



**CITY OF  
SYDNEY**

# Green Square Integrated Community Facility and School

## Operational Plan

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## 1. Introduction

The Green Square Integrated Community Facility and School (GSICFS) is a joint development between the City of Sydney (CoS) and the NSW Department of Education (DoE) located at 3a Joynton Ave Zetland.

The GSICFS includes a primary school on Levels 1-3, a Community Facility (Multi-Purpose Spaces 1A and 1B) and Shared Spaces (Multi Purpose Spaces 2A and 2B, Communal Hall, Multi-Purpose Sports Court and courtyard area) on the ground floor.

The school is a new primary school catering for up to 600 students from Kindergarten to Year 6 inclusive.

## 2. Aim of this Document

This plan has been prepared in response to the Secretary's Environmental Assessment Requirements (SEAR's) for the State Significant Development Application (SSDA Ref 10381). This plan has been prepared in direct response to the SEARs conditions as shown in Table 2.1 below.

Section	Extract of relevant SEARs condition	Response
3. Operation	<ul style="list-style-type: none"><li>• Provide details of the proposed school operations, including staff and student numbers, school hours of operation</li><li>• and operational details of any proposed before/after school care services.</li><li>• Provide details of the community use of facilities, including proposed activities, hours of operation; and which areas are to be shared with the community and which areas are to be for exclusive use of the school</li></ul>	Refer to Section 4 and 6  Section 9  Refer to Section 5.  Refer to Section 8
Plans & Documents	<ul style="list-style-type: none"><li>• Site plans and operations statement demonstrating the afterhours and community use strategy</li></ul>	Site plans BVN No Operations Statement: Section 8

Table 2.1 Extract of SEARs conditions for SSDA Ref 10381

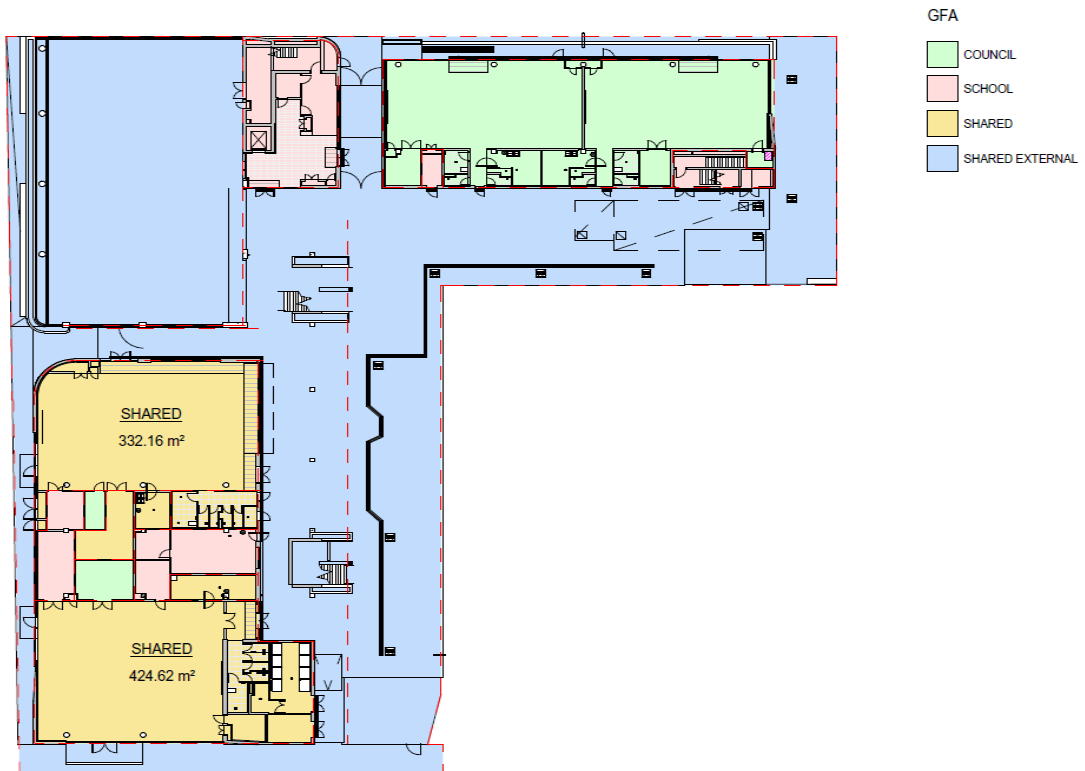
## 3. Facility Management

This Operational Plan is to be read in conjunction with the Building Management Statement (BMS) that has been agreed between the DoE and the CoS. The objective of the BMS is to facilitate the parties working together to manage, maintain and operate the facility for the benefit of both parties

The BMS defines the Operational Plan as a plan for the management and operation of the Shared Spaces, including the booking process for either the DoE or CoS to use any Shared Spaces outside of the hours designated for either party.

The Shared Spaces on the ground floor will be jointly managed by the DoE and CoS. The DoE will essentially manage the Shared Spaces during school hours and the CoS will manage the Shared Spaces outside school hours.

Figure 1 below indicates the allocation of dedicated and Shared Spaces on the ground floor.



## GROUND FLOOR

Figure 1 – School, Community and Shared Space areas

### 4.School Terms and Holidays

There are 4 scheduled school holiday periods throughout the year and 4 school terms.

Season	Months	Duration
Summer	December/ January	5 weeks
Autumn	April	2 weeks
Winter	July	2 weeks
Spring	September/ October	2 weeks

Table 4.1 School terms & holidays

During scheduled school holiday periods it is planned for a Vacation Care service to operate. This service will operate from 7am to 6pm on weekdays.

## 5.School - Hours of Operation and Daily Schedule

The School facility will be open at 6 45am and will close at 6.00pm Monday to Friday during school term.

School hours will be 9.00am to 3.00pm with 2 breaks, totaling 1 hour and 15 minutes. Proposed break times are for a morning break, 11:00am – 11.30am and a lunch break, 1.15pm – 2.00pm.

9.00am to 3.00pm is designated as supervised teaching time with the time between 8.30am and 9.00am provided as supervisory times before lessons commence. Supervised Co-curricular activities may be organized between 8.00am and 9.00am.

Between 3.00pm and 6.00pm, the school facilities remain accessed by teachers, students and parents who participate in co-curricular and Outside School Hours Care (OSHC) activities or staff meetings.

The Shared Spaces on the ground floor will be cleaned by the school daily prior to handover to the community at 6.30pm.

## 6.Community facility – Hours of Operation, users & staffing.

The Community facility (Multi-Purpose Space 1) will be available for use from 7am to 10:30pm everyday excluding Christmas Day. The facility is hired to community users on an advanced booking basis managed by the City of Sydney.

The activities undertaken in the facility typically include:

Community meetings, seminars, presentations and classes.

There are no permanent staff located on the Community facility site.

## 7.School facility – Student numbers & Staffing

The student and staffing profile for the school is detailed in Table 7.1 below:

<b>Year Group</b>	<b>No of teachers</b>	<b>Class size (students)</b>
<b>Kindergarten</b>	4 Teachers	20
<b>Year 1</b>	4 Teachers	22
<b>Year 2</b>	4 Teachers	24
<b>Year 3</b>	3 Teachers	Up to 30
<b>Year 4</b>	3 Teachers	Up to 30
<b>Year 5</b>	3 Teachers	Up to 30
<b>Year 6</b>	3 Teachers	Up to 30
<b>Other staff</b>	12staff	
<b>Totals</b>	36 Teachers & Staff	Up to 600 students

Table 7.1 Staff & student profile

Other staff will include: School Principal x 1, non-teaching; Deputy Principal x1 non-teaching Assistant Principals (teaching) x 4 Included in teaching staff above, Administration staff x3;School Learning Support Officers x 4, Contract Cleaners x 2; and General assistant x1;

## 8.Operational arrangement – Recess and Lunchtime

### 8.1 Dry Weather

To ensure an appropriate provision of play space and access to toilet facilities are available, the students will be allocated to a specific area during recess and lunch during normal weather conditions. The detail below indicates an option for how the student population may be allocated during the growth of the school. At capacity this will utilise both the entire ground floor area and the rooftop for recess and lunch time for students. To reduce the demand on toilet facilities on Ground and roof level, some students may be directed to utilise the toilets on Level 1, if the ground floor is their designated play area or level 2, if the rooftop is their designated play area.

