.act.gov.au

From [REDACTED] <[REDACTED]@wsp.com>
Sent: Wednesday, 24 August 2022 10:26 AM
To: Hai, Helen <Helen.Hai@act.gov.au>
Cc: Percival, Tom <Tom.Percival@act.gov.au>; Klein, Liz <Liz.Klein@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>; [REDACTED] <[REDACTED]@wsp.com>
Subject: RE: Fraser Primary Boundary Expansion (PS124049)

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Hi Helen, Tom,

Helen - Thanks for sending through the marked up material.

Please find finalized material attached.

Tom – any update on WSP’s amended scope of services? If we’re to proceed with the preparation of graphics/amendments to the Ecology report and liaison with subbies regarding other updates to their material we need to arrange for the budget update with our accounts team before we can proceed.

Cheers,

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED] <[REDACTED]@wsp.com>

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 Canberra, ACT, 2601
 Australia

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From: Hai, Helen <Helen.Hai@act.gov.au>
Sent: Thursday, August 18, 2022 10:46 AM
To: [REDACTED] <[REDACTED]@wsp.com>
Cc: Percival, Tom <Tom.Percival@act.gov.au>; Klein, Liz <Liz.Klein@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>; [REDACTED] <[REDACTED]@wsp.com>
Subject: RE: Fraser Primary Boundary Expansion (PS124049)

OFFICIAL

H [REDACTED]

I've made some comments/changes in the documents you've sent over yesterday. Please have a look and maybe we can discuss them in the meeting this afternoon if needed.

Regards

Helen

From: [REDACTED] <[REDACTED]@wsp.com>
Sent: Wednesday, 17 August 2022 5:03 PM
To: Percival, Tom <Tom.Percival@act.gov.au>; Klein, Liz <Liz.Klein@act.gov.au>; Hai, Helen <Helen.Hai@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>; [REDACTED] <[REDACTED]@wsp.com>
Subject: RE: Fraser Primary Boundary Expansion (PS124049)

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,

Tom – thanks for sending through your notes.

Please see comments in [blue](#). I've also attached:

- Copy of the site survey – client to confirm exact boundary of rezoning;
- Word document – suggested collateral for use in media (such as letterbox drop, website, newsletter); and
- Amended Stakeholder Engagement Strategy – Education Directorate comments incorporated.

Happy to discuss when convenient.

Cheers,

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED] <[\[REDACTED\]@wsp.com](mailto:[REDACTED]@wsp.com)>

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 Australia

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From: Percival, Tom <Tom.Percival@act.gov.au>

Sent: Monday, August 15, 2022 2:50 PM

To: Klein, Liz <Liz.Klein@act.gov.au>; Hai, Helen <Helen.Hai@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>; [REDACTED] <[\[REDACTED\]@wsp.com](mailto:[REDACTED]@wsp.com)>; [REDACTED] <[\[REDACTED\]@wsp.com](mailto:[REDACTED]@wsp.com)>

Subject: RE: Fraser Primary Boundary Expansion

OFFICIAL

Hi all

Please see notes from Friday's meeting.

Tom

Meeting Record

Fraser Primary Boundary Expansion

12 August 2022

EDU – Tom Percival, Liz Klein, Helen Hai, Erin Butler

WSP – [REDACTED]

1. Contract – [REDACTED] to review remaining WSP scope and advise included activities and likely additional scope

Remaining scope:

- WSP to re-issue draft planning report for client review
- Finalise draft planning report following feedback from client/stakeholder engagement
- Implementation of stakeholder engagement strategy (BCC meeting, town hall style online meeting, provide paragraph for Comms team to edit/use as client determines and preparation of summary/outcomes of engagement)
- Submit final planning report to client for lodgement with EPSDD prior to 18 Dec 22.

In light of the amendments to the scope of the TPV and changes required to consultant material, the following additional scope has been identified:

- Telephone and email liaison with subconsultants in relation to changes to scope of proposal (including Indesco)
- Preparation for and attendance at a meeting with Indesco to discuss amendments to TIA (assumes 2 hours duration, online meeting)
- Preparation for and attendance at a meeting with EPSDD to discuss amendments to scope of TPV (assumes 2 hours duration, online meeting)
- Receipt and review of updated draft subconsultant material (assumes one round of comments/review per subconsultant report)
- Preparation of update to WSP ecology study to remove references to expansion of Fraser School
- Preparation of a plan (1:100 @ A3) to show:
 - Land proposed for rezoning (based off survey/points confirmed by client)
 - Opportunities/constraints (such as habitat, existing facilities, surrounding known infrastructure)
 - Aerial photograph base

Propose a variation to the fixed fee for the additional scope of services of [REDACTED] (Excl GST).

2. Community Engagement
 - a. Communications Strategy to be reviewed by WSP and reissued

Please refer to attached.

- b. WSP preparing plans for consultation, project summary – to be provided to EDU for review

WSP scope of services did not include the preparation of any graphics/plans to support the proposed TPV. Please see note above for proposed additional scope of services.

- c. Letterbox – EDU to follow up with deliverer; draft postcard to be prepared by WSP for EDU Comms review

Final letterbox drop collateral TBC by client. Please refer to attached word document for WSP suggested content.

- d. Website – proposed to host a page on the Fraser PS website (EDU Comms can arrange)
- e. Public comments – WSP to be public POC and receive comments to collate

Please refer to attached word document for WSP suggested content.

- f. Key dates:
 - i. BCC – 20 September
 - ii. Online Info Session – 28/29 September [redacted] proposed – to confirm] [Wed 28 September. 5:30 – 6:30pm.](#)
 - iii. School Board meeting – EDU to present update (date tbc); P&C to be invited to Info Session [Please send through minutes for any presentation to the Board](#)
 - iv. Public comment period proposed to run from mid-Sept for 3 weeks [Understood that date for receipt of comments would be early October \(7 October 22\)](#)

3. Supporting studies

- a. Traffic – seeking to have statement on current traffic conditions reflecting that variation is for boundary expansion only; separate statement on potential implications of future expansion to support Planning Report response with clear language that this will be considered further alongside a proposal; [redacted] to raise with Indesco

[redacted] contacted Indesco Fri 12/08/22. TIA to be scaled back to a TEF. Anticipated date of receipt: 2 September 22

- b. Ecological, PSA, Bushfire – check reports to ensure consistency with current proposal
[Bushfire study – references expansion of school, references draft concept plans\(?\), also includes scoping document as attachment. Education Directorate briefed/appointed bushfire consultant initially – recommend engagement with them regarding any review/amendments in light of new scope.](#)
[WSP ecology study – references expansion of school – as per proposed variation to scope of services above WSP to update report accordingly.](#)
[WSP contaminated land study – references to rezoning to accommodate existing school population. No change required.](#)

- c. Survey outcome – completed and will inform proposed area; additional boundary adjustment of existing school (align with fence) to be included in proposed TPV (minor adjustment).
[Survey attached – Edu to confirm whether additional survey required. Note: separate engagement with Veris \(surveyor\) required in order to undertake additional survey area.](#)

- 4. Draft Planning Report – WSP to revisit content of earlier draft based on current project status; reissue draft for EDU review.

[WSP to reissue by COB Friday 26 August 22 for client review.](#)

- 5. Project Coordination meetings – TP to schedule weekly meeting.
- 6. EPSDD, Territory Plan – team review letter of request, issued Scope for PR and difference to current proposal – potential meeting with EPSDD to confirm scope
- 7. EDU to progress contacts with agencies to provide status update and offer briefing

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

From: Percival, Tom

Sent: Thursday, 11 August 2022 11:14 AM

To: Percival, Tom; [redacted]; Klein, Liz; Hai, Helen; Butler, Erin

Cc: [redacted]

Subject: Fraser Primary Boundary Expansion

When: Friday, 12 August 2022 1:00 PM-1:30 PM (UTC+10:00) Canberra, Melbourne, Sydney.

Where: Microsoft Teams Meeting

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25/08/2022

WSP Australia

Level 1, 121 Marcus Clarke St Canberra ACT 2610

Attention:

REF: Purchase Order No. 10169_110

Contract Name:	Preparation of a planning report and associated consultation to support a Territory Plan Variation to rezone part Block 6 Section 64 Fraser from Hills, Ridges and Buffer (NUZ3) to Community Facilities Zone (CFZ).
Contract Number:	10169_110

AGREEMENT TO VARY CONTRACT

Dear ,

We write in relation to the contract for the Preparation of a Planning Report to support the Territory Plan Variation to rezone part Block 6 Section 64 Fraser from Hills, Ridges and Buffer (NUZ3) to Community Facilities Zone (CFZ) between the AUSTRALIAN CAPITAL TERRITORY, represented by the Education Directorate and WSP Australia Pty Ltd, ABN 80 078 004 798, dated 23/02/2021.

Clause 11 of the Contract allows the parties to vary the Contract by the written agreement of the parties prior to the expiration of the Contract.

The Territory proposes to vary the Contract, with the variation taking effect from 25/08/2022.

The variation is as set out below.

Variation/s:

The scope of works will be changed to add:

Variation to engagement process

- Additional work for amendments to the scope of the TPV and changes required to consultant material which includes:
 - Telephone and email liaison with subconsultants in relation to changes to scope of proposal (including Indesco);
 - Preparation for and attendance at a meeting with Indesco to discuss amendments to TIA (assumes 2 hours duration, online meeting);
 - Preparation for and attendance at a meeting with EPSDD to discuss amendments to scope of TPV (assumes 2 hours duration, online meeting);
 - Receipt and review of updated draft subconsultant material (assumes one round of comments/review per subconsultant report); and
 - Preparation of update to WSP ecology study to remove references to expansion of Fraser School

- Preparation of a Plan (1:100 @ A3) to show:
 - Land proposed for rezoning (based off survey/points confirmed by client)
 - Opportunities/constraints (such as habitat, existing facilities, surrounding know infrastructure)
 - Aerial photograph base.

Fee

- Total Fee is increased correspondingly for the above scope by [REDACTED] exclusive of GST (\$6,325.00 inclusive of GST).

In order for these amendment/s to take effect, please indicate your agreement by signing and returning a scanned copy of this letter to the Territory by no later than 07/09/2022 at the following email address:

tom.percival@act.gov.au

Upon executing the letter, the Territory will promptly return a fully executed copy to you.

Please note that there will be no legally enforceable change in relationship between the parties or additional payments made until the execution of this letter by a duly authorised officer of the Territory. Please also note that the party who signs the letter last is the party that dates the letter; **do not** date the letter when signing.

If you have any queries in relation to this variation please contact your Territory Contract Manager.

Yours sincerely

[REDACTED]

Territory Contract Manager

25 August 2022

Date

The Contractor agrees to the variation/s described in this letter:

SIGNED for and on the behalf of WSP Australia Pty Ltd, ABN 80 078 004 798

Signature of director/authorised officer/individual

Print name

in the presence of:

Signature of director/secretary/witness Signature of second authorised officer*

Print name Print name and position

SIGNED AS A CONTRACT ON.....

SIGNED for on behalf of the AUSTRALIAN CAPITAL TERRITORY

Signature of Territory delegate

in the presence of:

Print name

Signature of witness

Print name

Merry, Caitlin

From: Percival, Tom
Sent: Friday, 26 August 2022 12:12 PM
To: Orubuloye, Madeleine; Planinac, Lisa
Subject: FW: Fraser Primary Boundary Expansion (PS124049)
Attachments: PS124049_Consultation strategy revC DRAFT.pdf; PS124049 WSP notes engagement_26 August_revised.docx

OFFICIAL

Hi Maddy and Lisa

As discussed yesterday, WSP have prepared some wording about the proposal for this engagement as attached here.

The content is raw at the moment and I think we will use parts of this content for a flyer, webpage and information that we might provide to the community. We can work on the content and design for each of these next week – the appropriate wording and address of issues is important to consider now.

Are you able to have a review of this and provide any comments and changes? Anything that can be revised to align with our messaging across projects or worded better for the broader public. Mid next week would be great please.

Also attached is the Consultation Strategy that WSP have prepared and revised to support our activities.

Happy to discuss any aspect of this and anything that helps get your head around it. We'll be working on more of the material over the next week and refining what is proposed.

Thanks
 Tom

Tom Percival MPIA | **Director, Schools Planning**
 02 6207 8688 | 0409 531303 | tom.percival@act.gov.au
 Enrolments and Planning Branch | System Policy and Reform Division | Education | ACT Government
 GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

From: [REDACTED]@wsp.com>
Sent: Wednesday, 24 August 2022 10:26 AM
To: Hai, Helen <Helen.Hai@act.gov.au>
Cc: Percival, Tom <Tom.Percival@act.gov.au>; Klein, Liz <Liz.Klein@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>; [REDACTED]@wsp.com>
Subject: RE: Fraser Primary Boundary Expansion (PS124049)

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 Helen, Tom,

Helen - Thanks for sending through the marked up material.

Please find finalized material attached.

Tom – any update on WSP’s amended scope of services? If we’re to proceed with the preparation of graphics/amendments to the Ecology report and liaison with subbies regarding other updates to their material we need to arrange for the budget update with our accounts team before we can proceed.

Cheers,



 [@wsp.com](mailto: @wsp.com)

WSP Australia Pty Limited
Level 2, 121 Marcus Clarke Street
Canberra, ACT, 2601
Australia

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WSP acknowledges that every project we work on takes place on First Peoples lands. We recognise Aboriginal and Torres Strait Islander Peoples as the first scientists and engineers and pay our respects to Elders past and present.

