



## Consultation Report

## CGS Rowing Centre

Consultation Report to accompany the Works Approval Application for demolition of the existing shed, and construction of a new rowing centre, in Yarralumla Bay for the Canberra Grammar School

REVISION 1: Works Approval  
DATE: 27.04.18  
AUTHOR: Steve Andrea Architecture

Block 3  
Section 19  
Yarralumla  
Bay



Canberra  
Grammar  
School



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## 1. INTRODUCTION

This Consultation Report is submitted in support of the Works Approval application for a new Rowing Centre located at 12 Alexandrina Drive, YARRALUMLA (Block 3 Section 19 YARRALUMLA). It also encompasses works on adjacent (Block 15 Section 19) which is TCCS owned, NCA controlled land. The works include removal of trees, minor demolition, landscaping and rectifying pedestrian access to the new centre and the lake in accordance with the Yarralumla Bay Recreation Hub Master Plan.

This consultation report has been prepared by Steve Andrea Architecture (SAA) on behalf of Canberra Grammar School (CGS). This report outlines consultation undertaken by SAA and Alan Carey, President of the CGS Rowing Association and Director of Solve Projects (SP) on behalf of CGS as part of the process of design development prior to the Works Approval Application.

### Project Team

Client	Canberra Grammar School	CGS
Project Manager	Solve Projects	SP
Development Managers CGS	JGS Property	JGS
Architects	Steve Andrea Architecture	SAA
Project Architect	Lucy Kane	
Director	Steve Andrea	

Consultation has occurred with relevant stakeholders as follows:

#### **AUTHORITY CONSULTATION**

<b>TCCS</b>	Carma Sweet -New Asset Co-ordinator
<b>TCCS</b>	Abu Sayem Chowdry - Development Review and Coordination
	Jeff Bell - Development Review and Coordination
	Alek Aster-Stater - Capital Works Development Support
	Urban Treescapes
<b>NCA</b>	Isle Wurst – Director Development Assessment and Heritage
	Caroline Carrick - Senior Town Planner

#### **COMMUNITY CONSULTATION**

Yarralumla Bay Residents Association (YRA)  
Lake Burley Griffin Sea Scouts  
ACT Academy of Sport  
Canberra Surf and Lake Rowing Club

## 2. AUTHORITY CONSULTATION

### 13.02.18 TCCS

SAA met with Carma Sweet (New Asset Co-ordinator) of TCCS to discuss removal and relocation of trees both on leased land and adjoining TCCS land.

**Refer to Appendix 1 for Minutes of the meeting**

**Outcomes:** Locations were identified for replacement trees on Public land for the trees that would be required to be removed as part of the proposed redevelopment of the site.

### 24.02.18 TCCS

SAA and SP met with Abu Sayem Chowdry and Jeff Bell of TCCS. Landscaping and Public Access were discussed to the adjacent land north of our site. The concrete apron between the shed and the lake was also addressed as well as the possible application for a licence to use land outside our boundary.

**Refer to Appendix 2 for Minutes of the meeting**

**Outcomes:** Refer to Appendix 2 for requirements and suggestions which have been incorporated into the design of the public space.

### 08.03.18 NCA

SAA, SP and CGS attended a Pre-Application meeting with Isle Wurst and Caroline Carrick of NCA. All aspects of the project were discussed, as well as clarification on the best way to proceed to Works Approval, including discussion on consultation, deliverables and timeline with respect to NCA board meetings.

**Refer to Appendix 3 for Minutes of the meeting**

**Outcomes:** Refer to Appendix 3 for requirements and suggestions which have been incorporated into the design and consultation process.

### 11.04.18 TCCS

Works Approval Documents developed in consultation with TCCS were sent to Jeff Bell for TCCS endorsement.

### 24.04.18 TCCS

Email from Alek Aster-Stater confirming TCCS support for the proposal with conditions.

**Refer to Appendix 4 for email received**

## **26.04.18      TCCS**

SAA email and conversation with Alek Aster-Stater confirming SP had previously consulted with the LBGSS about their requirements related to the gate opening onto Block 15 from their building courtyard. SAA requested reconsideration of the 2m wide ramp to access the gate.