Year	Kinder	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total	Total toilets available	Allocation	Play space (m2 per child)
2024	85	85						170	Ground floor : 10	Both years play on Ground Floor Both years use Ground Floor toilets	K &Yr1: (16.3m2)
2025	85	85	85					255	Ground floor : 10 Level 1 : 6 Total : 16	Kinder to Year 2 play on Ground Floor Kinder and Year 1 use Ground Floor toilets. Year 2 use Level 1 toilets at south end	K, Yr1, Yr2: (10.9m2)
2026				85				340	Ground Floor : 10 Level 1 : 6 Total : 16	Kinder to Year 3 play on Ground Floor Kinder and Year 1 use Ground Floor toilets Year 2 and 3 use Level 1 toilets at south end	K, Yr1, Yr 2, Yr 3: (8.2m2)
2027					85			425	Ground Floor : 10 Level 1: 6 Level 3 12 Total : 28	Kinder to Year 3 play on Ground Floor Kinder and Year 1 use Ground Floor toilets Year 2 and Year 3 use Level 1 toilets at south end Year 4 play on Level 3 Year 4 use Level 3 toilets	K, Yr1, Yr 2, Yr 3: (8.2m2)  Yr4: (23m2)
2028						85		510	Ground Floor : 10 Level 1: 6 Level 3: 12 Total: 28	Kinder to Year 3 play on Ground Floor Kinder to Year 1 use Ground Floor toilets Year 2 and Year 3 use Level 1 toilets at south end Years 4 and 5 play on Level 3 Year 4 and 5 use Level 3 toilets	K, Yr1, Yr 2, Yr 3: (8.2m2)  Yr4, Yr5: (11.6m2)
2029							85	590	Ground Floor :10 Level 1: 6 Level 2: 6 Level 3: 12 Total: 34	Kinder to Year 3 play on Ground Floor Kinder to Year 1 use Ground Floor toilets Year 2 and Year 3 use Level 1 toilets at south end Year 4 to Year 6 play on roof Years 4 and 5 use Level 3 toilets Year 6 use Level 2 toilets	K, Yr1, Yr 2, Yr 3: (8.2m2)  Yr4, Yr5, Yr6: (7.8m2)

Table 8.1 Possible area allocation of students across school during recess & lunch(yearly)

### 8.2. Wet Weather

The school will develop a strategy to locate students in covered facilities during inclement weather. This will include utilisation of the Communal Hall, Multi Purpose Space 2, the Sports Court, library and classrooms as required.

## 9.Utilisation of facilities:

Each party has access to dedicated and Shared Space facilities as follows:

### 9.1 Dedicated use of facilities for each party

#### DoE – School Facilities:

The DoE will have exclusive access to the following areas:

- Ground Floor – Administration, Performance Store, Canteen,
- Levels 1 and 2 – Teaching Spaces, toilets, staff and administration

- Level 3 – Library and rooftop

### City of Sydney - Community Facilities:

The City of Sydney will have exclusive access to Multi Purpose Space 1 and other facilities on Ground level. These comprise;

- Multi Purpose Spaces 1A and 1B;
- a Community Store serving the Multi Purpose Space 2;
- a Community Bicycle storage area including bike stands; and
- A separate office/ store facility serving the Communal Hall.

### 9.2 Shared Spaces (used by both the school and the community)

The Shared Spaces and agreed access periods are as detailed below in Table 9.2:

Facility	Communal Hall	Sports Court	Multi-Purpose Space 2	Courtyard
School	6:45am to 6:00pm weekdays	6:45am to 6:00pm weekdays	6:45am to 6:00pm weekdays	6:45am to 6:00pm weekdays
		6:45am to 6:00pm during school holidays	6:45am to 6:00pm during school holidays	6:45am to 6:00pm during school holidays
Cleaning - School	6:00pm-6:30pm	6:00pm-6:30pm	6:00pm-6:30pm	6:00pm-6:30pm
Community	6:30pm to 10:30pm weekdays	6:30pm to 10:30pm weekdays, school holidays	6:30pm to 10:30pm weekdays, school holidays	6:30pm to 10:30pm weekdays, school holidays
	7am to 10:30pm weekends, public holidays	7am to 10:30pm weekends, public holidays	7am to 10:30pm weekends, public holidays	7am to 10:30pm weekends, public holidays
	7am to 10:30pm during school holidays			
Cleaning - Community	10:30pm-11:00pm	10:30pm-11:00pm	10:30pm-11:00pm	10:30pm-11:00pm

Table 9.2 Shared Space access

### 9.3 Community facility and Shared Use Capacities

These numbers are based on the capacity of seating available to each of the areas.

#### Multi Purpose Space 1

- Multi Purpose Space 1A – up to 60 seated at tables
- Multi-Purpose Space 1B – up to 60 seated at tables
- Combined Multi-Purpose Space 1A & 1B – up to 120 seated at tables

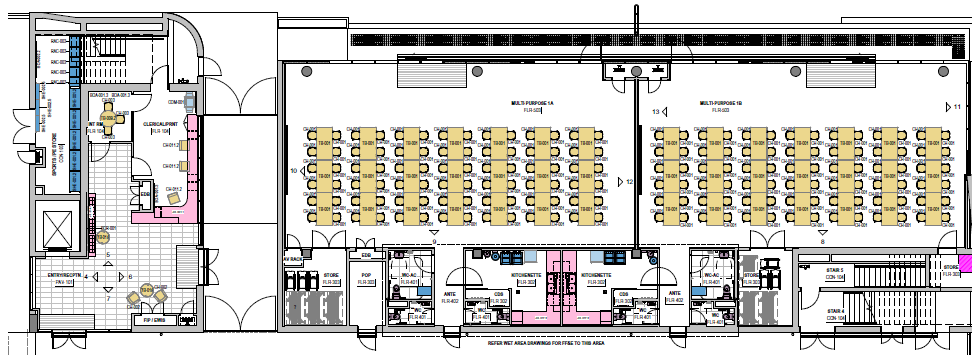


Figure 2 – Seating plan for Multi Purpose Space 1

*Communal Hall & Multi Purpose Space 2*

- Communal Hall – up to 200 auditorium style seating
- Multi Purpose Space 2 – 150 seated at tables

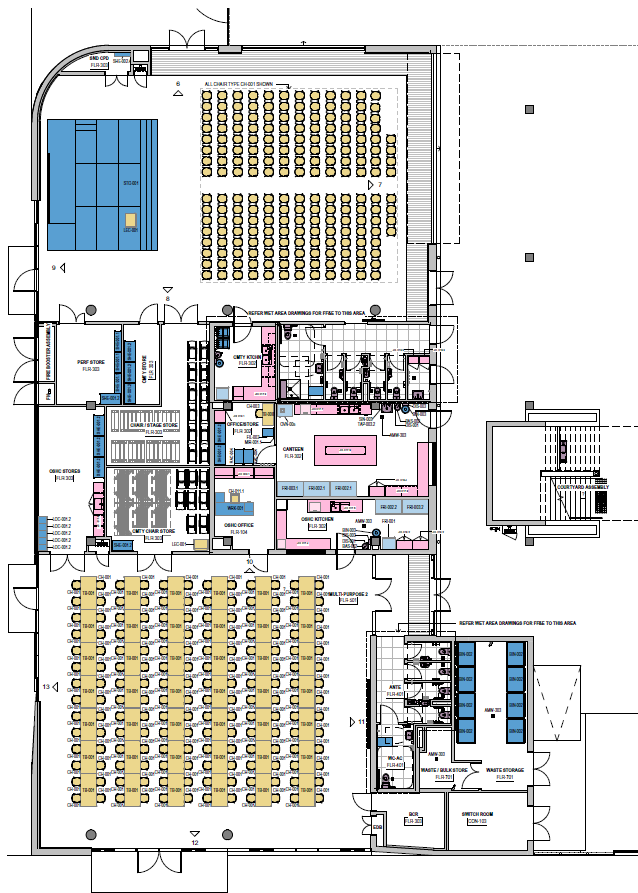


Figure 3 – Seating plan for Communal Hall and Multi Purpose Space 2

### 9.4 Modes of Use for Ground Floor

The following figures indicate the modes of use between the School and Community on the ground floor