<<trimmed>>

FRASER PRIMARY SCHOOL PROPOSED TERRITORY PLAN VARIATION PROPOSED COMMUNITY ENGAGEMENT STRATEGY

Draft for discussion – 17 August 2022

1 INTRODUCTION

WSP have been engaged to provide community engagement services in support of the preparation of a Territory Plan variation planning report, proposing the rezoning of land to facilitate an expansion of the Fraser Primary School.

This document elaborates on the proposed community engagement strategy detailed in WSP's service proposal, dated February 2021. It is intended to provide a framework for further discussion with the Education Directorate.

2 PURPOSE OF THIS DOCUMENT

Community engagement broadly refers to a planned process whereby Government and the community exchange information through different methods and take actions to solve common problems, deliver services or make decisions. The main components of this definition are:

- » Planned process – defined purpose, clear procedure.
- » Community – focus on shared roles and responsibilities; collective, not personal interests.
- » Information exchange – giving and receiving of information by all parties.
- » Different methods – recognizes diversity and fosters inclusiveness.
- » Actions and Decisions – aims to influence the actions and decisions.

This document:-

- » Identifies key project stakeholders
- » Sets out the approach to engaging them during the project
- » Sets out the timing of communications and engagement activities with those stakeholders.

This plan also recognizes and provides comment on other opportunities for broader community engagement.

3 SCOPING DOCUMENT REQUIREMENTS

The scoping document issued by EPSDD dated 18 December 2020 details minimum requirements for community engagement, and cross references the ACT Community Engagement Guideline. This has been taken into account in the preparation of this strategy.

The scoping document includes preliminary responses from various Government entities. The draft Planning Report will be circulated to these entities by EPSDD, as part of statutory notification processes. As per our service proposal, we will only contact these entities directly where further exploration of the issues raised in the scoping document is required.

4 APPROACH TO ENGAGEMENT

Our approach is built around three pillars of engagement focused on meeting engagement objectives. The pillars set out the intended outcomes, target audience and level of engagement based on the International Association of Public Participation (IAP2) Spectrum.

Table 4.1 Pillars of engagement

	STRATEGIC ENGAGEMENT	TARGETED INVOLVEMENT	AWARENESS RAISING/ NOTIFICATION
Objective	Key stakeholders are actively involved in the process.	Other stakeholders are ‘brought along’ on the journey.	Stakeholders are aware that there is a proposal to expand Fraser Primary School and know how to access further information if required.
Desired outcomes	Key stakeholders are engaged with the process and supportive of the outcome.	Stakeholders are aware of the project and understand and support the rationale underpinning it. Stakeholders articulate their position allowing a response to be provided in the planning report.	The project is known to be progressing. Stakeholders are able to raise any concerns as part of engagement processes.
Level of engagement	Involve/collaborate	Consult	Inform
Commitment	We will work with you and endeavour to incorporate your comments and feedback into the decision-making process. We will listen to, acknowledge and respond to your concerns.	Balanced and objective information will be provided to you in a timely manner. We will take your concerns on board and address them if and where possible.	We will keep you informed. This may occur through statutory consultation processes.

5 STAKEHOLDERS

The following table sets out the key stakeholders targeted by this plan, their characteristics and known or likely interests.

STAKEHOLDER	CONTACT	KNOWN INTEREST/POSITION	PILLAR OF ENGAGEMENT
Government entities			
NCA	To be confirmed if required	Compliance with NCP	Notification through statutory processes

EPSDD	Alix Kauz, TPV Unit	TPV process compliance Consistency with ACT strategic planning.	Notification throughout, augmented by targeted involvement at key milestones/decision points if required.
TCCS	EDU to provide an update to entity	Land custodian	Notification through statutory processes. Targeted involvement on key issues, as and when required.
ACT Heritage Council	EDU to provide an update to entity	Impact on and approach to management of heritage features.	Notification through statutory processes. Targeted involvement on key issues, as and when required.
Conservator for Flora and Fauna	EDU to provide an update to entity	Impacts on and approach to management of flora and fauna of interest.	Notification through statutory processes. Targeted involvement on key issues, as and when required.
EPA	EDU to provide an update to entity	Expansion of sensitive uses on areas of potential contamination.	Notification through statutory processes. Targeted involvement on key issues, as and when required.
Community			
Fraser Primary School	Via EDU	The proposal and implications for FPS operations.	Strategic Engagement
FPS Parents and Citizens Association	Via EDU	The proposal and implications for FPS operations.	Targeted involvement
FPS Parents (not accessed via P and C Association)	Via EDU, potentially including use of 'Fraser Primary School' and 'Fraser Primary After School Care' Facebook (FB) page.	The proposal and implications for FPS operations.	Targeted involvement
Immediately adjacent/interfacing residents	Via EDU 29-35 Tillyard Drive 180- 200 Tillyard Drive (even numbers only) 199-203 Tillyard Drive (odd numbers only)	Impacts on local and personal amenity, cumulative changes to the locality, change from status quo and opportunities for more community integration.	Targeted involvement

	<p>7,8, 10 Cusack Place</p> <p>17, 19, 21, 23 Edlington Street</p> <p>1-19 Nott Street (odd numbers only)</p>		
Other Fraser residents	<p>Via EDU, possibly including use of:</p> <ul style="list-style-type: none"> — ‘Fraser A.C.T Community Group’ FB page — Notices at Local Centre and on site 	Change from status quo and opportunities for more community integration.	Awareness raising/Notification
Local Centre – owners and tenants	<p>Via EDU:</p> <ul style="list-style-type: none"> — ‘Fraser A.C.T Community Group’ FB page — Notices at Local Centre and on site <p>Mailbox drop letters to businesses, and local residents to be undertaken by EDU.</p>	Change from status quo and connectivity between centre and school.	Awareness raising/Notification
Community organisations			
Belconnen Community Council	<p>██████████</p> <p>hello@belcouncil.org.au</p> <p>██████████</p> <p>EDU to initiate contact.</p> <p>Meetings every 3rd Tuesday</p> <p>Will depend on their own interest/preference and agenda availability.</p>	Appropriate engagement with the broader community, consistency with strategic planning, EDU plans for other schools in the Belconnen catchment.	<p>Targeted involvement/Notification</p> <p>Presenting proposal on 20 September 2022</p>
ACT Landcare	<p>02 6205 2913</p> <p>actlandcare@act.gov.au</p>	Possibly interested in conservation values by virtue of Block	Awareness raising/Notification
Ginninderra Catchment Group	<p>02 6278 3309</p> <p>landcare@ginninderralandcare.org.au</p>	Possibly interested in conservation values by virtue of Block	Awareness raising/Notification
Friends of Grasslands	<p>██████████</p> <p>info@fog.org.au</p>	Possibly interested in conservation values by virtue of Block	Awareness raising/Notification

6 TOOLS AND TACTICS

6.1 STRATEGIC ENGAGEMENT

WHAT	WHY AND HOW	PRIMARY TARGET RESPONSIBILITY
Direct meetings/correspondence	Comment welcome from stakeholders until early October 2022. Issues are to be addressed as relevant to the project scope.	PT- Fraser Primary School R- EDU

6.2 TARGETED INVOLVEMENT

WHAT	WHY AND HOW	PRIMARY TARGET
Facebook posts	Broad penetration. Meets EPSDD requirements for use of social media. Can be easily shared between interested parties. Shares and comments can be tracked.	PT – all parties R - EDU
Notices at Local Centre and on site	Captures immediately surrounding residents and other users of the Local Centre. 'Old school' – provides coverage for those not digitally connected, or connected to the school.	PT - Immediately adjacent/interfacing residents, Other Fraser residents, Local Centre – Owners and tenants R – EDU – EDU to ensure that letterbox drop company place notices at local centre and on site
School communications	Existing trusted channel, provides credibility to the proposal.	PT - FPS Parents and Citizens Association, FPS Parents (not accessed via P and C Association). R – EDU in conjunction with FPS
Town hall style meeting	Meets EPSDD scoping document requirements. Allows single point of messaging to the community. Satisfies communities need/desire to 'eyeball the proponents'. Creates personal touchpoint. Allows community to hear broader viewpoints. Opportunity to flesh out details and identify areas of concern/where further work is required. To be scheduled: <ul style="list-style-type: none"> — Mid week — Evening — During term time 	FPS Parents and Citizens Association FPS Parents (not accessed via P and C Association) Immediately adjacent/interfacing residents Other Fraser residents Local Centre – Owners and tenants Belconnen Community Council Project team attendees:

	<ul style="list-style-type: none"> — Avoid conflict with BCC meeting <p>To be advertised at least 2 weeks prior (preferably 3) via multiple mechanisms.</p> <p>Invitation to be extended to government entities as a courtesy.</p> <p>To be organised by EDU:</p> <ul style="list-style-type: none"> — Public and direct invitations — General information — Venue, catering, materials etc — Other subconsultant attendance 	<ul style="list-style-type: none"> — EDU (represented by WSP Planning team- [redacted] and [redacted]) — School principal/representative <p>Date: 28 September 2022</p> <p>5:30 – 6:30pm</p>
Direct phone calls/Emails	<p>On an as needed basis.</p> <p>To respond to and manage discrete matters.</p>	<p>PT – as needed, all parties</p> <p>R- EDU/WSP/Relevant subconsultant as needed</p>
One on one meetings (including presentation to Belconnen Community Council)	<p>On an as needed basis – primarily for government entities and Belconnen Community Council (if requested).</p> <p>To deal with discrete matters.</p>	<p>PT – as needed, all parties (but expected to be restricted to those with key issues)</p> <p>R - EDU/WSP/Relevant subconsultant as needed</p>

6.3 AWARENESS RAISING/ NOTIFICATION

WHAT	WHY AND HOW	WHO
Direct contact	To inform Landcare as a matter of courtesy	PT – Landcare R - EDU

7 KEY MESSAGES

This strategy has a series of key messages that it seeks to communicate through engagement processes, which include:

- This engagement process is for a variation to the Territory Plan. It is for the purpose of rezoning land northeast of Fraser Primary School grounds. The land subject to rezoning contains open green space (PRZ1: Urban Open Space).
- Fraser Primary School is a highly valued part of the community.
- The use of Fraser Primary School has changed since it opened in 1979. There has been an increased pressure placed on the current land area as a result.
- The school is under pressure to accommodate its existing student population and land uses within the current boundaries. Currently, there is significant pressure on the use of Fraser Primary School's current outdoor play area.

- An expansion of the school area boundary is proposed to support the delivery of improved student experience at Fraser Primary School. Expanding the school's play area is essential to support students' learning needs and ensure that children have access to a variety of spaces to engage in supervised and self-directed play.
- This engagement will inform the preparation of a Draft Variation to the Territory Plan. It will have a formal statutory public notification period during which it will be open for submission of community comments.
- Expansion of the site is required to ensure it can continue to service the community, as per community and educational expectations.

8 RISK MANAGEMENT

This strategy promotes the active day to day management of activities to resolve emergent external (media, government or community related) or internal (ie, miscommunication between the project team) issues that could take place and place the timeframe for completion at risk. This is important as it will protect the project, Government and consultants reputation from external factors as best as possible and enable project delivery.

This will be achieved by:

- *Monitor* – EDU actively monitoring the news and social media environment (through proactive daily monitoring and traditional media monitoring) to understand what is being said, written and done by the public, media, interest groups, government and opinion leaders.
- *Identification* – look for emerging patterns and issues that are gaining support. The cause of the issue will be identified as well as where the issue is in its lifecycle.
- *Prioritisation* – determine the importance of the issue, based on its potential reach, whether it is localised or whole of project based, and the potential impacts.
- *Analysis* – analyse the issue in detail and potential impacts as precisely as possible.
- *Strategic response* – draft strategic responses and define key messages, as well as recommended actions, when they should be taken and by whom.
- *Implementation* – response actions implemented as required.
- *Evaluation* – assess and evaluate results including lessons learnt for future issues management.

9 TIMEFRAMES

Preparation of collateral can commence immediately following confirmation of messaging.

Critical dates to be advised by EDU:

- Any school communications (scheduling) newsletter etc;
- Letterbox drop to ensure sufficient notice of town hall style meeting, BCC meeting and date for comments to be lodged
- Comments to be submitted by 7 October 2022

All communications are to be scheduled to allow at least 2, if not 3, week lead up to the scheduled town hall style meeting.

Belconnen Community Council is scheduled to meet on 20 September 2022. WSP will present the proposal during the meeting.

EDU will be attending a Town hall style meeting on the 28 September 2022, hosted online via TEAMS. RSVPs due mid-September. WSP to distribute email to RSVPs with TEAMS meeting invite.

FRASER PRIMARY BOUNDARY EXPANSION

DRAFT Source Text for collateral (such as website, letterbox drop etc)

What is proposed?

Fraser Primary School is a thriving ACT Government school in the northwest of Belconnen. The Primary Enrolment Area for the school includes suburb of Fraser and parts of Charnwood, Dunlop and Flynn and 2022 enrolments recorded as 56 students in Pre-School and 542 students across K-6. The school currently has a compact site area of 2.6 hectares, referred to as Block 2, Section 40, Fraser. Expanding the classrooms and facilities at Fraser with the installation of Relocatable Learning Centres (RLCs, or transportables) have been incrementally incorporated into the school over a number of years. This has significantly reduced the overall recreation and outdoor learning and play space on school grounds. While the school does have an oval located immediately to the south, access to this oval traverses a public pedestrian footpath meaning that students can only use this space at particular times and under supervision by one or more teachers.

