

SCECGS Redlands Ltd - Operations Management Plan

1. Hours of operation

Typical operating hours

- Senior School hours for students: 8:20am to 3:20pm
- School reception operating hours: 8:00am to 5:00pm
- Extracurricular activities occur outside core school hours on weekdays weekends and public holidays.

Sports Facility

- Hours will vary depending on the requirements from term to term and year to year. Stage 2 Sports Facility will be subject to detailed DA in the future.

Swimming Facility

- Hours will vary depending on the requirements from term to term and year to year. Stage 4 Swimming Facility will be subject to detailed DA in the future.

Miscellaneous activities/events

- Performing Arts (Music and Drama), Creative Arts and community events currently operate throughout the year on weekdays and weekends.
- All students are on campus for core school hours, with many students also participating in a range of extracurricular programs before and after school.

2. Facilities staff

- Redlands adheres to an annual maintenance schedule, as well as procedures for unplanned works.
- Due to the size of the campus, there are 12 Facilities staff, with 4-5 staff assigned to work on the grounds daily, including the existing and proposed landscaped areas. Note Facilities Staff service both the Junior and Senior campuses.
- Facilities staff are qualified with a range of trade skills, however there are times when external contractors are required to service areas such as fire safety, pest control, mechanical systems and lift maintenance.
- Annual WHS inspections are conducted on all school facilities.

3. Security

- Redlands ensures a safe and secure environment for staff and students.
- All employees and contractors are inducted prior to working at the School.
- Security measures operate 24 hours a day, which includes security guard presence outside regular school hours and CCTV throughout the campus.
- Security personnel will be provided on a needs basis for out of hours activities. Details will be provided in detailed development applications for future stages.
- Buildings are alarmed. Outside school hours these buildings can be accessed through keypad passwords.
- Entry into specific rooms is via either standard keys or cyber keys.
- It is proposed that security will be enhanced with the new master plan, as entry points will be gated and on-campus CCTV will continue to be utilised.
- Car park security access will be gated and monitored through CCTV.
- Internal vehicular link security access will be gated at each end, with vehicles allowed one-way travel from Waters Rd to Military Rd.

4. Campus access points

Pedestrian Access

- Site Generally (weekdays and weekends)
 - o There are three existing entry points for pedestrian access to the site. All points are open during hours of operation and locked otherwise.
 - o The existing Waters Rd gate entry is solely for pedestrian access. It is proposed this access will be replaced by the Gerard St entry.
 - o The two other existing Military Rd access points are near the Lone Oak building and at the base of the stairs coming from the Military Rd pedestrian overpass. These access points will not change during Stage 1.
- Stage 2 Sports Facilities (weekdays and weekends)
 - o The key change for pedestrians will be a new school entry to the campus from Military Rd. It does not change in regards to access, more so a visual improvement.
- Stage 4 Swimming Facilities (weekdays and weekends)
 - o No change in external access points.

Vehicular Access

- Site Generally (weekdays and weekends)
 - o There are four existing entry points for vehicular access to the site. All points are open during hours of operation and locked otherwise.
 - o The existing Military Rd eastern entry will remain accessible for cars and delivery vehicles until commencement of Stage 2 works.
 - o Following completion of Stage 1 works, the existing Gerard St access for vehicles will be removed for pedestrian access and instead buses for school excursions. Waste and emergency vehicles will have access to the new Waters Rd access lane, which runs through to Military Rd.
 - o Access to the campus via laneway connecting to Winnie St will also exist in the future for school and emergency vehicles.
 - o Car access to the new car park will be from Gerard St and will be for staff and visitors on weekdays, and visitors for evening or weekend functions.
- Stage 2 Sports Facilities (weekdays and weekends)
 - o No change from Stage 1 access.
- Stage 4 Swimming Facilities (weekdays and weekends)
 - o No change from Stage 1 access.

5. Transport

- Most staff and students who use public transport travel on buses, which run regularly throughout the day along Military Rd.
- Four school mini-buses currently pick up and drop off Redlands students before and after school. Two buses travel to the Northern Beaches, one to the Eastern Suburbs and one to the Inner West. Routes may vary, according to the students travelling on a particular day.
- School buses also operate throughout the day for various events and activities. The need for these bus services will decrease in future development stages as facilities will be provided on site.

6. Parking

- On-site there are currently 12 parking spaces, 2 of which are used by staff, 5 for school vehicles and 5 for visitors.
- The School also utilises 10 other car spaces in Monford Place (next to the school).
- No other staff park on campus and parking is accessed in the surrounding streets of the school.
- School buses are currently parked in the existing Military Rd car park and the Adams Centre (on the other side of Military Rd). Prior to Stage 1, the school car park will be landscaped for students and buses may be relocated to park on the School's Junior Campus (until Stage 1

construction is complete). At the end of Stage 1 buses will be parked on-site in the new lane way created, linking Waters and Military Rd.

- The proposed new Stage 1 car park will accommodate staff and visitor cars, motorbikes and bicycles during weekdays and on weekends. Staff will have key/card access and visitors will be required to contact Reception to gain access during weekdays.
-
- The basement car park proposed will provide on-site parking provisions for use by staff on weekdays and to assist in accommodating parking demands associated with future sporting facilities.

7. Access to facilities by the community

- Lang Gym is currently available for public use. It is leased by Norths Basketball in the evenings and has also been made available to a local church on Sunday during a recent reconstruction of the church property.

8. Evacuation

- All employees are inducted prior to working at the School.
- All staff and students understand school procedures for both an emergency evacuation and lockdown, and the School utilises practice drills for both emergency situations.
- Evacuation procedures are displayed throughout the School.
- The existing evacuation points (in order, depending on where the emergency may physically be) are:-
 - i. The Lang Gym undercroft
 - ii. Military Rd carpark
 - iii. Junior School oval
- Emergency procedures in future buildings will be aligned with the School's existing evacuation and lockdown policies.
- All external visitors are required to sign-in at Reception before being accompanied by a staff member through the site as/if required. This ensures the School maintains an account of all people on the site at any one time.

9. Waste Management

- Redlands actively promotes environmental sustainability through the introduction of student environmental prefects and facilitating student led activities that educate and practice environmental sustainability.
- Separate bins are used for various waste and the School plans to further improve the separation of waste materials.
- The existing location of waste is next to the Gerard St entry.
- At the end of Stage 1 waste vehicles will have access to the new lane way created, linking Waters and Military Rd. The future location of waste for pick up will be mid-way along the new lane, behind existing buildings.
- Waste vehicles currently pick up daily from 7.30am and it is not envisaged the frequency will change.
- If required, a clear management strategy may be implemented to account for extra waste created by weekend activities. Strategies including provision of additional waste bins and cleaners to ensure facilities are ready for school operations will be considered.

10. Complaints

- Should a complaint be received, the details of the complaint are to be taken by the responding staff member and will include:
 - Full name and contact details of complainant.
 - Date and details of the specific matter of disturbance.
- Explanation to complainant that the matter will be addressed directly by the School no later than the next business day. Contact Details:
 - **Reception**

- **Address:** 272 Military Rd, Cremorne NSW 2090
- **Phone:** (02) 9909 3133