#### SCHOOL COMMENCEMENT 8.00-9.00AM

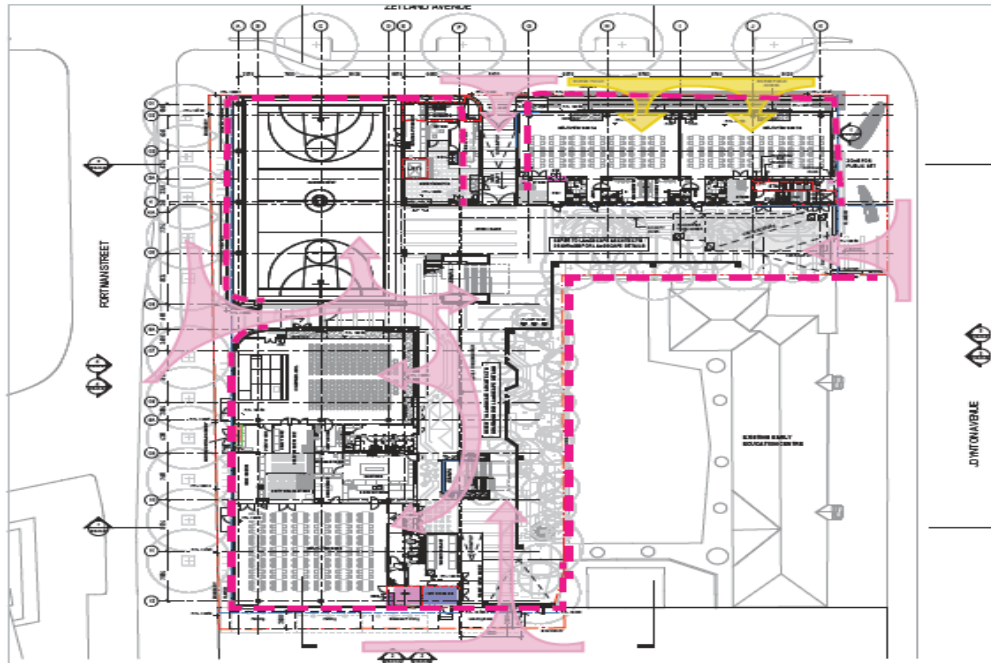


Figure 4 – School Commencement

#### SCHOOL TIME 8.00AM TO 3.30PM SCHOOLDAYS

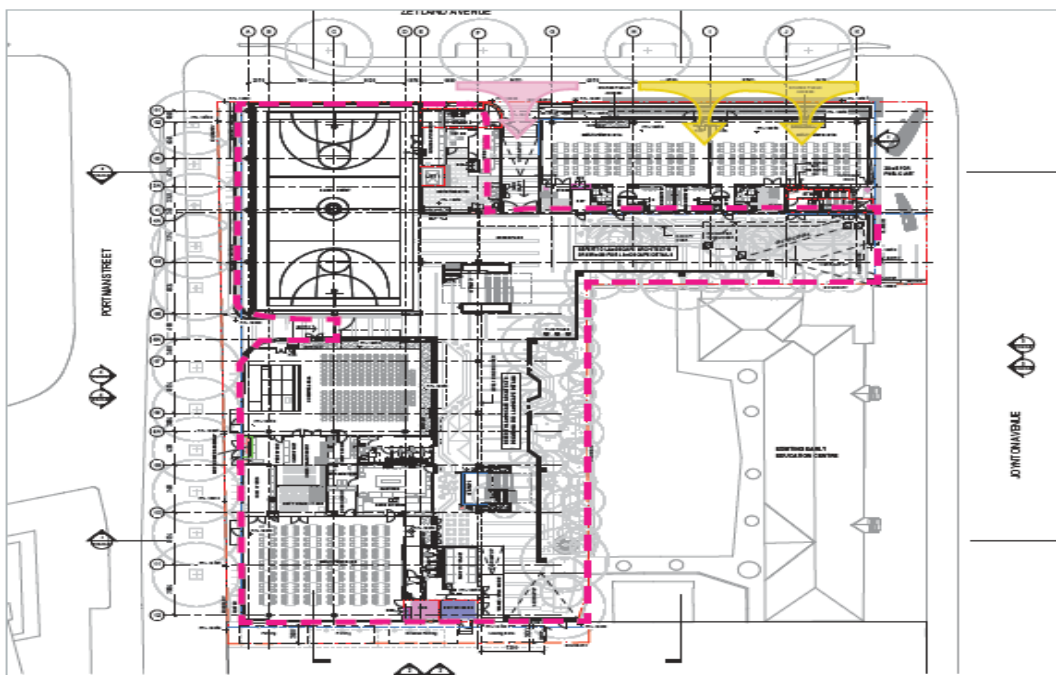


Figure 5 – During School Hours

### OSHC TIME

7AM - 8.00AM & 3.30PM - 6.00PM SCHOOLDAYS (30min for cleaning)

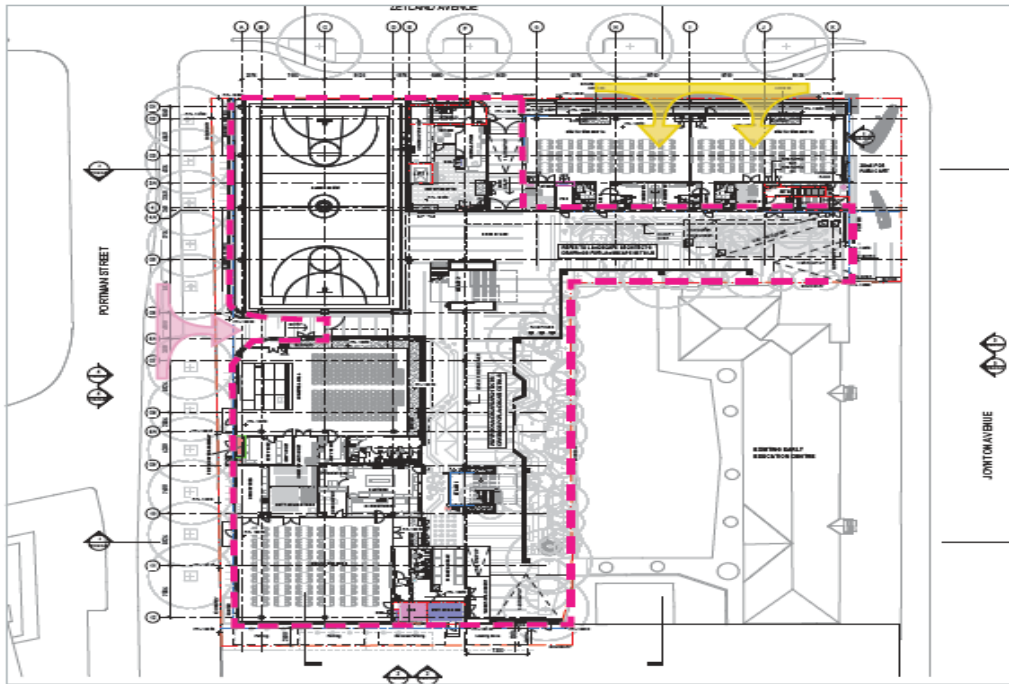


Figure 6 – OSHC Time Periods

### COMMUNITY USE

3:30PM TO 10:30PM SCHOOL DAYS, 7AM TO 10:30PM WEEKENDS AND PUBLIC HOLIDAYS

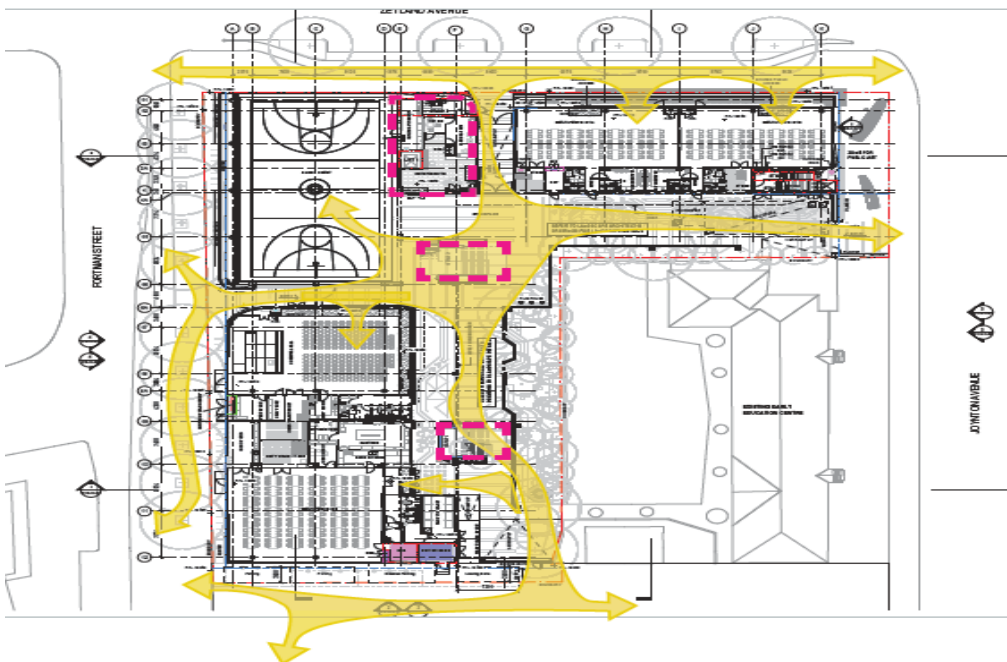


Figure 7 – Community Use

## VACATION CARE

MODE SHOWN BELOW IS 7AM TO 6PM DURING SCHOOL HOLIDAYS FROM MONDAY TO FRIDAY. COMMUNITY HAS ACCESS TO COMMUNAL HALL. AFTER 6PM MODE REVERTS TO COMMUNITY USE - SEE LEFT