As a result, it is proposed to progress a Variation to the Territory Plan to rezone the land to the northeast of the site which will be incorporated into the existing school grounds.

No permanent infrastructure or construction activities are proposed and no change to enrolment numbers are proposed at this stage.

Which land will be affected by the proposal?

The land affected by the proposed rezoning comprises a portion of Block 6, Section 64, Fraser of approximately 2 hectares.

That part of Block 6, Section 64 impacted by the proposal would be incorporated into the existing school site.

IMAGE?

What is the land used for now?

The portion of the area is currently open space next to the school site and contains primarily cleared pasture and patches of native grasses. The Block is currently managed by Transport Canberra and City Services (TCCS) and zoned NUZ3: Hills, ridges and buffer areas (“NUZ3”) under the Territory Plan. The vegetation provides a buffer between the broader parklands/ovals and residential area to the north.

A part of this block further north of the Fraser residential area is a declared nature reserve for the natural values contained in that area.

Why does the land need to be rezoned to support the Fraser School?

Under the current Territory Plan, use of land for a community facility (such as an education centre and/or health facility) is prohibited under the existing zone. School sites, including the existing Fraser School, are normally a CFZ Community Facility Zone.

Why is the rezoning proposed?

Strategically, the provision of land for community facilities within the ACT is a priority. This is flagged in the Future of Education Strategy (2018) and Strategic Plan 2018-2021. These documents outline the Government’s education strategy for 2018-2028 and Directorate’s strategic framework in key areas. The Strategy establishes a policy direction that informs a range of future initiatives and projects. The Strategy has a principle of access: “Supports for learning and wellbeing are available and provided to all students”

Adequate school capacity and facilities in our communities are critical to ensuring all children have reasonable access to learning as the population grows. The area identified under this proposal for an expansion of the area available for students at Fraser Primary School will support the Government's and Directorate's strategic objectives. Building on the above, the Plan includes targeted recommendations to place students at the centre of their learning, empower education professionals, create stronger learning communities and strengthen equity and quality in education. The Plan includes a number of strategic goals, including ensuring schools are where students enjoy and thrive in learning. The Plan identifies delivering schools for growing communities as a key action. The expansion of the Fraser Primary School site will assist in making progress to deliver against this action.

What would the effect of the proposed changes to the Territory Plan be?

The effect of the proposed TPV would be:

- Rezone part of Block 6 Section 64 Fraser from NUZ3: Hills, ridges and buffer areas to CF: Community Facilities; and
- Amend the Fraser Precinct Code – Fraser Precinct Map by extending the PD1 map area to include the subject land. No changes to the prohibited uses listed at Table 1 are proposed.
- Custodianship of the land affected by the proposed TPV would also be transferred from TCCS to the Education Directorate.

I'd like more information. Where can I find it?

Information about this proposal is on the Fraser Primary School website at www.fraserps.act.edu.au

The Education Directorate's consultant, WSP, will be hosting an online public information session:

Wednesday 28 September 2022

5:30 – 6:30pm (AEST)

RSVP: email to [REDACTED]@wsp.com by 21 September 2022.

You will then receive a return email with meeting invite to join using Microsoft Teams.

The Education Directorate has also:

- Undertaken a letterbox drop to local residents adjacent to the subject block;
- Placed a notice in the Fraser Primary School newsletter;
- Discussed the proposal with the School Board and P&C Committee
- Posted [material on the Fraser Primary School website](#); and
- Presented the proposal to the Belconnen Community Council (20 September 2022).

What is the process from here?

We are asking for any feedback on the proposal to be provided by 7 October 2022. Feedback can be provided by email to [REDACTED]@wsp.com

All comments from this engagement process will be considered by the project team and collated in an Engagement Report that is presented to the Environment Planning and Sustainable Development Directorate with the proposed Draft Territory Plan Variation.

EPSDD will consider the proposal and conduct a formal consultation on a Draft Variation to the Territory Plan, including making these reports available and consulting other ACT Government agencies for comment.

What about new school buildings – when will I find out more about them?

No new buildings or facilities are proposed as part of this rezoning process. If new school infrastructure is needed in future, this will be considered as part of a separate process including urban design, master planning, car parking/traffic and any issues associated with new school infrastructure. The community will be invited to participate in such processes if it eventuates in the near future.

What are the schools long term plans for the additional land?

The ACT Education Directorate is currently exploring the potential to replace RLCs with permanent classrooms, however this is a long-term solution which would take several years to implement and would require a larger site area to enable the school to continue to operate throughout the construction period. Ahead of any investment in permanent infrastructure, expansion of the school grounds will significantly improve the ability for the school to enable its students greater access to outdoor play space, as well to flexibly manage car parking to reduce the impact of school generated traffic on surrounding residents.

Merry, Caitlin

From: Percival, Tom
Sent: Friday, 26 August 2022 2:31 PM
To: Klein, Liz; Hai, Helen
Cc: Butler, Erin
Subject: RE: Expansion area boundary map - Fraser Primary School

Can't seem to put my hands on the full report (have asked [REDACTED] for another copy).

The summary I have discusses that the ground veg across this area is fairly consistent as modified pasture. The reference then goes to the Tree Assessment, which highlights that groups with value and individual trees should be retained. The groups along the residential fence line are identified as having high/medium amenity value (less so as habitat). The buffer appears to be retaining these groups, as well as providing a separation from the residents.

I recommend our plans propose a 35m buffer to the residential blocks – this retains the trees and a separation. It also provides that we can test this through the consultation and can amend or retain it in response to feedback.

As for the 'back boundary' of the area, I think we can propose a larger area than the red line would include? We've previously presented an area of about 2ha and extending further back, so we can check this through the consultation? There's not much science in these numbers, as we had been looking to avoid the drainage lines through the space. Liz – do we want to have a chat this afternoon to refine?

Tom

From: Klein, Liz <Liz.Klein@act.gov.au>
Sent: Friday, 26 August 2022 12:45 PM
To: Hai, Helen <Helen.Hai@act.gov.au>; Percival, Tom <Tom.Percival@act.gov.au>
Cc: Butler, Erin <Erin.Butler@act.gov.au>
Subject: RE: Expansion area boundary map - Fraser Primary School

Yes re the red line, thanks Helen.

I can't see the report either. Tom should have it.

Liz

From: Hai, Helen <Helen.Hai@act.gov.au>
Sent: Friday, 26 August 2022 12:31 PM
To: Klein, Liz <Liz.Klein@act.gov.au>; Percival, Tom <Tom.Percival@act.gov.au>
Cc: Butler, Erin <Erin.Butler@act.gov.au>
Subject: RE: Expansion area boundary map - Fraser Primary School

Hi Liz,

I can't seem to locate the ecological report in our G-Drive. Maybe Tom can help with this and determine what distance of the buffer should be?

In response to your comment that 'the western boundary essentially is a continuation of the existing western school boundary', I've quickly added the boundary line in the map below. See the red line, is this what you have in mind?

Expansion area boundary



Regards

Helen

From: Klein, Liz <Liz.Klein@act.gov.au>
Sent: Friday, 26 August 2022 12:16 PM
To: Hai, Helen <Helen.Hai@act.gov.au>; Percival, Tom <Tom.Percival@act.gov.au>
Cc: Butler, Erin <Erin.Butler@act.gov.au>
Subject: RE: Expansion area boundary map - Fraser Primary School

Hi Helen

For the 24/5/22 Board presentation we also showed a 40m setback.
What does the ecological report say?

Otherwise I agree with the yellow highlighted boundary tidy up area, but the expansion to the north I think should be reduced – so that the western boundary essentially is a continuation of the existing western school boundary.

Regards, Liz

Liz Klein | Senior Director, Schools Planning
Ph: (02) 6207 0734 | Email: liz.klein@act.gov.au
Enrolments and Planning | System Policy and Reform | Education | ACT Government
220 London Circuit CIVIC ACT | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

From: Hai, Helen <Helen.Hai@act.gov.au>
Sent: Friday, 26 August 2022 12:08 PM
To: Percival, Tom <Tom.Percival@act.gov.au>; Klein, Liz <Liz.Klein@act.gov.au>
Cc: Butler, Erin <Erin.Butler@act.gov.au>
Subject: Expansion area boundary map - Fraser Primary School

Hi Tom and Liz,

I've found the maps that were used in the presentation to Fraser Primary School Parents and Citizens Association (G:\Enrolments and Planning\05 Projects\Belconnen District\2020 Fraser PS Expansion). I've selected the one I think is most accurate. And I've highlighted the area that block boundary line is not aligned with the school ground fence line in the second map in the document attached. Can you please confirm whether these maps are correctly identified these areas?

I've noticed that the map we used for the P&C meeting illustrates the buffer to the north end of the expansion is 40 metres. However, the draft planning report that [REDACTED] sent through this morning indicates 35 metres. Do we know why the buffer is reduced from 40m to 35m?

Maybe let's have a quick meeting to discuss these in detail?

Regards

Helen Hai

02 6205 3989 | Helen.Hai@act.gov.au

Enrolments & Planning | Education | ACT Government

www.education.act.gov.au

Merry, Caitlin

From: Percival, Tom
Sent: Friday, 26 August 2022 5:33 PM
To: [REDACTED]
Cc: [REDACTED]; Butler, Erin; Hai, Helen; Klein, Liz
Subject: RE: Fraser Primary Boundary Expansion (PS124049)
Attachments: Fraser PS expansion area boundary map_final.pdf

OFFICIAL

[REDACTED]

See the attached document that indicates the expansion area for mapping. The area reflects boundaries that are:

- a 35 metre offset from the residential block boundaries to the northeast
- a northwest boundary parallel to Tillyard Drive that provides an extension of the long rear boundary of the existing school site
- extensions to the existing school boundary reflecting the existing fence line (this is not surveyed, but we have picked a line off the aerial image – the assumption is that following the existing fence would not impact any habitat);

Let me know if this is adequate for the purposes of creating the polygon for the area or if we need more detailed diagram to use.

Tom

Tom Percival MPIA | Director, Schools Planning
 02 6207 8688 | 0409 531303 | tom.percival@act.gov.au
 Enrolments and Planning Branch | System Policy and Reform Division | Education | ACT Government
 GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

From: [REDACTED]@wsp.com>
Sent: Friday, 26 August 2022 11:25 AM
To: Percival, Tom <Tom.Percival@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>; Hai, Helen <Helen.Hai@act.gov.au>
Cc: [REDACTED]@wsp.com>; [REDACTED]@wsp.com>
Subject: RE: Fraser Primary Boundary Expansion (PS124049)

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Hi Tom,

Please find attached a copy of the drat planning report. See sections highlighted yellow/comments throughout doc where input required from the Education Directorate/others to finalise.

As discussed yesterday a map which depicts the exact area proposed for rezoning is required in order to accurately ID the rezoning area. Also – to confirm whether the additional area behind the school/existing fence to be re-aligned would impact Superb Parrott habitat? Once we have the marked up plan showing the location we can get our GIS team working on the plan for the stakeholder engagement (and to insert into the report). Please ensure that my

colleague [redacted] is cc'd into the email with the plan showing the exact location of the land to be rezoned [redacted] has been cc'd into this email).

It would be great if the team could issue a single set of consolidated comments before the stakeholder engagement activities to be undertaken in September (by 9 September).

Thanks Tom.

Enjoy your weekend.

Cheers,
[redacted]



[redacted]

[redacted]

[redacted]@wsp.com

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Canberra, ACT, 2601
Australia

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WSP acknowledges that every project we work on takes place on First Peoples lands. We recognise Aboriginal and Torres Strait Islander Peoples as the first scientists and engineers and pay our respects to Elders past and present.

From: [redacted]
Sent: Wednesday, August 24, 2022 10:26 AM
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Subject: RE: Fraser Primary Boundary Expansion (PS124049)

Hi Helen, Tom,

Helen - Thanks for sending through the marked up material.

Please find finalized material attached.

Tom – any update on WSP’s amended scope of services? If we’re to proceed with the preparation of graphics/amendments to the Ecology report and liaison with subbies regarding other updates to their material we need to arrange for the budget update with our accounts team before we can proceed.

Cheers,
[redacted]



[redacted]

[redacted]

[redacted]@wsp.com

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Australia

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From: Hai, Helen <Helen.Hai@act.gov.au>
Sent: Thursday, August 18, 2022 10:46 AM
To: [redacted]@wsp.com>
Cc: Percival, Tom <Tom.Percival@act.gov.au>; Klein, Liz <Liz.Klein@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>; [redacted]@wsp.com>
Subject: RE: Fraser Primary Boundary Expansion (PS124049)

OFFICIAL

Hi [redacted]

I've made some comments/changes in the documents you've sent over yesterday. Please have a look and maybe we can discuss them in the meeting this afternoon if needed.

Regards

Helen

From: [redacted]@wsp.com>
Sent: Wednesday, 17 August 2022 5:03 PM
To: Percival, Tom <Tom.Percival@act.gov.au>; Klein, Liz <Liz.Klein@act.gov.au>; Hai, Helen <Helen.Hai@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>; [redacted]@wsp.com>
Subject: RE: Fraser Primary Boundary Expansion (PS124049)

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Hi all,

Tom – thanks for sending through your notes.

