

# **ET Australia**

## **Plan of Management**

Campus: Imperial Centre & Donnison Street, Gosford NSW

**REVISION:** 01

**DATE:** 23<sup>rd</sup> APRIL 2020

# Purpose

Plan of Management for the proposed ET Australia Campuses to be located within the Imperial Shopping Centre, 171 Mann St, Gosford and at 125 Donnison Street, Gosford.

# Document Control

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# **1.Introduction**

This Preliminary Plan of Management (PoM) forms the essential ongoing management requirements for two ET Australia secondary school campuses, operating within the Imperial Shopping Centre at 171 Mann Street (Part A) and at 125 Donnison Street (Part B), in Gosford NSW.

The intent of this document is to detail the agreement between the School's Operator (ET Australia), The Lederer Group (Imperial Shopping Centre Manager), Schools Infrastructure NSW (SINSW) and other government authorities to ensure minimal adverse impacts on the adjoining neighbours and local community generally.

The Plan seeks to demonstrate the use of the dual premises as a secondary school facility, with regard to the relevant matters under the Environmental Planning and Assessment Act 1979 and State Environmental Planning Policy 2017.

This PoM forms the essential management and operational framework to govern the School.

## **2. Car parking**

All staff and students are encouraged to arrive via public transport and where required, car parking will be managed in accordance with the traffic engineers report, prepared by GTA Consultants for the project.

## **3. Noise Mitigation**

All staff and parents are to be provided with a copy of the School's Noise Management Plan and its implications for them during their time at the School.

Neighbours are to be provided with the name and contact details of the responsible School manager, and the invitation to contact that person at any time the School is operating.

## **4.Noise Complaints**

Professional consultation has been undertaken with an Acoustic Engineer to enable the fit-out to incorporate acoustic mitigation measures including sound attenuation to proactively manage the risk of noise transmission.

The School will maintain a Log of any, and all, noise complaints received. Any complaints received shall be logged with details of the nature of the complaint, time of the event and contact details of the complainant. The School will endeavour to respond to any noise complaint as quickly as possible and will advise the complainant within 48 hours of what, if any, actions have been undertaken as a result of reviewing the complaint.

These actions will be recorded in the Log and will be accessible to all stakeholders, and relevant Government Agencies, e.g. Central Coast Council at any time within normal operating hours.

In the Imperial Shopping Centre, the Centre Manager will provide Central Coast Council and complainants of the name(s) and contact details (phone number) of designated person (or persons) responsible for addressing noise complaints.

A laminated copy of the Noise Management Plan will be displayed in the entry foyer of both buildings. All Staff (temporary and permanent) will be required to read the Noise Management Plan.

Should noise complaints persist, ET Australia will engage the services of a suitably qualified acoustic consultant (being a full and current member of the Australian Acoustical Society) to monitor noise levels and provide advice on any additional noise mitigation measures (if required). Such a reporting will form part of the Log and be freely available to Central Coast Council and to the complainant.

Attended noise monitoring may require access to the complainant premises. Investigation of any noise complaint requiring the services of a recognised Acoustical Consultant will be contingent on this permission being given. Complainants should be made aware that this will be a requirement of the investigation.

## **5. Crime Prevention Through Environmental Design**

Crime Prevention through Environmental Design (CPTED) is a strategy that focuses on the planning, design and structure of cities and neighbourhoods so as to reduce crime. It reduces opportunities for crime by using design and place management principles that reduce the likelihood of essential crime ingredients (law, offender, victim or target, opportunity) from intersecting in time and space.

Predatory offenders often make cost-benefit assessment of potential victims and locations before committing crime.

CPTED aims to create the reality (or perception) that the costs of committing crime are greater than the likely benefits.

This is achieved by creating environmental and social conditions that are not conducive to crime activities including:

- Increasing the likelihood of detection, challenge and apprehension
- Increasing the time, energy and resources required to commit crime
- Minimise the actual and perceived benefits of crime
- Removing conditions that encourage/facilitate rationalisation of inappropriate behaviour

CPTED utilises the following four key strategies:

- Territorial re-enforcement
- Surveillance
- Access control
- Space /activity management

The proposed ET Australia site at The Imperial Shopping Centre will operate collaboratively with Imperial Centre Management to address security and reduce the opportunity for anti-social behavior and crime within the centre and the proposed school.

Imperial Centre Management currently address these requirements through the following strategies;

- Staged closure of level 1 after specialty retail trading hours (i.e. closed from 6.30pm to 8.00am) and the rest of the centre closes after the supermarket closes.
- Regular physical security patrols and presence during and after hours throughout the centre.
- Closed circuit television (CCTV) surveillance.
- Passive security to the building exterior and surrounds is achieved through strategic environmental design and in accordance with the relevant planning policies.
- In addition, the ETA will put in place a policy with security should they identify students in the mall during school times to enable an appropriate response.
- As a tenant, ETA will follow prescribed processes for emergency evacuation and training established within the centre. Staff and students will participate in scheduled drills.

