



**CRANBROOK  
SCHOOL**

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**April 2018**

# **Operational Plan of Management for the Proposed New Facilities**

**Hordern Oval Precinct Redevelopment**



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# Introduction

This plan has been prepared by Cranbrook School to ensure that the operation of the proposed new facilities being the Aquatic and Fitness Centre, Centenary Building and Carpark are operated and managed responsibly.

## The Site

The School campus is located at 5 Victoria Road, Bellevue Hill and is surrounded by Rose Bay Avenue and New South Head Road. The new Centenary Building, Carpark and Aquatic and Fitness Centre are to be located on the north-eastern portion of the site fronting Rose Bay Avenue and New South Head Road. Currently the War Memorial Hall and Mansfield buildings and Hordern Oval make up the new projects site area.

## School Operating Hours

School base operating hours are as follows:

### Typical School operating hours

|                                   |                                   |
|-----------------------------------|-----------------------------------|
| Senior School hours for students: | Mon to Friday - 08:15am to 3:20pm |
| School reception operating hours: | Mon to Friday - 08:00am to 6:00pm |
| Sports training:                  | Mon to Friday – 6:30am to 8:00pm  |
| Sports Competition:               | Saturdays - 8:00am to 3:00pm      |

Extracurricular activities occur outside core school hours on weekdays, weekends and public holidays.

### Aquatic Centre proposed operating hours:

|             |                   |
|-------------|-------------------|
| Mon to Sat: | 06:00am to 9:00pm |
| Sun:        | 06:00am to 6:00pm |

### Chapel proposed operating hours:

Predominantly during typical School operating hours. Special events such as parent, student and school community services will occur periodically throughout the year.

### Centenary Building including the Multi-Purpose Hall and Theatre proposed operating hours:

Predominantly during typical School operating hours. Special events such as exhibition and theatrical productions, prize giving's and parent teacher evenings will occur periodically throughout the year.

# Centenary Building

## General Operations

- The Centenary Building is predominantly replacing outdated existing facilities on campus and will be staffed by existing staff members and existing contracted services such as catering and cleaning.
- During extracurricular events the Theatre and Multi-Purpose Hall will be resourced according to the nature and capacity of each event proposed. This approach is currently utilised for existing events held within the School. The balance of space within this facility will be teaching and dining facilities for day boys and boarders.
- It is not envisaged additional staff members will be required to be employed to operate this facility.
- Public access to the new building will be restricted to a dedicated entry lobby on the new Heritage Lawn and

via the on-grade pedestrian path leading from the new underground carpark and surrounding existing and reconstructed pathways.

## Food Storage/Preparation

The dining commons, to be located on level 2 of the Centenary Building, will become the main food dispensary for students throughout the day, as well as for boarders outside typical School operating hours. This facility will house a full commercial kitchen and servery and is adjacent the loading dock fronting Rose Bay Avenue for ease of loading into and out of the facility. The facility will replace the current school canteen located within the War Memorial building.

## Deliveries

- All deliveries and equipment will be delivered to building via the adjacent Rose Bay Avenue loading bay utilising the goods lift which serves each level of the new building.
- School deliveries, loading or unloading will be directed to suppliers and subcontractors not to occur between 10pm and 6am on any day.

## Acoustic

- Noise mitigation strategies developed by the appointed acoustician will be implemented to minimise the impact on adjoining residences and the surrounding public domain. The development has been designed such that the majority of the building will be below the ground level of the most sensitive receivers on Rose Bay Avenue mitigating noise impact.
- All attendees will be encouraged to leave the premises in a quiet/orderly fashion in consideration of the limits of noise in residential areas outlined in the Protection of the Environment (Noise Control) Regulation 2008.
- Loitering at the front of the premises will be monitored and actively discouraged.
- CCTV coverage of the development areas will allow School management to ensure compliance with the above stated policies.

# Aquatic and Fitness Centre

## General Operations

The facility will be used by students for the following:

- Curricular and co-curricular programs;
- Strength and fitness training;
- Basketball;
- Water Polo;
- Swim squad training;
- Lifesaving;
- PDPHE lessons;
- Fitness/strength and conditioning training;
- Physiotherapy consultation; and
- Learn to swim for Preparatory and Junior School students.

It will also be used for learn to swim programs for children who may or may not be students of the School.

Swimming squad training for both students and other children would also continue.

The School plans to provide a Learn to Swim (LTS) program for up to 3,500 lessons/week along with other pool activities which will operate year-round.