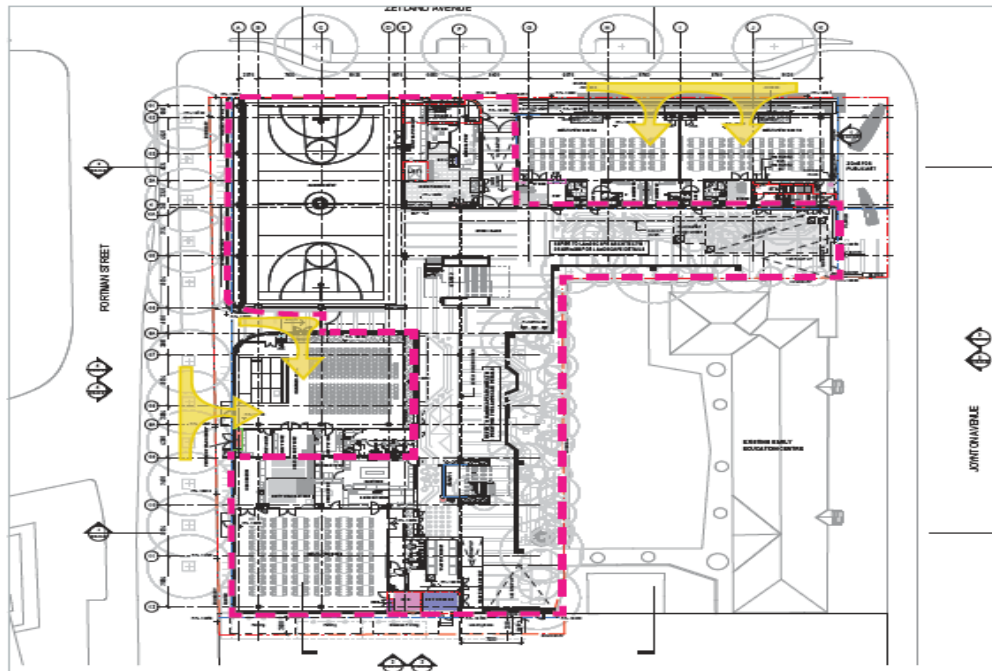


Figure 8 – Vacation Care

### KEY



### 9.5 Flexibility of users – Communal Hall & Multi-Purpose Space 2

The Communal Hall and Multi-Purpose Space 2 have been designed (subject to adequate security procedures) to enable them to be accessed and egressed from external entrances. These points will be the nominated emergency egress exits and the internal doors to the courtyard may be locked. The emergency evacuation for both the School and Community must plan for exits paths onto Portman Avenue and the rear access lane.

The figures 9 and 10 below assess the maximum egress paths for both facilities which are within the required Building Code of Australia (BCA) travel distances. This function has been utilised to enable the CoS to accommodate the Communal Hall during Vacation Care periods. This will provide flexibility for 3<sup>rd</sup> party use of these spaces during school hours.

