# St Catherine's Development Community Consultative Committee

**Meeting No:** 1  
**Date:** Saturday 10 December, 2016  
**Venue:** St Catherine’s School, 26 Albion Street, Waverley

## Attendees

<table>
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<tr>
<th>Community Members:</th>
<th>St Catherine’s</th>
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<tr>
<td>Danny Caretti – Charing Cross Precinct/neighbouring resident</td>
<td>Andrew Grech</td>
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<td>Kate Marshall – Resident</td>
<td>Warwick Smith</td>
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<td>Julie McAlpin – Charing Cross Precinct</td>
<td>Independent Chair</td>
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<td>Hannah St John – Bronte Precinct/neighbouring resident</td>
<td>Roberta Ryan</td>
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<td>SummitCare</td>
<td>Minute taker</td>
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<td>Gabrielle Calvert-Evers</td>
<td>Sandra Spate</td>
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**Apologies:** Cathy Davitt – Bronte Beach Precinct, Peter Monks – Waverley Council, Mitchell Price – Office of the Member for Coogee.

## Item Description

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<tr>
<th>Item</th>
<th>Description</th>
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<td>1</td>
<td>Welcome</td>
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<td>1.1</td>
<td>RR welcomed attendees and introduced herself as Chair for the Community Consultative Committee (CCC). She is a professor with UTS Institute for Public Policy and Governance and Centre for Local Government which are self funded. She has an interest in community engagement and decisions that affect the Community. She has worked with government on policy reform and in the human services area and social research. She is also engage in international public sector capacity building. SS is the independent minute taker engaged by RR.</td>
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<td>2</td>
<td>Introductions</td>
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| 2.1  | AG introduced himself as the Head of Finance and Operations for St Catherine’s and the main contact at the school for project related documentation. He works closely with the community relations team and the School principal Julie Townsend.  
WS is the project manager who has worked on a number of schools and colleges. He has been working on refining designs towards the tender process. He also guides the school in meeting its commitments under the development consent for the project. Part of this guidance includes work towards the CCC. Both he and the school have an interest in strengthening the relationship with community through the CCC.  
Other attendees introduced themselves and provided background regarding their interest in the CCC. |                       |
| 3    | Background to the project |                       |
| 3.1  | WS reported the Masterplan was originally done by Peter Mayoh of Mayoh Architects as an entry in a competition to provide immediate |                       |
facilities and include links and flows throughout the school.

AG outlined the school’s growing interest and participation in aquatics including water polo programs and learn to swim classes. The initial need was an upgrade to the pool area which is not appropriate for current activities. The Masterplan identified buildings built with no logic regarding movements within campus and from entry points. The Masterplan addresses this and helps with overall security. It includes the new pool auditorium/theatre and accompanying space, and space to allocate for exams. Two libraries will be consolidated into one and the old library precincts will be repurposed. The Masterplan will be implemented in stages over 15 to 20 years.

Stage 1 will be RPAC, the acronym used by the school to define the Research, Performing arts and Aquatic Centre (the library, theatre space, research centre, auditorium and pool areas). Later stages will be a repurposing of the existing campus. There will not be continuous development but a pause between stages. The boarding house currently has 60 boarders. All needs for the boarding house will be consolidated into the boarding house.

3.2 HSJ raised concerns as a resident in an adjoining building that she wasn’t aware of commencement of work in December till her daughter brought a newsletter home from school. Her building will be impacted by development and they are raising money to double glaze the building.

4 Role of the CCC and members

4.1 RR reported the Department of Planning requires that CCCs be established as part of the Conditions of Consent for major projects. New guidelines for CCCs were released three weeks ago. The link to these is included below.


The Department of Planning has a list of independent Chairs and Chairs of CCCs are appointed by the Secretary of the Department of Planning from this list. The Chair is required to report to the Department annually on the operation of the CCC and is responsible for appointment of people to the CCC, frequency of meetings, signing off on minutes, and conduct of meetings. The CCC provides a formal mechanism under Conditions of Consent for plans to be viewed, as well as modifications to changes in conditions of consent, and for comments to be taken formally. Minutes capture feedback from presentations and these go to the Department. CCCs have been mainly designed for big projects such as mining. The Chair is an not expert in construction, but it is helpful for intersection with the community that the Chair has no building expertise.

RR noted that she was appointed by the Department two months ago but lack of communication of the decision to her or the school delayed the establishment of the CCC.

