



**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 3 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">• Provide details of the proposed school operations, including staff and student numbers, school hours of operation• and operational details of any proposed before/after school care services.• 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	Refer to Section 4 and 6 Section 9 Refer to Section 5. Refer to Section 8
Plans & Documents	<ul style="list-style-type: none">• Site plans and operations statement demonstrating the afterhours and community use strategy	Site plans BVN No Operations Statement: Section 8

Table 2.1 Extract of SEARs conditions for SSDA Ref 10381

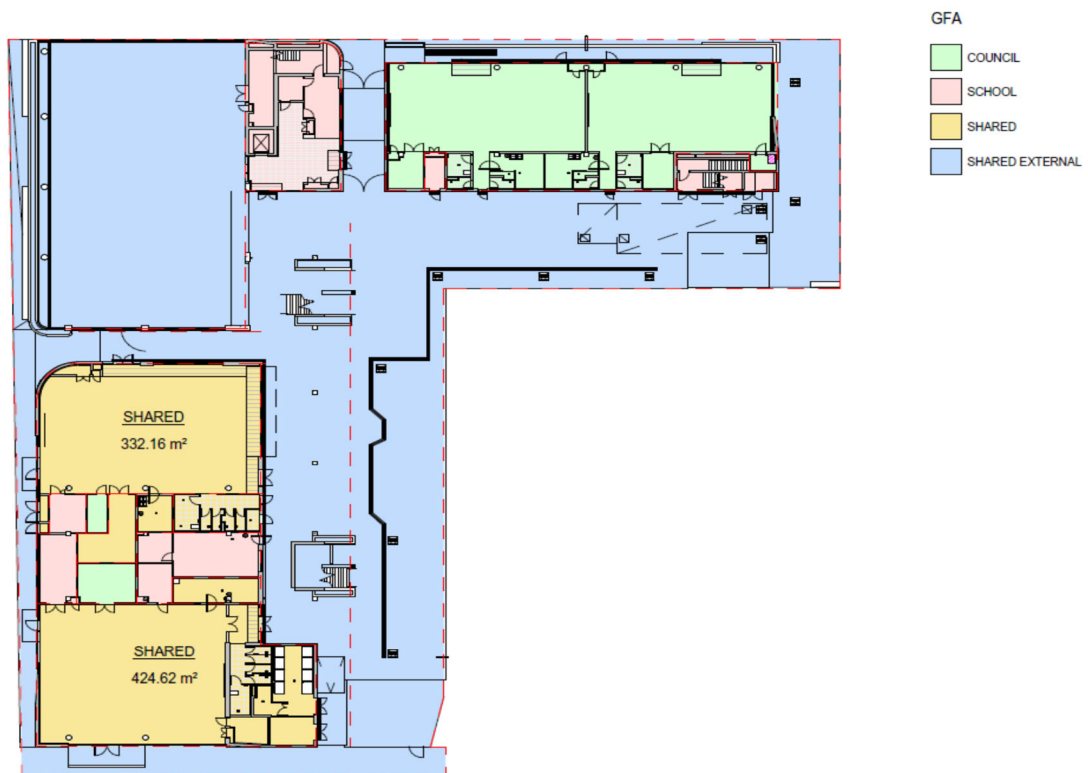
3. Facility Management

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 7:00am to 6:00pm on weekdays.

5.School - Hours of Operation and Daily Schedule

The School facility will be open at 6:30am and will close at 6:00pm Monday to Friday during school term (subject to approved hours through SSDA).

The OSHC will have access from 6:30am. OSHC will operate from 7:00am to 9:00am. Teacher supervision for students will commence at 8:30am.

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.

When the school initially opens, the school will commence with Kindergarten and Year 1, refer to Table 8.1 below. As the school reaches capacity (forecasted to be 6 years after opening), staggered pick up and drop off times will be considered

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 for 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.

Primary Contact: TBC

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

The Community facility (Multi-Purpose Spaces 1A and 1B) will be available for use from 7:00am to 10:30pm everyday excluding Christmas Day (subject to approved hours through SSDA). 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.

Primary Contact: TBC

7.School facility – Student numbers & Staffing

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

Year Group	No of teachers	Class size (students)
Kindergarten	4 Teachers	20
Year 1	4 Teachers	22
Year 2	4 Teachers	24
Year 3	3 Teachers	Up to 30
Year 4	3 Teachers	Up to 30
Year 5	3 Teachers	Up to 30
Year 6	3 Teachers	Up to 30
Other staff	12staff	
Totals	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 Spaces 1A and 1B and shared use of other facilities on ground level. The CoS spaces comprise:

- Multi-Purpose Spaces 1A and 1B;
- a community store serving the Multi-Purpose Space 2;
- community bicycle stands; and
- A community 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 school term	6:45am to 6:00pm weekdays school term	6:45am to 6:00pm weekdays school term	6:45am to 6:00pm weekdays school term
Vacation Care or Community, refer to the School Holidays section	6:30am to 6:00pm during school holidays	6:30am to 6:00pm during school holidays	6:30am to 6:00pm during school holidays	6:30am to 6:00pm during school holidays
Cleaning – School (weekdays during school term and if used for vacation care)	6:00pm-6:30pm	6:00pm-6:30pm	6:00pm-6:30pm	6:00pm-6:30pm
Community	6:30pm to 10:00pm weekdays school term	6:30pm to 10:00pm weekdays school term	6:30pm to 10:00pm weekdays school term	6:30pm to 10:00pm weekdays school term
	7:00am to 10:00pm weekends, public holidays	7:00am to 10:00pm weekends, public holidays	7:00am to 10:00pm weekends, public holidays	7:00am to 10:00pm weekends, public holidays
Cleaning - Community	10:00pm-11:00pm	10:00pm-11:00pm	10:00pm-11:00pm	10:00pm-11:00pm

Table 9.2 Shared Space access

Vacation Care or Community

School holiday use of the shared spaces is dependent on the arrangement agreed for vacation care and dependant on numbers of children to be accommodated in vacation care.

Use of the shared spaces will be provided to Vacation Care during school holidays between 6:30am to 6:00pm on weekdays. Vacation Care will have access for staff from 6:30am and commence operating from 7:00am. If Vacation Care attendance is low such that it allows community use of shared spaces during these times, community access would be provided as per the vacation care access options in Section 9.4.

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 80 seated at tables
- Multi-Purpose Space 1B – up to 80 seated at tables

