

**OPERATIONAL MANAGEMENT PLAN**  
**ST ALOYSIUS' COLLEGE – ROZELLE CAMPUS**  
**AMENDED MARCH 2022**



## **1. INTRODUCTION**

This Operational Management Plan accompanies the State Significant Development Application 27208140 to the Department of Planning, Industry and Environment (DPIE) for the St Aloysius' College, Rozelle Campus. The details below are reflective of the future operations of St Aloysius' College, Rozelle Campus.

## **2. IDENTIFIED NUMBERS OF STUDENTS AND STAFF**

The proposed off-site Rozelle Campus of St Aloysius' College will cater to the following staff and student numbers:

- Students – in the first instance, approximately 160 students will be educated on this Campus. These will be Year 9 students and therefore between 13 to 15 years of age. There is the possibility that, in future years, the College may seek to grow this enrolment to a maximum of 200 students on the locations identified in this SSDA. The age range of students would remain the same.
- Staff – in the first instance the College will require between 10 and 15 staff to be onsite at any given time for the education of the students on the Rozelle Campus. This includes both teaching and support staff. Should the College seek to grow its enrolment on this site, the number of staffing servicing the Campus will also need to increase.

## **3. HOURS OF OPERATION**

Operating hours:

- School Hours: 8.00am – 4.30pm
- School Reception: 7.30am – 5.00pm

## **4. MISCELLANEOUS ACTIVITIES/EVENTS**

- Kirribilli main campus and existing sporting campuses will be utilised.
- The College currently hosts Performing Arts events and community events throughout the year on weekdays and weekends, and these conclude no later than 10.30pm. It is anticipated these would still primarily occur on the main campus in Kirribilli or at the College Oval in Willoughby.
- Should the College seek to hold one-off events for its community on the Rozelle Campus it would be restricted to the Year groups students and their families and the College would advise the local community of this well in advance of the event. These events could include a parent meeting in St Joseph's Church, a sacramental celebration in the same location; or a performance in the new Genesian Theatre under the terms of the arrangements with this entity.
- All students are on campus for core school hours, with students also participating in a range of extracurricular programs before and after school off-site.
- On an annual basis, the College will correspond with immediate residents to advise of the proposed yearly activities.

## **5. ACCESS, STAFF AND SECURITY**

- Appropriate security systems will be installed throughout the new facilities.
- All staff and authorised contractors are identified using appropriate visible identification.
- The College engages an external security firm for after-hours security.
- The College has an on-site Facilities Manager on call.
- Due to the number of campuses at the College, there are four (4) full-time Maintenance Officers in addition to the Facilities Manager.

- External contractors are at times required on-site for repairs.
- Public access to facilities will be restricted to dedicated entries.

## **6. ACCESSIBILITY**

For students, staff or visitors who may require disabled access to the College, the following procedures will be in place:

- Disabled parking will be available on the Gordon Street site;
- Students, staff or visitors will be chaperoned across Gordon Street to the Victoria Rd site;
- Any requirements for disabled access will be solely on the Victoria Rd site including timetabled lessons for disabled students.

## **7. CLEANING**

- Cleaning of common areas will take place outside of operating hours.
- A cleaning register will be maintained and updated daily.
- Waste storage hubs will be provided, and collection practices followed in accordance with the College's Waste Management Plan.

## **8. NOISE**

- Noise mitigation measures will be implemented to minimise the impact on adjoining residences and the surrounding public domain.
- All visitors to the site will be requested to leave the premises in a quiet and orderly fashion.
- A register of complaints will be utilised to record the details of any complaints made by a person to staff including time, date and nature of complaint.
- Loitering at the front of the premises by students or other members of the College community will be monitored and actively discouraged.
- Student use of the recreation space will be limited to two hours per day.

## **9. ACCESS**

Pedestrian

- 48 Victoria Road – from Gordon Street only
- 2A/B Gordon Street – from Gordon Street only

Vehicle

- Vehicular access
  - 48 Victoria Road – one (1) space for services via Gordon Street
  - 2A/B Gordon Street – four (4) spaces

## **10. TRANSPORT**

- Most staff and students will use public transport to this site. Availability is frequent during peak periods.
- The College will provide its own transportation service to this Campus through two 7.7m long Mitsubishi Fuso Rosa vehicles.
- These coasters will utilise the Parish Car Park entrance from Gordon St for drop off and pick up under the terms of the lease with the Parish.

## 11. SAFETY AND STUDENT MOVEMENT

- The College will maintain an active supervision roster of teachers before and after school to monitor student movement.
- For student movement to and from the Campus each day, priority will be placed on the student movement on and near Victoria Road and students will be instructed to move only at signed locations in and around the Campus. Particular emphasis will be placed on:
  - Victoria Road crossing at Gordon Street with bus stops to the East of Gordon Street.
  - West Bound – Victoria Road at Evans Street Stop ID: 203922.
  - East Bound – White Bay, Victoria Road Stop ID: 203916.
- Student movement across Gordon Street will be supervised by teachers both in-between lesson times and at recess and lunch breaks. The College is designing an academic program that will limit the amount of times each day that students will move across this street. However, student movement will be monitored by the responsible teacher. This will mitigate any risk of unsupervised movement across Gordon Street.
- Recess and Lunch breaks will involve a roster of supervision on a weekly basis for teachers to ensure designated times and location are confirmed on a weekly basis.
- Teacher supervisors will be clearly identifiable (with the use of hi-vis vests) and are trained in supervision.



## 12. PARKING

- The College will require the following parking numbers and location:
  - Four (4) spaces at 2A/B Gordon Street.

## 13. ACCESS TO FACILITIES BY THE COMMUNITY


- With the signing of an appropriate Venue Hire Agreement, the College is available for local community events, including (but not limited to), Church services, local government gatherings and community events. The College will waive hire cost for suitably qualified not-for-profit organisations.

