

OPERATIONAL PLAN OF MANAGEMENT FOR PROPOSED FACILITIES

210 Headland Road
224 Headland Road
800 Pittwater Road

April 2020



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1. Introduction

This plan has been prepared by St Luke's Grammar School to ensure that the operation of the proposed facilities being 210 Headland Road, 224 Headland Road and 800 Pittwater Road are operated and managed responsibly.

The School Principal is responsible for administering and executing this Plan of Management. If not on site, this responsibility will be delegated to an Executive Member.

2. Overview

St Luke's Grammar School is a Pre-Kindergarten to Year 12, independent Anglican, co-educational school, that is located at 210 Headland Road, Dee Why.

The School proposes to expand its existing campus to incorporate 224 Headland Road as a Sports Centre and 800 Pittwater Road as a designated Senior School for 600 students, Year 10 -Year 12. The Headland Road campus will be then become Pre-Kindergarten to Year 9.

The proposed development comprises alterations and additions to the existing buildings at 224 Headland Road and 800 Pittwater Road. No works are proposed to the existing campus at 210 Headland Road; however, it will be included in the application due to the connections between each site. The project will be completed over 3 stages.

3. General Objectives

- Operates in a manner consistent with good management.
- Takes a proactive role in being a responsible neighbor / land owner within the context and characteristics of the local area.
- Establishes a clear process for managing parking and traffic impacts associated with the day-to-day operation of the School.
- Operates in a manner so as not to create additional impacts upon the amenity of the surrounding residential/commercial area.
- Establish a complaint handling mechanism.
- A copy of this Plan is to be made available to staff and management of the School and appended to the development consent.
- The premises shall be operated in accordance with this Plan.

4. Student Numbers

The School will ultimately cater for enrolments up to 1600 across both campuses.

- The Headland Road Campus, Pre-Kindergarten to Year 9: 1000 students
- The Pittwater Road Campus, Year 10 -Year 12: 600 students

5. General Whole-of-Campus Operations

5.1. School Operating Hours

- The Headland Road and Pittwater Road Campuses will maintain established standard operating hours, being 7:00am – 4.00pm, Monday to Friday.
- The Headland Road Campus will provide Before-School-Care, from 7.00am-8:30am Monday to Friday and After-School-Care from 2.45pm – 6.00pm Monday to Friday.
- The Sports Centre's at 224 Headland Road proposed operating hours are between 7.00am – 9.00pm Monday – Friday and 7.00am – 5.00pm Saturday.
- The School will hold after-school events which extend beyond 4pm, including concerts, ceremonies, meetings and other gatherings. Extracurricular activities occur outside core school hours on weekdays, weekends and public holidays

5.2. Alternative transport

The School actively promotes students catching public transport to and from the School. At the beginning of the new School year in Junior and Senior School, information booths are displayed relaying information regarding bus routes and timetables.

Carpooling is encouraged for school families to car pool and take turns in delivering students to, and collecting them from, the School.

5.3. Emergency Evacuation

The School has Emergency Evacuation Plans for the campus. These will be updated before completion of the 800 Pittwater Road and 224 Headland Road with the appropriate training provided to staff who work in this area.

5.4. Incident Register

The School has an Accident/Incident/Hazards & Injury Reporting Policy and procedures that apply to all employees, students, volunteers and contractors. The policy and procedures provide a mechanism for reporting and recording of incidents in accordance with legislative requirements, analysing the data to implement corrective action, monitor and improve the safety of all who may be impacted on by the business of the School.

5.5. Security

- The School ensures a safe and secure environment for staff and students.
- All employees and contractors are inducted prior to working at the School.
- Security measures operate 24 hours a day, which includes security patrol outside regular school hours and CCTV throughout the campus and the buildings are alarmed.
- Security personnel will be provided on a need basis for out of hours activities.
- Appropriate CCTV security will be installed throughout the School.
- Statutory and selected discretionary signage will be erected indicating primary access, prohibited access, emergency egress, location of amenities, waste storage areas etc. Temporary signage may be provided identifying hours of event, location of event and etc.

5.6. Waste Management

- Please refer to the Waste Management report for further details.

5.7. Cleaning Maintenance

The facilities will be cleaned on a daily basis in accordance with material and manufacturer requirements as is current practice for other School facilities. The School has cleaning contractors managing the whole site and they will be responsible for all public areas, change rooms, pool deck, bathrooms, offices and café.

The School will engage a specialist pool contractor to ensure the cleaning of the Wellness Centre and water quality is maintained at all times to statutory standard.

