

DRAFT Operations Management Plan

1. Hours of operation

Typical operating hours

- School hours for students: 9:00am to 3:00pm, Monday to Friday
- School reception operating hours: 8:30am to 3:30pm, Monday to Friday
- Out of Hours Operation: 7:00am – 9:00pm, Monday to Friday
- Extracurricular activities occur outside core school hours on weekdays weekends and public holidays.

Miscellaneous activities/events

- 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
- The Assembly Hall and selected other spaces are available for public use via lease or hire arrangement (refer table).

Please refer to attached table for all known and anticipated uses.

2. Maintenance

- Department of Education takes carriage of regular cleaning and maintenance of the facility during school hours' use
- The school adheres to an annual maintenance schedule, as well as procedures for unplanned works
- A general assistant works at the school on Mondays and Fridays

3. Safety

- Periodic WH & S inspections are conducted on all school facilities.

4. Security

- The school ensures a safe and secure environment for staff and students
- All employees and contractors are inducted prior to working at the School
- Back-to-base intruder alarm with sensors in every room (up to 2 sensors per room depending on the size of the room). Outside school hours these buildings can be accessed through keypad codes
- Entry into specific rooms is via proximity card/fob access
- Audio/video access control to the main entry points with the ability to remotely unlock
- Sensor lighting within the school grounds coupled with motion detection CCTV
- Timed lighting for those areas on the perimeter that are open to casual surveillance, with a manual control so that it can be tailored to the local operation of the school
- Secure perimeter created with a combination of fencing and the school buildings themselves
- Vehicular access and carpark security is controlled by fencing and lockable gates.
- The loaning of keys is monitored by a school staff member and security code access is issued through a school staff member. A form is completed and, where applicable, a security deposit is paid.
- Security guards will be employed on an as needs basis
- Department of Education land is covered by the Enclosed Lands Act.

5. Campus access points

Pedestrian Access

There are four entry points for pedestrian access to the site, which are open during operation and locked otherwise:

1. **Main Entry:** The Main Entry is located on the eastern site boundary, adjacent to the existing pedestrian footpath that runs north-south along Jones Street. The Main Entry has concrete steps and a ramp wide enough for two prams to pass each other. It has a secure gate, and intercom / surveillance facilities, and is covered by a large, angular roof to differentiate it from the other entrances, and incorporates signage to indicate to the public that it is the primary entrance for visitors to the school.
2. **Administration Entry:** Located on the northern site boundary, the Administration Entry provides direct access to the school offices. Accessed directly from the footpath on Quarry Street, it has a secure gate, and intercom / surveillance facilities.
3. **Middle Quarry Entry:** Located on the northern site boundary, the Middle Quarry Entry provides direct access to the Middle Playground. Accessed directly from the footpath on Quarry Street, it has a secure gate, and intercom / surveillance facilities.
4. **Lower Quarry Entry:** Located on the northern site boundary, the Lower Quarry Entry provides direct access to the Library Level. Accessed directly from the footpath on Quarry Street, it has a secure gate, and intercom / surveillance facilities.

There are two additional pedestrian access and egress points on the southern boundary which open onto Jones & Wattle streets which are for fire egress purposes.

There is also one (1) separate pedestrian access point outside of the vehicle entry driveway, from the carpark to Quarry Street. And one (1) controlled pedestrian access point into the carpark level which provides secure access into the school grounds via the lift.

Vehicular Access

Vehicular access to the rear of the proposed development is provided via a single access driveway from Wattle Street with a combined entry-exit driveway of width 6.67 metres. Access will be provided for the proposed one (1) standard off-street parking space and two (2) disabled parking spaces to cater for special needs children and deliveries, or for SRV service vehicles and the City of Sydney Garbage Truck to access the site.

To ensure that vehicles are not required to stop before entering the property, the entry gates to the carpark must be kept open during school hours as agreed with RMS to allow vehicles to enter the site without queuing on the footpath (refer to ARUP Transport Assessment report).

6. Transport

There is a Bus Stop located adjacent to the school in Jones Street, Ultimo which is provided specifically for School Services operating between 8:00-9:30am and 3:00-4:00pm, Monday to Friday.

