

OPERATIONAL MANAGEMENT PLAN – December 2021

Overview

Blue Gum Community School is the site of a preschool and a new non-government primary school in NSW. The school will cater for pre-school aged children (3-5 years) and primary school children (6 -12 years). In planning terms, it is statutorily defined as part 'centre-based child care centre' and part 'educational establishment'.

The two components of the community school comprise:

- 32 place pre-school (3-5 year olds), and
- 48 place primary school (6-12 year olds).

Operational Management Plan (OMP)

This OMP (which also incorporates the Preschool Operational Plan on the final pages) provides an outline of the measures and arrangements in place to ensure Blue Gum Community Preschool and School (NSW) meet the operational requirements as set out in the DA Consent Conditions for SSD 10444.

As directed by Condition F12 in the Consent Conditions,

The OMP will be reviewed every year after commencement of operation and will be update with additional mitigation and management measures to respond to complaints received. A copy of the reviewed and updated OMP must be submitted to the Planning Secretary and Council for the first three years of operation.

Condition E15, which guides the structure of the OMP, is set out in the Conditions of Consent, as follows:

Operational Management Plan

E15. *Prior to the commencement of operation, the Applicant must prepare an Operational Management Plan (OMP) for the school and submit it to the Certifier for approval. The plan must include:*

- (a) measures to ensure all wayfinding signage, security measures (i.e. access control), and landscaping are managed to maintain their effectiveness;*

- (b) *measures to manage the operation and use of the development;*
- (c) *the operating hours of the school, the Out-of-hours Care (OOSH) and the pre-school;*
- (d) *measures to manage the use and access to outdoor play areas, including any staggered play times for the years and age groups with details of the programme of use in accordance with the recommendations in the Acoustic Assessment report, Proposed Community School, 1 Rosemead Road Hornsby NSW, dated 6 May 2020 and the addendum dated 6 November 2020, prepared by NG Child & Associates;*
- (e) *details and the times when any private waste collection vehicles would access the site so that there is no conflict with the peak drop-off/ pick-up times for the pre-school (both AM and PM);*
- (f) *include an evacuation and Emergency Management Plan complying with Regulations 97 and 168 of the Education and Care Services National Regulations;*
- (g) *arrangements for the management of staff and students that includes measures to minimise noise impacts on any sensitive residential receivers to comply with the recommendations of Acoustic Assessment report, Proposed Community School, 1 Rosemead Road Hornsby NSW, dated 6 May 2020 and the addendum dated 6 November 2020, prepared by NG Child & Associates;*
- (h) *incorporate the recommendations of section 6.3.10 (Noise Management Plan) of the Acoustic Assessment report, Proposed Community School, 1 Rosemead Road Hornsby NSW, dated 6 May 2020 and the addendum dated 6 November 2020, prepared by NG Child & Associates in the OMP;*
- (i) *include details to demonstrate that no amplified music would be played in the external areas;*
- (j) *include details of any propose community use of the site;*
- (k) *include a copy of the Bushfire Emergency Management and Evacuation Plan required by condition E23;*
- (l) *include a complaints management procedure to provide for the registration of, and response to, complaints; and*
- (m) *procedures for the annual monitoring and review of the OMP.*

Pre-school Operational Plan

Prior to the commencement of operation of the pre-school, an operational plan for the use of the pre-school must be submitted to the Certifier for approval and a copy submitted to the Planning Secretary for information. The operational plan must include:

- (a) details confirming that the operation of the premises would be between 8am – 6pm, Monday to Friday;
- (b) outdoor play times for the pre-school children are restricted between 9:30am and 5:45pm; a playtime programme with specific reference to management measures during the use of the outdoor play space that would be integrated with the outdoor play space of the school; and
- (c) supervision and control mechanisms to ensure that noise generated during the outdoor play times is reduced as recommended in Acoustic Assessment report, Proposed Community School, 1 Rosemead Road Hornsby NSW, dated 6 May 2020 and the addendum dated 6 November 2020, prepared by NG Child & Associates; and
- (d) access control measures for the pre-school children and separation from the school use.

OPERATIONAL MANAGEMENT PLAN

The overall approach

Condition E15 (b)

Measures to manage the operation and use of the development

Blue Gum Community School (NSW) and Blue Gum Community Preschool (NSW) will both operate out of the educational premises at 1 Rosemead Road, Hornsby. The first day of operations is scheduled for 31 January 2022.

It is the responsibility of the Principal of the School to ensure that the plans set out in this document are adhered to and that the plan itself is reviewed annually to ensure the measures and strategies remain both relevant and responsive to the community of and around the school.

Operating Hours

Condition E15 (c)

The operating hours of the school, the Out-of-hours Care (OOSH) and the pre-school

The **Preschool** will be open 8am – 6pm, Monday to Friday, with two (2) enrolment options:

- 9:00am to 3:00pm (SHORT DAY) or
- 8am to 6pm (FULL DAY).