5.8. Management of Complaints

All complaints should be addressed to the Principal or Business Manager by telephone or email. The email address is: office@stlukes.nsw.edu.au. The School will always make contact with the complainant to address the particular complaint. The School Council receives a report of any particular complaint at each School Council meeting. The School keeps a record of each complaint on file and how the complaint has been addressed.

6. 210 Headland Road Campus; Pre-Kindergarten – Year 9

The Headland Road Campus for Pre-kindergarten (Cottage) – Year 9 will run autonomously from 800 Pittwater Road – Senior School Campus. There will be staff movement between campuses.

6.1. School Hours:

Class times have been staggered to minimise peak traffic and parking demands and to reduce congestion at the School. These hours are currently:

- Cottage (Pre-Kindergarten) – 8.30 am to 2.45 pm
- Kindergarten – Year 2 – 8.30 am to 2.55 pm
- Year 3 to Year 6 – 8.30 am – 3.05 pm
- Year 7 to Year 9 – 8.30 am to 3.20 pm

6.2. Special Events

Limited special events are held on-site.

Where possible, parking of parents' cars for special events will be accommodated in the Tango Street carpark (eg a meeting of parents of a Year group or a Class group).

For large functions, such as the Musical/Drama Production Nights the School will provide off street parking for parents in the Tango Street carpark (104 cars). If additional special event carparking is required then the School will provide parking for 76 vehicles on the existing playing field located on site, entry via Tango Avenue and at these times:

- entry to the Tango Avenue carpark and over-flow to the existing playing field will be monitored by School staff guiding the traffic,
- there is to be a directional sign installed to assist parents accessing this special event parking facility (as illustrated on the plan annexed), and
- exit from the Tango Avenue carpark and the playing field overflow will be monitored and directed by School staff

The use of the existing playing field for overflow parking is subject to the prevailing weather and condition of the playing field.

6.3. Traffic Management

The School will ensure to continue with the Traffic Management Plan that was adopted on the 5 August 2019, ref 18145.

6.3.1. Drop off and pick up zone in the indented bay in Tango Avenue (TMP ref 6.0)

A drop off and pick-up zone with a capacity of approximately 12 cars is provided in an indented parking bay in Tango Avenue. Buses and trailers are not permitted to use the indented bay during drop-off and pick-up times. Four staff members are rostered to supervise students in the Tango Avenue "Drop & Go" zone. The arrival and departure of students via the Tango Avenue drop off/pick up zone is supervised by the School's Traffic Warden.

Parents are not permitted to wait in the "Drop & Go" zone and drivers must remain in the driver's seat. Parents are to move away from the zone immediately upon being requested by staff.

6.3.2. Morning Drop-Off (TMP ref 6.1)

Parents/carers using the Tango Avenue “Drop & Go” zone will not exit their vehicle. Drivers must remain in the driver’s seat. A member of the St Luke’s staff will open the passenger side door(s) and assist children to exit the car. In order to support this process drivers must ensure that they:

- move as far forward in the line as possible
- remain in the car at all times
- have your children’s school bag in the vehicle, rather than in the boot
- students will exit the car from the passenger side of the vehicle
- when departing drivers must continue in the same direction along Tango Avenue. U-turns are not permitted.

6.3.3. Afternoon Pick-Up (TMP ref 6.2)

Parents wishing to use the Tango Avenue “Drop & Go” zone in the afternoon must place their family name label on the passenger side of the dashboard or suspended from the passenger side sun visor – so that it can be seen by St Luke’s staff. Students are called to the kerb before their parents’ vehicle arrives at the pick-up point.

Five cars are loaded at any one time in the 12 spaces. Then the next 5 cars move forward, by which time each student is waiting at their designated pick-up point. St Luke’s staff will then assist children into the vehicle. To support this process drivers must ensure that they:

- move as far forward in the line as possible
- remain in the car at all times
- have your children’s school bag in the vehicle, rather than in the boot
- students will enter the car from the passenger side of the vehicle
- when departing drivers must continue in the same direction along Tango Avenue.
- U-turns are not permitted
- a staff member is rostered to monitor traffic activity on the corner of Headland Road and Quirk Street during the afternoon pick-up.

Should a major queue occur the person allocated to supervise Headland Road makes contact with the Deputy Principal to assist with encouraging parents to keep moving along Headland Road. This has occurred only once in the past 18 months.