In the following phone conversation Alek said TCCS could accept stairs at width as drawn if LBGSS could confirm their acceptance in writing. It was discussed with Alek that the public consultation period could be used to confirm the requirements.

**Refer to Appendix 5 for email sent**

### **3. COMMUNITY CONSULTATION**

Consultation was undertaken with neighbours either side of the CGS Rowing Shed; the Lake Burley Griffin Sea Scouts and the ACT Academy of Sport. Consultation was also undertaken with the community organisation the Yarralumla Residents' Association.

It is understood that the works approval will be publicly notified by the NCA during the assessment period for the application.

#### **21.02.18 Canberra Surf and Lake Rowing Club**

SP met with Gavin Hunt President of the Canberra Surf and Lake Rowing Club to discuss the location of the surf boats. SP explained that the boats would need to find an alternative location during the construction period. His preference was that a permanent location for the boats would be in Yarralumla Bay.

#### **20.03.18 Yarralumla Residents' Association (YRA)**

SAA, SP, CGS and JGS met with David Harvey and Mike Lewis of YRA on site. The project was discussed with particular reference to the Yarralumla Bay Recreation Hub Master Plan. The proposed site plan, floor plans and elevations were shown to the members, explaining proposed level changes and changes to the adjacent public land.

**Refer to Appendix 6 - Consultation Meeting Minutes**

#### **20.03.18 Lake Burley Griffin Sea Scouts (LBGSS)**

SP met with Stephen Rowley and Amy Harney of the Sea Scouts on the 20<sup>th</sup> of March to discuss the proposed development. LBGSS indicated a desire to maintain the gate currently located on their Northern Boundary, as they believe it is required for egress from their courtyard. They indicated that they unlock the gate when the scouts are in attendance at the hall.

The LBGSS were also forwarded a copy of the plans on the 12<sup>th</sup> of April.

**Outcomes:** The access to the gate has been maintained at the original ground level.

**Refer to Appendix 7 for email sent and received.**

#### **12.04.18      ACT Academy of Sport**

Regular consultation has taken place with ACTAS since December 2017, prior to the installation of the temporary sheds. They were forwarded a copy of the plans Works Approval Plans on the 12<sup>th</sup> of April.

**Refer to Appendix 8 for email sent and received.**



## APPENDIX 1: TCCS CONSULTATION MEETING MINUTES

13th February 2018

### CGS Rowing Shed Redevelopment Alexandrina Drive, Yarralumla Bay Block 3, Section 19, YARRALUMLA

Meeting: Carma Sweet, TCCS, New Asset Coordinator

MEETING SUMMARY	ACTION
<p><b>1.0 Tree Protection Act</b></p> <ul style="list-style-type: none"><li>◆ Only applies to trees in land defined as "Built up urban areas" Carma would check if the trees within our lease boundary are so defined.</li><li>◆ If they are, trees would be assessed on certain criteria including health, placement, effect on surrounding services etc</li><li>◆ If refused on those criteria we could still have them removed but the application would go to a Major Project Review Group from the Environment Planning and Sustainable Development Directorate (EPSDD) (ACTPLA).</li><li>◆ In Carma's opinion, we have a high chance of success if appealing to the Major Project Review Group. This is due to 1. The feasibility of the project resting on the removal of the trees 2. Our proposal fits in with the intent of the Yarralumla Bay Masterplan 3. Our status as an educational institution.</li></ul> <p><b>2.0 Stand of trees to the north of the site.</b></p> <ul style="list-style-type: none"><li>◆ If a new path was required and a two storey building proposed to the edge of our lease boundary, the stand of trees would probably need to be removed</li><li>◆ Carma didn't believe the trees were "too valuable" to lose and that the development would trump the trees</li><li>◆ The Yarralumla Bay Masterplan would add weight to the removal of trees to accommodate development</li><li>◆ The trees were nearing the end of their lifespan</li><li>◆ It wouldn't be the best result for only a couple to be removed due to the fact the canopies had been compromised by being a cluster of trees. Better to remove all and have a cohesive new landscape design.</li></ul> <p><b>3.0 Accommodating new trees</b></p> <ul style="list-style-type: none"><li>◆ Carma was amenable to one tree being planted in the verge to replace the two on our site</li><li>◆ And new trees planted in the verge to replace the existing cluster</li><li>◆ And a new landscaped access corridor to the lake</li></ul> <p><b>4.0 Other entities and consultation</b></p> <ul style="list-style-type: none"><li>◆ Roads ACT to discuss re-instatement/redesign or replacement of paths</li></ul>	