The **Primary School** will be open from 8:30am to 3:20pm with an after school program (OOSH) provided on site from 3–6pm, during term times. **The formal school day is held between 9:00am and 3:00pm.**

A school holiday program (OOSH) will also be provided to enrolled primary students, on an opt-in basis, during term breaks (all holidays except 3-weeks at Christmas/New Year each year and public holidays).

Wayfinding, Security & Landscaping

Condition E15 (a)

Measures to ensure all wayfinding signage, security measures (i.e. access control), and landscaping are managed to maintain their effectiveness

Wayfinding signage, security gates, pathways and access measures will be kept in good condition and properly maintained throughout the operation of the school to ensure safe access and use of the building and the outdoor spaces.

A Landscape Management Plan, which satisfies Condition E34, was developed to guide the school in its ongoing monitoring and maintenance of the landscaping at the site. This includes measures to ensure the revegetation is a successful project and that the gardens and trees around the school are well cared for in the many years to come.

For more info: BGCS Landscape Management Plan (Condition E34)

Managing Noise

Condition E15 (d, g, h, i)

- *Arrangements for the management of staff and students that includes measures to minimise noise impacts on any sensitive residential receivers to comply with the recommendations of Acoustic Assessment report, Proposed Community School, 1 Rosemead Road Hornsby NSW, dated 6 May 2020 and the addendum dated 6 November 2020, prepared by NG Child & Associates;*

- Measures to manage the use and access to outdoor play areas, including any staggered play times for the year and age groups with details of the programme of use in accordance with the recommendations in the Acoustic Assessment report, Proposed Community School, 1 Rosemead Road Hornsby NSW, dated 6 May 2020 and the addendum dated 6 November 2020, prepared by NG Child & Associates;
- Incorporate the recommendations of section 6.3.10 (Noise Management Plan) of the Acoustic Assessment report, Proposed Community School, 1 Rosemead Road Hornsby NSW, dated 6 May 2020 and the addendum dated 6 November 2020, prepared by NG Child & Associates in the OMP;
- Include details to demonstrate that no amplified music would be played in the external areas;

BLUE GUM NOISE MANAGEMENT PLAN

1. Managing Noise Outdoors

i. The Outdoor Program

The Outdoor Program is guided by Table 6.7 'Indicative Involvement in Outdoor Play and Activities', as set out in the 'Acoustic Assessment report, Proposed Community School, 1 Rosemead Road Hornsby NSW', dated 6 May 2020. The outdoor play and activity areas are situated to the rear or south-eastern side of the school.

Table 6.7 – Indicative Involvement in Outdoor Play & Activities by Age Group

Time Range	Age Groups in Outdoor Areas
9:30 - 10:30 am	Preschool outdoor play time (16 - 32 children)
10:40 - 11:00 am	Primary morning tea and outdoor play (maximum 48 children)
11:15 - 11:45 am	Preschool outdoor (16 - 32 children)
11:45 -12:15 pm	Preschool lunch outside (32 children)
12:30 - 1:30 pm	Lunch time for primary (maximum 48 children)
2:15- 2:45 pm	Afternoon outdoor play Preschool (16 - 32 children)
4:00 - 5:45 pm	Use of outdoor space for those children (mix Preschool and Primary) attending after school care - approximately 1 hour of this two hour window would be spent outside

ii. Highly trained and experienced staff

High quality staffing is a strong preventative measure in place at Blue Gum that will ensure suitable noise management measures are enacted daily at the school, especially in the outdoor area. At all times, children are encouraged to communicate respectfully with

others as they take part in thoughtful and respectful play and learning experiences, in and out of doors.

Blue Gum Staff are not permitted to raise their voice loudly towards children (except in the case of an emergency). Our high ratio of teachers to children (1:8 in the preschool; 1:12 in Primary) supports children's engagement and wellbeing each day, leading to focussed and pleasant interactions. The active involvement of staff alongside children in outdoor spaces demands active supervision and constant scanning of children's activities outdoors.

To ensure staff do not need to raise their voices loudly to gather children in outdoor spaces, the use of a small chime, or non-amplified instrument, will be used to gather the attention of the children. Another procedure for minimising the need for teachers to raise their voices, is for them to instead move into the proximity of children to pass on instructions, and not call out from a distance.

The Blue Gum Staff Manual, which includes the Staff Code of Conduct, is reviewed by all new and casual staff, prior to them working at the school. The Manual includes information about appropriate levels of noise allowable at Blue Gum and highlights the importance of teachers not raising their voices loudly towards children.

iii. Management and use of space

The Outdoor spaces at Blue Gum Community School are very generous and allow for children to spread out in large open areas, naturally dispersing noise in an expansive natural environment. The size of the space will also allow for flexibility in the planning of activities to ensure activity is never concentrated in only one zone of the playground.