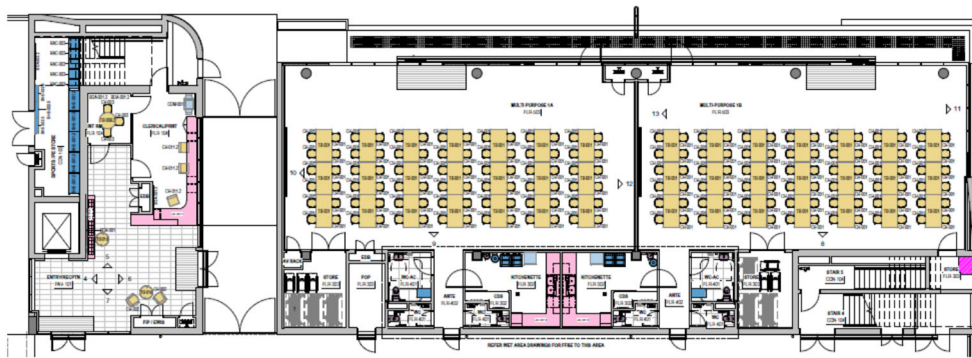


Figure 2 – Seating plan for Multi-Purpose Spaces 1A and 1B

Communal Hall & Multi-Purpose Space 2

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

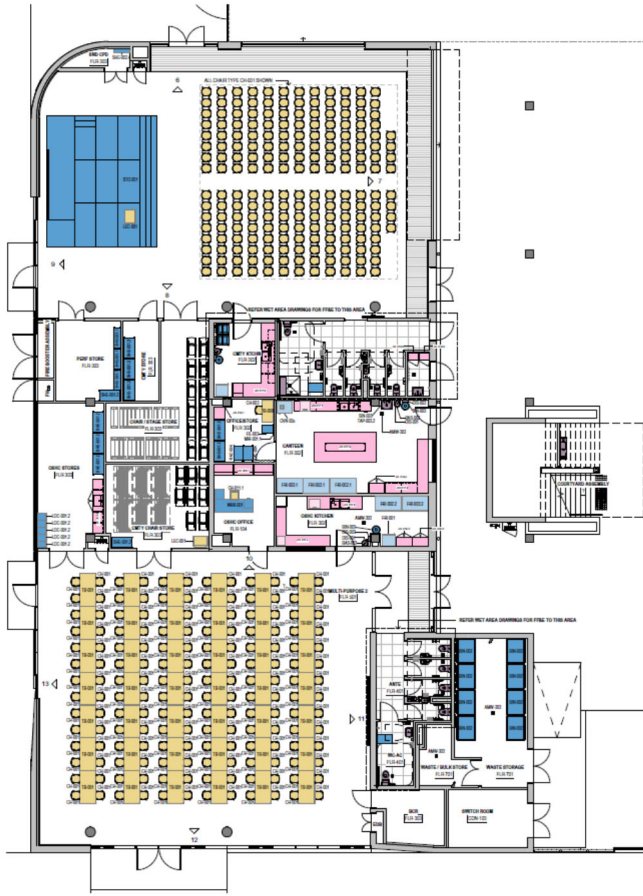


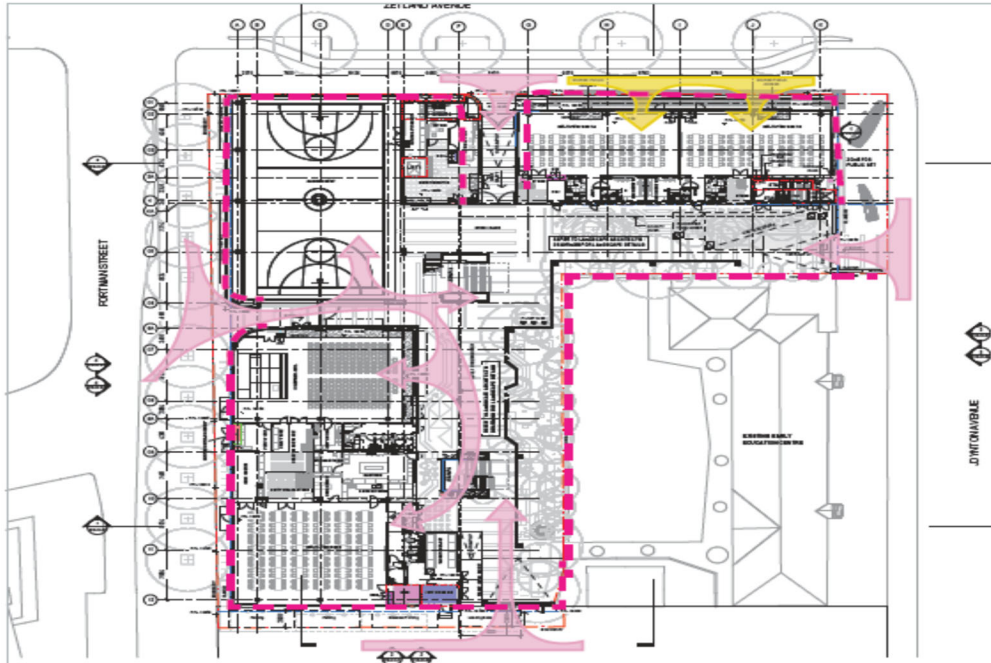
Figure 3 – Seating plan for Communal Hall and Multi-Purpose Space 2