In appointing members to the CCC RR looks at how people are directly affected. She is interested in a diversity of views. Waverley and Randwick Councils were invited and Waverley has appointed a representative. The GM usually appoints the Council representative which is helpful when issues need to go through council. RR noted the councils are likely to be amalgamated at some point. Experts can be invited as needed. The Department of Planning is reluctant to engage in
CCCs and expects them to be run independently. RR notes the selection of the Chair is not the school’s decision. Independent minute takers are also increasingly required. It is noted that both RR and SS are paid by the school to attend CCC meetings. Members are asked to complete forms to ensure transparency in relationships. These stay with the Chair. Under the Code of Conduct different points of view are encouraged and recorded. The CCC is to ensure the proponent adheres to Conditions of Consent as laid out by the Planning Assessment Commission (PAC). Minutes firstly go to RR and are then reviewed by WS to ensure technical accuracy. They are then distributed to members. Members forward comments to RR. Once finalised they go onto the school website and are provided to the Department of Planning within a month so that they are available to the community. They are then formally accepted at the following meeting. CCC member are able to discuss what happens at meetings with the community but are asked not to attribute what is said to individuals to protect members’ privacy. Members are free to speak to the media as individuals but not on behalf of the CCC.

4.2 JM noted she has connections with local business and council if this could be useful.

4.3 DC asked what he is permitted to talk to precincts about. RR replied he can talk about the general conversation but not name individuals. DC asked if he could get feedback from the precinct. RR confirmed this is the case.

4.4 DC asked how many members the CCC would have and whether it would include Councillors. RR replied the composition of the CCC is not yet finalised. It is not common to have councillors on CCCs in urban areas. Council representatives are normally a council officer and this is a good direct line to council. The Chair writes to the GM who usually decide.

4.5 DC asked whether the CCC needs to be running before construction starts. RR replied that the establishment of this CCC is within that.

4.6 DC asked whether the CCC would view the school’s transport management plan to see if it is working. Community members are around and can see what is happening. They will have an opinion on whether the transport management plan is working in addition to what the experts say.

RR replied the CCC will look at whether the transport management plant is working. The CCC can ask for presentations of things which may be of interest to other groups i.e. they could call a meeting of interest to others. There is a need for the CCC to meet four times a year. It could meet more frequently as construction begins then maybe not as frequently later.

4.7 DC asked whether the CCC will operate for Stage 1 or over the longer term of the Masterplan. RR replied this is to be decided.

WS noted there is generally concern in the community. During periods of no development there will be housekeeping matters. There will be
additional parking and traffic issues during construction and later as a result of development. There are questions around how much of these are specific to the development.

RR noted there will be periods of intense activity then housekeeping and broader matters. It will be up to the group to decide whether to continue with housekeeping matters.

JM noted case studies of Moriah and Waverley Colleges of ongoing community involvement. These are exemplars which could be looked at.

| 4.8 | HSJ asked whether things will be actioned through the CCC. She suggested that during the approval process nothing the community put forward was listened to. RR said there is no requirement for the proponent to change things based on what community members say. KM suggested this won’t affect consent. RR noted consent is done. HSJ asked whether moving forward anything will change. RR replied there is an expectation of goodwill on both sides. This is a vehicle for communicating with the government over implementation of Conditions of Consent. It is expected that this discussion will be taken to communities and wider groups. The role of members is to speak on behalf of others in the community. What can be changed is often around the margins, in around addressing individual impacts. JM cited the example of working the Robin Hood Hotel for more than five years. They can now have a friendly conversation about what the hotel will do with the building next door. RR said members can bring forward specific impacts. Issues will emerge that we can address. GCE said for example SummitCare may need a dust screen or someone may find they can’t get out of a driveway due to changed traffic conditions. WS cited an example of community engagement during demolition work at another site alerted them to a resident nearby with a respiratory problem who could temporarily relocate as long as advance warning was given about dust generation. Or where people could go to find a link about stages of asbestos removal. RR wants to be frank at the beginning around the scope of the CCC. It is principally a communications vehicle and an opportunity to look at specifics in a more formal way. The school is interested in being a good neighbour and it is up to the school which things they take on board. Her job is as a manager of the process to ensure access to information in a way people can understand and communicate effectively. The planning system is determined by existing rules. |

| 4.9 | JM asked whether RR has a role in continuous improvement in the community engagement area for the Department of Planning. RR wrote a submission on CCCs and made some suggestions. Chairs weren’t notified about the new guidelines. She found out by accident. |