## APPENDIX 2: TCCS CONSULTATION MEETING MINUTES

28th February 2018

### CGS Rowing Shed Redevelopment Alexandrina Drive, Yarralumla Bay Block 3, Section 19, YARRALUMLA

Attendees: Abu Sayem Chowdhury, Jeff Bell TCCS  
Alan Carey (Solve) Lucy Kane (SAA)

<p><b>MEETING SUMMARY</b></p> <p><b>1.0 Public access way to Lake</b></p> <ul style="list-style-type: none"><li>• TCCS will accept a new footpath to replace the existing public footpath within CGS boundary.</li><li>• It was noted the access way is designated as vehicle access in the masterplan.</li><li>• TCCS will consider whether vehicle access is necessary after referring to masterplan. It was noted current vehicle access comes through the adjacent land occupied by ACTAS and ACT Water Police.</li><li>• TCCS would prefer to see surfboats in a different and more appropriate location for safety and maintenance of the area.</li><li>• Submit landscape plan and TCCS will assess. They prefer a simple approach to landscaping. Concrete footpaths, grass and trees. They will consider benches and bike racks but in general do not want pergolas or shade structures.</li><li>• All works proposed on public land should be submitted to TCCS prior to NCA submission. They will consult with us to get an approved scheme for the area prior to NCA works approval submission.</li></ul> <p><b>2.0 Area in front of shed between lake and shed</b></p> <ul style="list-style-type: none"><li>• TCCS approve of excavation of area in front of shed to proposed new floor level (RL557.00). They noted that it would match in with ACTAS plot to north.</li><li>• Change of level on northern side to have batter not a retaining wall. Change of level adjacent to Sea Scouts wall to have a retaining wall with footpath to gate (1500mm) then batter past the building line.</li><li>• Confirm with Sea Scouts whether access required/desired from courtyard if stairs or ramp are preferred.</li><li>• Consider concrete or other durable low maintenance surface for land between shed and lake.</li></ul> <p><b>3.0 Use of land outside CGS boundary</b></p>	
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<ul style="list-style-type: none"> <li>• To apply for license over public land, consult with Darren Gerrard from landuse unit. This was seen as an appropriate way to secure access to the lake and confirm adoption or whether CGS would be expected to maintain this area.</li> <li>• CGS can also apply for an aerial encroachment for awning or canopy with posts which could be removed in the public land.</li> <li>• They were reluctant to allow permanent structures due to the precedent set.</li> </ul>	
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## APPENDIX 3: NCA CONSULTATION MEETING MINUTES

8<sup>th</sup> March 2018

### Pre- Application Meeting CGS Rowing Shed Redevelopment Alexandrina Drive, Yarralumla Bay Block 3, Section 19, YARRALUMLA

Present: Isle Wurst (NCA), Caroline Carrick (NCA), Richard Barraclough (CGS), Alan Carey (Solve Projects), Steve Andrea (SAA), Lucy Kane (SAA)

#### 1. Concept Design and TCCS Consultation

- SAA described the site, brief and concept design. Describing the reasons and motivation for development and the requirement of the boat racking, associated storage, change facilities and gym/multipurpose area.

**NCA expressed they would be happy to review design development on a more casual basis through emails of drawings and materials proposed prior to the official works approval submission.**

- SAA spoke to the height of the building (2 storeys) and the requirement for maximising the ground floor plate. The concept design and feasibility for the project is based on a 4m floor to ceiling height on the ground floor and the building built to the extent of all boundaries with zero setback.

**NCA asked that this background information was included in supporting documents when the works application was submitted so as to fully explain the building floor levels and resultant building height.**

- It was explained that the two existing trees within the CGS boundary will be sought to be removed as part of the application and discussions had been had with Carma Sweet of TCCS Asset Acceptance to replace the trees with one tree in the verge to maintain the street vista.