Please see comments in blue. I've also attached:

- Copy of the site survey – client to confirm exact boundary of rezoning;
- Word document – suggested collateral for use in media (such as letterbox drop, website, newsletter); and
- Amended Stakeholder Engagement Strategy – Education Directorate comments incorporated.

Happy to discuss when convenient.

Cheers,

[redacted]



[redacted]

[redacted]

[redacted]@wsp.com

WSP Australia Pty Limited
Level 2, 121 Marcus Clarke Street
Canberra, ACT, 2601
Australia

wsp.com/au

From: Percival, Tom <Tom.Percival@act.gov.au>

Sent: Monday, August 15, 2022 2:50 PM

To: Klein, Liz <Liz.Klein@act.gov.au>; Hai, Helen <Helen.Hai@act.gov.au>; Butler, Erin <Erin.Butler@act.gov.au>;
 [REDACTED] <[\[REDACTED\]@wsp.com](mailto:[REDACTED]@wsp.com)>; [REDACTED] <[\[REDACTED\]@wsp.com](mailto:[REDACTED]@wsp.com)>

Subject: RE: Fraser Primary Boundary Expansion

OFFICIAL

Hi all

Please see notes from Friday's meeting.

Tom

Meeting Record

Fraser Primary Boundary Expansion

12 August 2022

EDU – Tom Percival, Liz Klein, Helen Hai, Erin Butler

WSP – [REDACTED]

1. Contract – [REDACTED] to review remaining WSP scope and advise included activities and likely additional scope

Remaining scope:

- WSP to re-issue draft planning report for client review
- Finalise draft planning report following feedback from client/stakeholder engagement
- Implementation of stakeholder engagement strategy (BCC meeting, town hall style online meeting, provide paragraph for Comms team to edit/use as client determines and preparation of summary/outcomes of engagement)
- Submit final planning report to client for lodgement with EPSDD prior to 18 Dec 22.

In light of the amendments to the scope of the TPV and changes required to consultant material, the following additional scope has been identified:

- Telephone and email liaison with subconsultants in relation to changes to scope of proposal (including Indesco)
- Preparation for and attendance at a meeting with Indesco to discuss amendments to TIA (assumes 2 hours duration, online meeting)
- Preparation for and attendance at a meeting with EPSDD to discuss amendments to scope of TPV (assumes 2 hours duration, online meeting)
- Receipt and review of updated draft subconsultant material (assumes one round of comments/review per subconsultant report)
- Preparation of update to WSP ecology study to remove references to expansion of Fraser School
- Preparation of a plan (1:100 @ A3) to show:
 - o Land proposed for rezoning (based off survey/points confirmed by client)
 - o Opportunities/constraints (such as habitat, existing facilities, surrounding known infrastructure)
 - o Aerial photograph base

Propose a variation to the fixed fee for the additional scope of services of [REDACTED] (Excl GST).

2. Community Engagement
 - a. Communications Strategy to be reviewed by WSP and reissued

Please refer to attached.

- b. WSP preparing plans for consultation, project summary – to be provided to EDU for review

WSP scope of services did not include the preparation of any graphics/plans to support the proposed TPV. Please see note above for proposed additional scope of services.

- c. Letterbox – EDU to follow up with deliverer; draft postcard to be prepared by WSP for EDU Comms review

Final letterbox drop collateral TBC by client. Please refer to attached word document for WSP suggested content.

- d. Website – proposed to host a page on the Fraser PS website (EDU Comms can arrange)
- e. Public comments – WSP to be public POC and receive comments to collate

Please refer to attached word document for WSP suggested content.

- f. Key dates:
 - i. BCC – 20 September
 - ii. Online Info Session – 28/29 September [redacted] proposed – to confirm] [Wed 28 September. 5:30 – 6:30pm.](#)
 - iii. School Board meeting – EDU to present update (date tbc); P&C to be invited to Info Session [Please send through minutes for any presentation to the Board](#)
 - iv. Public comment period proposed to run from mid-Sept for 3 weeks [Understood that date for receipt of comments would be early October \(7 October 22\)](#)

3. Supporting studies

- a. Traffic – seeking to have statement on current traffic conditions reflecting that variation is for boundary expansion only; separate statement on potential implications of future expansion to support Planning Report response with clear language that this will be considered further alongside a proposal; [redacted] to raise with Indesco

[redacted] contacted Indesco Fri 12/08/22. TIA to be scaled back to a TEF. Anticipated date of receipt: 2 September 22

- b. Ecological, PSA, Bushfire – check reports to ensure consistency with current proposal

[Bushfire study – references expansion of school, references draft concept plans\(?\), also includes scoping document as attachment. Education Directorate briefed/appointed bushfire consultant initially – recommend engagement with them regarding any review/amendments in light of new scope.](#)

[WSP ecology study – references expansion of school – as per proposed variation to scope of services above WSP to update report accordingly.](#)

[WSP contaminated land study – references to rezoning to accommodate existing school population. No change required.](#)

- c. Survey outcome – completed and will inform proposed area; additional boundary adjustment of existing school (align with fence) to be included in proposed TPV (minor adjustment).

[Survey attached – Edu to confirm whether additional survey required. Note: separate engagement with Veris \(surveyor\) required in order to undertake additional survey area.](#)

- 4. Draft Planning Report – WSP to revisit content of earlier draft based on current project status; reissue draft for EDU review.

[WSP to reissue by COB Friday 26 August 22 for client review.](#)

- 5. Project Coordination meetings – TP to schedule weekly meeting.
- 6. EPSDD, Territory Plan – team review letter of request, issued Scope for PR and difference to current proposal – potential meeting with EPSDD to confirm scope
- 7. EDU to progress contacts with agencies to provide status update and offer briefing

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

From: Percival, Tom

Sent: Thursday, 11 August 2022 11:14 AM

To: Percival, Tom; [redacted] Klein, Liz; Hai, Helen; Butler, Erin

Cc: [redacted]

Subject: Fraser Primary Boundary Expansion

When: Friday, 12 August 2022 1:00 PM-1:30 PM (UTC+10:00) Canberra, Melbourne, Sydney.

Where: Microsoft Teams Meeting

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Fraser Primary School - ground expansion final boundary

Expansion area boundary



 Western boundary

Area highlighted in yellow to be included within the school boundary line



Merry, Caitlin

From: Klein, Liz
Sent: Wednesday, 31 August 2022 11:07 AM
To: Planinac, Lisa; Orubuloye, Madeleine
Cc: Short, Paul; Attridge, Vanessa; Percival, Tom
Subject: Fraser Primary boundary expansion TPV

OFFICIAL: Sensitive

Hi Maddy and Lisa

Thankyou for your ongoing assistance and guidance regarding the upcoming community consultation to support our proposed Territory Plan Variation to expand the Fraser Primary School boundary. I appreciate you having worked closely over the past weeks with Tom.

I understand we are working to these final dates. We will provide a MWB update and a brief to the Minister accordingly. Nessa will brief the MO today.

We will note that there may be some flexibility in the commencement date if required.

- Wed 7 Sep – Commencement of Community Engagement (website live)
- Thu 8 Sep – Fraser school newsletter (Week 8) publication
- Fri 9 Sep – Letterboxed flyer delivery
- Thu 15 Sep – Fraser school newsletter (Week 10) publication
- Tue 20 Sep – Belconnen Community Council presentation 6:30pm – WSP to lead
- Thu 22 Sep – Fraser school newsletter (Week 10) publication
- Wed 28 Sep – Public Information Session 5:30pm (online) – WSP to lead
- Thu 6 Oct – Close of comments and Community Engagement
- Fri 7 Oct – Revision of available website content (noting comments closed, next steps)

Please let me know anything we need to provide to assist your team with meeting these dates.

Regards, Liz

Liz Klein | Senior Director, Schools Planning

Ph: (02) 6207 0734 | Email: liz.klein@act.gov.au

Enrolments and Planning | System Policy and Reform | Education | ACT Government

220 London Circuit CIVIC ACT | GPO Box 158 Canberra ACT 2601

www.education.act.gov.au

This would be great to discuss further this week. Please let me know if there is any more detail you require or any questions.

Tom

Merry, Caitlin

From: Attridge, Vanessa
Sent: Wednesday, 31 August 2022 11:09 AM
To: System Policy and Reform Office
Cc: Klein, Liz
Subject: FOR URGENT CLEARANCE: MWB input - Fraser Primary School Boundary Expansion

Importance: High

OFFICIAL: Sensitive

Hi Rach

Please see E&P Branch MWB content for urgent clearance through Deb, with our sincere apologies for being so late.

I have also sent an apology through to MCR to let them know this is coming.

Fraser Primary School Boundary Expansion: commencement of community engagement

- Enrolments & Planning Branch is commencing community consultation from approx.. 7 September 2022 for a proposed Territory Plan Variation effecting an expansion of the Fraser Primary School site.
- The proposal reflects only a change to the playground and open space area of the school site and does not propose and new facilities or capacity expansion.
- Feedback will form a community consultation report, which will be part of the Planning Report supporting the draft Territory Plan Variation.
- Proposed key dates (noting these may fluctuate) and consultation methods are:

Approximate Date	Consultation Method
7 September	Commencement of Community Engagement (website live)
8 September	Fraser school newsletter (Week 8) publication
9 September	Letterboxed flyer delivery
15 September	Fraser school newsletter (Week 10) publication
20 September	Belconnen Community Council presentation 6:30pm
22 September	Fraser school newsletter (Week 10) publication
28 September	Public Information Session 5:30pm (online)
6 October	Close of comments and Community Engagement
7 October	Revision of available website content (noting comments closed, next steps)

Kind regards,
Nessa

Education Directorate

To: Minister for Education and Youth Affairs Tracking No.: FILE2022/10162

Date: 31/08/2022

CC: Director-General; Deputy Director-General; EGM Business Services

From: Deputy Director General, System Policy and Reform

Subject: Community Consultation – Fraser Primary School Boundary Expansion

Critical Date: 06/09/2022

Critical Reason: Consultation to commence 7 September 2022

- DDGSPR 31/08/22

Recommendations

That you:

1. Note that community consultation will commence on 7 September 2022 and run for four weeks to inform the community about the Directorate’s proposal to expand Fraser Primary School boundary through a Territory Plan Variation to increase open space and play area.

Noted / Please Discuss

Yvette 

...../...../.....

Minister’s Office Feedback

Background

1. The Directorate is commencing community consultation on 7 September 2022 for a proposed Territory Plan Variation (TPV) that would allow an expansion of the Fraser Primary School site.
2. This proposal reflects only a change to the area of the school site responding to concerns raised by the school community about availability of open space within the school, following the installation of several Relocatable Learning Units over recent years. No new facilities or capacity expansion is in scope for this consultation.
3. EDU engaged consultants WSP Australia to prepare a Planning Report that supports the Territory Plan Variation process, responding to a Scoping Document issued by Environment Planning and Sustainable Development Directorate (EPSDD). Community engagement is a required component of preparing this Planning Report.

Issues

4. A map of the planned TPV area is provided at Attachment A.
5. Information about the proposal will be available online, through an open information session, a letterbox drop in the surrounding area, through the School Newsletter, and a presentation to Belconnen Community Council.
6. Community consultation must commence in September 2022 to enable finalisation of the Planning Report and submission to EPSDD by 16 December 2022. EDU is planning for consultation to commence during Term 3 to ensure the school community is aware of the invitation to comment.
7. Proposed key dates and consultation methods are:
 - Wed 7 Sep – Commencement of Community Engagement (website live)
 - Thu 8 Sep – Fraser school newsletter (Week 8) publication
 - Fri 9 Sep – Letterboxed flyer delivery
 - Thu 15 Sep – Fraser school newsletter (Week 9) publication
 - Tue 20 Sep – Belconnen Community Council presentation 6:30pm
 - Thu 22 Sep – Fraser school newsletter (Week 10) publication
 - Wed 28 Sep – Public Information Session 5:30pm (online)
 - Thu 6 Oct – Close of comments and Community Engagement
 - Fri 7 Oct – Revision of available website content (noting comments closed, next steps)

Financial Implications

8. Funding is available through the *Planning for New and Expanded Schools – Feasibility 2022-23* ACT Budget appropriation.

ConsultationInternal

9. Communications Branch is assisting with materials and logistics.
10. The Fraser Primary School Principal is supportive of the proposal and community engagement approach and the DSI is aware.

Cross Directorate

11. EPSDD issued the scope for the Planning Report to support the proposed Territory Plan Variation, which includes a requirement for community consultation to be undertaken.

External

12. Fraser Primary School Board and P&C have been briefed on the proposal and community engagement approach.

Work Health and Safety

13. Engagement activities, including an open public information session, are planned to be delivered online to reflect COVID-Safe practices.

Benefits/Sensitivities

14. This action to progress a Territory Plan Variation only has the effect of expanding the boundary of the school site and does not include any new infrastructure investment or school capacity expansion.
15. There is expected to be interest from the school community about any future works within the school site that may follow from an expansion of the boundary, including expanding the capacity of the school, renewal of facilities and impacts on traffic and parking.
16. Further consideration will be given to future primary school capacity needs in the Belconnen region, informed by updated enrolment forecasting.
17. The expansion area is currently open space adjacent to the school site and is informally used by the local community.