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

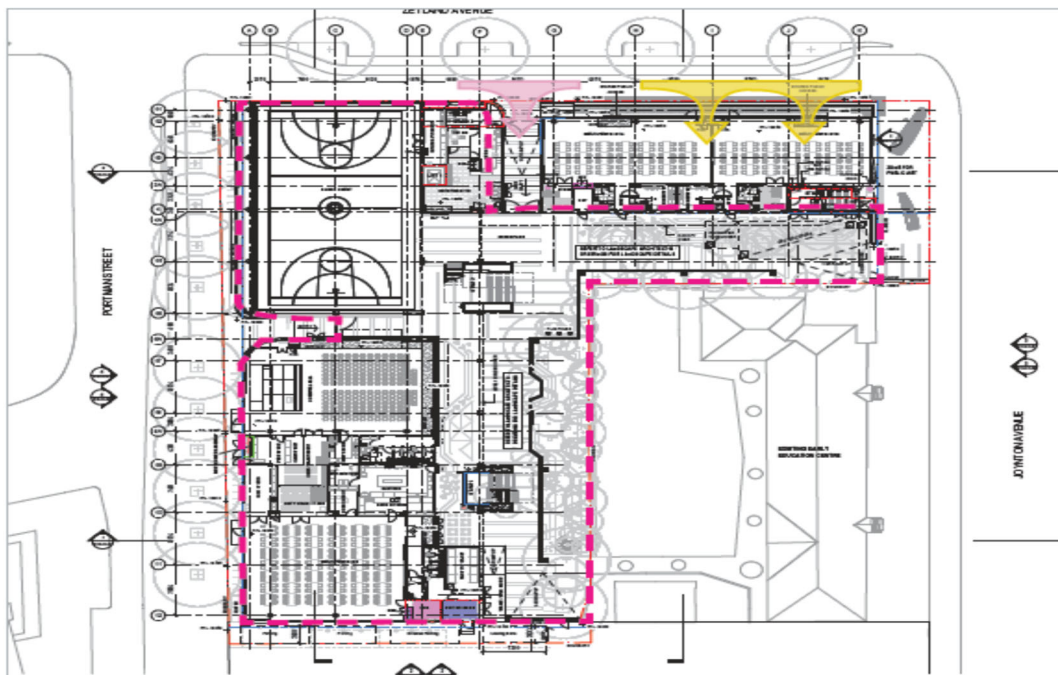
School Commencement

8:30am to 9:00am



School Time

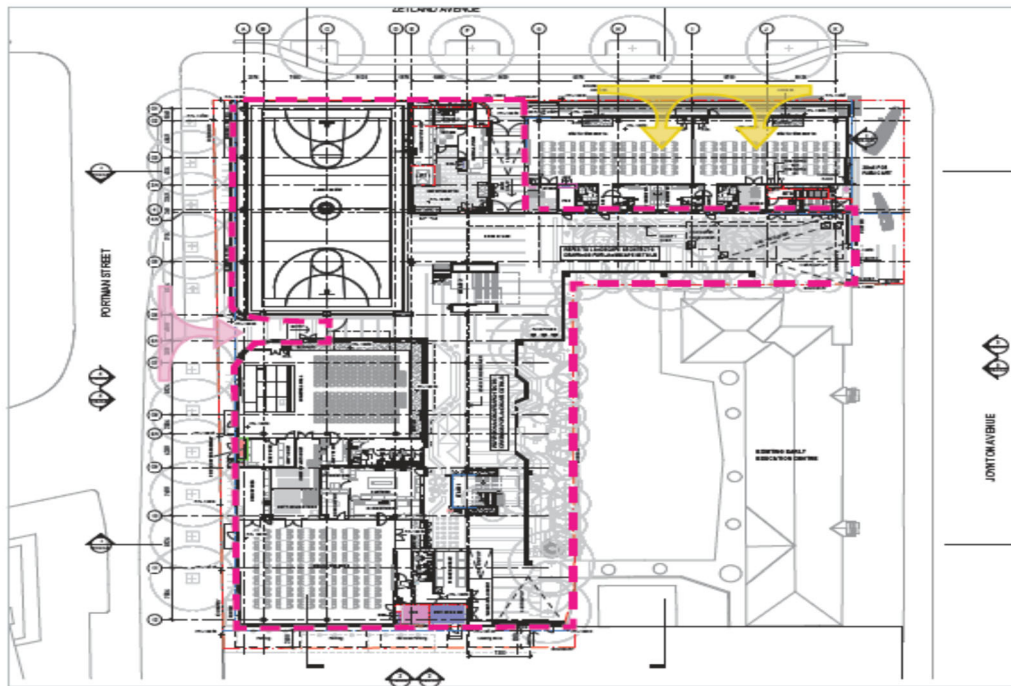
9am to 3pm School Days



OSHC Time

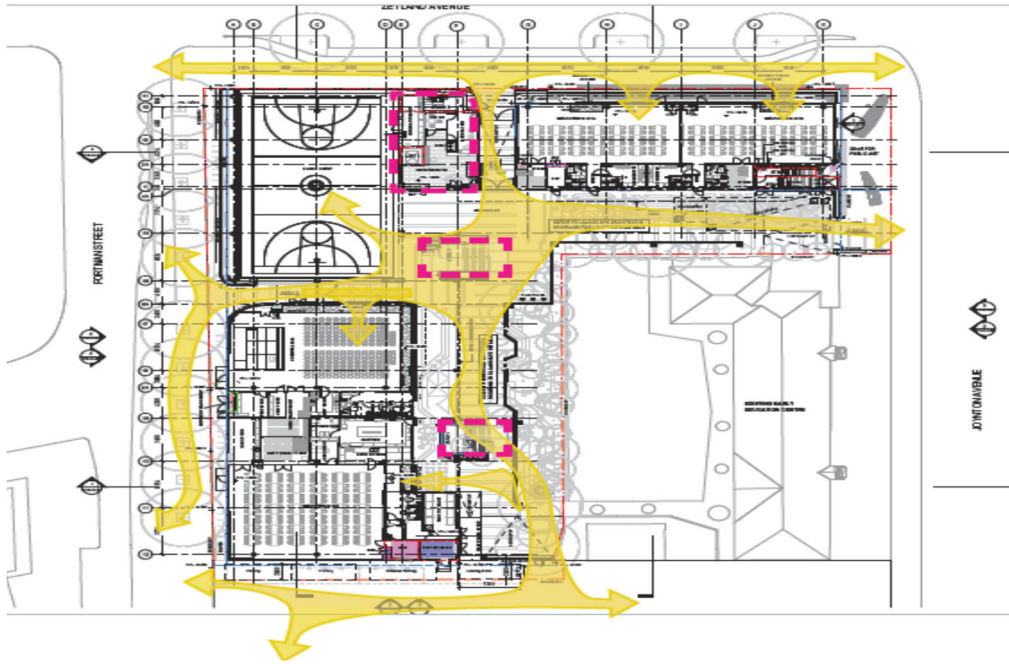
6:30am to 9:00am & 3:00pm to 6:00pm School Days

OSHC will aim to maximise community use of shared spaces in the same manner as Vacation Care, refer to the operating modes and Options under Vacation Care below.



Community Use

6:30pm to 10:30pm School Days, 7:00am to 10:30pm Weekends and Public Holidays

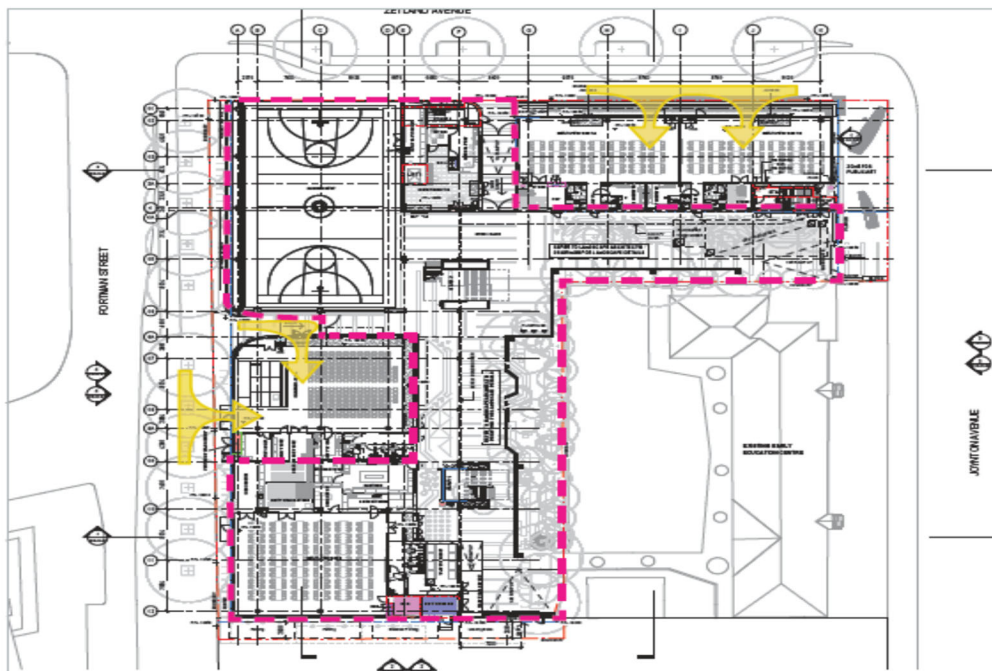


Vacation Care

7:00am to 6:00pm during School Holidays from Monday to Friday

Community has access to Communal Hall.

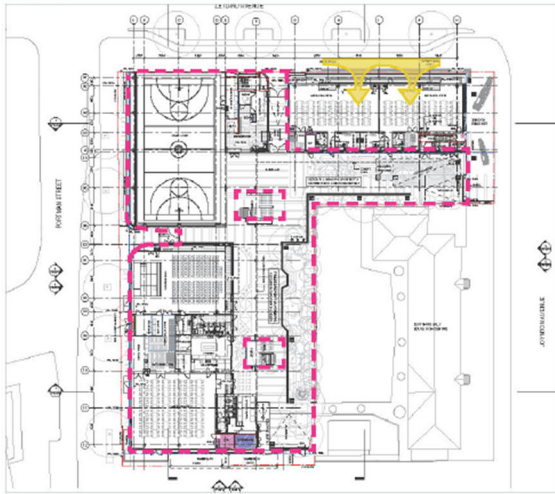
Note: Final vacation care options are to be determined by the Principal in consultation with the City of Sydney and the vacation care provider.



OPTION 1

FULL GROUND FLOOR AREA AVAILABLE FOR VACATION CARE.

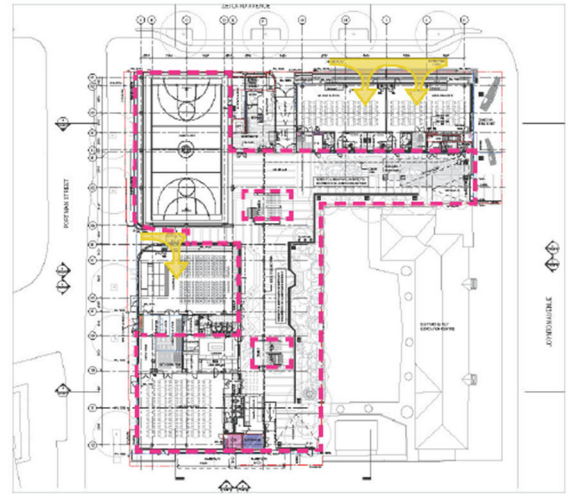
CAPACITY



Capacity internal @ 3.5m²per child - 188*
 Capacity External @ 7.25m²/child - 283
 Toilet Capacity - 200

OPTION 2

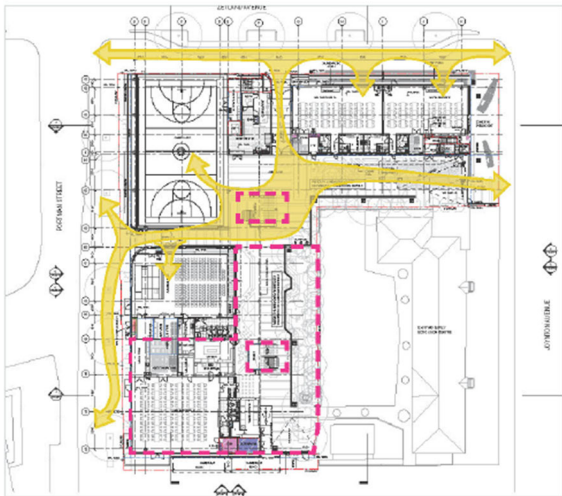
HALL TO BE USED BY COMMUNITY, REST OF AREA FOR VACATION CARE.