Fencing around the play areas have been designed in accordance with the recommendations set out in the *Acoustic Assessment report, Proposed Community School, 1 Rosemead Road Hornsby NSW, dated 6 May 2020 and the addendum dated 6 November 2020, prepared by NG Child & Associates.*

As suggested in 6.3.10 of the Acoustic Assessment Report, different outdoor programs will be in place at different times of the year to take into account seasonal variations in light outdoors and also to ensure the program is designed with recognition of the sensitivity of different noise receivers.

iv. Types of Outdoor play and activity

Typical activities in a Blue Gum outdoor play area include: gardening, painting, digging in the sandpit, partaking in imaginary games, running games with small groups of children, looking for creepy crawlies, puzzles at low tables, balancing or doing other gross motor activities set up by teachers.

Whole class games or times playing in larger groups will be encouraged in the central area of the outdoor spaces, which are set well away from neighbouring properties.

2. Parents as Partners in Noise Management

Partnering with parents to minimise noise will be in place from the beginning of operations. Parents will be discouraged from chatting in the carpark area and 'milling around' after or before pick up. If parents want to chat, they will be encouraged to gather in the outdoor amphitheatre paved area to the rear of the school, which is set close to the school building and well set back from neighbouring properties.

In communications with families at the start of each year, a reminder about the importance of the noise reduction strategies will be shared. It will include specific information about avoiding chatting nearby to neighbouring fence lines and information about respectful driver behaviour to reduce unnecessary additional noise on the site. This reminder will include a specific instruction that using horns or calling out of vehicles is to be avoided, except in the case of an emergency.

The staggered approach to drop off and pick up is also intended to minimise disruption to neighbouring properties by dispersing the noise associated with arrivals and departures over a longer period of time.

3. Working with the Community

All neighbouring properties have been provided the phone and email details needed to contact the School Office or School Principal with any concerns. Adjacent neighbours will be notified in advance, by email or letter box drop, of any significant events that may lead to more noise generation than normal.

4. Adhering to Operational Noise Limits

Short Term Noise Monitoring Program + Attenuation Measures

Condition F14

The Applicant must ensure that noise generated by operation of the development does not exceed the noise limits in "the Acoustic Assessment report, Proposed Community School, 1 Rosemead Road Hornsby NSW, dated 6 May 2020 and the addendum dated 6 November 2020, prepared by NG Child & Associates.

Condition F15/16

Blue Gum Community School will undertake short term noise monitoring in accordance with the *Noise Policy for Industry and the Association of Australasian Acoustical Consultants Guideline for Child Care Centre Acoustic Assessment*, to collect valid data within three months of commencement of operation of the development.

This monitoring program will be carried out by an appropriately qualified person and a monitoring report will be submitted to the Planning Secretary within two months of completion of the monitoring, to verify the operational noise levels including noise levels generated during use of the outdoor play area, internal areas and the mechanical plant/equipment do not exceed the maximum allowable levels identified in *the Acoustic Assessment report, Proposed Community School, 1 Rosemead Road Hornsby NSW, dated 6 May 2020 and the addendum dated 6 November 2020, prepared by NG Child & Associates.*

Condition F17

Should the noise monitoring program in condition F14 identify any exceedance of the allowable noise levels referred to above, the Applicant must implement appropriate noise attenuation measures within one month, so that the operational noise levels do not exceed the recommended noise levels or provide attenuation measures at the affected noise sensitive receivers.

Condition F18

The evidence of additional noise attenuation measures and the resultant operational noise levels must be submitted to the satisfaction of the Planning Secretary, within one month of the implementation of such measures. A copy of the evidence must be submitted to the Certifier for information.

Waste Collection

Condition E15 (e)

Details and the times when any private waste collection vehicles would access the site so that there is no conflict with the peak drop-off/pick-up times for the pre-school (both AM and PM).

Greens waste (4 x 240L bins) will be collected fortnightly using the Council's commercial waste and recycling services, using the same pick-up times and trucks already servicing residential properties on the road – not adding an additional commercial service to the street. These bins will be picked up from the Rosemead kerb.

General waste (2 x 660L bins) and recycling (2 x 660L bins) will be collected weekly by a private contractor. The private contractor has agreed to ensure the general waste and recycled waste collection from 1 Rosemead Road, Hornsby will be scheduled to ensure there is no conflict with the peak drop-off and pick-up times for the preschool (both AM and PM). Collection between 7:45am and 9am and between 2:30 pm and 4pm will be avoided.