| 4.10 | DC sees the main issues will be around traffic and parking. There are specific conditions in the consent that need to be addressed. He sees the CCC as ensuring conditions as specified in approval are enforced. The Occupancy Certificate won’t be released until those obligations are |
| 4.11 | HSJ understands the approval process has been gone through but how do we get into the nuts and bolts around what impacts will affect us e.g. if required will a dust screen be done. RR said these are the conversations that will happen here. |
| 4.12 | DC asked as we meet every three months what happens if something needs to be dealt with immediately e.g. if a demolition is occurring and dust issues can’t wait till a meeting. WS replied that if there are dangerous circumstances there is a communications number (which will be established at time of construction) to call for issues that need to be dealt with immediately. Don’t wait three months. RR said the CCC members should have the number at hand to share with other community members. |
| 4.13 | KM asked how during the construction phase could issues be put on notice. Can the we influence these? RR noted the school is not a member of the CCC but the proponent. They will have a representative here to take issues back to the school. |
| 4.14 | HSJ noted existing traffic problems before the project. RR suggested these can be taken back to Council and RMS. CCCs can write to agencies about ongoing issues. |

### 5 Site tour

#### 5.1 The site tour included:

- **X** RPAC and the substation. The pool will be turned 90 degrees and the footprint enlarged. Mid next year the site will be cleared, retaining walls put in and excavation undertaken.
- **X** The nearby substation is owned by the electricity authority.
- **X** Development of the Nan Hind Centre will be in the final stage of the Masterplan.
- **X** Internal links at varying levels will allow internal circumnavigation to all areas.
- **X** An additional electrical kiosk will be located on school land accessible from Albion Street.
- **X** The demountable will be relocated (with a new demountable)
- **X** Trees around the Isabel Hall area will remain.
- **X** Asbestos lagging around the plant room will be removed. WS described safe asbestos removal methods used by asbestos removal specialists.

### 6 Project outline

#### 6.1 WS introduced the project and presented the Masterplan staging map which is publicly available.

A separate fire systems upgrade is occurring in the Lenthall Centre over 12 to 18 months.
The Masterplan includes approval for detailed designs for Stage 1 (RPAC). There will be a break after Stage 1 which will reduce impacts.

Stage 2 is the Albion Street area with a reordering of the Technical and Science (TAS) precinct.

Stage 3 is the upgrade of the boarding house.

Stage 4 is the upgrade of the administration precinct and Dame Joan Sutherland Centre (JSC) and Isabel Hall wing.

Stage 5 is a previously approved extension to the Nan Hind centre which is now incorporated under one approval.

6.2 GCE asked whether there is any vacant land to be incorporated. WS replied there isn’t.

6.3 DC asked about the development of the Nan Hind Centre as it adjoins his house. Will there be a break between stages? WS replied most of the development of the Nan Hind Centre would be on the site adjacent on Bronte Road where there are two existing cottages. This development was previously approved under a separate DA by Waverley Council. The Masterplan may be implemented over 20 years and significant breaks between stages were envisaged.

6.4 AG noted the boarding house has not been upgraded for many years. They would like to upgrade that and the science labs so the school’s resources to improve its capital and do the development will be phased, that is, the school cannot do everything at once.

6.5 JM asked where the emergency assembly point is and what is the evacuation site. She noted exit points needed to be mindful of tight footpaths and traffic. She suggested flow on effects to traffic with Bronte RSL.

AG replied that there is a primary (on-site) assembly point outside the sports centre and an alternate, offsite assembly point at the nearby Varna Park. They had a test earlier this year. All gates open and students proceed to the park. The junior school goes out then around school to the zebra crossing. Exit points are on Macpherson and Albion Streets. They went to the park via side streets. As a result of feedback from police, the school has adjusted its plan so students will go via footpaths.

6.6 DC asked when construction would start. WS expects the first significant construction during the winter vacation in June or July 2017. There will be some enabling beforehand such as investigation of services over the Christmas break using metal detectors and potholing. Building frames for relocating existing demountables may be erected on 3 to 4 weekends during terms 1 and 2. AG noted there would be some movement of services around the existing substation at Leichhardt Lane and services radiating out from this.

6.7 DC asked whether drop offs at the Dame Joan Sutherland Centre would be lost during construction. WS said there would be a construction zone in front of the site with drop off gates in Macpherson and Albion Streets. He cannot guarantee there won’t be drop offs at the DJS Centre until a contractor is appointed and their Construction Traffic Management Plan reviewed.
### 6.8
HSJ asked when the zebra crossing would be moved and to where. WS replied it would be moved before construction. The bus stop would be after the crossing so not to block the crossing.

