

# **OPERATIONAL MANAGEMENT PLAN ST ALOYSIUS' COLLEGE**

**March 2018**



## **1. INTRODUCTION**

This Operational Management Plan accompanies a State Significant Development Application to the Department of Planning and Environment for Concept Master Plan and Built Form Approval for St Aloysius' College.

The following summarises the Operational Management Plan for St Aloysius' College across the three (3) campuses:

- Junior Campus – 29 Burton Street, Kirribilli
- Senior Campus – 1-5 Jeffreys Street, Kirribilli
- Main Campus – 47 Upper Pitt Street, Kirribilli

The details below are reflective of the existing and future operations of St Aloysius' College.

## **2. HOURS OF OPERATION**

### **OPERATING HOURS:**

- School Hours: 8am – 3:15pm
- School Reception: 7.30am – 5:00pm
- Note: extracurricular activities occur outside core hours on weekdays, weekends and public holidays.

### **SPORTS FACILITY**

- Hours will vary depending on the requirements from term to term, and year to year.

### **SWIMMING FACILITY**

- Hours will vary depending on the requirements from term to term, and year to year.

### **MISCELLANEOUS ACTIVITIES/EVENTS**

- Performing Arts, Creative Area, and community events currently operate throughout the year on weekdays and weekend, and can operate till 10.30pm.
- 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 School will issue letters to immediate residents to advise of the proposed yearly activities.

## **3. ACCESS, STAFF AND SECURITY**

- Appropriate security systems will be installed throughout the new facilities.
- The College has an on-site facilities manager on call.
- Due to the number of campuses, there are three (3) full-time Maintenance Officers.
- External contractors are at times required on-site for repairs.
- Public access to facilities will be restricted to dedicated entries.

## **4. 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.

## **5. 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 encouraged 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 will be monitored and actively discouraged.

## **6. ACCESS**

### **PEDESTRIAN**

- Junior Campus: Burton Street, Humphreys Lane entrance and Bligh Street entrance.
- Senior Campus: Primary entrance via Jeffreys Street; restricted fire door exit via Robertson Lane.
- Main Campus: primary reception entry via Upper Pitt Street, and a secondary pedestrian entrance via Jeffreys Street.

### **VEHICLE**

- Vehicular access to restricted to Dalton Hall and the front entrance to Wyalla.

## **7. TRANSPORT**

- Most staff and students who use public transport use buses and trains, which run frequently during peak periods.
- Chartered Buses operate throughout the day for various events and activities, when required. The collection point for these Chartered buses in Bradfield Park.

## **8. SAFETY AND STUDENT MOVEMENT**

- There will be no changes to the routine of students, and how they move between the Main Campus and Seniors Campus, as a result of the proposed development.
- In relation to movement between Wyalla, Senior Campus and Main Campus, students will continue to be able to access the bridge and also the Upper Pitt Street Crossing which will be staffed.
- If Dalton Hall is not in operation, then the back entry/exit in Robinson Lane will not be accessible, meaning all students will need to exit via Upper Pitt Street. This will have minimal impact as there is very little traffic out of Robinson Lane Exit.
- If Wyalla is not in operation, student pedestrian traffic will be restricted to the Upper Pitt Street crossing and Dalton (Robinson Lane) exit.

## **9. PARKING**

- Burton Street Junior Campus Six (6) Car Parking Space;
- Dalton Hall – 13 Car Parking Spaces, two (2) motorbikes and two (2) bicycle racks;
- Our Lady Star of the Sea Catholic Church – 13 Car Parking Spaces.
- Additional car parking spaces are located in the unit block next door (Fitzroy Street), allocated to staff.
- No parking is accessed by Students.

## **10. ACCESS TO FACILITIES BY THE COMMUNITY**

- Venue Hire Agreement – the College is available for local community events, including but not limited,

Church services, local government gatherings.

## **11. EVACUATION**

- All employees are inducted prior to working at the School/
- All staff and students under 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.
- 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 School maintains an account of a people on the Site
- Emergency procedures in future buildings will be aligned with the School's existing excavation and lockdown policies.

## **12. COMPLAINTS APPROACH**

- 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 addressed directly by School