Capacity internal @ 3.5m²/child - 94*
 Capacity External @ 7.25m²/child - 283
 Toilet Capacity - 100

OPTION 3

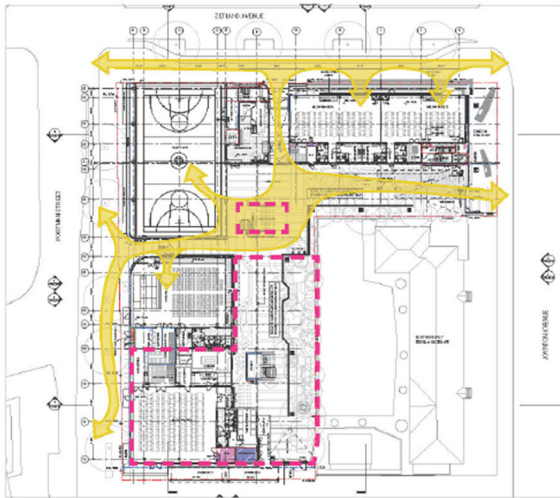
MPS2 AND SOUTHERN COURTYARD FOR VACATION CARE - REST FOR COMMUNITY USE. (THIS WOULD REQUIRE A TEMPORARY FENCE TO DIVIDE COURTYARD)



Capacity internal @ 3.5m²/child - 94
 Capacity External @ 7.25m²/child - 65*
 Toilet Capacity - 100

OPTION 5

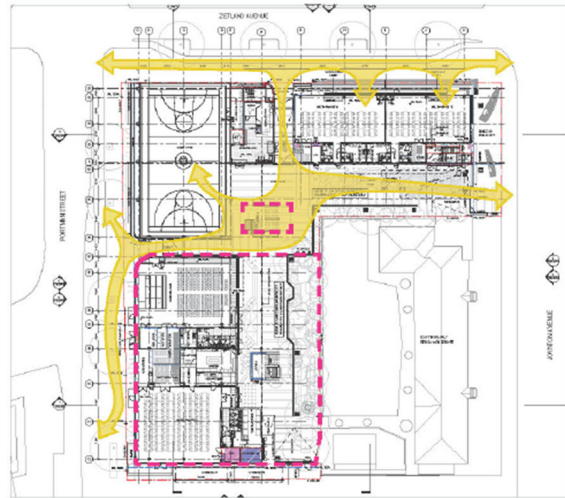
MPS2 SOUTHERN COURTYARD AND ROOFTOP FOR VACATION CARE – REST FOR COMMUNITY USE



Capacity internal @ 3.5m²per child - 94*
Capacity External @ 7.25m²/child - 343
Toilet Capacity - 240

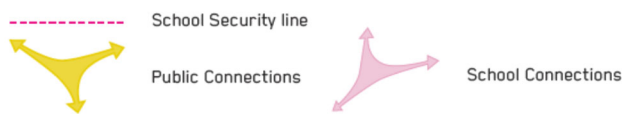
OPTION 6

MPS2 COMMUNAL HALL, SOUTHERN COURTYARD AND ROOFTOP FOR VACATION CARE – REST FOR COMMUNITY USE



Capacity internal @ 3.5m²per child - 188*
Capacity External @ 7.25m²/child - 343
Toilet Capacity - 240

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 entrances external to the ground level courtyard. 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 Street 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 3rd party use of these spaces during school hours.

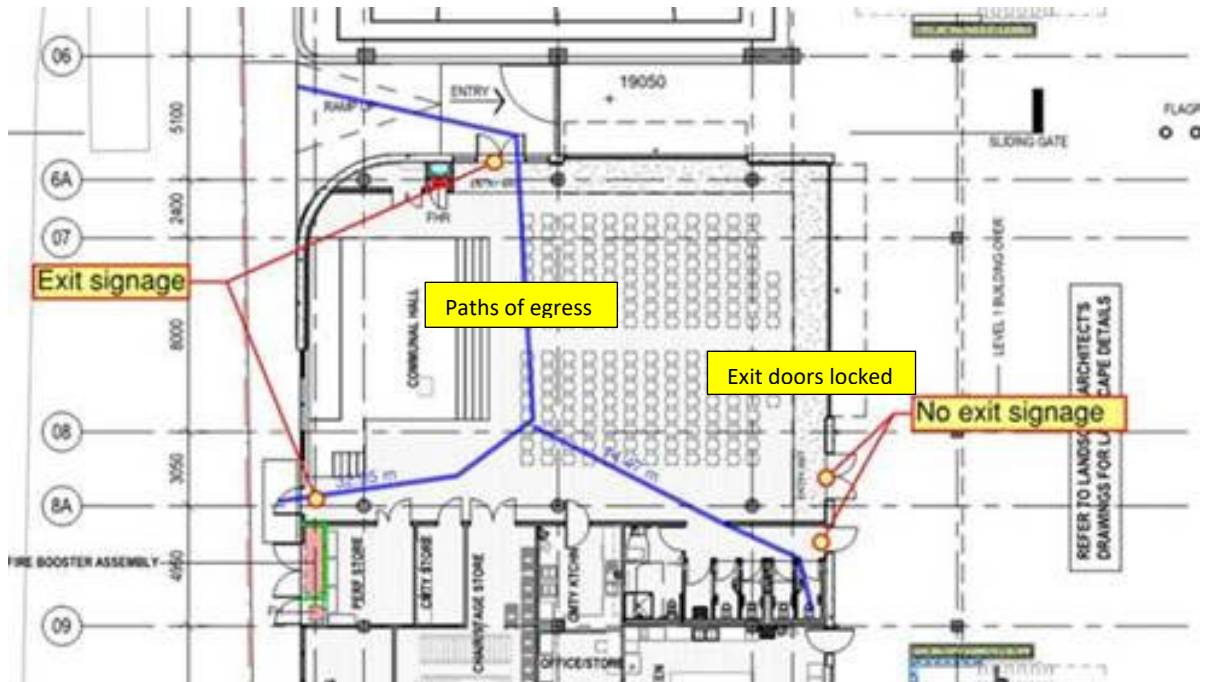


Figure 9. Stand-alone mode for use of Communal Hall

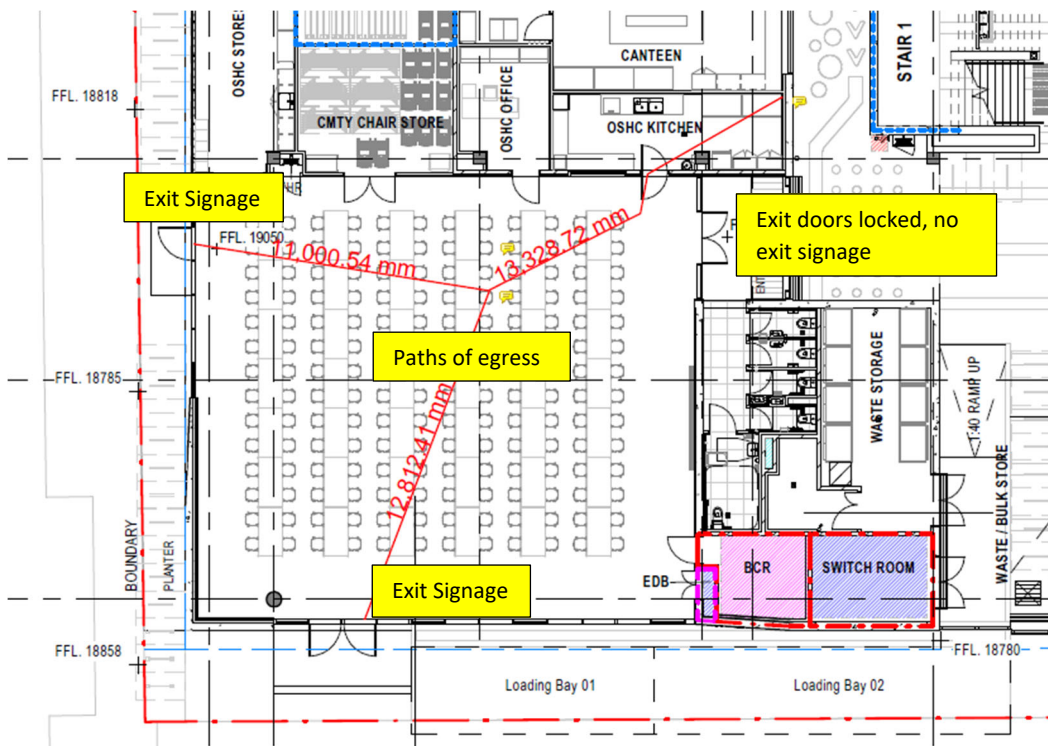


Figure 10. Stand alone mode for use of Multi-Purpose Space 2

10. Outside School Hours Care (OSHC)

The operation of the OSHC will be based from Multi-Purpose Space 2 which incorporates the OSHC office, kitchen and store. In combination with the courtyard area, Communal Hall (when required

based on numbers to be accommodated) and Sports Court the facility will cater for the nominated capacity of 100 students and up to 200 students.