The wider School community includes students, parents, siblings & alumni

## Learn to Swim Program

The School currently operates public learn to swim classes in its existing 25 metre pool and these learn to swim classes are proposed to continue in the new learn to swim pool within the Sports and Fitness Centre. These learn to swim programs are for children who may or may not be students of the School and are expected to run for various levels of ability for 30-minute periods, between 7.30am and 7.30pm Monday to Friday, 7:30am to 5:00pm Saturday and 7.30am to 12.30pm on Sundays.

To assess the parking provision required to accommodate the learn to swim activity, we have reviewed the Schools' Operational Management Plan which indicates that the peak vehicle activity for learn to swim students to be as follows:

- Monday to Friday – 4.30pm to 5.30pm – 100 vehicles
- Saturday and Sunday - 9.00am to 10.00am - 68 vehicles

As shown, the peak activity period for the learn to swim facility is between 4.30pm and 5.30pm, Monday to Friday.

The development provides a parking provision of 126 spaces, with school staff being the primary users. The peak usage time of the learn to swim facility is outside the school staff core hours of 8.00am to 4.00pm and patrons would be able to use the Aquatic and Fitness Centre car park.

It should also be noted that the provision of the car park also increases the availability of on-street parking in the vicinity of the school, which would also be available for use by patrons of the learn to swim facility, should the need arise. Again, given the peak activity periods are outside peak school usage, the on-street car parking will be predominantly vacated at these times.

The peak traffic activity for the learn to swim facility is also outside of the network peak traffic activity along Rose Bay Avenue and westbound along New South Head Road and therefore should have no adverse impact on the traffic activity on the external road network and should be within daily volume variations.

## Centre Management

### Staff

The facility will be overseen by the Director of Sport with a number of staff responsible for the administration of the facility including:

- Aquatic Centre Manager/Senior lifeguard
- Swim School Manager
- Deck Pool Hand/Lifeguard
- Reception/Administration officer

Other staff working in the pool and fitness areas may include:

- Head of Secondary Sport
- Head of Junior Sport
- Learn to Swim Teachers
- Swim Squad Teachers
- PDHPE Staff
- Coaches
- Physiotherapists

## Amenities

The facility will also contain:

- A controlled foyer entry and reception area servicing both the carpark and New South Head Road access points;
- Administration offices and on-deck pool manager office with visibility to both pools;
- Change rooms and bathrooms;
- Café;
- Pool deck showers;
- Pool deck storage;
- Grandstand seating for approximately 380;
- Pool control room; and
- Consultation and meeting rooms

## Food Storage/Preparation

There will be a small café which will serve hot and cold drinks, snacks and pre-packaged food. Deliveries to the facility will be via a loading bay area to be signposted on Rose Bay Avenue.

## Acoustic

The premises will be an indoor and predominantly underground facility which will provide excellent acoustic attenuation to external receivers. It should be noted that at the date of writing this paper the School does not have any issues or recent complaints with neighbouring residents in this regard.

# General Whole-of-Campus Operations

## Facilities staff

- Cranbrook adheres to an annual maintenance schedule, as well as procedures for unplanned works.
- Due to the size of the campus, there are currently six maintenance staff, with three additional contracted staff assigned to work on the grounds daily, including the existing and proposed landscaped areas, along with contracted specialist trade contractors for tasks as required. Note Facilities Staff service all School campuses, including Senior and Junior School Campuses as well as two pre-schools.
- Facilities staff are qualified with a range of general skills, however there are times when external trade and specialist contractors are required to service areas such as fire safety, pest control, electrical/mechanical/hydraulic systems and lift maintenance.
- Annual WHS inspections are conducted on all School facilities.

## Community Use

- The School currently provides public learn to swim classes in its existing 25m pool and these learn to swim classes are proposed to continue in the new learn to swim pool. The School also provides public services in its chapel and these are also expected to continue. The School however is limited in its capacity to provide unrestrained public access to facilities as a result of its duty of care to student's safety and the schools teaching requirements for these areas.

## **Cleaning and Landscape Maintenance**

The facilities will be cleaned on a daily basis in accordance with material and manufacturer requirements as is current practice for other School facilities. The School has cleaning contractors managing the whole site and they will be responsible for all public areas, change rooms, pool deck, bathrooms, offices and café.

The School will continue to engage a specialist pool contractor to ensure the cleaning of the Aquatic and Fitness Centre pools and water quality is maintained at all times to statutory standards.



# Campus access points

## Pedestrian Access

- There are five existing entry points for pedestrian access to the site. All points are open during hours of operation and will be secured at other times. Please refer to Figure 1 below.