7. Parking

- Parking provision for one (1) vehicle, two (2) disabled spaces, and four (4) bicycles for staff and sixteen (16) for students is available on site.
- No other on-campus parking is provided.
- Metered parking is available in the surrounding streets of the school.
- Access for delivery vehicle and parking while loading/unloading

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 evacuation points (in order, depending on where the emergency may physically be) are:
 - i) Main Entry: Evacuation point from Hall, COLA, and future Childcare. An associated muster point can be located in Quarry Green.
 - ii) Administration Entry & Jones Street southern exit: Evacuation from Administration, Clerical, Hall, Games Court, Upper Playground, and Homebases 1 to 4. An associated muster point can be located in Quarry Green.
 - iii)
 - iv) Middle Quarry Entry: Evacuation from Staff Room, Canteen & OOSH office, Library, Middle Playground, Homebases 5 to 17, and Toilets. School users can exit via the secure gate and an associated muster point can be located in Quarry Green (?). Lower Quarry Entry: Evacuation from Library, and Homebases 18 to 26. An associated muster point can be located in Quarry Green or Wentworth Park (?). However it is noted that in the event of a flood, the exit must be via Jones Street which can be accessed directly from the southern stairs and the muster point can be located in Quarry Green.
 - v) Carpark Entry: Evacuation from Carpark, Store room, and Access Toilet. An associated muster point can be located in Wentworth Park (?) However it is noted that in the event of a flood, the exit must be via Jones Street which can be accessed directly from the southern stairs and the muster point can be located in Quarry Green.
 - vi) Wattle Street southern exit: Evacuation from Library, Lower Playground, Homebases 27 to 30 and plant room. Access Toilet. An associated muster point can be located in Wentworth Park (?) However it is noted that in the event of a flood, the exit must be via Jones Street which can be accessed directly from the southern stairs and the muster point can be located in Quarry Green.
- Emergency procedures are aligned with the School's evacuation and lockdown policies.
- It is noted that Ultimo Public School is identified in the Blackwattle Bay Catchment Flood Study as a 'flood free location' hence may be used as an evacuation center during and following flood events (refer to TTW SSD DA Civil and Flood report).

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. Crowd Control

- The public entrance at the front of the building is set back from the Jones Street footpath and there will be room within school grounds for patrons to form a queue or wait in the easternmost area of the COLA, outside the gate and off the footpath.
- The majority of people attending the venue will be approaching from Jones Street.
- Entry to the building protocol will be lining up outside the doors at the Jones Street Entrance.
- Crowds within the site will be arranged as per the WHS guidelines. Crowds spilling outside the school grounds can flow onto Quarry St, Jones St and Wattle St.

10. Alcohol

Alcohol may be served out of school hours only during adult only events under the responsible service of alcohol guidelines. Alcohol will be provided in line with the DoE policy:

- 1.4.1 Alcohol must not be consumed or brought to school premises during school hours. This includes employees, students and visitors and other people who use school premises. In the case of cross-sectoral sites (e.g. joint school/TAFE sites), a decision regarding the extent of 'school premises' will need to be made in the local context.
- 1.4.2 The consumption of alcohol is not permitted at any school function (including those conducted outside school premises) at any time when school students, from any school, are present. A school function is any function organised by the school and/or in the name of the

school and applies to all types of functions including dances, farewells, sporting fixtures and barbecues.

- 1.4.3 Community groups may be permitted to consume alcohol on school premises outside school hours consistent with the requirements in Community Use of School Facilities, Policy and Implementation Procedures (PD/2009/0400).

11. Noise Management

- Waste collection services not undertaken outside the hours of 7:30am to 6:00pm Monday to Friday
- Grounds maintenance involving the use of powered equipment not undertaken outside the hours of 7:30am to 6:00pm Monday to Friday
- Design, install and operate the school public address system so that the use of that system does not interfere unreasonable with the comfort and repose of occupants of nearby residents
- The Assembly Hall and basketball court are sporting facilities and generate noise. In consideration of the residential buildings adjacent to the site, all activities on the premises are subject to the Out of Hours Operation policy
- The buildings will have acoustic sound proofing structures and material as part of the design to minimise carriage of noise internally and reduce external noise significantly.

12. Waste Management

- The school actively promotes environmental sustainability through the introduction of student environmental prefects and facilitating student led activities that educates and practices environmental sustainability
- Separate bins are used for various waste and the School plans to further improve the separation of waste materials
- Waste vehicles will have access via the driveway from Wattle Street. The location of waste for pick up will be immediately inside the Service Entry.
- Waste collection services not undertaken outside the hours of 7:30am to 6:00pm Monday to Friday
- 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.

13. 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:
 - **Ultimo Public School Reception**
 - **Address:** TBC
 - **Phone:** (02) TBC