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

In the event that a parent has not picked up their child from OSHC by 6:00pm, arrangements will be made to move to a school exclusive area, such as the school reception, for pickup after 6:00pm.

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

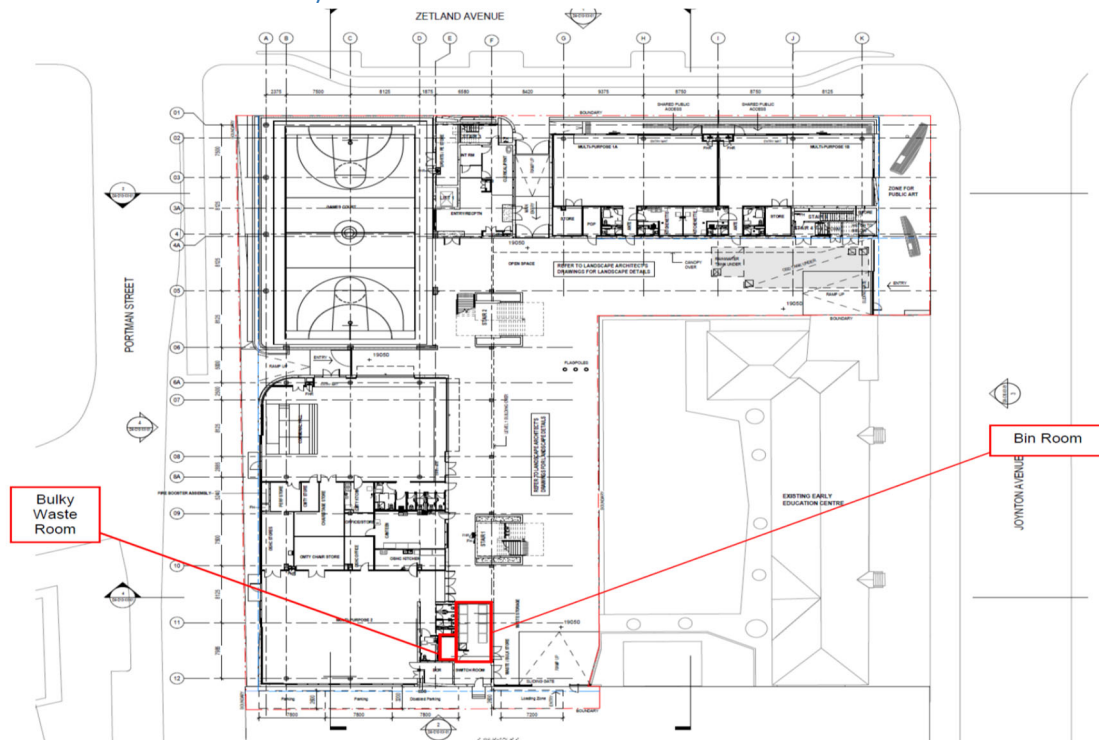
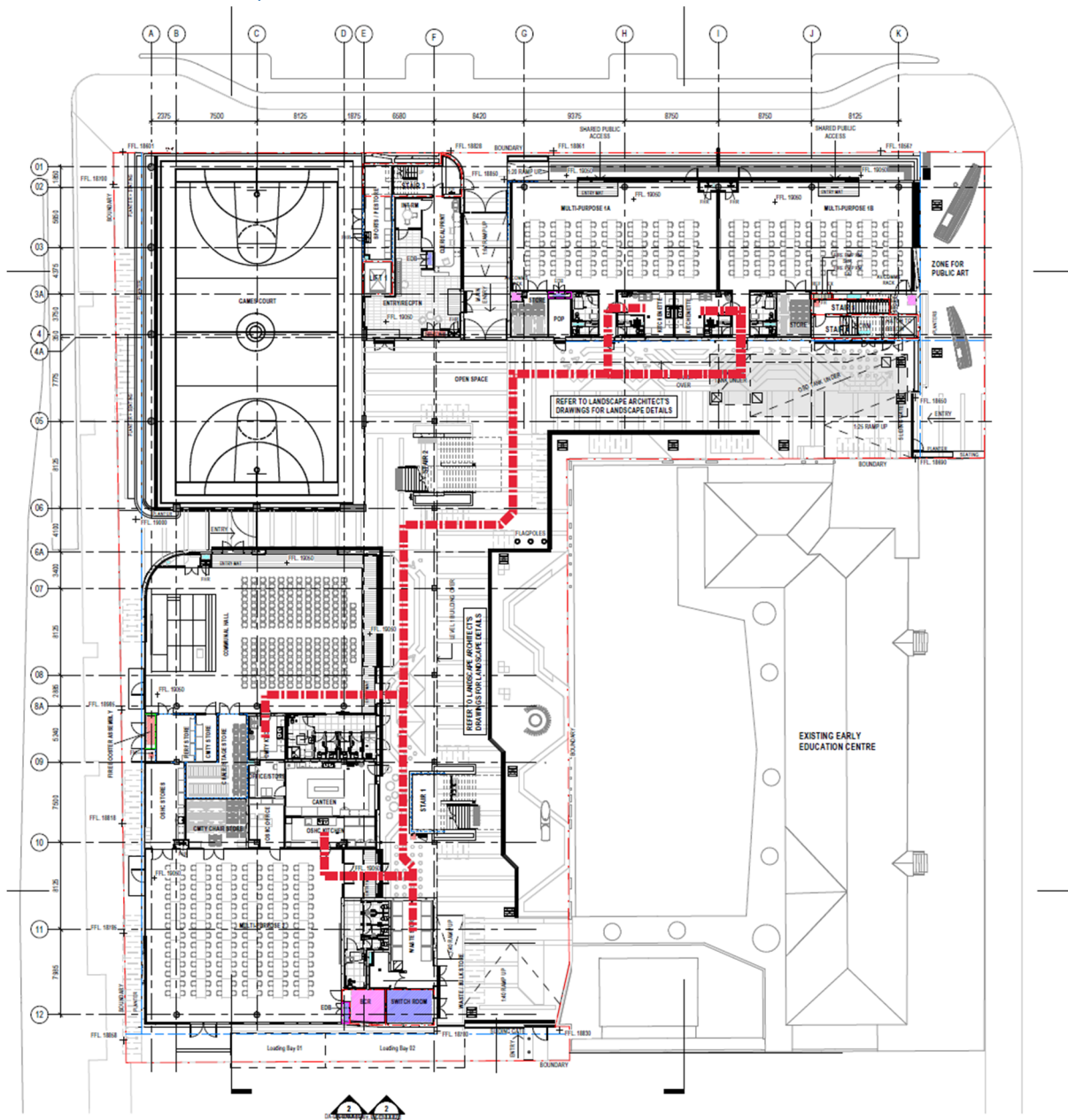


Figure 11- Bin Room and Bulky Waste Room location

12.2 Bin movement paths



Note there is no access for bin movements from Multipurpose 1A and 1B during school and OSCH hours

Figure 12 – Bin movement paths

12.3 Estimated Waste and recycle volumes

Table 12.3 below provides estimates of anticipated waste stream volumes from the school, community and Shared Spaces and bin size and collection frequency. The collection of waste will be through the DoE appointed waste contractor. Shared costs for waste collection are to be determined by the Building Management Committee.

# Students		Garbage Generation Rate (L/students/day)	Generated Garbage (L/school week)	Recycling Generation Rate (L/student/day)	Generated Recycling (L/school week)
600		0.75	2250	1.04	3120
Type	GFA (m2)	Garbage Generation Rate (L/100m2/day)	Generated Garbage (L/week)	Recycling Generation Rate (L/100m2/day)	Generated Recycling (L/week)
Community Hall	373.09	65	1697.56	50	1305.82
Canteen, CMTY and OSHC Kitchen	43.25	200	605.5	500	1513.75
Shared Community Space	741.45	65	3373.60	50	2595.08
TOTAL			7926.66		8534.64
Collections & Equipment - By Day		Garbage Bin Size (L)	1100	Recycling Bin Size (L)	1100
		Garbage Bins per Day	1.03	Recycling Bins per Day	1.11
		Garbage Bins for 3 days (three times weekly collections)	4	Recycling for 3 days (three times weekly collections)	4

*Note the above “Shared Community Space” includes City standalone spaces Multipurpose 1A and 1B.