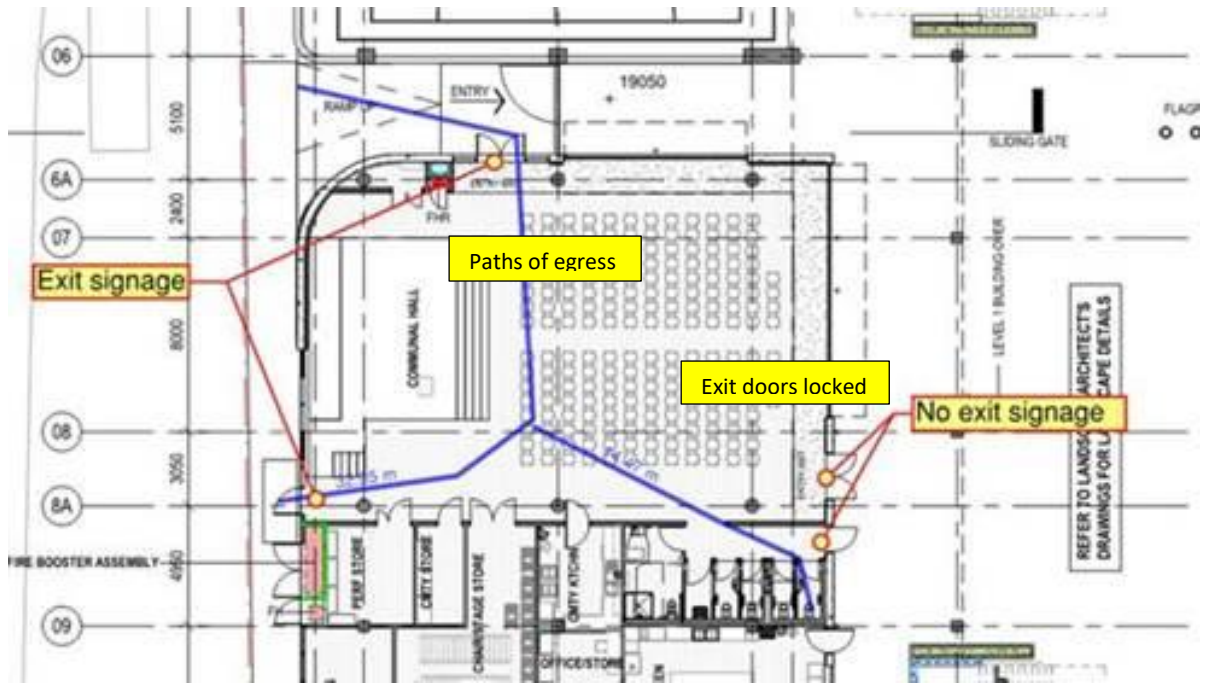


Figure 9. Stand-alone mode for use of Communal Hall

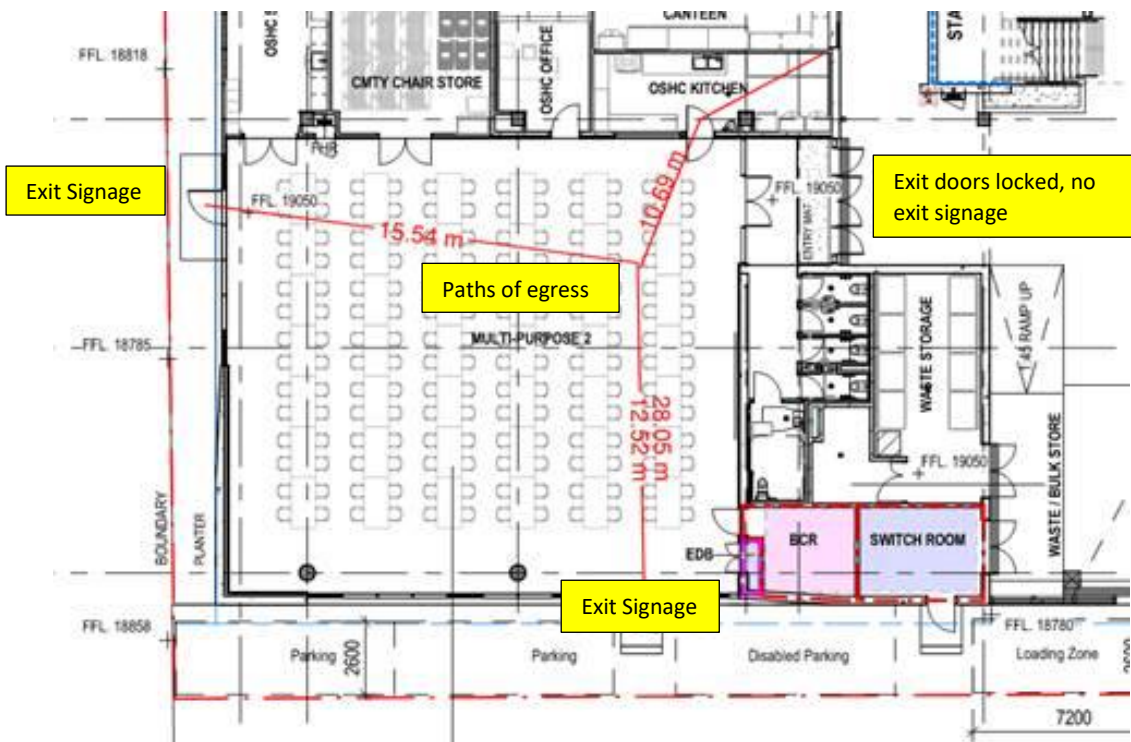


Figure 10.. Stand alone mode for use of Multi Purpose Space 2

## 10. Outside School Hours Care (OSHC)

The operation of the OSHC will be based from Multi-Purpose Space 2 which incorporates the OSCH office, kitchen and store. In combination with the courtyard area, Communal Hall and Sports Court the facility will cater for the nominated capacity of up to 200 students.

The entrance to the OSHC in the mornings and afternoons shall be off Portman Street.

## 11. Noise Management

There are a number of potential sources of noise associated or emanating from the facility, namely

- Bells operated on a timer;
- Children at play time;
- Sports; particularly basketballs but generally ball sports;
- The public address system; and
- Weekend activities (which will occur most weekends; ie Fete, concerts, markets, dance classes etc)

## 12. Waste Management

An Operational Waste Management Plan is attached in Appendix A. The key details from within this plan are as follows:

### 12.1 Bin Room and Bulky Waste Room location

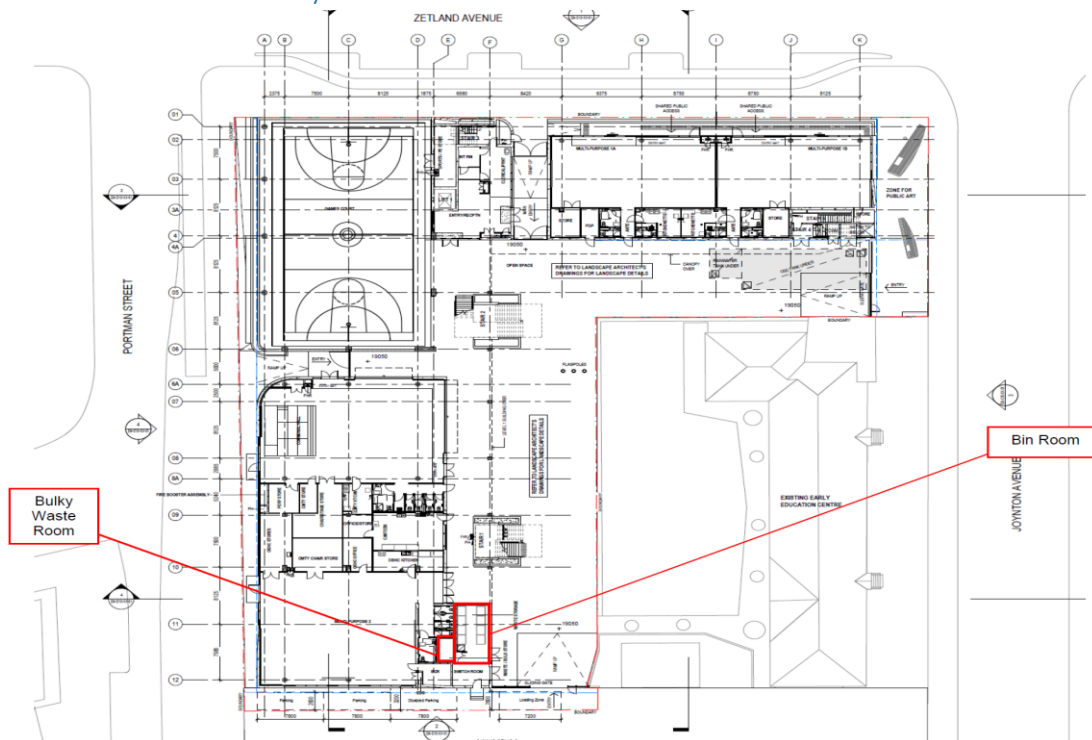


Figure 11- Bin Room and Bulky Waste Room location



## 12.4 Bin Summary

The estimates above reflect the total volumes of typical waste and recycling and the bins required to handle these volumes between collection. For the purposes of sizing the waste rooms, the bins have been calculated as general waste, general recycling (for all components) and paper/cardboard recycling (for the school only).

The recommended bin quantities and collection frequencies for board general waste and general recycling, and cardboard/paper recycling stream are as follows:

**General Waste:** 4 x 1100L MGBs collected **three times weekly**

**General Recyclables:** 3 x 1100L MGBs collected **three times weekly**

**Cardboard/Paper Recyclables (school only):** 1 x 1100L MGBs collected **three times weekly**

During operation, bin sizes, quantities, and/or collection frequencies may be modified by the building manager. Building management will be required to negotiate any changes to bins or collections with the collection service provider. Seasonal peak periods such as school terms should also be considered.

The general waste and general recycling can be further divided into more specific waste and recycling streams to increase recovery. The general waste stream can be separated into landfill waste, food waste and soft plastics recycling. The general recycling can be divided into co-mingled recycling, glass recycling and refundable containers. It is recommended that the further separation of waste streams is conducted once the site is operational to best reflect the operations of the site and the proportion of each waste stream generated. It is recommended that annual waste audits are conducted to help understand the composition and total volumes of each waste stream generated during operation.

## 12.5 Waste Disposal Procedures

All operations within the building will share bins, Bin Room and collection services.

The Bin Room for the building will be located on the ground level, near the loading area. The Bin Room will contain 1100L bins for the collection of the waste and recycling.

The building management, waste collection staff and cleaners will be the only personnel with access to the waste room. All transportation of waste and recycling must be co-ordinated with building management or cleaners.

Waste collection vehicles may be to enter the site from Portman Street onto the existing shared one-way driveway and exit the site in a forward direction onto Joynton Avenue. (see Figure 13 below). Waste vehicles will not be permitted to reverse on this shared driveway at any time.

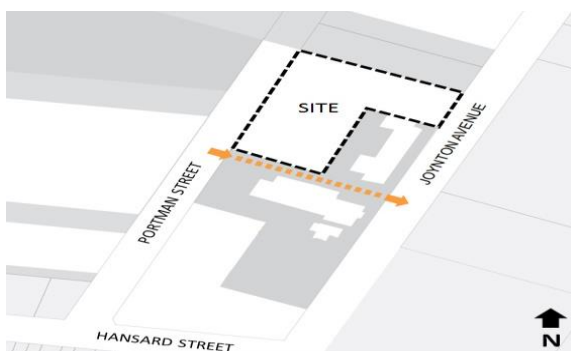


Figure 13 - Waste Collection access lane

### 13. Pedestrian and Traffic management

Figure 14 below indicates the key site access points for site entry, building entry, pick up and drop off and service vehicle access.