**NCA were pleased that the streetscape would be addressed sympathetically and would like to see a new tree placed in the verge.**

- There is currently a public footpath across the corner of the CGS site which would need to be replaced in the adjacent public access way. This and the proximity of the proposed building to the stand of trees to the north meant that CGS would be applying for their removal also as part of the works application. Carma Sweet, Jeff Bell and Abu Sayem Chowdhury of TCCS had attended an on-site meeting and were open to the replacement of this stand with new trees that worked with a cohesive landscape plan for this access way.

**NCA said consultation should continue with TCCS to get an agreed plan for the area. They advised an arborist report would be required and SAA explained that this has commissioned.**

- Confirming processes for approval and documentation required

**NCA confirmed most documentation on the "Major Works Approval information checklist" list would be required. Though a 3D model would not be deemed necessary due to the scale and location of the building.**

As the use of the building would be unchanged from the current building, in lieu of a traffic and parking assessment report, existing traffic flow for the loading and unloading of boats could be explained as adequate for future use in the submission information.

- SAA explained the concerns of our building certifier as the new building had openings to TCCS/NCA controlled land.

NCA supported the development as a rowing/recreational facility and as such advised a license from TCCS for use over the land between the lake and building would suffice to ensure continued use fit for purpose.

## 2. Confirming approval process

- SAA asked for an explanation of the approval process and possible timeframes for approval

NCA recommended submission 8 weeks prior to a board meeting to allow for public consultation period and NCA review. They would forward to SAA the next board meeting dates.

The board report usually comes out 1-2 weeks after the meeting date. So timed right, a 10 week NCA approval time could be achievable

## 3. Consultation

- SAA described consultation to date with ACTAS, Sea Scouts, Canberra Surf and Lake Rowing Club who are neighbours of the proposed development and may be affected by construction.

NCA recommended consultation could be done prior to submission with the Yarralumla Resident's Association. But that the NCA's consultation period would also gather comment from community groups.

## 5. Other Consultants

- SAA explained all the other consultants engaged and asked whether the NCA saw any gaps in information they would require or any "alarm bells" in the current concept design.

NCA said they were supportive of the aims of the project and would happily consult further in design development

## 6. Temporary Shed extension of time

- SAA raised the extension of time for the Temporary sheds, going over the reasons for the request. The NCA appreciated the school's position and were happy to consider the application in light of the issues raised
  - the requirement for the school to provide adequate facilities prior to the construction of a new building
  - CGS board were committed to a new building and the required funds
  - a programme was in place demonstrating the aims of the documentation and construction timeline
  - the particular urban context of the sheds
- SAA raised that all the documentation had been prepared and were awaiting TCCS letter of authority, but had received verbal confirmation this would be received in the next week.

NCA confirmed that SAA could submit the application and note in the application that TCCS authority would be following	
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## **APPENDIX 4: Email received from TCCS 24.04.18**

Hi Lucy,

We have reviewed the documents you provided and can advise that TCCS supports the proposal subject to compliance with the following conditions. I have included the conditions regarding Works Approval for our own reference but I know you're already aware of this. Please feel free to give me a call if you wish to discuss any of this further.

### **PEDESTRIAN NETWORK**

1. The pedestrian footpath realignment must be designed in accordance with TCCS Design Standards and should not exceed maximum allowable grades as defined in these standards.
2. The current access arrangement from the adjacent Sea Scouts building will be impacted by the proposal to lower the FFL of the new building. The proposed stairs from the existing Sea Scouts gate should be replaced by a compliant access ramp in accordance with AS 1428.1 so as to limit the impact on usual daily activities undertaken by the Sea Scouts in what appears to be the carrying of large kayaks or other waterborne vessels (some in excess of 5m length). The ramp should also be a minimum width of 2.0m to match the existing concrete path leading to this access gate. The Sea Scouts must be consulted with regarding the final access arrangement adopted.
3. Adequate clearance must be provided for pedestrian walkway / footpath in accordance with the TCCS Standard Drawing 04: Verge Design.