Table 12.3 Estimated waste and recycle volumes

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, community hirers, and cleaners, will be the only personnel accessing the waste room.

The CoS will provide community hirers access to the waste room to dispose of their waste and recycling.

Waste collection vehicles may 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.

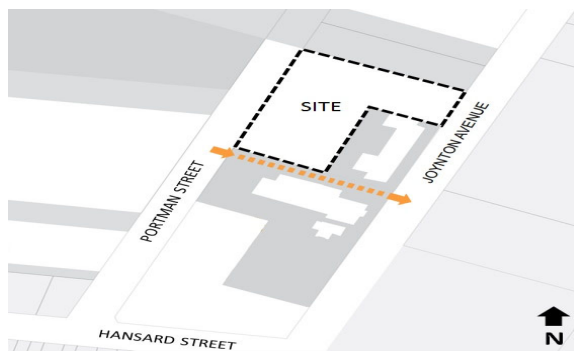


Figure 13 - Waste Collection access lane

Waste collections must be outside Waranara and school drop off/pick up times. For bulky goods waste, the general assistant for the school would contact the waste contractor for collection as needed. Bins to be put out adjacent to the southern entry gates for collection and brought back into waste room in the mornings by the cleaners. The bin collection service would move the bins back in to the store after collection (if not, this would be the responsibility of the cleaners).

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.

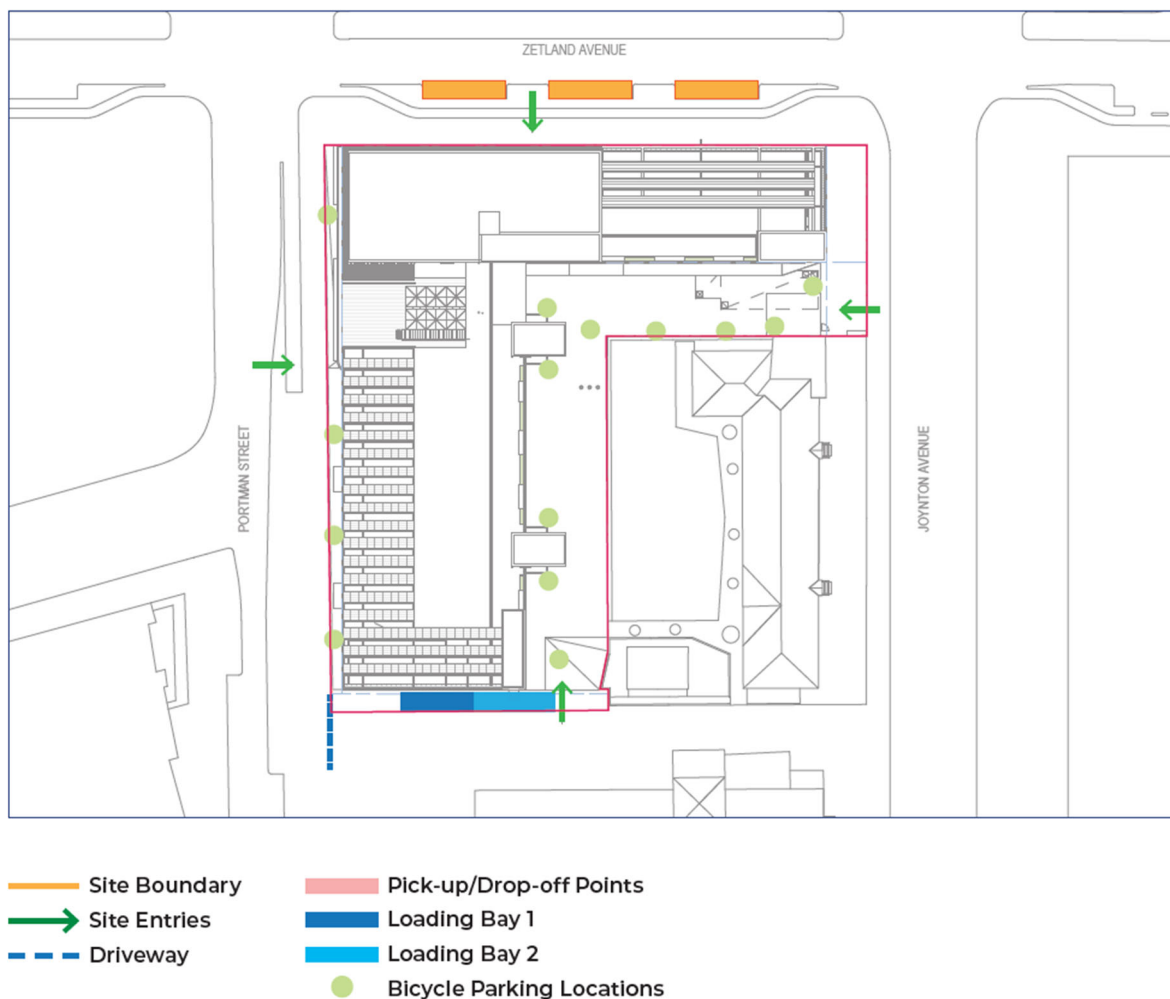


Figure 14 – Pedestrian and vehicular access

13.1 Service vehicles traffic hours, delivery and access.

Service vehicles will access the facility before and after school hours, where possible.

Hours to be avoided are drop off/pickup times for the school and Waranara Early Education Centre. These hours are 8:30-9:00am and 2:30-4:00pm for the school and 7:00am-9:00am and 4:00pm-6:30pm for the childcare centre.

Deliveries for the school exclusive areas will be directed to the shared driveway off Portman Street where school staff will be responsible for accepting deliveries.

Deliveries for community exclusive areas will be managed via the shared driveway off Portman Street or through the entrance off Zetland Avenue where council staff will be responsible for accepting deliveries. During school hours these deliveries will need to be transported around the external perimeter of the building as the courtyard will be in use by the school.

Deliveries to shared areas are to be coordinated according to who the delivery is for and during their time allocation for use.

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 there will be no dedicated on-site car parking. A loading zone in the shared driveway will be designed to allow for offloading/pick up and waste pick up. This shared driveway has restricted access to support its use as a shared environment and may be controlled by physical bollards to prevent unauthorised entry.

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, the loading zone is designed to address pedestrian safety. The loading zone is designed for all vehicles to move in a forward direction only to enter and exit the site. The Principal will monitor the use of the loading bay by school related vehicles during school hours.

13.4 Bicycle parking spaces

The development will provide 180 bicycle parking spaces for use by the school and community. There are 92 bicycle parking spaces within the secure ground floor area and 88 bicycle parking spaces on the external footpath area.

14. Access, Security, and Signage

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.