6.3.4. Drop off/pick up zone in Headland Road (TMP ref 6.3)

A drop off pick up zone is provided in Headland Road, to the south of the site access driveway. The arrival and departure of students via the Headland Road drop off/pick up zone is encouraged to be used parents /carers. This area is monitored in the afternoons by the 2 supervisors located at the adjacent bus bay.

7. 224 Headland Road – Sports Facility (Shared Facility)

The Sports Facility will be a shared facility that is utilised from Junior through to Senior School Students. The facility will also be available to hire to local schools and local sports groups. It is anticipated that the school will make up the bulk of the use during Monday to Friday and local sports groups may utilise the facility outside of school hours.

The Sporting Facility will consist of the following:

- 2 x Basketball Courts
- 1 x 1/2 size Basketball Court
- School Uniform Shop
- Vertical Connection to 800 Pittwater Road
- Parking
- Amenities

7.1. Hours of Operation

The proposed hours of operation for the Sports Facility is from 7.00am – 9.00pm Monday – Friday and 8.00am – 6.00pm Saturday.

All patrons on the premises shall be required to leave within 30 minutes of the closing time.

7.1.1. Staff Supervision

Students will always be supervised by School Staff when attending the Sports Facility.

7.1.2. Student Access

- Students from Kindergarten – Year 5 will be transported to the Sports Facility by bus.
- Students from Years 6 – 9 will walk from 210 Headland Road Campus.
- Students from Year 10 – Year 12 will access the site from the connection that is in between 800 Pittwater and 224 Headland Road.

7.1.3. Parking

The site accommodates for a total of twenty (41) parking spaces allocated to the facility including one (2) accessible spaces. All facility parking will be clearly identified for Year 12 student parking. The peak usage time of the Sports Centre facility is outside of school hours of 8.30am to 3.20pm and patrons would be able to use the car park allocated at 800 Pittwater Road.

7.2. Hiring of Facilities

The Basketball Courts are able to be hired for an allotted period of time. The minimum hire is for an hour. To book a court this must be completed through the Director of Sport. The hire fee will also include a cleaning fee. The Facility staff will organize access to the centre as per the booking requirements.

7.3. Staff

The facility will be overseen by an Executive Member of the School with a number of staff responsible for the administration of the facility as required.

7.4. Amenities

The facility will also contain:

- A controlled foyer entry and reception area servicing the Sports Centre.
- Change rooms and bathrooms
- Seating

8. 800 Pittwater Road – Senior School Campus Year 10 -Year 12

The 800 Pittwater Road Campus for Senior School Students Year 10 – Year 12 will run autonomously from the 210 Headland Road Campus. There will be staff movement between campuses. The total student capacity across Year 10 – Year 12 will be 600 students.

There will be an internal pedestrian link comprising stairs and a lift is between 800 Pittwater Road (proposed senior campus) and 224 Headland Road (proposed sports centre) to facilitate the safe and direct movement of students and staff between the two sites. The proposed new internal pedestrian link will enable students and staff to move directly between the two sites in a safe and efficient manner.

The Senior School Campus will consist of the following:

- Science and Math's Precinct
- Arts Precinct
- Design and Technology Precinct
- Humanities Precinct
- Wellness Precinct (incl 25m indoor pool)
- Administration & Staff
- Social hubs, Library Hubs, Study Hubs
- Assembly Hall
- Drama Theatre
- Cafe & Atrium
- Parking

8.1. School Hours

The Senior Campus School hours are:

- Year 10 to Year 12 – 8.30 am to 3.20 pm
- Classes may run either side of the normal school operational hours

8.2. Staff and Student Parking

A total of 91 parking spaces are provided on the site for staff and students.

- All parking for staff and students is located in the basement

8.3. Senior students driving to School

The School does not encourage the senior school students to drive to school.

Senior School students are granted permission to drive to school at the School's discretion. The School keeps a list of students who have been granted permission.

8.4. Deliveries

- Deliveries are to be made to the allocated 'deliveries area' (shown on the draft plans). Delivery of routine and bulk deliveries will be encouraged outside of the commencement and end of a School day. This area will be signposted.
- All deliveries and equipment will be delivered to building via the adjacent Pittwater Road loading bay utilising the goods lift which serves each level of the new building.
- School deliveries, loading or unloading will be directed to suppliers and subcontractors not to occur between 10pm and 6am on any day.

8.5. Visitors

All visitors

A delivery / visitor space is also located in the carpark off Harbord Road for general visitors and deliveries to reception.