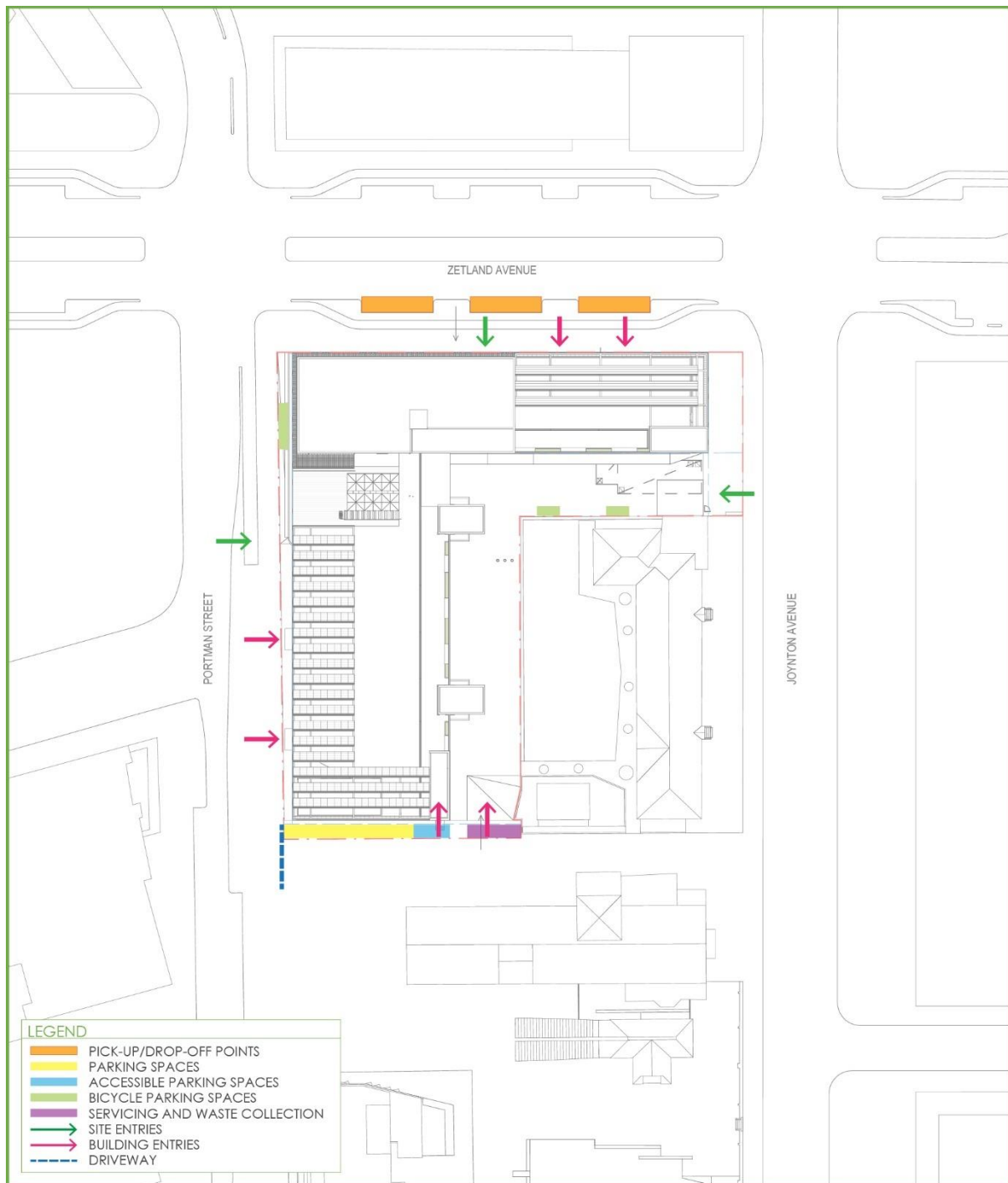


Figure 14 – Pedestrian and vehicular access

### 13.1 Service vehicles traffic hours, delivery and access.

Service vehicles will access the facility before and after school hours, where possible. Large deliveries during the day will be directed to the shared laneway off Portman Street where the General Assistant will meet the delivery and take the goods.

Deliveries for the Community facility will be managed through the entrance off Zetland Avenue.

### 13.2 Pedestrian movement

Pedestrian movement through the site will be well planned, safe and clearly sign posted in both internal and external areas. Public access through the ground level courtyard must be provided outside of school hours i.e. from 6.30pm in a north-south and east-west direction. Note the adjacent Waranara Early Education Centre have their front entry off the shared one-way driveway along the southern boundary of the site.

### 13.3 Car parking spaces and arrangements

In accordance with the GSTC DCP 2012 and to reduce car-parking and encourage sustainable transport options, two (2) School staff parking spaces, including one (1) accessible parking space and one (1) additional loading space are provided and will be accessed from the existing one-way shared driveway at the southern end of the facility. Note this driveway has restricted access to support its use as a shared environment and may be controlled by physical bollards.

Given that there will be a high volume of pedestrian activity in the vicinity, including children and infants attending the school and adjacent childcare centre, car parking areas are to be designed to address pedestrian safety. These car parking spaces are designed for cars to move in a forward direction only.

### 13.4 Bicycle parking spaces

The following bicycle parking space rates to be applied are as follows:

- 1 per 10 staff (**Class B** bicycle parking facilities in accordance with AS2890.3);
- 1 per 10 students (a mix of **Class B** and **Class C** bicycle parking facilities in accordance with AS2890.3); and
- 1 per 15 people for community facilities.

Based on a total of 60 staff and 600 students a minimum of 6 (preferably 10+) staff bike parking spaces and 60 student bike parking spaces are to be provided. A minimum of 24 of these spaces are to be made available for community use outside of school hours.

In addition, 12 bicycle parking spaces are required for Multi-Purpose Space 1A and 1B.

## 14. Access and Security

### 14.1 Access

School students, parents and teachers will access the school from all entry points prior to 9:00am. The Zetland Avenue entrance will be the only official entry point after 9:00am. All visitors accessing the school grounds must sign in at reception located at the Zetland Avenue entrance on Ground level.

Both Community and School bicycle parking is accessible from Joynton Ave.

The dedicated Community facilities (Multi-purpose spaces 1A and 1B) entry will be off Zetland Avenue.

OHSC entry in the morning and exit in the afternoon shall be off Portman Street.

When the facility is in Community mode, entry and exits shall be off all 4 frontages providing links both north south and east west through the ground floor.

#### SECURE LINES

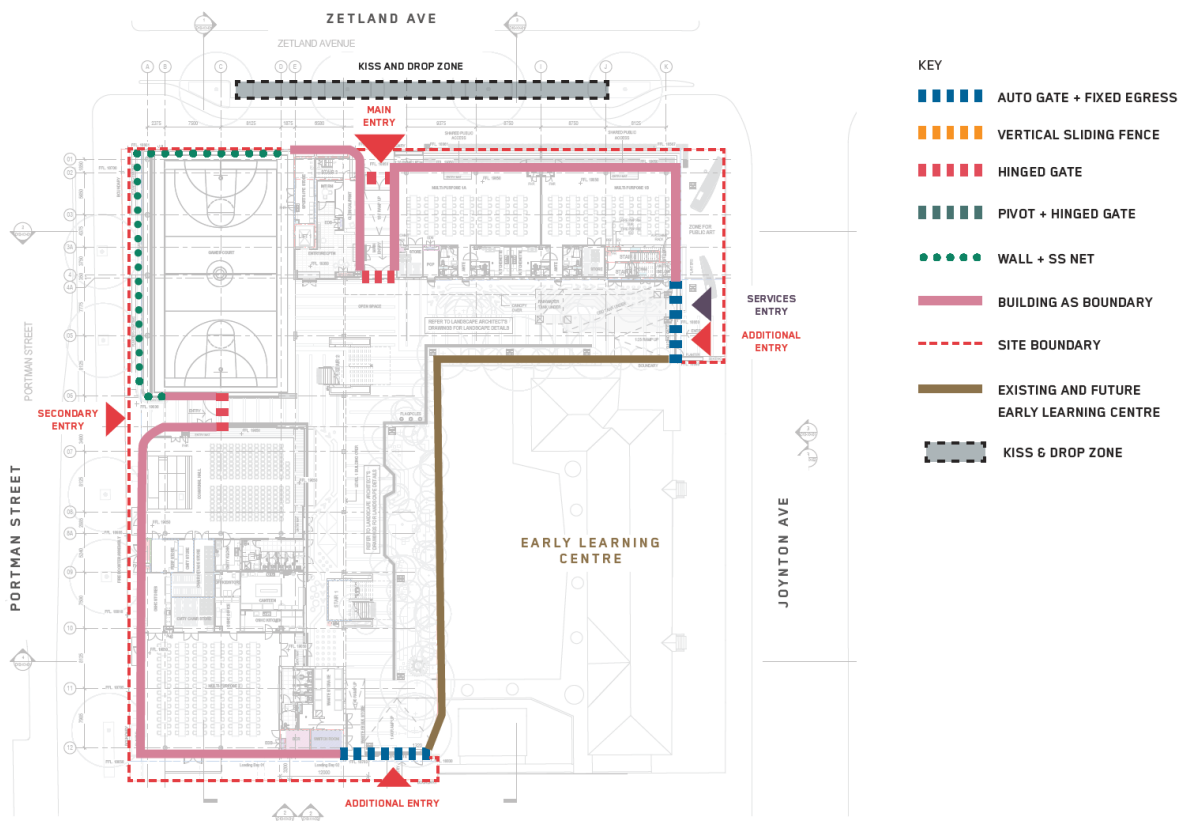


Figure 15 – Building entry and secure line

### 14.2 Security

Entry for students attending the OSHC will be through the controlled entrance off Portman Street. The OSHC operator will have a control function for the gate from the OSHC office. The perimeter gates shall all be opened by the school at 8:30am and closed at 9:00am. During the school day the only access will be through the main entrance off Zetland Avenue. At the end of the school day all students will leave via the Zetland Avenue exit or other exits as the school determines. At 6:00pm all the school exits will be closed.