OSHC 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

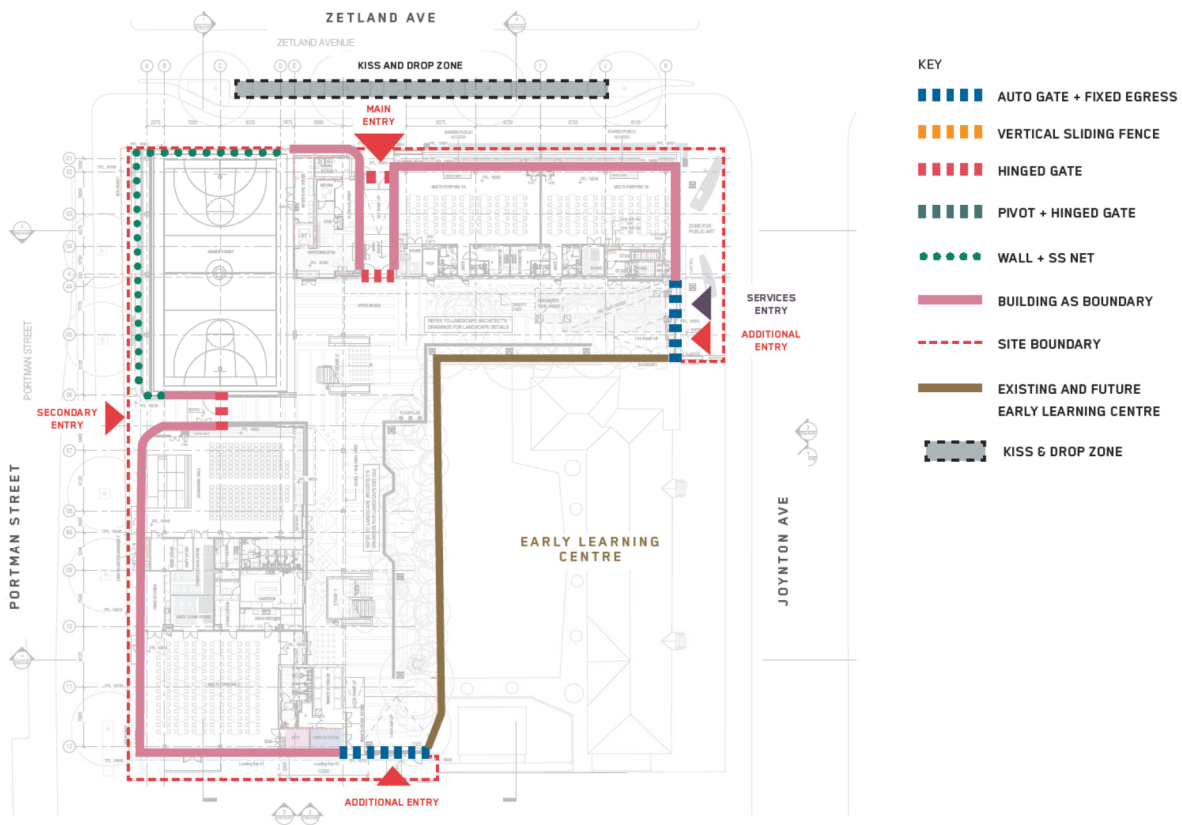


Figure 15 – Building entry and secure line

Access for cleaners and maintenance staff will be provided with an access fob or access code as required.

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.

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 10:00pm the courtyard will be checked to ensure it is empty and all the gates will be closed by the CoS Manager.

At 7:00am on weekends all gates will be opened by the CoS Manager.

Security Monitoring, Alarms, & Call Out

The security systems will be monitored by DoE with zones. Access to the security monitoring system will be provided to CoS security. CoS security will be able to issue access codes to community hirers.

Alarms for the building will be silent rather than audible screamers to prevent disruption to neighbours.

Security call outs will be carried out by DoE security who will notify CoS, if necessary. DoE security will notify CoS if repairs are needed due to break in.

Community hirers will call CoS security team for access issues on site first, then CoS security team to contact DoE security team if needed.

14.3 School Signage

The proposed school LED screen on the northern façade of the building will operate from 6:00am to 10:00pm daily.

15. Cleaning

Each party will be responsible for the cleaning of their own dedicated areas, however the parties may agree to utilise the same cleaning contractor for the development.

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 1 hour from 10:00pm 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.

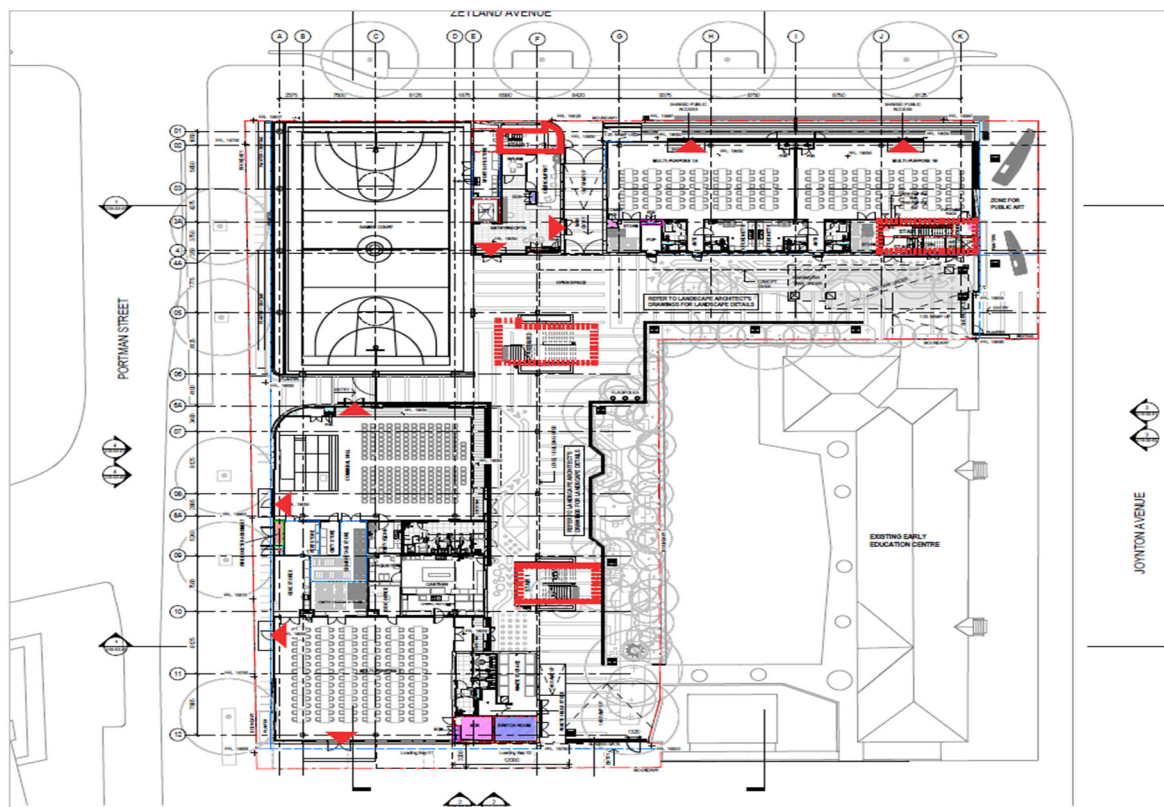
16. Emergency Procedures

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

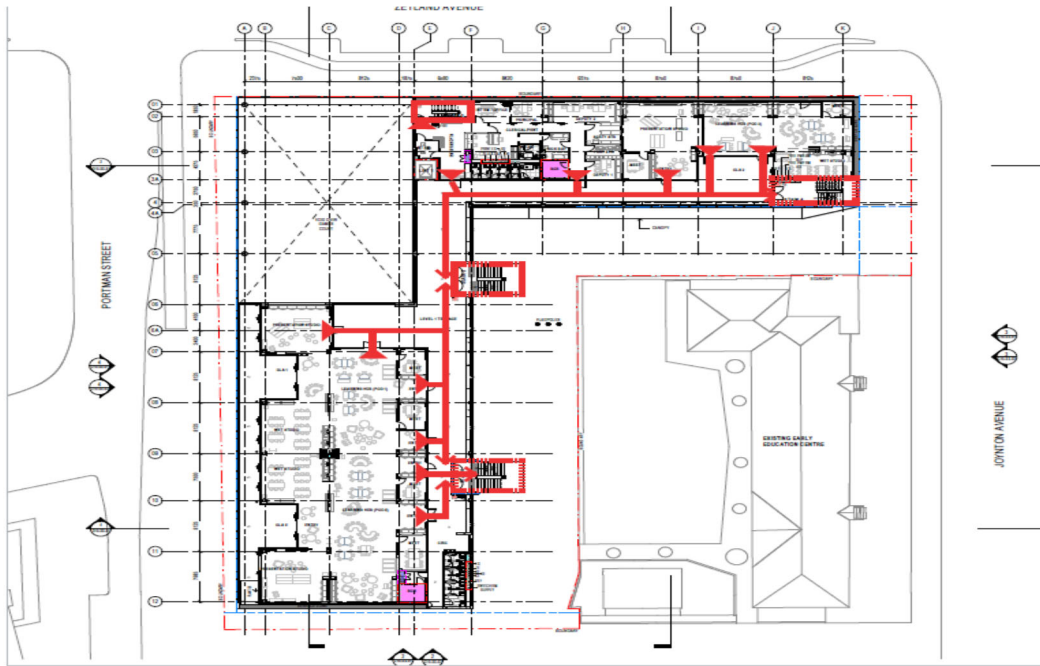
The Building Management Committee will have the responsibility to develop and maintain site evacuation plans for all facilities, establish required emergency planning committee and the Emergency Control Organisation.