Further to the procedures already in place within the Imperial Centre, both the ET Australia Campuses has been designed to address CPTED requirements through the following initiatives;

- The administration and reception areas of the school campuses have been strategically placed immediately adjacent the main entry to the school. This allows the school staff uninterrupted lines of sight of the entry for access control of visitors entering the school as well as students leaving the school.

- The configuration of the main entry to the school allows for lines of sight from the school outward, increasing passive security immediately at the front of the school.
- The school façade within the Imperial Shopping Centre has minimal articulation and no alcoves, ensuring there are no blind spots for passive and CCTV surveillance.
- Due to the nature of use of the space, both staff and students will be present throughout the various internal areas of the school during regular hours. This provides constant passive security throughout the tenancy.
- Areas which may be vacant / unused for periods of time during regular hours, such as the hall, will be locked by staff.
- A CCTV system will be installed within both the ET Australia campuses, monitoring key access points throughout the space.
- Where external areas form part of the ET Australia premises, artificial lighting is used to illuminate concealed areas and prevent anti-social activity outside hours.

# **PART A: Imperial Shopping Centre Campus**

## **A1. School Capacity**

The Imperial Shopping Centre Campus will accommodate a maximum of 200 students as outlined below;

- Year 7 – 50
- Year 8 – 50
- Year 9 – 50
- Year 10 – 50

## **A2. Hours of Operation**

The school's hours of operation will fall between the Imperial Centre standard opening hours as outlined below;

Monday to Friday                      8:30 am – 5:00 pm

Note: access is provided to the centre 1 hour prior to the nominated retail trading hours and 1 hour post closure of retail trading.

Extra-curricular events may require operation outside the standard hours outlined above. This may include, but not be limited to, parent-teacher evenings, information nights, school functions, etc.

## **A3. Staffing**

The school will be operated by a minimum of 30 staff at any time, including a primary point of contact and main supervisor. During regular operation, it is expected that average staff numbers will comprise of 18 teaching staff, 8 teacher assistants and 4 operational and administration staff.

## **A4. Staff Arrivals**

Staff will generally arrive between the hours of 8:00 am and 9:00 am and leave between the hours of 3:00 pm and 4:00 pm. Staff are encouraged to travel via public transport where possible.



ETASC staff currently use various modes of travel to and from work. All staff are encouraged to catch public transport or carpool.

## **A5. Student Arrivals**

The majority of students will travel to school via public transport and arrive at school between the hours of 8:30 am and 9:10 am. Students will depart school between the hours of 2:25 pm and 3:30 pm. Students will be required to use a single point of entry into the mall from Erina Street.

Students will be encouraged not to congregate in the Centre in large numbers; or dwell in a manner that will cause disruption or inconvenience to other retailers or shoppers.

Students in the current Gosford CBD School campus, that has been operating since 2013, normally arrive in the CBD and go directly to School. In the afternoon students normally arrive in the CBD and go directly to School

Over 95% of current students are travelling using public transport daily, predominantly train and secondly by bus.

## **A6. Waste Management**

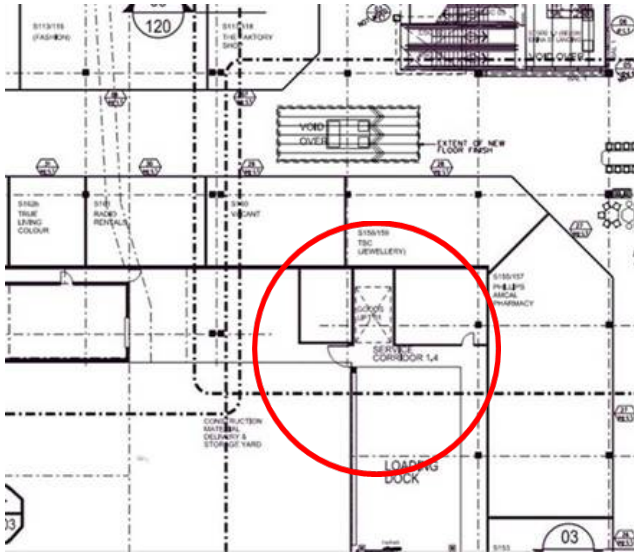
The proposed campus within the Imperial Shopping Centre will implement a waste management plan which has been generated in consultation with Centre Management and their current operating procedures.

ET Australia will be responsible for transfer of waste generated within the tenancy to allocated bins in storage area, which is located adjacent the Imperial Shopping Centre's main loading dock on level 1 (see figure 1 below). The transfer of waste will be completed by cleaning staff on a regular basis, with bins from the tenancy being transferred to the designated area using the goods lift within the centre (see figure 2 below).