DC asked if there would be hoarding. He noted 7.30 to 8.30am are key drop off times. WS replied there would be but the footpath won't close. The driveway entry will have lollypop people. Activities will be managed outside peak periods. The school dictates what can and can't happen when e.g. there won't be jack hammering or major concrete pours during exams.

### 6.9
WS to arrange a meeting with residents of 4 Macpherson St around project timing.

HSJ asked if a plan and timeline is available so residents can know when to expect excavation and concrete pours. It would be good to know what is happening at the boundaries. She feels there has been a lack of communication with immediate neighbours. If they could work together her building wouldn't undertake work on the boundary at the same time as the school. She asked if WS could meet with residents at No 4 Macpherson.

WS said it could be provided. There will be a communication strategy with neighbours. He is happy to meet with residents of the block.

JM said the child care facility would also be interested in the moving of the crossing and parking.

RR noted the CCC would have input into the communication strategy.

### 7
#### Potential impacts and timing

WS reported the Panel Assessment Commission determination on April 6 gave Concept approval for the 5 Stages of the Masterplan and detailed approval for Stage 1. The summary fact sheet is a public document providing a balanced view. That and other planning documents can be accessed at the dropbox address below.

https://www.dropbox.com/sh/ukyu8lvq2hls35e/AACRSFRDCZLkp-alRG5yNzd8a?dl=0

It acknowledges community services in education and that the core objective is not to increase student numbers as a revenue raising exercise. The arts facilities is small and needs updating for performances. There is a lack of learn to swim pools in the region. However, the school has pulled back on public learn to swim due to Conditions of Consent. It notes upgrades will impact on residents and traffic and parking will be closely managed.

The Operational Transport Management Plan is significant and parking and traffic will be addressed by the school. The Operational Transport Management Plan will be implemented by the school and monitored by the CCC during construction and at completion. The school sees potential for the CCC to help manage housekeeping issues between stages if the group wants to continue.

If successful the traffic model could provide an example for other schools. It is not achievable to have hundreds of cars on site as parking provisions are minimal. A mode shift is required to achieve a Nett 0 impact or better. The draft plan is currently being reviewed and detailed discussion can be held at the next meeting. The first traffic count was in 2014 in peak school times before the Easter holidays and compared to
the holidays. Traffix has undertaken another before the third term holidays and in the holidays but there was a more general decrease in traffic in the holidays. They will measure what happens in the adjoining streets and with school activity regarding a mode shift. The school has a number of initiatives such as the walk to school program and two new bus routes targeting the upper level of junior school. There are different school populations in different years. Questionnaires will identify opportunities for bus routes.

AG reported the Bondi service was cancelled due to lack of interest but there are three routes south.

WS said car parking spaces have been historically allocated to staff on certain criteria. Options are being investigated for a shuttle bus from a remote parking area during the construction period for workers on the site.

The establishment of the CCC to operate in accordance with the guidelines is a forum for the school, council and community to meet.

7.2 HSJ suggested the buses are expensive. If out of area she would drive. AG replied private buses is one of the best ways to achieve improvements (reduction in motor vehicles) via transport mode shifts.

7.3 DC asked whether a member of staff will monitor drop off areas. WS replied this is a Condition of Consent. DC suggested it would be good to start this before construction begins to get people used to this. At Moriah people open car doors to help get students out. It would help get people moving if there was a system similar to the airport. Currently people sit in cars at the end of the day and wait. This blocks traffic.

KM noted the school had tried hard with Leichhardt Lane and it works well but there is an impact on residents. The flow is working well but the volume of cars is the issue.

7.4 WS noted development consent is available on the Department of Planning website and the link or email copies can be provided to CCC members.

There are requirements for the overall Concept Masterplan. Future stages are subject to separate applications. Conditions of Consent for Stage 1 is that prior to construction a construction certificate needs to ensure all requirements of the DA are met. Some activities such as demolition and services can be undertaken beforehand. An Independent Certifier who is accredited to issue the Construction Certificate will certify that conditions of approval have been met and forward this to Council.

DC confirmed the site sits within Waverley Council but impacts on Randwick are around parking. Randwick area is a few blocks away. The site straddles the precincts of Charing Cross and Bronte, with the site in Charing Cross and Bronte across the road.