Communications, media and engagement implications

18. Local community interest is anticipated. Communications will seek to manage community expectations given there may be an expectation that the proposal will pre-empt expansion or upgrade to school facilities.
19. A Community Engagement Strategy has been prepared by WSP Australia to support the proposed activity.

Signatory Name: Deb Efthymiades

Phone: x59171

Action Officer: Liz Klein

Phone: x70734

Attachment A

Map of the planned TPV area





From: [redacted]@wsp.com>
Sent: Thursday, 1 September 2022 4:05 PM
To: Percival, Tom <Tom.Percival@act.gov.au>
Cc: Butler, Erin <Erin.Butler@act.gov.au>; Hai, Helen <Helen.Hai@act.gov.au>; [redacted]
[redacted]@wsp.com>; Klein, Liz <Liz.Klein@act.gov.au>
Subject: FW: 21-116 - Fraser Primary School Bushfire Threat Assessment and Compliance Report (PS124049)

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 Tom,

Please find attached the updated bushfire planning report.

Kind regards,

[redacted]



[redacted]

[redacted]

[redacted]@wsp.com

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Level 2, 121 Marcus Clarke Street
Canberra, ACT, 2601
Australia

wsp.com/au

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From: [redacted]@nghconsulting.com.au>

Sent: Thursday, September 1, 2022 3:01 PM

To: [redacted]@wsp.com>
Cc: [redacted]@nghconsulting.com.au>; [redacted]@nghconsulting.com.au>; [redacted]@wsp.com>
Subject: RE: 21-116 - Fraser Primary School Bushfire Threat Assessment and Compliance Report (PS124049)

Hi [redacted]

Please find attached a revised report with the selected text removed.

As per my phone message if you have any other requirements or questions please call me back.

Kind regards

[redacted]



Level 1, 31-33 Beaumont St
Hamilton NSW 2303
NSW · ACT · QLD · VIC
WWW.NGHCONSULTING.COM.AU



NGH acknowledges that we work on the traditional lands of First Nations people across Australia and recognises the enduring connection to the land. We pay our respects to elders, past present and emerging.

From: [redacted]@wsp.com>
Sent: Thursday, 1 September 2022 1:26 PM
To: [redacted]@nghconsulting.com.au>; [redacted]@nghconsulting.com.au>; [redacted]@nghconsulting.com.au>
Subject: FW: 21-116 - Fraser Primary School Bushfire Threat Assessment and Compliance Report (PS124049)

Hi [redacted]

Sorry to bother you – appreciate that you may have spoken with my colleague [redacted] or the Education Directorate in the last week about this.

I've received an automatic response from [redacted] to confirm that [redacted].

Could you please advise on the below – I'd be happy to discuss.

Thanks.

Kind regards,

[redacted]



[redacted]

[redacted]

[redacted]@wsp.com

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From: [redacted]
Sent: Thursday, September 1, 2022 1:12 PM
To: [redacted]@nghconsulting.com.au
Cc: [redacted]@wsp.com>
Subject: RE: 21-116 - Fraser Primary School Bushfire Threat Assessment and Compliance Report (PS124049)

Hi [redacted]

I may have missed a response to this – could you please let me know when the updated material should come through?

The Education Directorate has queried the timeframe as we're going out to public engagement on the 7th September.

Cheers,
[redacted]



[redacted]

[redacted]

[redacted]@wsp.com

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Australia

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From: [redacted]@wsp.com>
Sent: Thursday, August 25, 2022 1:55 PM
To: [redacted]@nghconsulting.com.au
Cc: [redacted]@wsp.com>
Subject: 21-116 - Fraser Primary School Bushfire Threat Assessment and Compliance Report

Hi [redacted]

Hope all is well.

You may recall 12 months ago you prepared the attached bushfire assessment report for the Department of Education for the Fraser Primary School site in the ACT. As with a lot of these territory plan variation projects the wheels tend to turn slowly, but we are at the next stage checking the documentation for consistency against the revised objectives of the department.

I'm hoping you are able to make a quick update to your report attached. This is to remove any reference to the types of development and any indication that the school is at capacity (which it is not). I've put a strike through the text we would like removed in the attached report – two sentences in the executive summary and one paragraph in the introduction.

Happy to chat if its easier.

Cheers,



[redacted]

[redacted]

[redacted]@wsp.com

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ACT
Government
Education

Assessment of Bushfire Planning Considerations

Fraser Primary School Expansion

September 2022

Project Number: 21-116



Document verification

Project Title:	Fraser Primary School Expansion
Project Number:	21-116
Project File Name:	21-116 Fraser Primary School Bushfire Planning Considerations Final V1.1

Revision	Date	Prepared by	Reviewed by	Approved by
Draft V1.0	24/03/2021	[REDACTED]	[REDACTED]	[REDACTED]
Final 1.0 (minor edits)	31/08/2021	[REDACTED]	-	-
Final V1.1 (minor edits)	1/09/2022	[REDACTED] (minor edits)	-	-

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Acronyms and abbreviations

APZ	Asset Protection Zone
AS 3959-2018	Australian Standard – Construction of Buildings in Bushfire Prone Areas
BAL	Bushfire Attack Level
BAZ	Bushfire Abatement Zone
BFSA	Bush Fire Safety Authority
BFPL	Bush Fire Prone Land
BPA	Bushfire Prone Area
BPL Map	Bushfire Prone Land Map
BPMs	Bushfire Protection Measures
CCC	Central Coast Council
ESA	ACT Emergency Services Agency
EPA Act	<i>Environmental Planning and Assessment Act 1979</i> (NSW)
FFDI	(Forest) Fire Danger Index (also FDI)
FMP	Fuel Management Plan
Ha	Hectare
IPA	Inner Protection Area
kW/m ²	kilowatts per square metre (being a measure of radiant heat)
LGA	Local Government Area
LMZ	Land Management Zone
NCC	National Construction Standard (comprising Building Code of Australia)
NSW RFS	NSW Rural Fire Services
OPA	Outer Protection Area
PBP	Planning for Bush Fire Protection (2019)
RF Act	<i>Rural Fires Act 1997</i> (NSW)
RMZ	Rural Land Management Zone
SBMP	Strategic Bushfire Management Plan
SFAZ	Strategic Fire Advantage Zone

Executive summary

The Education Directorate (EDU) has identified the need to expand the site boundary of Fraser Primary School (177 Tillyard Dr, Fraser ACT 2615). The objective of this procurement is to prepare the case for a Territory Plan Variation (TPV) to rezone part Block 6 Section 64 Fraser from Hills, Ridges and Buffer (NUZ3) to Community Facilities Zone (CFZ). In consideration of the proposed expansion, consideration of bushfire planning and design constraints is required to determine if an appropriate level of protection relative to the hazard can be provided, in accordance with the ACT Government Environment and Planning, Scope for a Planning Report (dated 18 December 2020).

In the ACT, the Strategic Bushfire Management Plan 2019-2024, Planning for Bushfire Risk Mitigation General Code 2008 and ACT Bushfire Management Standards 2014 require development to incorporate the application of bushfire design and planning guidelines when occurring on land identified as a bushfire prone area. Given that development of a school site is classified as a sensitive use, the ACT's Commissioner of Emergency Services Agency (ESA) will need to grant concurrence to any future development application in connection to the subject land.

It is noted that as the ACT has largely aligned its Planning for Bushfire Risk Mitigation General Code (2008) and Strategic Bushfire Management Plan with the NSW Planning for Bush Fire Protection (PBP)2006 document, which is now replaced by PBP 2019. The NSW requirements will generally meet the minimum requirements for the ACT and in areas provide additional bushfire protection measures. The NSW requirements and relevant ACT requirements have been addressed in this document.

An assessment of bush fire considerations has been conducted of the proposed areas of expansion and its surrounding landscape to identify the level of risk that the proposed development may be exposed to. The results of the assessment aim to guide and facilitate the master planning of the future school expansion, by identifying constraints that could influence layout options for the proposed development with regard given to the application of bushfire protection measures (BPMs). BPMs are a suite of measures which when applied in combination, aim to improve life safety, property protection, safety and access for emergency services and improve the resilience of a proposed development to bush fire attack.

Bush Fire Protection Measures

Future development for the purpose of an educational establishment land use shall incorporate the following bush fire protection measures:

Asset protection zones

Due to the presence of unmanaged grassland vegetation located on land adjacent the proposed school site, an asset protection zone (APZ) is required. An APZ should be provided, ideally wholly within the subject land so that security is provided for ongoing management for the life of the asset. In this case, the APZ would be provided, adjacent the north boundary. An APZ is an area where vegetation management occurs, to ensure that minimal fuel conditions are present. Built environment features such as public roads, footpaths and areas proposed to be designated as open space, parkland or drainage reserves can contribute to the achievement of an APZ. It is also anticipated that a proposed future school use would generally provide and maintain an APZ over the entire site, due to the provision of buildings, hard stand areas (parking, footpaths, access) and

sporting fields, for example, which provide fuel free, or fuel reduced areas, compliant with APZ standards.

Landscaping

Future landscaping that may occur within the subject land shall consider and conform to APZ standards, to ensure that placement and scale of landscaping does not provide a hazard within the proposed development.

Access

The subject land benefits from public roads present along two frontages. The presence of public roads, particularly north west (Shakespeare Crescent) and south east (Tillyard Drive), act as perimeter roads, which also serve surrounding residential land uses. Internal access requirements shall comply with access specifications, to ensure that a fire-fighting appliance (i.e. ACTF&R Compressed Air Foam System 8000 fire appliance) can access and manoeuvre (including safely being able to turn around) within the site, where internal roads are present.

Water supply

The locality benefits from access to a reticulated water mains system, where water hydrants are present. As development of the expanded school boundary occurs, it is expected that water hydrants could be installed adjacent newly constructed roads and would therefore be accessible to emergency services. Furthermore, large development sites, which have a high demand on water usage, usually incorporate a hydrant booster system within the development footprint. Icon Water should be consulted to determine the adequacy of existing infrastructure, including hydrant spacing, to support the proposed expansion of the Fraser Primary School.

Construction standards

The class of buildings involved in a school development, pursuant to the National Construction Code (NCC), do not trigger the application of bushfire construction standards. As the development is occurring over bushfire prone area, it is recommended that future buildings, particularly those located within 100m of unmanaged vegetation (the extent of the current bushfire operational plan), incorporate basic ember protection measures, through application of Bushfire Attack Level (BAL) 12.5 construction standards, identified in Australian Standard 3959-2018 Construction of buildings in bushfire prone areas.

Emergency management

Prior to future use of the site, an evacuation and emergency management plan shall be prepared, in consultation with ESA.

Advisory matters for consideration

- Due to the position of an existing bushfire operational plan, an APZ shall apply to part of the northern boundary of both Option 1 and Option 2 proposed areas of expansion.
 - The extent that the APZ would encroach on the subject land would be contingent on ESA updating their bushfire operational plan (mapping), which may benefit the subject land.

- Open space, access, parking, landscaping (to APZ standards) or ancillary structures are to be located within the extent of an APZ that is located in the subject land.
- Sensitive use (vulnerable) development types are to be located further away from the hazard and positioned clear of designated APZs.
- Access and egress is to be provided through internal roads of sufficient width.
- Compliant water supply and hydrants to be provided.
- Underground electricity and gas services where possible.

NGH has provided mapping of external management plans and required internal APZs, based on current fire management zones and vegetation treatment, identified in the publicly available bushfire operational plan data.

As the ESA would review any future planning application, it would be prudent to seek their in principle agreement on the proposed location and extent of APZs proposed in this document. Specifically, information should be sought, where there may be potential changes to the location and configuration of current fire management zones. Future changes or amendments to fire management zones may benefit the proposed expansion, in the event that the provision of APZs within the subject land, may not be required.

1. INTRODUCTION

NGH has been engaged by the Education Directorate (EDU) to provide bushfire risk assessment input to guide the project team and the Australian Capital Territory (ACT) Education Directorate in master planning the expansion of Fraser Primary School in Fraser (ACT). Consideration of bushfire planning and design constraints is required, in accordance with the ACT Government Environment and Planning, Scope for a Planning Report, identified in Appendix A. The subject land is identified as 177 Tillyard Drive, Fraser ACT 2615 (Block 2 Section 40, Fraser). The proposed expansion area (comprising Option 1 & Option 2) under investigation is located within Block 6, Section 64, Fraser. Both the subject land and proposed expansions areas under investigation are identified in Figure 1-1. The current investigation considers a proposed expansion in two areas:

- Option 1 (west of Fraser Public School), and
- Option 2 (north east of Fraser Public School).
 - Through later discussions with EDU, NGH were advised that a larger footprint is being considered in associated with Option 2, being an increase in area to the north. NGH has identified this potential increase, as an 'additional investigation area' in the suite of Figures presented in this document.

The Locality of Fraser is a residential suburb in the Belconnen district of Canberra. The proposed Fraser school site expansion would have a number of road frontages, including Shakespeare Crescent and Tillyard Drive.

Under the ACT Territory Plan, the land currently has a number of land use zones over the Fraser school site, including:

- CF: Community Facilities (within the current Fraser School site),
- NUZ3: Hills, ridges and buffer areas (in the northern expansion area).

The purpose of this bush fire assessment report is to provide an overview of bush fire protection measures that should be incorporated into the proposal site, commensurate to the sensitive proposed use, to ensure a suitable level of protection against bush fire attack.

