

OPERATIONAL MANAGEMENT PLAN
ST ALOYSIUS' COLLEGE – ROZELLE CAMPUS
OCTOBER 2021

DRAFT



1. INTRODUCTION

This Operational Management Plan accompanies the State Significant Development Application 27208140 to the Department of Planning, Industry and Environment (DPIE) for the St Aloysius' College, Rozelle Campus. The details below are reflective of the future operations of St Aloysius' College, Rozelle Campus.

2. IDENTIFIED NUMBERS OF STUDENTS AND STAFF

The proposed off-site Rozelle Campus of St Aloysius' College will cater to the following staff and student numbers:

- Students – in the first instance, approximately 160 students will be educated on this Campus. There is the possibility, that in future years the College may seek to grow this enrolment to a maximum of 200 students on the locations identified in this SSDA.
- Staff – in the first instance the College will require between 10 and 15 staff to be onsite at any given time for the education of the students on the Rozelle Campus. This includes both teaching and support staff. Should the College seek to grow its enrolment on this site, the number of staffing servicing the Campus will also need to increase.

3. HOURS OF OPERATION

Operating hours:

- School Hours: 8.00am – 4.00pm
- School Reception: 7.30am – 5.00pm

4. MISCELLANEOUS ACTIVITIES/EVENTS

- Kirribilli main campus and existing sporting campuses will be utilised.
- The College currently hosts Performing Arts events and community events throughout the year on weekdays and weekends, and these conclude no later than 10.30pm. It is anticipated these would occur on the main campus.
- All students are on campus for core school hours, with students also participating in a range of extracurricular programs before and after school off-site.
- On an annual basis, the College will correspond with immediate residents to advise of the proposed yearly activities.

5. ACCESS, STAFF AND SECURITY

- Appropriate security systems will be installed throughout the new facilities.
- All staff and authorised contractors are identified using appropriate visible identification.
- The College engages an external security firm for after-hours security.
- The College has an on-site Facilities Manager on call.
- Due to the number of campuses at the College, there are four (4) full-time Maintenance Officers in addition to the Facilities Manager.
- External contractors are at times required on-site for repairs.
- Public access to facilities will be restricted to dedicated entries.

6. CLEANING

- Cleaning of common areas will take place outside of operating hours.
- A cleaning register will be maintained and updated daily.
- Waste storage hubs will be provided, and collection practices followed in accordance with the College's Waste Management Plan.

7. NOISE

- Noise mitigation measures will be implemented to minimise the impact on adjoining residences and the surrounding public domain.
- All visitors to the Site will be requested to leave the premises in a quiet and orderly fashion.
- A register of complaints will be utilised to record the details of any complaints made by a person to staff including time, date and nature of complaint.
- Loitering at the front of the premises by students or other members of the College community will be monitored and actively discouraged.

8. ACCESS

Pedestrian

- 48 Victoria Road – from Gordon Street only
- 2A/B Gordon Street – from Gordon Street only

Vehicle

- Vehicular access
 - 48 Victoria Road – one (1) space for services via Gordon Street
 - 2A/B Gordon Street – four (4) spaces

9. TRANSPORT

- Most staff and students will use public transport to this site. Availability is frequent during peak periods.
- The College will provide a Shuttle Service to/from Rozelle to its main Campus in Kirribilli:
 - AM: 1 large coach or 2 x 22-seater
 - PM: 1 x 22-seater

10. SAFETY AND STUDENT MOVEMENT

- The College will maintain an active supervision roster of teachers before and after school to monitor student movement.
- Priority will be placed on the student movement on and near Victoria Road and students will be instructed to move only at signed locations in and around the Campus. Particular emphasis will be placed on:
 - Victoria Road crossing at Gordon Street with bus stops to the East of Gordon Street.
 - West Bound – Victoria Road at Evans Street Stop ID: 203922.
 - East Bound – White Bay, Victoria Road Stop ID: 203916.
- Student movement across Gordon Street will be supervised by teachers both in-between lesson times and at recess and lunch breaks.
- Teacher supervisors will be clearly identifiable and trained in supervision.

11. PARKING

- The College will require the following parking numbers and location:
 - Four (4) spaces at 2A/B Gordon Street.

12. ACCESS TO FACILITIES BY THE COMMUNITY

- With the signing of an appropriate Venue Hire Agreement, the College is available for local community events, including (but not limited to), Church services, local government gatherings and community events. The College will waive hire cost for suitably qualified not-for-profit organisations.

13. ACCESS TO COMMUNITY FACILITIES


- The College will seek to partner with the Genesian Theatre Company for the use of these facilities in the Old Parish Hall.
- The College will seek to partner with the Sydney Community College under the terms of the lease with the Parish.

14. WASTE MANAGEMENT

- The Campus will produce approximately 10 tonnes of general waste annually with a reclaim rate of over 90%.

The college will follow a hierarchy of controls in support of waste management within the premises to maintain its commitment to sustainability.

They will utilise the following protocols to minimise waste;

Hierarchy	Action	Outcome
Most Preferred	Prevention	Discourage use of single use items supported by student education.
	Reduction	Strict stock inventory control to minimise waste. Select products suitable for recycling where possible.
	Recycling	Separation of waste supported by multiple colour coded bins – paper, bottles, general waste – Recyclables versus general waste
	Recovery	Reclaim items that can be re-purposed or reused
Least Preferred	Disposal	Items that cannot be repurposed or recycled disposed

SAC uses commercial waste contractors who remove separated waste streams on a cyclical basis with a minimum 90% reclamation rate. Additionally, all contractors engaged in support of waste management will need to provide evidence of their commitment to sustainability and comprehensive reporting systems for the colleges ongoing review.

- The College uses commercial waste contractors who remove separated waste streams on a weekly basis.

15. EVACUATION

- All employees are inducted into the College's evacuation procedures.
- All staff and students are trained for both an emergency evacuation and lockdown, and the College utilises practice drills for both emergency situations.
- Evacuation procedures are displayed throughout the College.
- All external visitors are required to sign-in at Reception before being accompanied by a staff member through the Site as/if required, ensuring the College maintains an account of people on the Site.
- Emergency procedures in future buildings will be aligned with the College's existing excavation and lockdown policies.

16. COMPLAINTS APPROACH

- The College has a well-established complaints procedure and is required to have this as a part of its accreditation and registration with *NSW Educational Standards Authority (NESA)*.
- Should a complaint be received, the details of the complaint are taken by the responding staff member and will include:
 - Full name and contact details of complainant.
 - Date and details of the specific matter of disturbance.
 - Explanation to complainant that the matter will be addressed directly by College.
- The College then investigates the complaint, seeks to mitigate the issue that has been raised and responds accordingly to the Complainant.

DRAFT