

OPERATIONAL MANAGEMENT PLAN ST ALOYSIUS' COLLEGE

March 2021



1. INTRODUCTION

This updated Operational Management Plan accompanies the original plan submitted as a part of the State Significant Development Application 8669 (SSD 8669) to the Department of Planning, Industry and Environment (DPIE) for Concept Master Plan and Built Form Approval for St Aloysius' College.

It has been amended to include a proposed change to the College's activities. In particular that:

1. The College will reform its academic program for 'senior' students (that being those in Year 11 and 12) so that part of their academic program involves three (3) days per fortnight in remote/online learning from their home environment.

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 future operations of St Aloysius' College.

2. IDENTIFIED NUMBERS OF STUDENTS AND STAFF

- Currently the approval provides for 1244 students and 176 FTE staff located on the College's premises as listed above.
- The proposed modification is for the College to increase its enrolment capacity. However, the maximum number of students that would be onsite at any given time under the future operations of the College would be 1244 as per the current consent, with opportunity to exceed 1244 by up to a maximum 20 additional students from time to time, to allow for unanticipated fluctuations on a temporary basis.

3. REMOTE/ONLINE LEARNING IMPLICATIONS

- Over the course of one timetabled cycle (10 days) each 'senior' school student (Year 11 and 12) would spend 3 days in a remote/online learning environment.
- This would equate to 100 students across both year groups on any one-day.
- In addition, teaching and support staff would also be provided with more flexible working arrangements to allow for approximately (on average) 10 additional staff members per day working from home.

4. CONTROL MECHANISMS

- In order to accommodate these changes, the College would initiate specific control mechanisms for monitoring student and staff attendance.
- Specifically, the College would establish an electronic management system for campus capacity. This system using cameras at all entry/exit points to monitor the number of people (staff and students) who enter and exit the various campus sites and aggregate these counts continuously into a central dashboard for executives to view.
- The system will also be able to alert the responsible individuals if a threshold is being approached and so ensure that the staff and student attendance on-site does not exceed the consent volume approved under SSD 8669.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.
- Access to any off-site campus would be direct and not via the existing Kirribilli Campus, and not via Upper Pitt Street or Burton Street.

11. 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 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.

12. 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.

13. 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.

14. 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 evacuation and lockdown policies.

15. 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