1.1 Location

The proposed expansion area is identified as Block 6 Section 64, at Fraser. The Fraser school site is currently developed with school buildings, and has vegetation immediately to the north and suburban development to the south. The surrounding landscape has various vegetation types and urban areas within the built environment (refer to Figure 2-2), including:

- APN: Amenity planting native (to the north east and far north west),
- NG: Native Grassland (to the north east),
- URB: Urban and developed areas (to the south).

More broadly, the surrounding landscape includes a number of land uses (see Figure 1-2), including:

- PRZ1: Urban open space (bordering the south),
- CZ4: Local centre (across Tillyard Drive to the south),
- RZ2: Suburban core (across Tillyard Drive to the south east),

- RZ1: Suburban (to the west of the expansion area).



Figure 1-1 The locality of the Proposal

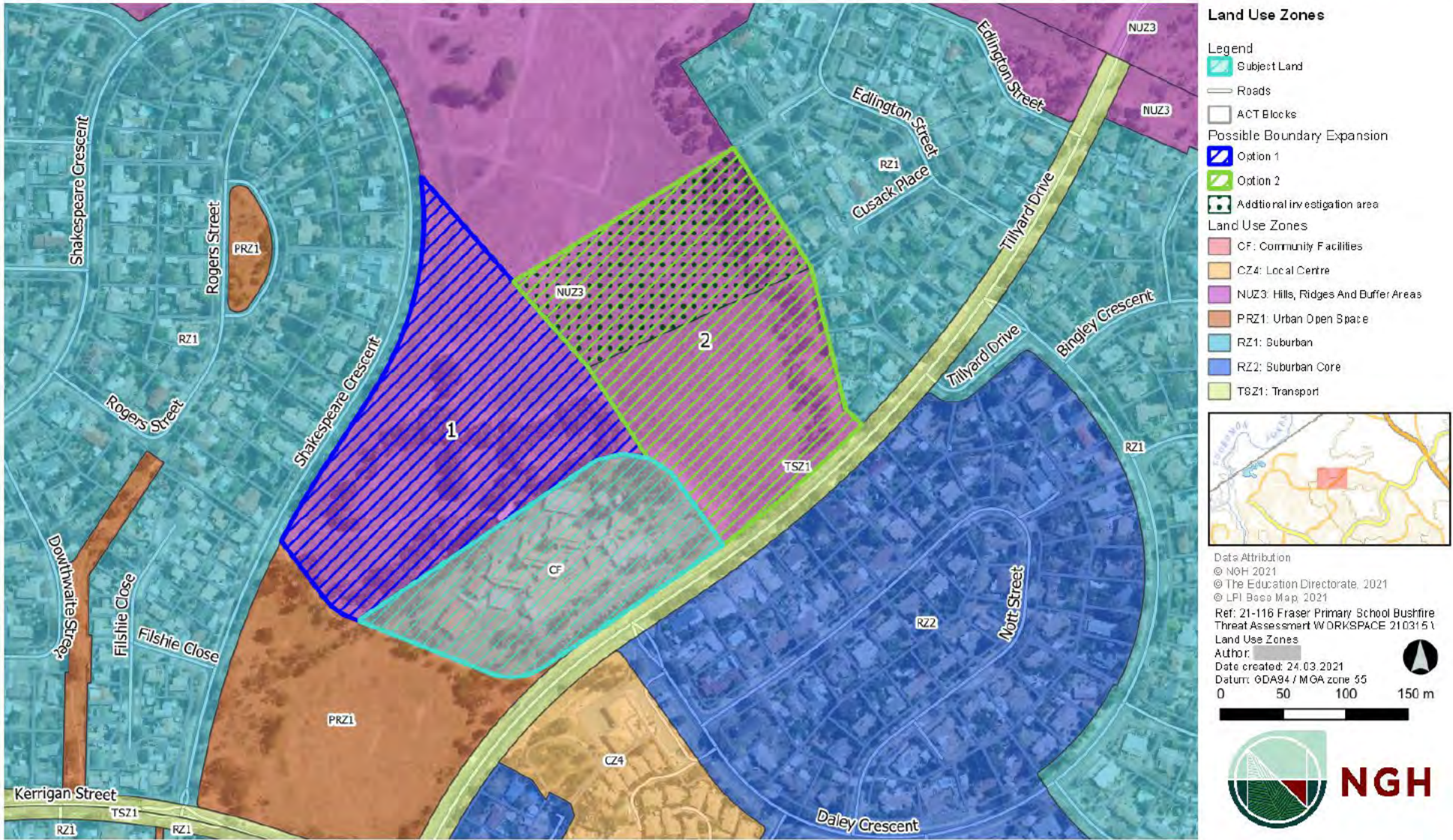


Figure 1-2 Land Use Zones

2. PLANNING FRAMEWORK

The relevant legislative requirements for development on bush fire prone area (BPA) and how they apply to this assessment, are outlined below.

2.1 ACT Legislation and Policy

2.1.1 Emergencies Act 2004

The *Emergencies Act 2004* (ACT) (Emergencies Act) establishes the legislative framework for emergency planning, prevention response and recovery operations within the ACT.

The Emergencies Act seeks to protect and preserve life, property and the environment, and provides for the effective and cohesive management by the Commissioner of the Emergency Services Agency (ESA) of the four emergency services and the enabling services.

The Emergencies Act requires the development of a Strategic Bushfire Management Plan (SBMP) for the ACT. Section 74 of the Act defines the elements of bushfire management that must be addressed in the Plan.

2.1.2 Planning and Development Act 2007

The *Planning and Development Act 2007* (ACT) establishes the ACT Planning and Land Authority (Environment, Planning and Sustainable Development Directorate-Planning) with the function of preparing and administering the *Territory Plan 2008* (Territory Plan). The Planning and Development Act, in conjunction with the Territory Plan, control land-use planning in the ACT and consider bushfire risk at all levels of planning particularly those areas susceptible to bushfires and those areas proposed for urban development and other sensitive uses.

2.1.3 Territory Plan 2008

The *Territory Plan 2008* is a statutory document that guides planning and development in the ACT. The Territory plan is used to:

- Manage development in the ACT, particularly how land is used and what can be built,
- Assess development applications, and
- Guide the development of new estates and the management of public land.

The Planning and Development Act 2007 (the Act) outlines the object, format, content and review processes of the Territory Plan. In accordance with the Act, the Territory Plan must contain, among other things, a statement of strategic directions which:

- Contains broad strategic principles to guide long term planning for the ACT,
- Guides the preparation and making of variations to the Territory Plan, and
- Guides environmental impact statements, planning reports and strategic environmental assessments.

Planning for Bushfire Risk Mitigation General Code 2008

The Planning for Bushfire Mitigation General Code 2008 (the Code), part of the Territory Plan, outlines the legislative requirements for new development in the ACT. The Code references the NSW Rural Fire Services (NSW RFS) guideline, Planning for Bush Fire Protection (PBP) 2006, where a high level of compatibility is sought between NSW and the ACT. The objective of the code is to ensure that bushfire risk is appropriately considered and addressed as during the planning stage, which then applies a suite of bushfire protection measures for the life of the development.

The Code is complimentary to the ACT Emergency Services Authority Strategic Bushfire Management Plan Version 3 (SBMP) 2014, which is a strategic document that identifies measures to reduce the impact of bushfire against development in the ACT. The Code is one of many documents that informs planning and development in the ACT and is considered by the ACT Planning and Land Authority when determining development applications.

The Code seeks to ensure that bushfire risk is appropriately assessed and considered during the planning, development and construction in the ACT.

2.1.4 Strategic Bushfire Management Plan 2019-2024

The Strategic Bushfire Management Plan (SBMP) is the overarching document that directs all levels of bushfire planning in the ACT. Its purpose is to provide a strategic framework to protect the ACT community from bushfires and reduce resulting harm to the physical, social, cultural and economic environment of the Territory.

To achieve this, the SBMP sets objectives and actions for: agency and community preparation and response for bushfires bushfire hazard assessment and risk analysis bushfire prevention, including hazard reduction adaptive management to apply best practice to bushfire management and prevention practices in the ACT in a changing environment.

Measures outlined in the SBMP include:

- Establishing planning controls so developments are appropriately located and designed,
- Managing potential fuel loads,
- Adopting management and operational plans,
- Ensuring well-resourced and effective emergency services, and
- Increasing community awareness and personal action on the risks posed by bushfires.

The SBMP also provides details of acceptable land management practices and the responsibility and commitments required by land owners or authorities.

2.2 NSW Legislation and Policy

The following provides an outline of NSW Legislation and Policy which are referenced in the above ACT legislation and policy documentation. This assessment therefore considers NSW requirements, which include additional bushfire protection measures to the ACT requirements.

2.2.1 Environmental Planning and Assessment Act 1979

The *Environmental Planning and Assessment Act 1979* (NSW) (EP&A Act) and its associated regulations provide the framework for assessing environmental impacts and determining planning approvals for developments and activities in NSW.

In NSW, identification of bush fire prone land mapping is required under Section 10.3 of the EP&A Act, where the Commissioner of the NSW RFS designates what constitutes bush fire prone land (BFPL) and how it is to be mapped. Development on bush fire prone land must consider the NSW Rural Fire Service' (NSW RFS) guideline Planning for Bush Fire Protection 2019.

2.2.2 Planning for Bush Fire Protection 2019

In NSW, the PBP 2019 guideline, published by the NSW RFS is a planning document that applies to all development located on land classified as BFPL across NSW.

The aim of PBP 2019 is to provide for the protection of human life and minimise impacts on property from the threat of bush fire, while having due regard to development potential, site characteristics and protection of the environment. PBP 2019 indicates that bush fire protection can be achieved through a combination of strategies, which are based on the following principles:

- Control the types of development permissible in bush fire prone areas,
- Minimise the impact of radiant heat and direct flame contact by separating development from bush fire hazards,
- Minimise the vulnerability of buildings to ignition and fire spread from flames, radiation and embers,
- Enable appropriate access and egress for the public and firefighters,
- Provide adequate water supplies for bush fire suppression operations,
- Focus on property preparedness, including emergency planning and property maintenance requirements, and
- Facilitate the maintenance of Asset Protection Zones (APZs), fire trails, access for firefighting and on site equipment for fire suppression.

A proposal shall be assessed to first identify risks commensurate to the category of development. Once identified, appropriate mitigation measures can be applied to the subject land. PBP applies a suite of BPMs to development on BFPL, which include:

- Access,
- Landscaping,
- Asset protection zone,
- Building construction and design,
- Emergency management arrangements, and
- Water supply and utilities.

2.3 National Construction Code

The National Construction Code (NCC), formerly referred to as the Building Code of Australia, is adopted in the ACT through the *Building Act 2004* (ACT). It contains provisions, which can be used for construction to resist bushfires in order to reduce the risk to life and minimise the risk of property loss in designated bushfire prone areas.

The NCC specific 'deemed to satisfy' measure is the Australian Standard AS3959 Construction of buildings in bushfire-prone areas. It is acknowledged that the NCC Part G5 Construction in Bushfire Prone areas only applies to Class 1, 2, 3 or 10a structures. Other classes of buildings (Class 4 – 9) such as school buildings do not trigger the bushfire provisions in the NCC, and

therefore related standards (i.e., AS 3959) do not apply. However, in bushfire prone areas it is good practice to consider including basic ember protection construction requirements (as identified in AS 3959) to improve the overall performance of the building against bushfire attack.

2.4 Australian Standard 3959 Construction of buildings in bushfire prone areas

Australian Standard 3959-2018 is prescribed throughout Australia and applies to the construction of buildings on bushfire prone areas. The objective of AS 3959 is to prescribe particular construction details for buildings to reduce the risk of ignition from a bushfire, appropriate to the:

- Potential for ignition caused by burning embers, radiant heat or flame generated by a bushfire, and
- Intensity of the bushfire attack on a building.

2.5 Bushfire Prone Area

The site and surrounds are identified as a “bushfire prone area”, refer to Figure 2-1.

The Bushfire Prone Area (BPA) map is a single risk-based map that defines areas of the ACT that have been assessed as being at high risk to life and property due to bushfires. BPA are designated on the ACT Government mapping portal ACTmapi.

Bushfire prone land maps provide a trigger for new development and consideration of sites that are bushfire prone.

Bushfire prone areas (BPA) is land, which can support a bushfire or is subject to bushfire attack. Canberra’s built-up areas that are adjacent to forest and grassland are designated as BPAs. The locality, specifically North of Fraser Primary School, contains expansive areas of grassland adjacent the urban interface.

Identifying the at-risk areas on the BPA map requires assessment to determine mandatory construction standards for residential buildings under the Australian Standards AS 3959 – Construction of buildings in bushfire prone areas. With regard to Section 2.4 it is reiterated that buildings associated with a proposed school would not trigger the application of AS 3959 as a deemed to satisfy solution within the NCC.