The OSHC Manager will control entry and exit at Portman Street for OSHC participants. This will allow parents to enter from 7:00am, to drop off their child, and to enter the school in the afternoon for pick up.

At 6:30pm all gates will be opened by the CoS Manager.

At 10:30pm all the gates will be closed by the CoS Manager.

## 15. Cleaning

Each party will be responsible for the cleaning of their own dedicated areas.

The ground floor shared areas will be cleaned at the end of each school day and vacation care day prior to handover to the CoS. The period from 6:00pm to 6:30pm has been provided to complete cleaning following the departure of all teachers, students, OSHC operators or school organised community users.

Similarly, the CoS will clean the shared areas at the end of each evening. A period of 30 minutes from 10:30pm to 11:00pm has been provided to complete this activity.

Each party will agree to an acceptable standard of cleaning at the commencement of operations. Non-compliance with cleaning standards will be addressed in accordance with procedures in the Building Management Statement.

All waste generated from cleaning activities must be located in the appropriate waste stream bin within the garbage store.

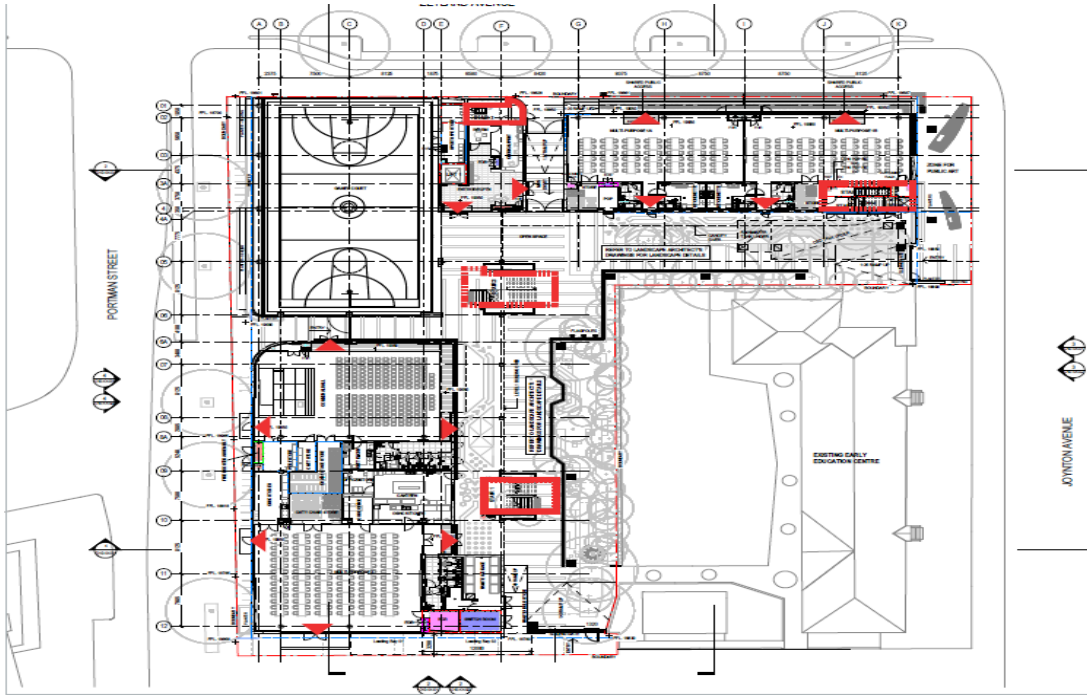
The parties may choose to utilise the same cleaning contractor for site cleaning, although the schools are currently restricted to a state-wide contract.

## 16. Emergency Procedures

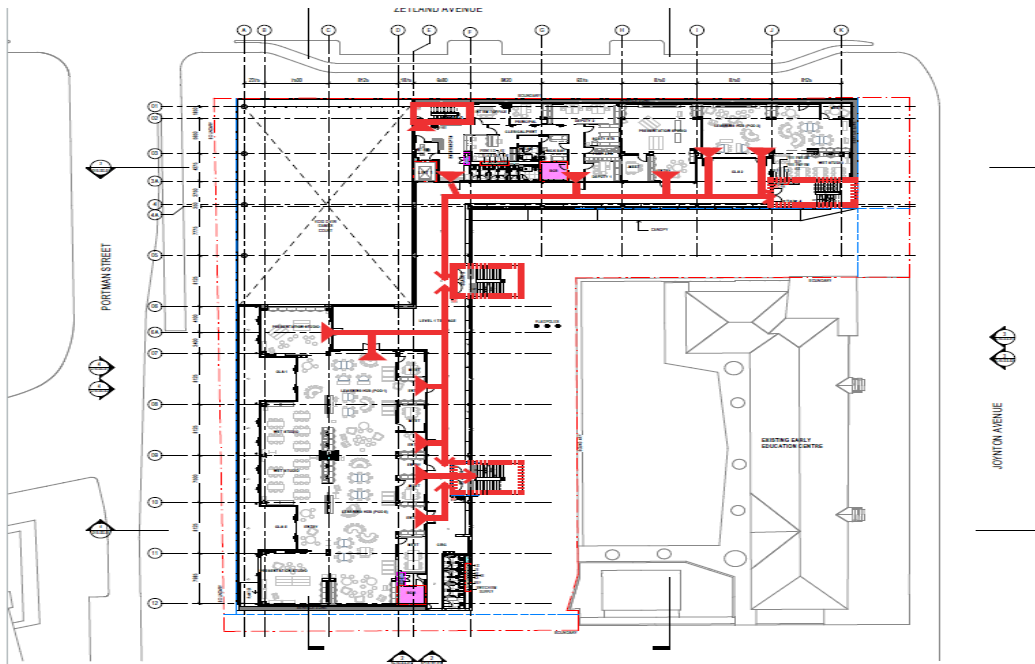
Emergency evacuation procedures will be developed in conjunction with the school and City of Sydney.

Emergency procedures will include:

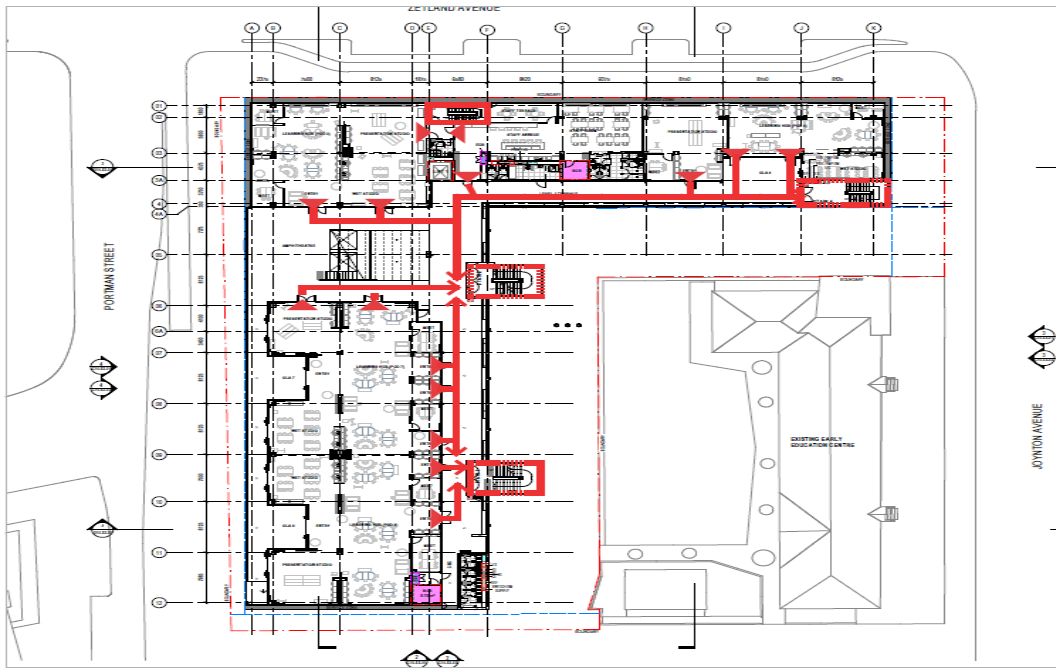
1. Use of Bells and sirens;
2. EWIS/ Announcements;
3. Responsibilities of staff;
4. Assembly area; and
5. Wardens, Chief Warden and Floor Wardens roles
6. Drawing of Evacuation routes and exit points (per figures below)