8.6. Traffic Management Plan

Please refer to Traffic Management Report

8.7. General Operations

Public access to the new building will be restricted to a dedicated entry lobby on the new Heritage Lawn via the on-grade pedestrian path leading from the new underground carpark and surrounding existing and reconstructed pathways.

9. Wellness Centre

9.1. General Operations

The facility will be used by students and the community for the following:

- Curricular and co-curricular programs;
- Strength and fitness training;
- Water Polo training
- PDPHE lessons
- Swim squad training
- Learn to swim for Junior School students

It will also be used for learn to swim programs for children who may or may not be students of the School. Swimming squad training for both students and other children would also continue.

The School plans to provide a Learn to Swim (LTS) program along with other pool activities which will operate year-round. Learn to Swim Program

The School would like to offer a Learn to Swim Program and Squad Training for the Community to utilise.

The swim programs are for children who may or may not be students of the School and are expected to run for various levels of ability for 30 minutes - 1 hour's periods, between Monday to Friday from 4.00pm – 7.00pm and Saturday from 7.30am to 5.00pm.

The development provides a parking provision of 91 spaces, with school staff and students being the primary users. The peak usage time of the learn to swim facility is outside of school hours of 8.30am to 3.20pm and patrons would be able to use the car park.

9.2. Hours of Operation

The Wellness Centre at 800 Pittwater Road proposed operating hours are from 6.00am until 7.00pm Monday to Friday and 7.00am – 5.00pm Saturday.

9.3. Parking

The development provides a parking provision of 91 spaces, with school staff and students being the primary users. The peak usage time of the learn to swim facility is outside of school hours of 8.30am to 3.20pm and patrons would be able to use the car park.

9.4. Staff

The facility will be overseen by an Executive Member of the School with a number of staff responsible for the administration of the facility as required.

9.5. Amenities

The facility will also contain:

- A controlled foyer entry and reception area servicing both the carpark and 800 Pittwater Road Rd.
- Change rooms and bathrooms
- Seating

9.6. Stage 2 – 800 Pittwater Road

9.6.1. Overview

The Senior Campus at 800 Pittwater Road which will cater for Year 10-12 students only, initially for 480 students (Stage 2) and increasing to 600 students in Stage 3. There will be staff movement between campuses.
The commencement of Stage 2 will begin after the June 2025 upon the completion of the Fitness First lease.

Tenants

- I-MED lease agreement end date – 31 August 2024
- Fitness First lease agreement end date – 30 June 2025

9.6.2. Parking

Consistent with RMS requests, car parking on the senior campus site will be 131 spaces whilst Officeworks remain onsite, then down to 91 spaces upon completion of the Senior Campus

9.6.3. Officeworks Parking

Forty car parking spaces for Office Works will be provide at grade in the forecourt, in accordance with DA Consent Number 97/59.

9.6.4. Deliveries

- Deliveries to the Senior School Campus will be undertaken using the drop-off/pick-up bay in Stage 2 (at times when the bay is not in use) and will revert to the existing loading area when it is vacated by Office Works in Stage 3.
- Loading/servicing of the Senior School site is expected to be undertaken by a variety of light commercial vehicles and small to medium sized rigid trucks such as garbage trucks.
- All deliveries will be undertaken outside drop-off and pick-up times, as currently occurs at the existing school campus at 210 Headland Road.
- School deliveries, loading or unloading will be directed to suppliers and subcontractors not to occur between 10pm and 6am on any day.

9.6.5. Drop off and Pick up

A dedicated on-site drop-off/pick-up bay is proposed on the Senior School Campus, initially with a capacity of 7 spaces whilst Office Works remains on the site in Stage 2. Queueing for a further 5 cars can be accommodated on the driveway approaching the drop-off/pick-up bay in stage 2 should the need ever arise.

9.6.6. Pedestrian Access Between Senior Campus & Public Transport Services

Pedestrian access to the Senior School Campus is provided via a gate located at the north-western corner of the site. An additional pedestrian entrance located at the south-western corner of the site, directly opposite the signalised pedestrian crossings at the Pittwater Road/Harbord Road intersection to better integrate the Senior Campus with public transport services on Pittwater Road, and to encourage active forms of transport such as walking to school.

The new pedestrian entrance will be constructed as an interim arrangement in Stage 2 and will then be upgraded in Stage 3. It will provide the safest and shortest possible route between the Senior Campus and the existing bi-directional bus stops located in Pittwater Road immediately to the south of the Harbord Road intersection

10. During Construction

Please refer to the Construction Management Plan.