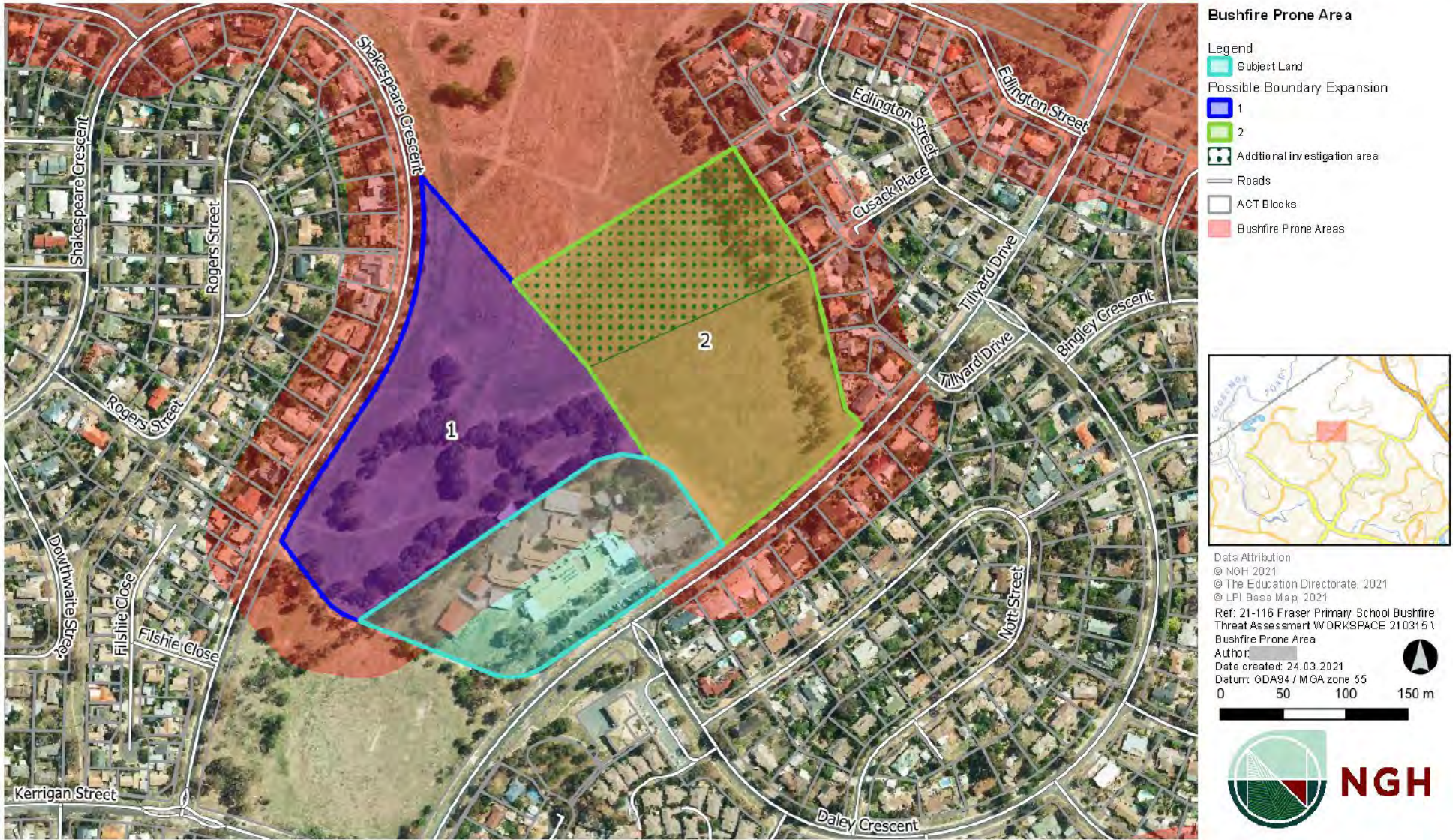


Figure 2-1 Bushfire prone area mapping

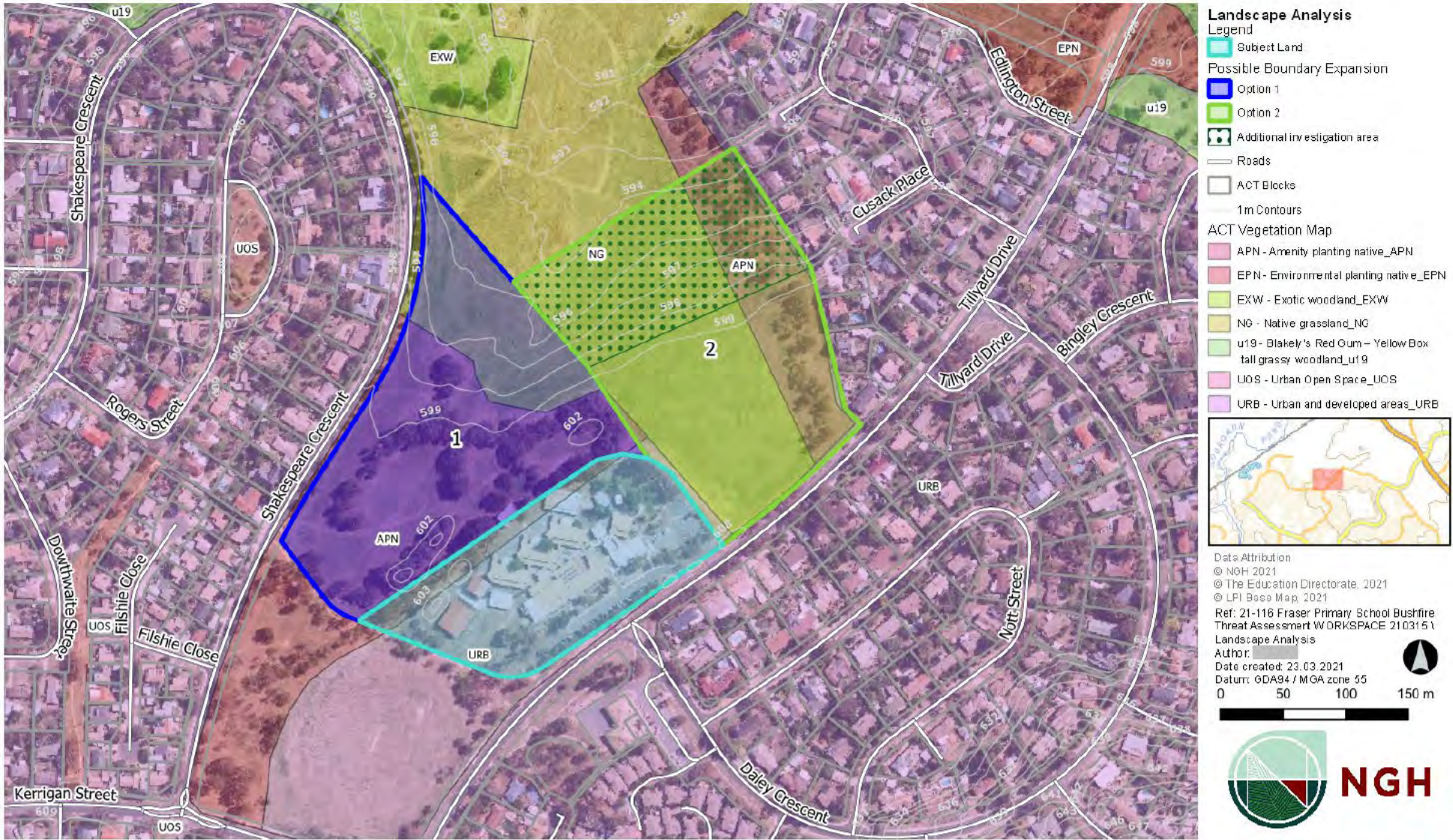


Figure 2-2 Landscape Analysis

2.6 Bushfire Abatement Zone

Under the Emergencies Act, the Commissioner has declared a Bushfire Abatement Zone (BAZ).

The BAZ surrounds Canberra and extends west towards the Murrumbidgee River. The BAZ is a subset of the BPA map, and was developed to identify rural areas where specific measures are required to reduce risk to life and property to the built-up area of Canberra. Measures associated with the BAZ include identification of land-use constraints, planning requirements for land managers (both public and private) and pre-incident planning for bushfires.

The BAZ will be reviewed as required to reflect changes in land use and tenure, and will be approved by the Commissioner.

The entire proposed expansion (both options under consideration) is mapped as BAZ, refer to Figure 2-3.

2.7 Regional Fire Management Plans

The SBMP requires regional fire management plans (RFMPs) to provide a link between the strategy of this plan and the more detailed bushfire operational plans (BOPs). In the SBMP, Fire Management Zones (FMZ) are identified as a subset of BPAs where measurable fuel management treatments are applied. The location and alignment of these zones reflect the risk of bushfires starting and spreading, and impacting on life, property and other assets.

The zones established include Asset Protection Zones (APZ), Strategic Firefighting Advantage Zones (SFAZ), Land Management Zones (LMZ) and Rural Land Management Zones (RMZ).

The widths and locations of the Zones are indicative and the actual widths and location will be determined in consideration of the ACT Fire Management Standards and operational requirements, through the development of Regional Fire Management Plans and Bushfire Operational Plans (including Farm Firewise). The SBMP details considerations used in determining the location and extent of Asset Protection Zones adjacent to new and established urban areas.

Fire Management Zone maps will be reviewed as required to reflect significant changes, which may include unplanned bushfires or changes to the location or extent of assets. The Commissioner is responsible for approval of these maps.

The subject land under investigation is affected by a number of FMZ and the application of a BOP. As detailed in Figure 2-3, the FMZ located in proximity to the proposed expansion include:

- Inner Asset Protection Zone, immediately adjacent the urban interface (residential and public roads),
- Outer Asset Protection Zone, immediately adjacent Inner Asset Protection Zones, and
- SFAZ ACT Government, mapped as partly within Option 2 and situated further north.

The management zones identified above are further broken down into methods of fuel (vegetation) mitigation treatment, where (mechanical) slashing is the preferred method for management and fuel reduction throughout the mapped designated areas.

APZs as shown in Figure 2-3 can be relied on for planning purposes, however as it conflicts with current BOP management, ESA should be consulted to confirm this arrangement. The ACT Strategic Bushfire Management Plan (ACT Government, 2019) notes that:

The Environment, Planning and Sustainable Development Directorate (EPSDD) delivers RFMP actions through BOPs that describe detailed fuel reduction activities. BOPs are also

prepared by other ACT directorates, national land managers and rural landholders. They aim to reduce bushfire fuels through applying fuel treatments such as prescribed burning, slashing, grazing and physical removal.

A key action provided in the SBMP includes the provision for ACT Government land managers and other entities in the BAZ to prepare, submit and implement a BOP at least every two years. All SFAZs in the RFMP will need to establish baseline data and report data on the area treated, fuel hazard assessment, vegetation type and other matters as appropriate.

As such, a combination of APZs will be provided off site and defensible space will be provided within the site. The school expansion would require that FMZs are redefined, depending on the final boundary configuration and the layout of the school master plan. This would require ongoing consultation with ESA.

2.8 Bush Fire Operational Plan

The Bushfire Operational Plan (BOP) details the specific timing, type and location of fuel reduction, access and infrastructure activities proposed to be undertaken in the ACT. Figure 2-4 shows the Fire Management Zones and their management practice as designated in ACTmapi. The extent of FMZs located adjacent Fraser Primary School and the surrounding area include substantial coverage of assets located at urban interface. Prescribed vegetation management under the BOP, includes slashing of vegetation, as identified above in connection to the RFMP.

2.9 Assessment Framework

As the ACT has largely aligned its Planning for Bushfire Risk Mitigation General Code (2008) with the NSW Planning for Bushfire Protection (2006) document (except for APZ); the NSW requirements meet the minimum requirements for the ACT and additionally cover additional bushfire protection measures. The NSW requirements and relevant ACT requirements have been addressed in this document.

The Strategic Bushfire Management Plan 2019-2024 also enforces that the ESA Commissioner must approve any blocks within the BPA, where sensitive uses are proposed to be located.

The Strategic Bushfire Management Plan 2019-2024 requires sensitive uses (i.e., schools, hospitals) to develop an evacuation and emergency management during the event of a bushfire.



Figure 2-3 Bushfire Management Plan and Fire Management Zones



Figure 2-4 Relationship of Bushfire Operational Plan and proposed areas of expansion.

3. BUSHFIRE SITE ASSESSMENT

Identify APZs

The ACT Bushfire Management Plan (version 3) 2014, outlines the methodology involved in determining the appropriate asset protection zones that would apply to the proposed development. The intention is that measurable outcomes required under current and ongoing management policies and procedures.

In NSW, the methodology associated with determining minimum APZ requirements is prescribed by PBP 2019, and is provided below:

1. Determine vegetation formation in all directions around the building to a distance of 140 metres,
2. Determine the effective slope of the land from the building for a distance of 100 metres, and
3. The building is provided with an APZ in accordance with Table A1.12.1 in Appendix 1 (of PBP).

3.1 Vegetation

Analysis of vegetation up to 140 metres from the proposed site has been conducted by:

- Aerial and Satellite imagery to identify vegetation location and cover; and
- Inspection of vegetation within and surrounding the subject land to confirm vegetation classification and structure.

Vegetation within and surrounding the development footprint land to a distance of 140 metres is assessed in accordance with Keith (2004), and further classified in accordance with PBP.

With reference to PBP, *'Where mixes of vegetation formations are located together, the vegetation formation providing the greater hazard shall be used for the purpose of assessment'*. The predominant vegetation located within and around the proposed expansion boundaries, comprises Grassland and remnant areas of Yellow Box Tall Grassy Woodland, with regard to Keith (2004), which is recognised as Grassland and Grassy Woodland vegetation under Figure A1.2 of PBP. Results are supported by site photographs in Figure 3-1 to Figure 3-3. The predominant hazard is identified as Grassland, due to grasses offering a substantial area of ground cover, when compared to isolated areas of Woodland.