JM asked who appoints the certifier. WS replied it is the developer. Construction can’t start without this. DC noted the certifier becomes liable if conditions aren’t met.

7.5 WS reported on Schedule 3 Community Engagement – Section A.7 requiring the CCC during construction and operation of the project. It is to be established prior to the issuing the construction certificate and must meet at least quarterly. It is to review traffic and parking and the
implementation and effectiveness of the Operational Transport Management Plan (OTMP). Construction won’t start till at least the last week before the end of term one.

JM asked if there is a best practice model, a framework for measuring effectiveness. If the CCC is to continue to monitor they needs something realistic, measureable and affordable.

WS can include the logic to date. The principles map traffic before construction when school is not in and progressively when school is in using key intersection tube counts and observational data around where cars are turning. They look at how many students there are and how many use alternative modes. There will be a survey of students. They would look whether staff would car pool if offered a car space and at public transport initiatives and cycling facilities at the edge of the site.

The OTMP must be prepared and implemented within 3 months and prove no negative impacts since the time of lodging the application in 2014. It outlines objectives and targets, timing, responsibility, funding, implementation, and the monitoring regime. There is a requirement to employ a traffic officer and they will be employed.

DC asked if the 3 months for implementation was from the approval of the DA. WS replied it is from the approval of the OTMP. DC asked whether implementation may intersect with the construction phase. WS replied construction can’t commence without the construction certificate. DC suggested it would be a good idea to implement the OTMP once it is approved to build momentum and avoid the double whammy of commencing during construction. He recommends having it up and running ASAP. WS agrees.

7.6 JM asked whether planning documents are on the Department of Planning website. WS said they are and can be provided to members by email or by other means. Specialist reports are available to anyone.

The Statement of Environmental Effects includes a usage profile, what happens and a proposed schedule of events.

WS to include in the minutes the link to planning documents on the Department of Planning website.

7.7 WS presented an indicative program which is an internal document. The early contractor involvement process is working with the contractor to fine tune designs. An Expression of Interest went out earlier in the year resulting in eight tenders to work through. 70 to 75% of design documents are complete. At the end of January tenders will be shortlisted reviewed. A building contract is expected to be finalised in early April, designs then finished and the building contract executed around mid June. Early works will be undertaken.

HSJ asked for a copy of the timeline document to be provided for her apartment building. It would be good for residents to have some clarity around timing and prior warning.

WS and AG agreed bullet points with key milestones could be provided.

DC asked how long construction is expected to take. WS replied the target for the Nett program is December 2018 but weather could extend this.

WS to provide HSJ with a bullet point summary of key milestones which could be displayed in her apartment block.

7.8 JM asked whether trucks would enter from Macpherson Street as there would be impacts on the zebra crossing. WS replied they would
coordinate it with RMS.

**HSJ asked whether trucks would be to the middle of the site or towards
her block’s driveway. WS replied it would be both. Once below ground
noise will improve.**

7.9 WS presented a video fly through of the Masterplan.

7.10 **JM asked whether the development would have a green star rating. WS
replied not formally, but the building would be a 4 start minimum, possibly
5 star. Most of the energy is for keeping the pool hot. The theatre is
enclosed to minimise noise inside and outside. There area can be halved
to reduce air conditioning for smaller events. The research centre will
have natural ventilation.**

7.11 **HSJ asked whether there is an outdoor area on Macpherson Street. WS
replied there would be a 9mx9m spill out area/terrace sealed on two
sides by glass.**

7.12 **KM asked about conditions around filing the 500 seat theatre to capacity.
WS replied there will be a schedule of evening events and weekend
events. KM asked about the traffic component during these times. WS
replied the OTMP will deal with parking. DC noted parking has to be
available for events and learn to swim classes have gaps between
sessions.**

7.13 **WS said the school is open to working with residents of 4 Macpherson
Street around landscaping. There will be plantings up the walls and
advanced plantings on the boundary.**

### 8 Next meetings

8.1 The next meeting is scheduled for Tuesday 24 January at 6.30pm.

8.2 **RR asked members to think about how to communicate more broadly
with the community for the next meeting.**

**WS will provide bullet points to HSJ next week and arrange a talk to
residents in her block potentially in late January.**

**Links to documents will be included in the minutes.**

**Next meeting will look at the traffic survey, OPTM and communications.**

These minutes have been endorsed by Roberta Ryan, Chair of the St Catherine’s Development Community Consultative Committee.

**Signed:**

**Date:** 22.12.2016