For more info: SSD10444 Waste Management Plan (Condition E33)

Emergency and Evacuation Management Plan

Condition E15 (f)

Include and evacuation and Emergency Management Plan complying with Regulations 97 and 168 of the Education and Care Services National Regulations

An Emergency Management Manual (EMM) was prepared by First 5 Minutes Pty Ltd using the guidelines of Australian Standard (AS) 3745-2010 with a focus on the actions to be taken by Blue Gum Community Preschool and School (NSW) staff and all occupants up to and once an emergency occurs. Specific response procedures have been inserted following an identification and analysis of potential emergencies likely to impact the facility. It is designed to provide

directions to ensure an appropriate response to an emergency up to the arrival of the attending emergency services.

The EMM is structured to provide information and guidelines to the management and staff members of BGCS to meet our obligations and duties as required by the Education and Care Services National Regulations, NSW Work Health and Safety Act 2011 and the Work Health and Safety Regulations 2017 (specifically Reg 43).

Emergency and Evacuation Floor Plans have also been prepared to be displayed around the school at key locations to direct movement out of the building in the case of an emergency. All staff will review the EMM and the Floor Plans as part of the debrief of each term's emergency evacuation practices.

For more info: [Blue Gum Emergency Management Manual and Emergency and Blue Gum Emergency & Evacuation Floor Plans](#)

Proposed Community Use of the Site

Condition E15 (j)

Include details of any proposed community use of the site

We do not currently have specific community uses in our plans. This relates to the residential setting of the school site and the approved use primarily for the operation of the Preschool, Primary School and Out of School Hours Service.

That said, we do hope to welcome the community to Mount Errington in ways that provide meaningful connections between the community and the work of the school.

For example:

- We would like to establish a Community Gardening Team to support the maintenance of the school grounds, in particular the heritage gardens.
- We have also made some initial inquiries with the neighbouring retirement villages to see if there may be ways to facilitate cross-generational local connections through the school.
- Inviting local artists and community members to meet with the children is another way we will be facilitating community connections.

Bushfire Emergency Management and Evacuation Plan

Condition E15 (k)

Include a copy of the Bushfire Emergency Management and Evacuation Plan required by condition E23

It is the school's operator's responsibility to ensure the safety of all staff, occupants and any persons in attendance at the property when a bushfire threatens, or is likely to threaten, by managing the safe refuge onsite or an orderly evacuation or relocation from the site.

It is with this in mind that this *Bushfire Emergency Management Plan (BEMP)* has been produced in order to provide an ability to manage a response to a bushfire emergency should it occur, and thus enhance the safety of all occupants and assets during a bushfire event.

For more info: BGCS Bushfire Emergency Management Plan (Condition E23)

Complaints Handling

Condition E15 (l)

Include a complaints management procedure to provide for the registration of, and response to, complaints

The Operational Community Communication Strategy prepared by Blue Gum Community School outlines the communication procedures and mechanisms that have been put in place to support operations at BGCS and manage relations with site neighbours. Section 3.3 of the plan sets out the School's strategy for responding to complaints.

In addition, the School has a Grievance and Complaints policy in place that governs how complaints are managed within the school community. This policy provides specific reference and information for families about the processes in place for raising and responding to matters of concern identified by students and/or parents.

For more information see: Blue Gum Operational Community Communication Strategy (as required by Condition E8)

PRESCHOOL OPERATIONAL PLAN

Condition F13 The Pre-school Operational Plan is to be revised from time to time and is to be implement for the life of the development. Much of the detail has been included in the overall Operational Management Plan, above.

Operation of the Premises

Blue Gum Community Preschool (NSW) at 1 Rosemead Road, Hornsby, will operate between 8am – 6pm, Monday to Friday, 49 weeks of the year. Families will be able to choose to enrol their child in one of two (2) enrolment options each day:

- 9:00am to 3:00pm (SHORT DAY)
- 8am to 6pm (FULL DAY).

A program for Outdoor play/Managing Noise

Outdoor play times for the preschool children are restricted between 9:30am and 5:45pm. Outdoor play times and noise management strategies are included within the Noise Management Plan, outlined earlier in this document.

Access control measures for Preschool and separation from the school use

The development very intentionally co-locates a Preschool (3-5 year olds) on the same site as a non-government K-2 Primary School (6-8 year olds). To accommodate the two uses the outdoor space includes distinct outdoor play areas, one for the sole use of the Preschool and one for the Primary school. These areas are separated by a 1.2m internal metal fence. Separate toilet facilities have also been incorporated to provide for the two different age groups at the school and the building has been organised in two distinct zones, to define which areas are licensed as the preschool service and which are registered as part of the registered non-government primary school.

Thorough risk-assessments have been prepared to identify mitigation measures in relation to the use of toileting and spaces to ensure the safety and well-being of all children at the school, no matter their age.

OMP/Preschool Operational Plan - Annual Monitoring and Review

Condition E15 (m)

Procedures for the annual monitoring and review of the OMP

This OMP was first issued on 15 December 2021. It will be reviewed annually and updated, as required, to align with current strategies, policies and procedures.