Results from regional vegetation mapping are provided in the Landscape Analysis (refer to Figure 2-2) and further refined in the Asset Protection Zone Analysis (refer to Figure 3-4) is summarised in Table 3-1.

Areas of vegetation in relation to the proposed expansion areas are identified below:

- Hazard vegetation – North of the subject land and situated outside of a mapped BOP is Grassland, refer to Figure 3-1. Although this vegetation as a large fire run (expansive areas of grassland is present north of the urban settlement area), it becomes limited in proximity to the proposed expansion area due to the presence of FMZs. Grassy woodland vegetation is present in remnant, isolated areas outside of current FMZs, however areas of grassy woodland are located some distance from the proposed expansion boundary. In accordance with Keith (2004), the vegetation will be assessed as Grassland for assessment under PBP and ACT guidelines.

Non hazard vegetation – categorised as managed land (to APZ standards), is present in areas around the subject land, which largely comprises land identified as designated under a RFMP and is managed operationally under a BOP (these areas were managed at the time of inspection). Developed areas including Fraser Primary School, nearby residential land uses, and public roads are also considered non-hazard. Trees present within the Option 1 investigation area, although having interlocking canopy in some areas, has a managed understory (refer to Figure 3-2), due to application of the current BOP. Perimeter landscaping is present along the eastern boundary of Option 2, however is subject to maintenance as an IPA and slashing under the BOP, refer to Figure 3-3.

- Assumptions – road corridors and areas of open space would be maintained on an ongoing basis. It is also assumed that the presence of APZs under the current BOP would occur for the life of future school use.



Figure 3-1 Delineation of managed (subject to BOP) and unmanaged grassland located north of Option 1 & 2. Fraser Primary School located in the background of the image.



Figure 3-2 Managed woodland vegetation located adjacent Fraser Primary School (in Option 1 footprint). Managed ground fuels and lack of understory stratum is present.



Figure 3-3 Perimeter vegetation within the Option 2 footprint, presenting managed ground fuel and an absence of understory stratum.

3.2 Slope

With reference to the vegetation formations, the predominant (effective slope) is determined and identified in Table 3-1. PBP states *‘The effective slope is considered to be the slope under the vegetation which will most significantly influence the bush fire behaviour for each aspect’*. The effective slope is determined by topography over a distance of 100m. This was confirmed through topographic mapping using LiDAR Data (1m point cloud).

The effective slope located under hazard vegetation include:

- North Transect 1) – Downslope 0° – 5°, and
- North (Transect 2) – Downslope 0° – 5°.

3.3 Minimum APZ requirements

The required APZ would be measured perpendicular from the proposed expansion boundary, which is immediately adjacent hazard vegetation.

Table 3-1 Distance to Achieve 10kW/m² setbacks for Effective Slope (over 100 metres) under predominant vegetation formations

Direction	Vegetation	Slope	Minimum Setback required to achieve <10kW/m ² – PBP
North (Transect 1)	Grassland	Downslope 0° – 5°	>40m
North (Transect 2)	Grassland	Downslope 0° – 5°	>40m
East	Built Environment	Not Required	N/A
South	Built Environment	Not Required	N/A
South West	Managed (APZ) sporting field	Not Required	N/A
West	Built Environment	Not Required	N/A

With reference to Table A1.12.1 of PBP and Appendix 4 of PBP, a 40m APZ shall be provided (to satisfy the relevant setbacks identified in Table 3-1 as an inner protection area (IPA).

It is also acknowledged that a significant area of vegetation within Option 1 & 2, in addition to areas located farther south and south-west of Option 1 (and the current school footprint), are covered under an existing bushfire operational plan. These areas would be considered as 'managed' to the specification of an APZ by the appropriate authority.

Analysis of APZ under ACT guidelines

APZ determined by use of the ACT SBMP 2014 conclude that the following APZ widths apply under the following circumstances:

Direction / Aspect	Length of Fire Run	Vegetation type	Asset Interface	Width for Inner APZ (no Outer APZ)
North (Transect 1)	>350m	Grassland (and open woodland)	Primary	40m
North (Transect 2)	>350m	Grassland (and open woodland)	Primary	40m

Note: If vegetation located externally to the proposed boundary expansion continues to be managed under the current BOP, then APZs are partly present outside the proposed boundary and can contribute to the achievement to the required extent of APZs required. If ESA cannot guarantee ongoing management of the BOP, then APZs must be provided wholly within the proposed expansion area.

Fuel Management

APZs in the form of an inner protection area would require any Grassland fuel management practices ensure that Grassland maintained at ≤ 200 mm height when grassland curing $\geq 70\%$ (SBMP, 2014).

3.4 Bush Fire Attack Level

For the purpose of this assessment, the National Construction Standard (comprising Building Code of Australia) (NCC) does not provide bush fire specific performance requirements for the class of building associated with school buildings (i.e. Class 9). Therefore, a Bush Fire Attack Level (BAL) assessment was not undertaken to determine levels of radiant heat that site specific infrastructure, or buildings may be experience in the event of a fire.

Therefore, with regard to the above, no mandatory construction standards prescribed under AS3959 apply to the proposal. Notwithstanding this, it is recommended that basic ember protection measures are incorporated into future buildings, where development would be located within 100m of unmanaged vegetation (those areas located outside the designated BOP), as identified in Figure 3-4.

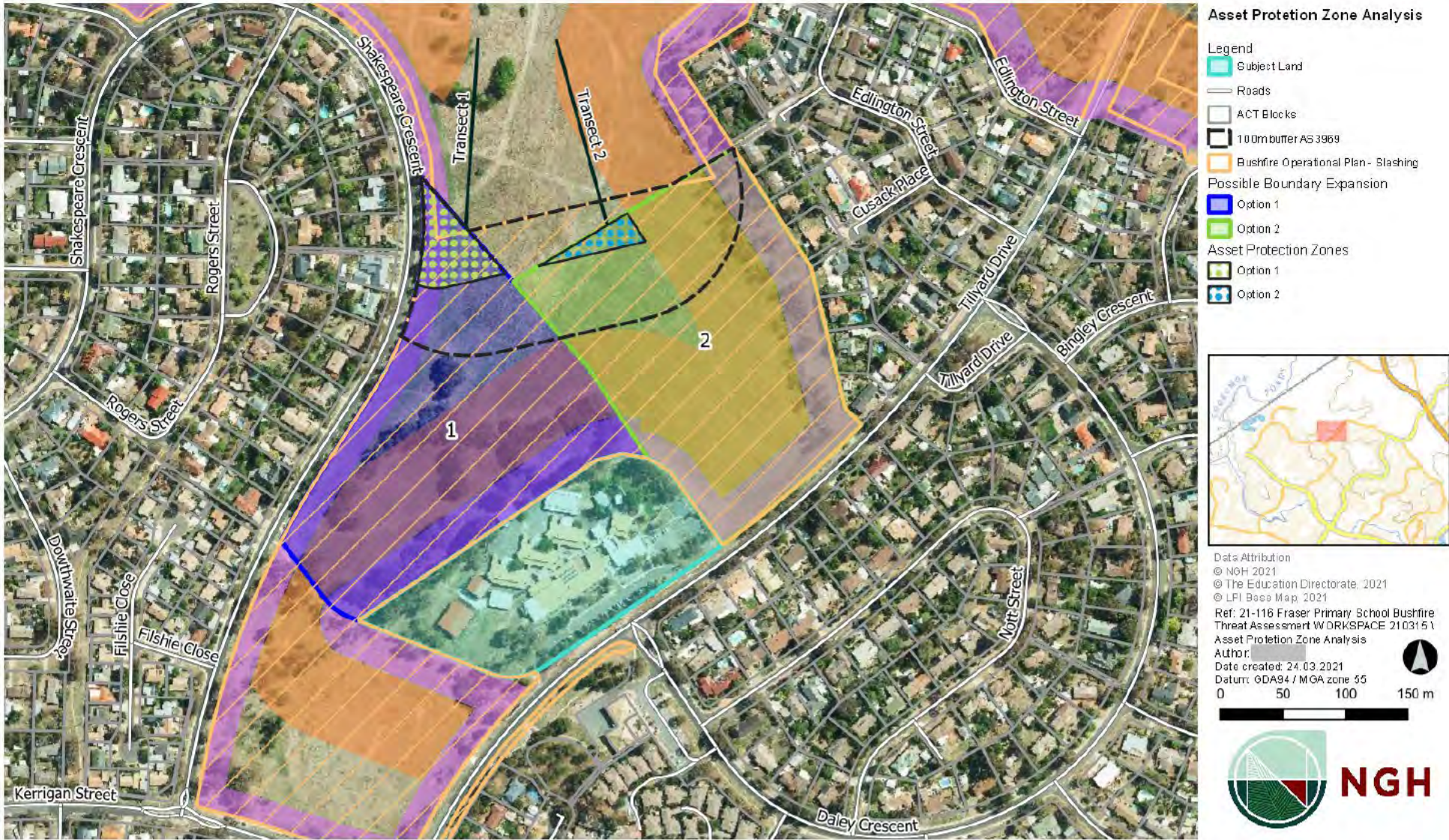


Figure 3-4 Asset Protection Zone Analysis

4. Bushfire Protection Measures (BPMs)

The ACT Fire Management Standards document references the NSW RFS PBP 2006 document. On 1 March 2020, PBP 2006 was replaced with PBP 2019 becoming legislated in NSW. As a result in order to provide an outline of up to date specifications associated with BPMs, PBP 2019 standards are outlined below.

Note: In some cases, the ACT Fire Management Standards provide specific requirements; where this occurs, the ACT BPM is referenced in the tables below.

Bush Fire Protection Measures (BPMs) are a series of controls, that when combined, aim to provide an acceptable level of protection for bush fire risk. In accordance with Section 6.8 of PBP, BPMs are provided to minimise the risk of spread to buildings and take into account the increased vulnerability of the occupants. The measures considered for the proposed development derive from Section 6.8 of PBP (NSW RFS, 2019) and specifically, Tables 6.8a – 6.8d (extracts below) and include:

- Asset Protection Zones,
- Landscaping,
- Access Requirements,
- Water Supplies,
- Gas & Electricity Services, and
- Emergency Management Planning.

4.1 Asset Protection Zones

Intent of measures: to provide suitable building design, construction and sufficient space to ensure that radiant heat levels do not exceed critical limits for firefighters and other emergency services personnel undertaking operations, including supporting or evacuating occupants.

Table 4-1 Summary of Table 6.8a of PBP (Asset Protection Zones)

Performance Criteria	Acceptable Solutions	Comment
The intent may be achieved where:		
Radiant heat levels of greater than 10kW/m ² (calculated at 1200K) will not be experienced on any part of the building.	<ul style="list-style-type: none"> • An APZ is provided in accordance with Table A1.12.1 in Appendix 1. 	An APZ of 40m shall apply. The APZ shall be provided to provide an adequate setback between hazard (classified) vegetation and future buildings, refer to Figure 3-4. Within the required areas designated as an APZ, areas such as sporting fields, access roads, parking, non-combustible shade shelters could be located.
APZ maintenance is practical, soil stability is not compromised and the potential for crown fires is minimised.	<ul style="list-style-type: none"> • APZ are located on lands with a slope less than 18 degrees. 	Would comply – land does not exceed 18 degrees.

Performance Criteria	Acceptable Solutions	Comment
APZs are managed and maintained to prevent the spread of a fire to the building. the APZ is provided in perpetuity.	<ul style="list-style-type: none"> the APZ is managed in accordance with the requirements of Appendix 4 of this document, and is wholly within the boundaries of the development site; APZs are wholly within the boundaries of the development site. 	Can comply – subject to ongoing maintenance. Can comply. With the exception of mapped BOP treatment areas, it is not expected that an APZ would be proposed over adjoining land.
radiant heat levels of greater than 10kW/m ² (calculated at 1200K) will not be experienced on any part of the building.	<ul style="list-style-type: none"> an APZ is provided in accordance with Table A1.12.1 in Appendix 1. 	Can comply. Future master planning can ensure all buildings (except for non-habitable structures, i.e. storage sheds) would not experience radiant heat levels greater than 10kW/m ² on any part of the building.

The ACT requirements for an APZ provides a comparable setback to APZ requirements prescribed by PBP 2019. The ACT requirements are identified in Section 3.3.

4.2 Landscaping

Landscaping should be considered throughout the design process and further enforced throughout the operational phase of the development. Suitably positioned and considered landscape design can reduce the risk of flame contact and radiant heat to buildings, thus improving the defence of buildings. A well-considered landscape design includes, but is not limited to:

- Increasing chances of filtering wind-driven embers or burning debris,
- Reduces wind forces,
- Create a discontinuous or spaces between vegetation to slow and reduce the intensity of a fire run towards a building,
- Fire retardant species could be selected, and
- Plant selection that does not drop large amounts of leaf litter that can act as ground fuel in the event of a bush fire.

Table 4-2 Summary of Table 6.8a of PBP (Landscaping)

Performance Criteria	Acceptable Solutions	Comment
The intent may be achieved where:		
landscaping is designed and managed to minimise flame contact and radiant heat to buildings, and the potential for wind-driven embers to cause ignitions.	<ul style="list-style-type: none"> landscaping is in accordance with Appendix 4; and fencing is constructed in accordance with section 7.6. 	Future landscaping and management of an APZ could comply to the specifications of Appendix 4 of PBP.