



**Summer Hill Campus Operational Management Plan  
Trinity Grammar School  
November 2019**

## **1. INTRODUCTION**

This Operational Management Plan accompanies a State Significant Development Application to the Department of Planning and Environment for Renewal Project Approval for Trinity Grammar School.

The following summarises the Operational Management Plan for the Summer Hill Campus 119 Prospect Road, Summer Hill

The details below are reflective of the existing and future operations of Trinity Grammar School Summer Hill Campus

## **2. HOURS OF OPERATION**

OPERATING HOURS:

- School Hours: 8.25 am – 3:40 pm
- School Reception: 7.30am – 5:00pm
- Extracurricular activities occur outside core school hours from weekdays and on weekends

SPORTS FACILITIES (Including Ovals, Swimming Pools and Gymnasiums)

- Sporting facilities are used Monday to Saturday during School terms and occasionally during term breaks
- Hours will vary depending on the requirements from term to term, and year to year.

MISCELLANEOUS ACTIVITIES/EVENTS

- Performing and Creative Arts, and community events currently operate throughout the year on weekdays and weekend, and can operate till 9.30 pm.
- All students are on campus for core school hours, with many students also participating in a range of extracurricular programs before and after school.
- The School will issue notifications residents to advise of the proposed

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

- Appropriate security systems will be installed throughout the new facilities that will complement existing security systems.
- The School has 24 Hour Security services on site and a number of resident senior staff.
- External contractors are at times required on-site for repairs.
- Public access to facilities will be restricted to dedicated entries.

## **4. CLEANING**

- Cleaning of common areas will take place during and outside of operating hours.
- A cleaning register will be maintained and updated daily.
- All School waste is centralised in a waste storage hub for collection. A waste compactor is to be incorporated into the new facilities for minimising waste pickups.

## 5. NOISE

- Noise mitigation measures will be implemented to minimise the impact on adjoining residences.
- All visitors to the site will be encouraged to use the Schools Underground Car Park and 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.

## 6. ACCESS

### PEDESTRIAN

- Prospect Road- Two main pedestrian access points
- Victoria Street- One main pedestrian access point and an event access point for the Delmar Gallery.
- Seaview Street- Restricted pedestrian access.

### VEHICLE

- The majority of vehicular access is restricted to Victoria Street and the combined No 2 and No3 oval car parks.
- This includes;
  - Student drop off and pick up
  - Some deliveries,
  - garbage collection
  - staff, student and visitor parking
- The main delivery access to the school will be off the Seaview Street Maintenance facility.
- There are vehicle access points off Prospect Road for enrolment visitors, administration and access to the Chapel.
- There are vehicle access points to all school ovals and plant facilities for emergency services and maintenance.

## 7. TRANSPORT

- A significant number of students use public transport (Bus, Train and Light Rail) and school provided bus services which run frequently during peak periods.
- Chartered Buses operate throughout the day for various events and activities, when required.
- The majority of buses operate from a dedicated bus zone on Prospect Road with some operating from bus zones on Victoria Street outside the School and Old Canterbury Road, at Yeo Park.
- The School has an onsite parking capacity for over 300 Staff, students and visitors and event parking, including an extensive student drop off and pick up system.

## **8. SAFETY AND STUDENT MOVEMENT**

- The School takes the safety of student movement in and out of the Campus seriously. The School has since 2012 utilised a supervised Pick Up and Drop Off system in the underground carpark. The expansion of this system integrating two existing Car Parks and increasing the on site Pick Up and Drop Off zones is within the application
- The application also has improved pedestrian access from Victoria street that eliminates the need for students to cross the main entry driveway. Further developments on Prospect Road will increase the capacity for students to within the school whilst waiting for bus services in peak times.

## **9. PARKING**

- The school provides daily onsite parking for over 300 Staff, Students and Visitors with access from Victoria Street and will continue to do so.
- Some accessible, enrolments centre, VIP and service vehicle parking is available from Prospect Road.

## **10. ACCESS TO FACILITIES BY THE COMMUNITY**

- The School operates The Delmar Gallery which host publicly accessible exhibitions on a number of occasions throughout the year.
- The School hires its sporting facilities (Gymnasium and Pool) to a limited number of local sports groups for out of hours usage. It intends to maintain these relationships.
- The School intends to enable access to its venues for occasional hire by external community groups that align with the school. It is expected that these occasions would be limited in number

## **11 EVACUATION and LOCKDOWN**

- All employees are inducted prior to working at the School.
- All staff and students under school procedures for both an emergency evacuation and lockdown, and the School utilises practice drills for both emergency situations.
- Evacuation procedures are displayed throughout the School.
- 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 School maintains an account of a people on the Site
- Emergency procedures in future buildings will be aligned with the School's existing excavation and lockdown policies.

## 12 COMPLAINTS APPROACH

- Should a complaint be received, the details of the complaint are to be 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 School