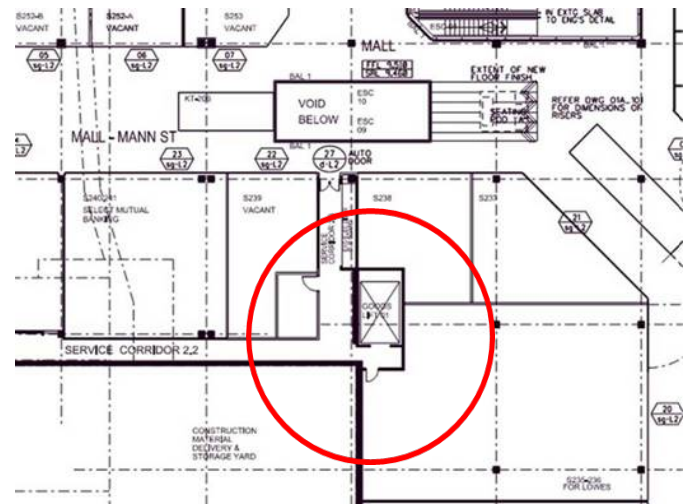
The Imperial Shopping Centre has provision for disposal of two types of waste being cardboard and general waste. The ET Australia waste will be separated into the two categories within the tenancy and transferred to the allocated areas as required.

Transfer of waste will be completed within regular hours of operation, as outlined in section 3 of this plan.

Waste disposal during construction will be managed by the contractor in accordance with the waste management plan.



**Figure 1:** Location of bin storage on level 1 of the Imperial Shopping Centre.



**Figure 2:** Location of the existing goods lift on level 2 of the Imperial shopping Centre. This will be used to transfer waste from the tenancy to the bin storage area.



**Figure 3:** Current waste disposal facilities within the Imperial Shopping Centre.



**Figure 4:** Current waste disposal facilities within the Imperial Shopping Centre.



***Figure 3: Current waste disposal facilities within the Imperial Shopping Centre***

# **PART B: 125 Donnison Street Campus**

## **B1. School Capacity**

The Donnison Street Campus will accommodate a maximum of 80 students as outlined below;

- Year 11 – 40
- Year 12 – 40

## **B2. Hours of Operation**

The schools hours of operation will fall between;

Monday to Friday                      8:30 am – 5:00 pm

Extra-curricular events may require operation outside the standard hours outlined above. This may include, but not be limited to, parent-teacher evenings, information evenings, school functions, etc.

## **B3. Staffing**

The school will be operated by a minimum of 14 staff at any time, including a primary point of contact and main supervisor. During regular operation, it is expected that average staff numbers will comprise of 6 teaching staff, 4 teacher assistants and 4 operational and administration staff.

## **B4. Staff Arrivals**

Staff will generally arrive between the hours of 8:00 am and 9:00 am and leave between the hours of 3:00 pm and 5:00 pm. Staff are encouraged to travel via public transport where possible.

## B5. Student Arrivals

The majority of students will travel to school via public transport and arrive to school between the hours of 8:30 am and 9:10 am. Students will depart school between the hours of 2:25 pm and 4:30 pm.

## B6. Waste Management

The proposed campus at 125 Donnison Street will have independent management of waste generated by the school with waste collected via Central Coast Councils Kerb-side waste collection service. The waste generated by the school will be managed in accordance with the waste management strategy detailed below.

### **Existing Waste Management for 160 students;**

The existing school of 160 students, operating adjacent the proposed site, at 123 Donnison Street currently utilises council kerb-side collection for waste removal. Waste is managed internally by both students and staff and wheelie bins are moved kerb-side by staff on a weekly basis, for removal by councils trucks. Following waste collection, school staff collect these bins and return them to the internal and external waste storage areas at the rear of 123 Donnison Street (see figure 4 below). The waste generated by the existing 160 student school is limited to 8 red bins (marked commercial) and 9 yellow bins.



*Figure 4: Existing waste storage areas at 123 Donnison Street.*

In addition to this, the existing site at 125 Donnison Street also utilizes Central Coast Councils kerb-side waste collection service and has an allocation of 8 red bins (marked commercial) and 6 yellow bins. These bins are stored in an allocated area at the rear of the ground floor (see figure 5 below).





Figure 5: Waste storage area on the ground floor of 125 Donnison Street.

### **Proposed Waste Management for 80 students;**

The proposed campus at 125 Donnison Street will have a reduced student population of 80 students, which is half of the existing population at 123 Donnison Street. The school will manage waste internally in accordance with procedures already being implemented at 123 Donnison Street.

The waste storage area on ground floor will remain, including the allocated wheelie bins (8 red & 6 yellow shown in figure 5). Staff will continue to place the wheelie bins kerb-side on a weekly basis for collection by Central Coast Councils kerb-side service, and return them to the allocated storage area promptly following collection.

Given the student population is proposed to be reduced by 50%, it is expected that the wheelie bins which are currently allocated at 125 Donnison Street will be sufficient to meet the waste needs generated by the proposed school. Additionally, the relocation of the existing school from 123 Donnison Street to the Imperial Centre will overall reduce the bins collected by Central Coast Council.

The bins are all 240L in size.