#### 14. ACCESS TO COMMUNITY FACILITIES

- The College will seek to partner with the Genesian Theatre Company for the use of these facilities in the Old Parish Hall.
- The College will seek to partner with the Sydney Community College under the terms of the lease with the Parish.
- The College, under its lease with the Parish, will have access to the Church.

#### 15. WASTE MANAGEMENT

- The Campus will produce approximately 10 tonnes of general waste annually with a reclaim rate of over 90%.
- The College will follow a hierarchy of controls in support of waste management within the premises to maintain its commitment to sustainability; utilising the following protocols to minimise waste:

Hierarchy	Action	Outcome
<b>Most Preferred</b>	<b>Prevention</b>	Discourage use of single use items supported by student education.
	<b>Reduction</b>	Strict stock inventory control to minimise waste. Select products suitable for recycling where possible.
	<b>Recycling</b>	Separation of waste supported by multiple colour coded bins – paper, bottles, general waste – Recyclables versus general waste
	<b>Recovery</b>	Reclaim items that can be re-purposed or reused
<b>Least Preferred</b>	<b>Disposal</b>	Items that cannot be repurposed or recycled disposed

- The College uses commercial waste contractors who remove separated waste streams on a weekly basis. Additionally, all contractors engaged in support of waste management will need to provide evidence of their commitment to sustainability and comprehensive reporting systems for the College's ongoing review.

##### 14.1 Roles and Responsibilities

The College's Facilities Manager will be responsible for reviewing the Operational Waste Management Plan annually, ensuring its objectives are met, and making adjustments where required, to ensure continued accuracy and relevance to actual operational circumstances.

Students are also involved in ongoing efforts to reduce waste to landfill.

##### 14.2 Waste Diversion Targets

Based on the expected waste profiles of the proposed development, we recommend setting an initial diversion target of 50% of overall waste diverted from landfill. This target should be reviewed by the College after the first year of operations, and annually thereafter, and adjusted accordingly based on actual measured performance.

##### 14.3 Monitoring & Measurement

St Aloysius' College will have systems in place for monitoring, measurement, and reporting of operational waste management performance. Reports and invoices will provide weights of materials, streams and numbers of bins collected.

Annual performance and contract reviews will be conducted with the College's Facilities Manager, waste contractor and cleaning manager to assess progress towards annual waste diversion targets and other KPIs, identify operational issues and address any shortcomings. Waste audits will also be conducted annually to benchmark performance.

#### **14.4 Internal Receptacles**

It is recommended that all internal areas of the development are equipped with bin hubs for:

- Paper & Cardboard Recycling
- Commingled Recycling
- General Waste

Bins should be situated in areas which effectively service a group of workstations and offices, with no bins under desks; this improves cleaning staff efficiencies by reducing the number of bins that require collection and also reduces the number of bin liners required.

Examples of bins that are commonly used in office or educational settings are shown below.

Different coloured bin liners (general waste-black; paper-clear; commingled-blue) are recommended to assist cleaning staff to distinguish the different streams and enable them to identify contamination, prior to final disposal in the bins in the central storage room.

The green-lid bins shown are for food organics: the College is looking at implementing a recycling program for this material, care will be taken to place the bins in correct locations, ie those where most generation and disposal takes place, such as kitchens areas.



#### **14.5 Vehicle Access & Site Safety**

Contractors responsible for the removal of general waste and recycling will be required to undertake a site induction process to ensure their operational practices are conducted safely and efficiently and conform with the specific requirements.

General waste and recycling will be collected in standard trucks on a routine basis – same day of the week, same time. The College will look to align this service with the current waste services of the Sydney Community Centre to minimise disruption to the local community.

#### **14.6 Waste Contractor Requirements**

St Aloysius College will look to have waste contractor(s) that comply with the following specific requirements:

- Reliable and efficient servicing and meeting agreed schedules.
- Working with the site to achieve continuous improvements in recovery rates.
- Providing monthly reports on diversion and financial outcomes.
- Providing tenant engagement and education programs.
- Maintaining current details of processing facilities used.

- Having collection vehicles fitted with weighing technology.
- Maintaining evidence of compliance with relevant Green Star reporting criteria.

## **16. EVACUATION AND LOCKDOWN**

- The College has an extensive and well-maintained culture of Emergency Management including policies and procedures that govern the response of the College in the event of an emergency.
- All employees are inducted into the College's evacuation procedures.
- All staff and students are trained for both an emergency evacuation and lockdown, and the College utilises practice drills for both emergency situations.
- Evacuation procedures are displayed throughout the College.
- All external visitors are required to sign-in at Reception before being accompanied by a staff member through the site as/if required, ensuring the College maintains an account of people on the site.
- Emergency procedures in future buildings will be aligned with the College's existing evacuation and lockdown policies.
- Evacuation:
  - The College would propose to use the site at O'Connor Reserve in the event of an evacuation. Entrance would be from Prince Street.
  - In the event of a lockdown, the College will have a PA and alarm system in place to communicate as necessary. Students and staff are trained to 'shelter in place' and remain away from doors and windows until the lockdown is ceased.

## **17. COMPLAINTS APPROACH**

- The College has a well-established complaints procedure and is required to have this as a part of its accreditation and registration with *NSW Educational Standards Authority (NESA)*.
- Should a complaint be received, the details of the complaint are taken by the responding staff member and will include:
  - Full name and contact details of complainant.
  - Date and details of the specific matter of disturbance.
  - Explanation to complainant that the matter will be addressed directly by College.
- The College then investigates the complaint, seeks to mitigate the issue that has been raised and responds accordingly to the Complainant.