Emergency procedures will include:

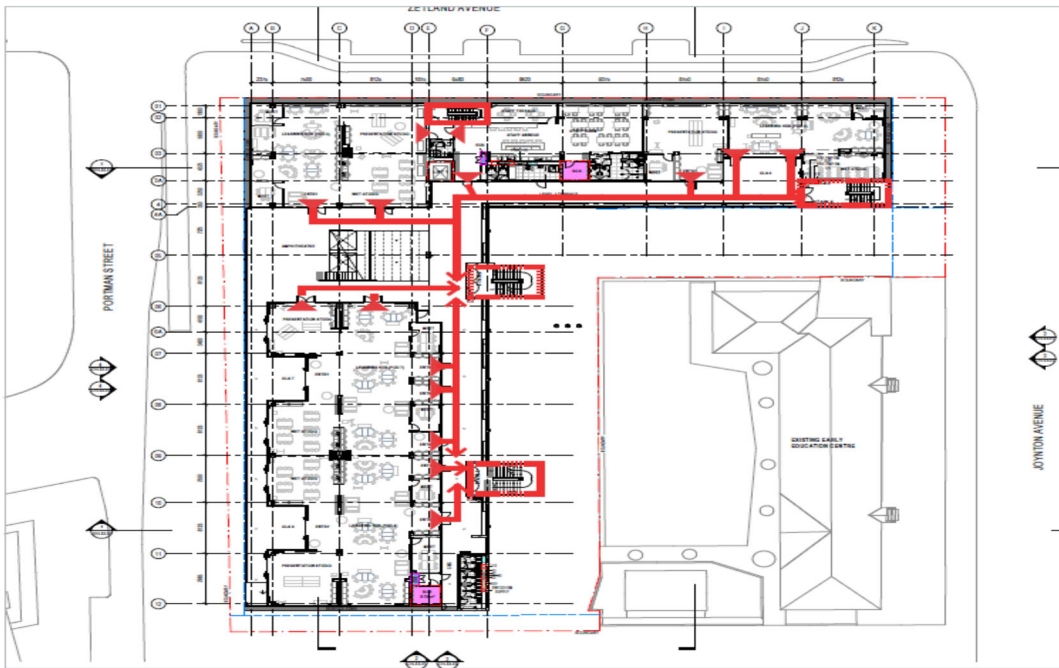
1. Use of Bells and sirens;
2. EWIS/ Announcements (including notifications between School and community spaces and Waranara childcare as required);
3. Responsibilities of staff;
4. Assembly area; and
5. Wardens, Chief Warden and Floor Wardens roles
6. Drawing of Evacuation routes and exit points (per figures below)



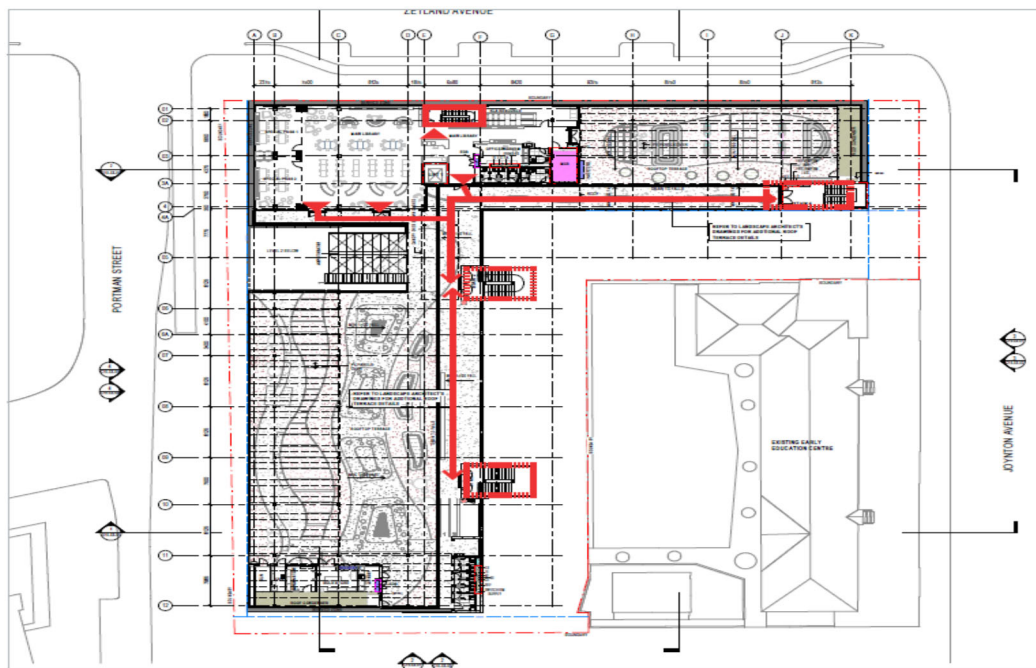
GROUND



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/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.

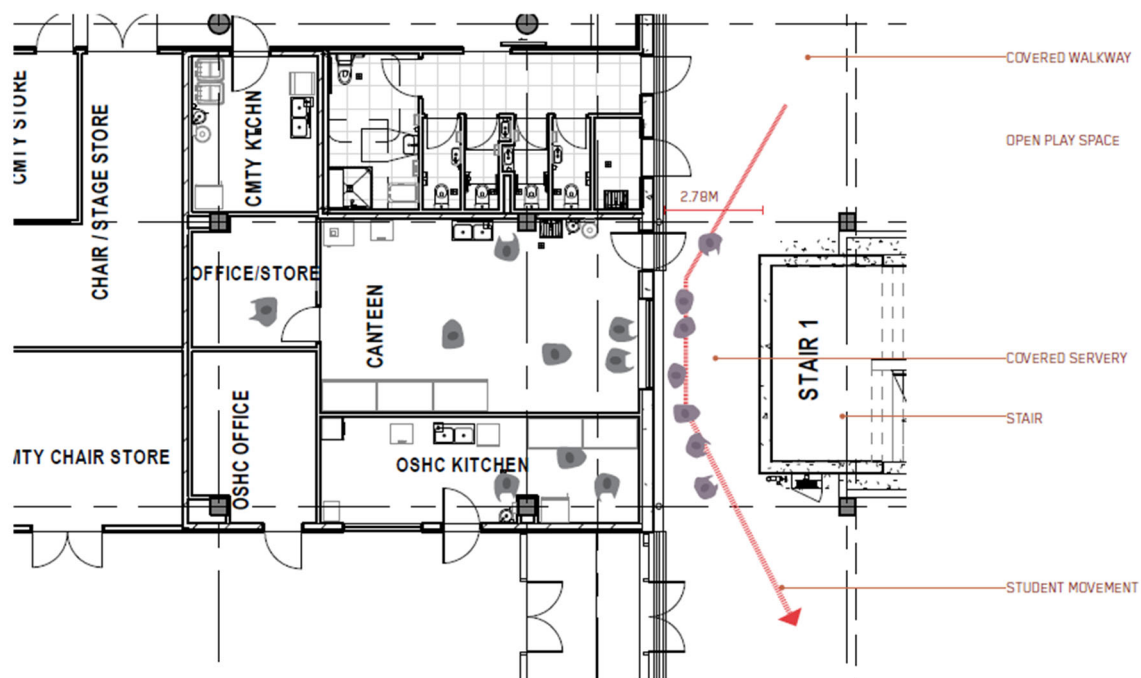
Table 17.1 Healthy School Canteen Strategy

17.2 Main Canteen

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

The service may be provided by the school, P&C or an external service provider.

The canteen queueing area is indicated on the figure below. The canteen will only be utilised by the school during recess and lunch periods. It will not be utilised during times when the north south corridor is open to the public. The students will queue from the north and move parallel with the canteen servery. The DoE will put any necessary management procedures in place to ensure efficient circulation of students.



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 6:30am to -9:00am and 3:00pm to 6:00pm on schooldays and 6:30am to 6:00pm during vacation care periods.

It will be available to the community from 6:30pm to 10:00pm on school/vacation care days, 7:00am to 10:30pm on weekends and public holidays.

17.4 Communal Hall Kitchenette

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

17.5 Multi-Purpose Spaces 1A and 1B Kitchenette

These kitchenettes 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. This plan will further describe how each party will have visibility on bookings and the types of approved bookings.

The School has an allowance for 5 major events during each calendar year. The School will be able to book the Shared Spaces for the 5 events at no cost to DoE. The bookings must be made by DoE in December of the year prior to the booking.

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 Spaces 1A and 1B 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:

This section is to be updated as information becomes available.

- 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 Park 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 1A and 1B spaces.

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 Spaces 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.

Waranara Early Education Centre Utility Meters: Access to the WEEC utility meters is via the shared courtyard. Waranara is to contact the school administration to coordinate a suitable time to read the meters.

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