### **VERGE / VERGE TREE**

4. The verge must be protected during construction.
5. The proposed removal of trees within the block is to be referred to the Tree Conservator.
6. Removal of trees within Territory Land to be as per correspondence with Carma Sweet on 13 February 2018 (attached). This correspondence indicates Urban Treescapes support for the removal and replacement of all adjacent trees within Territory Land.
7. All trees planting are to be carried out by a landscape contractor with horticultural expertise. A 12 month consolidation period is required prior to formal handover to TCCS.

### **LEASING/LICENSING**

8. TCCS requires that any works or structures constructed on unleased Territory Land be covered by a license agreement granted in accordance with Section 303 of the Planning and Development Act 2007. The proponent is advised to obtain a License to legally occupy the proposed development area by contacting the Licensing and Compliance Section of TCCS for processing an application for a 303 License.
9. Prior to the commencement of works, a Works Approval application is to be submitted to the NCA for any temporary construction works such as fencing, sediment and erosion control measures.
10. During the construction, sediment and erosion measures such as hay bales are to be in place to prevent runoff into Lake Burley Griffin. Sediment and Erosion Control Plan must be endorsed by EPA.
11. The concrete area must maintain an acceptable gradient to the satisfaction of the land custodian. A letter of Design Acceptance must accompany the submission.
12. The proponent (the proposed Licensee) must obtain public liability insurance in respect of the proposed works on unleased Territory Land by complying with the procedures outlined in the Financial Management (Public Liability Insurance) Guidelines 2011.

Regards,

Alek

**Alek Aster-Stater | Senior Engineer - Development Review & Coordination**

Phone: 02 6207 4554 | Email: [alek.aster-stater@act.gov.au](mailto:alek.aster-stater@act.gov.au)

**Capital Works and Development Support** | Transport Canberra and City Services Directorate | **ACT Government**

490 Northbourne Avenue, Dickson | GPO Box 158 Canberra ACT 2601

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## APPENDIX 5: Email sent to TCCS 26.04.18

Hi Alek,

Thanks for sending through the response and endorsement.

I have deleted the email sent prior to receiving the notification and kept the one that arrived after the notification.

During the development of the design CGS has undertaken consultation with the Lake Burley Griffin Sea Scouts (LBGSS). A Consultation Report is part of our Works Approval submission to NCA. Below is an extract from that report which details the consultation with the Sea Scouts about the gate.

The extract outlines that the Sea Scouts use the gate as an emergency egress only. All the boats from the Sea Scouts are transported to the lake via the roller door on the eastern façade.

The introduction of a 2m wide ramp to access the gate would not be necessary for the Sea Scouts and also limit the utility of the area for the new CGS rowing facility.

We would therefore like to ask you to reconsider the landing and stairs as submitted in the site plan which suits the user egress as per consultation.

### **20.03.18     Lake Burley Griffin Sea Scouts (LBGSS)**

*SP met with Stephen Rowley and Amy Harney of the Sea Scouts on the 20th of March to discuss the proposed development. LBGSS indicated a desire to maintain the gate currently located on their Northern Boundary, as they believe it is required for egress from their courtyard. They indicated that they unlock the gate when the scouts are in attendance at the hall.*

*The LBGSS were also forwarded a copy of the plans on the 12th of April.*

**Outcomes:** *The access to the gate has been maintained at the original ground level.*

Please do not hesitate to contact me if you have any questions.

Kind Regards,

Lucy Kane  
Steve Andrea Architecture



**APPENDIX 6: YRA CONSULTATION MEETING MINUTES**

20<sup>th</sup> March 2018

**CGS Rowing Shed Redevelopment  
Alexandrina Drive, Yarralumla Bay  
Block 3, Section 19, YARRALUMLA**

**Meeting: Yarralumla Residents Association**

Present: David Harvey (YRA), Mike Lewis (YRA), Alan Carey (SP), Richard Barraclough (CGS), Nicholas Otevrete (JGS), Steve Andrea (SAA), Lucy Kane (SAA)

MEETING SUMMARY	<u>ACTION</u>
<ul style="list-style-type: none"><li>• Project was generally outlined particularly regarding adherence to the Yarralumla Bay Recreation Hub Master Plan. YRA were generally happy with the approach.</li><li>• Landscaped corridor to the north of site was discussed. YRA were generally supportive of enhancement of the pedestrian access to the lake and understanding regarding the discussions for removal of trees and replacement with mature specimens.</li><li>• YRA generally queried if CGS were incorporating “green design” principles with particular reference to solar panels and water storage. CGS noted that it has a policy and track record for incorporating Green Design wherever possible and practical</li></ul>	

## APPENDIX 7: EMAIL CONSULTATION WITH LBGSS

Amy,

There is no problem at all with distributing the plans.