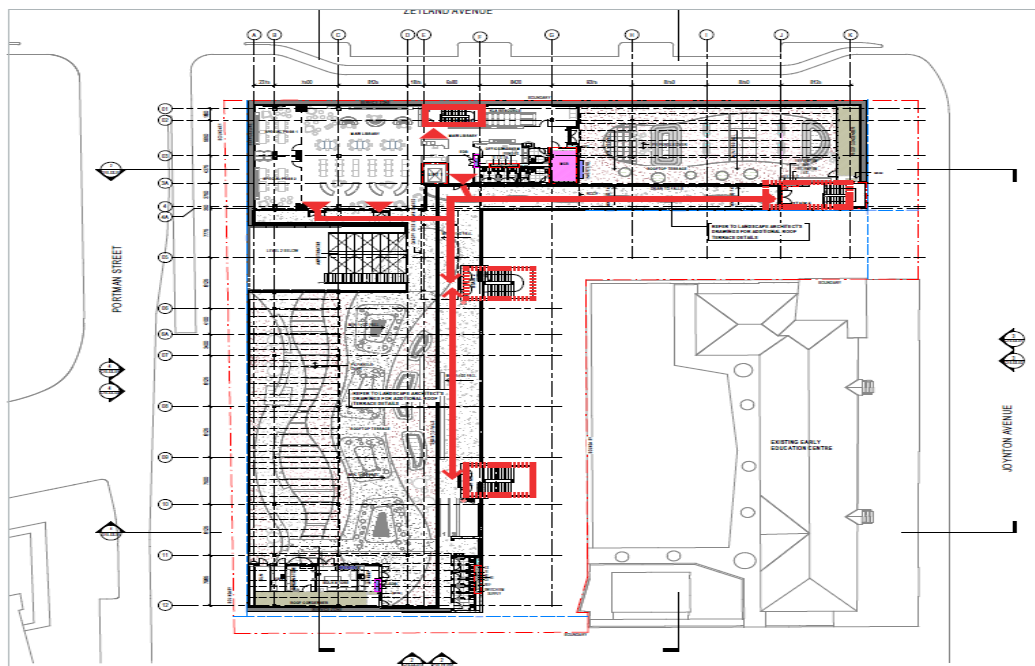
GROUND



LEVEL 1



LEVEL 2



LEVEL 3

## 17. Food compliance requirements canteen and food preparation

### 17.1 Guidelines

The School will comply with the Department's canteen guidelines as outlined below

[https://education.nsw.gov.au/schools-finance/sap-schools/sap-documents/sap-canteen/Canteen\\_Guidelines.pdf](https://education.nsw.gov.au/schools-finance/sap-schools/sap-documents/sap-canteen/Canteen_Guidelines.pdf)

<https://education.nsw.gov.au/schools-finance/sap-schools/sap-documents/sap-canteen/Do you have a canteen at your school.pdf>

They will also follow the revised Healthy School Canteen Strategy

Target minimum criteria for all school canteens	
Everyday food and drinks	Occasional food and drinks
At least ¾ of the menu.	No more than ¼ of the menu.
No Health Star Rating (HSR) cut-off.	Health Star Rating (HSR) of 3.5 stars and above.
Portion limits for flavoured milk, juice and ready-to-eat meals.	Portion limits for all Occasional food and drinks.
Display, favourably price, promote and advertise Everyday choices.	Occasional food and drinks not promoted at point of sale.

*Table 17.1 Healthy School Canteen Strategy*

## 17.2 Main Canteen

The canteen will provide morning tea and lunch time services to students and staff during school term times.

Morning tea will be from 10:40 am and lunch will be from 1:05pm – 2:00pm every day.

The service will be provided by the P&C or an external service provider.

## 17.3 OSHC/Multi Purpose Space 2 Kitchen.

This kitchen is available for use by the school from 9:00am to 3:00pm and the OSHC operator 7:00am -9:00am and 3:30pm to 6pm on schooldays and 7am to 6pm during Vacation Care periods.

It will be available to the Community from 6:30pm to 10:30pm on school/vacation care days, 8am to 10 :30pm on weekends and public holidays.

## 17.4 Communal Hall Canteen.

This canteen is available for use by the school during school hours and the community outside of school hours.

## 17.5 Multi Purpose Space 1 Kitchens

These kitchens are for the exclusive use of the Community users through the CoS.

## 18. Bookings:

Each party will be responsible for managing bookings within their Exclusive Facilities and the agreed access periods for the Shared Access Facilities.

Each party may approach the other to book Exclusive Facilities or Shared Spaces during times outside the agreed access periods, subject to availability and operational requirements. For example, the school could seek to book Multi-Purpose Space 1 or the Community (CoS) could seek to book the Communal Hall during school hours.

Cross hiring of facilities will be undertaken at rates to be agreed

## 19. Adjacent Facilities:

- Waranara Early Childhood Centre; Contact : Emergency egress for the Waranara Child Care centre includes exits located....
- Matron Ruby Porter Creative Arts Centre; Contact:
- Drying Green: Contact:
- Sports fields: Contact:
- Gunyama Part Aquatic and Recreation Centre :

## 20. Maintenance

Maintenance within the exclusive use School and Community facilities will be completed by each party respectively.

City of Sydney will maintain the Multi-Purpose 1 facility.

Shared Spaces will be maintained in accordance with the Building Management Statement.

In line with this statement a Management Committee will be established comprising a member from the Department of Education's Asset Management Unit and the City of Sydney. The school Principal may be invited to attend committee meetings.

The functions of the Management Committee are to:

- a) carry out the duties set out in the Building Management Statement;
- b) make decisions about matters in the Statement;
- c) operate, maintain and (where required) replace the Shared Services;
- d) budget for and determine the Maintenance and Capital Works budgets and programs associated with the Shared Services and Shared Spaces;
- e) change or add to Shared Spaces;
- f) make changes to the Operational Plan as it determines appropriate from time to time for the management and operation of the Shared Spaces;
- g) engage and monitor the performance of the Facility Manager;
- h) effect insurances according to the Statement;
- i) arrange for Maintenance and other contracts so that insurances are not adversely affected; and
- j) consider and determine any other matter that the Members determine should be considered by the Management Committee, provided however that (for clarity) the Statement cannot be varied by the Management Committee and can only be varied by agreement in writing between the parties.

The Management Committee has the power to appoint persons to assist it in managing the Facility and performing its obligations under the Building Management Statement including:

- a) a Building Manager to assist in the day to day operations of the Facility; and
- b) a Facilities Manager to assist in the maintenance, repair and replacement of Shared Services; and contractors to assist with the operation and maintenance of the Shared Spaces, for example a cleaning contractor.

The Management Committee must prepare an itemised budget for each forthcoming Financial Year estimating how much money it will need for each Financial Year in advance to pay for the Shared Costs.

## 21. Utilities.

Electrical: The electrical system includes dedicated meters for:

The School: Ground Floor : Canteen, Administration, Level 1 to Level 3

The Community facility (Multi-Purpose Space 1A & 1B)

The Shared Use facilities (Communal Hall, Sports Court, Multi Purpose 2 and courtyard.)

The metering system will monitor and record energy usage in the Shared Use facilities based on the agreed access periods.

Hydraulic:

Water supply: The School ,Shared Use facilities and Community facilities will have separate metering.

The metering system will monitor and record water usage in the Shared Use facilities based on the agreed access periods.

Mechanical: The mechanical systems are dedicated for each of the 3 facilities (School, Community and Shared Use).

The metering system will monitor and record energy usage in the Shared Use facilities based on the agreed access periods

## 22. Monitor & Review

The School and CoS will continue to review the current operational arrangements as necessary. The Operational Plan should be reviewed at 6 month intervals for the first 2 years then annually.

Key Focus Area	Impact on objectives	Comments
Operational arrangements		

## Appendix 1 Operational Waste Management Plan

## Appendix 2 Pedestrian and Traffic Management Plan