Regards  
Alan Carey

P: 6280 6528  
M: 0418 625 364

**From:** Chair - LBGSS  
**Sent:** Thursday, 12 April 2018 1:30 PM  
**To:** Alan Carey  
**Subject:** Re: Proposed

Alan,

Thanks for sending be the plans of your proposed building. It looks amazing and I am totally jealous!

I was just asking if it was okay with you if I circulate this information to the Lake Burley Griffin Sea Scout Leaders and ask for their opinions and comments as well.

Yours in Scouting,



Amy Harney  
Chair Group Committee  
Lake Burley Griffin Sea Scouts  
[chair.lbgss@scoutsact.com.au](mailto:chair.lbgss@scoutsact.com.au) | 0413 677 269 | [www.scoutsact.com.au](http://www.scoutsact.com.au)  
Alexandrina Drive Yarralumla ACT 2600



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On Thu, Apr 12, 2018 at 12:47 PM, Alan Carey <[Alan@solveprojects.com.au](mailto:Alan@solveprojects.com.au)> wrote:

Amy, Stephen, Andrew, Nick,

You will be aware that CGS are proposing to undertake a redevelopment of the current shed located adjacent to your buildings in Yarralumla Bay. At this point the school is proposing to submit an

application to the NCA for Works Approval shortly. Part of the Application Approval process undertaken by NCA involves public consultation with various individuals and organisations and those organisations are provided with an opportunity to provide comments in relation to the proposal.

To pre-empt this process CGS would like to provide copies of the preliminary plans for your information and to allow you the opportunity to provide any informal comment to us prior to the public consultation period.

If you would like to discuss please do not hesitate to contact me. If necessary we would be more than happy to meet on site with the Architects to go over the proposal in more detail.

Please note that the attached plans are only “preliminary” and some details in relation to the project are yet to be resolved.

Look forward to hearing from you

Alan Carey

President

CGS Rowing Association

0418 625 364



## APPENDIX 8: EMAIL CONSULTATION WITH ACTAS

Thanks Alan

Will have a chat to Nick and one of us will reply formally/informally.

It maybe next week with a national camp on up in Penrith.

Thanks

Andrew

-----  
Andrew Stainlay | Sports Programs Manager  
Direct: +61 2 6207 4396 | Mobile: +61 408 469 880  
ACT Academy of Sport | Active Canberra  
Australian Institute of Sport (Building 20), Leverrier St, Bruce ACT 2617 | Po Box 176 Bruce  
ACT 2616 | <http://www.sport.act.gov.au/act-academy-of-sport>



**From:** Alan Carey [<mailto:Alan@solveprojects.com.au>]

**Sent:** Thursday, 12 April 2018 12:48 PM

**To:** [chair.lbgss@scoutsact.com.au](mailto:chair.lbgss@scoutsact.com.au); [stephen.rowley@bigpond.com](mailto:stephen.rowley@bigpond.com); Stainlay, Andrew ; Nick Garratt

**Cc:** Lucy Kane ([lucy\\_otto2002@yahoo.co.uk](mailto:lucy_otto2002@yahoo.co.uk))

**Subject:** Proposed

Amy, Stephen, Andrew, Nick,

You will be aware that CGS are proposing to undertake a redevelopment of the current shed located adjacent to your buildings in Yarralumla Bay. At this point the school is proposing to submit an application to the NCA for Works Approval shortly. Part of the Application Approval process undertaken by NCA involves public consultation with various individuals and organisations and those organisations are provided with an opportunity to provide comments in relation to the proposal.

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Please note that the attached plans are only “preliminary” and some details in relation to the project are yet to be resolved.

Look forward to hearing from you

Alan Carey  
President  
CGS Rowing Association  
0418 625 364



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