**Figure 1 – Pedestrian Access Points**

- The existing New South Head Road gates are located as indicated in Figure 1. The southern gate is pedestrian access only and the northern access near Hordern Oval is both pedestrian and emergency/small delivery vehicle access.
- The three other existing access points are the main Victoria Road gate and driveway exit to Rose Bay Avenue. There is also another pedestrian gate to the north of the driveway exit gate on Rose Bay Avenue. An adjustment will be made to the northern Rose Bay Ave pedestrian gate including a minor relocation and upgrade to the gate structure.
- The Aquatic and Fitness Centre will be accessed via the new forecourt and the underground carpark to the north end of the school site at the end of Rose Bay Avenue.

## Vehicular Access

- There are nine (9) existing entry points for vehicular access to the site as identified in Figure 2 below.



**Figure 2 – Vehicular Access**

- All points are open during hours of operation and otherwise secured apart from the Victoria Road and Rose Bay gates associated with the internal driveway.
- Car access to the new car park will be from Rose Bay Avenue and will be for staff and visitors on weekdays, as well as providing for weekend sports and School functions.

## Public Transport

- Staff and students are encouraged to use public transport travel on buses, which run regularly throughout the day along both New South Head Road and Victoria Road.
- Two school mini-buses currently pick up and drop off Cranbrook students before and after school. Commercial busses are contracted by the school to service students travelling from the Northern Beaches, the Eastern Suburbs and the Inner West. Routes may vary from year to year according to providing optimum service to the students travelling from the respective regions.
- School charters bus services throughout the school terms for various events and activities. The need for these bus services will decrease in future development stages as facilities will be provided on site.

## Parking

- Please refer to the Traffic Management Plan for details on both existing and future carparking facilities and arrangements.
- The proposal provides for an underground carpark for 126 spaces that will cater for both staff and visitor parking.
- The volume of visitors on average across the year is not expected to increase significantly, and where there is any expected increase, these are not in the core operating hours of the School.
- School mini-buses are currently parked in the internal driveway when not in use.
- The proposed new car park will accommodate staff and visitor cars, motorbikes and bicycles during weekdays and on weekends. Access to the carpark will be controlled to ensure appropriate use of parking and maintain school site security.
- The underground car park will provide on-site parking provisions for use by staff on weekdays and to assist in accommodating parking demands associated with the new sporting facilities outside typical school hours.

## Emergency Egress

The School has Emergency Response Procedures and Emergency Evacuation Plans for the campus. These will be updated before completion of the new Aquatic and Fitness Centre and Centenary Building with the appropriate training provided to staff who work in this area.

## Fire Protection/Safety

The School has a Fire Protection Safety Plan which is incorporated in the School's Emergency Procedures.

## Acoustic

The design of the new facilities has taken in to consideration acoustics inside and outside of the building to ensure minimal impact to the School and its surrounding community.

## Complaint Management

The School has a Complaints Policy which covers parents, students and members of the local community.

## Incident Register

Cranbrook School has an Accident/Incident & Injury Reporting Policy and procedures that apply to all employees, students, volunteers and contractors. The policy and procedures provide a mechanism for reporting and recording

incidents in accordance with legislative requirements, analysing the data to implement corrective action, monitor and improve the safety of all who may be impacted on by the business of the School.

## Security

- Cranbrook 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.
- Appropriate CCTV security will be installed throughout the new facilities.
- Buildings are alarmed. New facilities will be fitted with access control. Programmable passes with varied levels of access will be issued to staff members – access permissions will be relative to the performance needs of their roles.
- Statutory and selected discretionary signage will be erected indicating primary access, prohibited access, emergency egress, location of amenities, waste storage areas etc. Temporary signage may be provided identifying hours of event and requesting consideration of noise when exiting the premises.
- Car park security access will be gated and monitored through CCTV.

## Waste Management

- Please refer to the Waste Management report for further details.

## School Code of Conduct

- The School requires all staff and students to comply with the School's Code of Conduct Policies.

## Nomination of responsible people and contact details

- The following School staff would be points of contact depending on the nature of the enquiry:

Mr Nicholas Sampson  
**Headmaster**  
[seniorschool@cranbrook.nsw.edu.au](mailto:seniorschool@cranbrook.nsw.edu.au)  
(02) 9327 9000

Mr David Hull  
**Head of Facilities Management**  
[facilities@cranbrook.nsw.edu.au](mailto:facilities@cranbrook.nsw.edu.au)  
(02) 9327 9422

Mr Andrew Cleverley  
**Director of Sport**  
[sportsadmin@cranbrook.nsw.edu.au](mailto:sportsadmin@cranbrook.nsw.edu.au)  
(02) 9327 9470

## During Construction

Two buildings, the Mansfield and War Memorial Hall, are being demolished to make way for the new project. The Mansfield building currently houses the Visual Arts Department who will be relocated to existing classrooms on Level 4 of the Carter building. The Drama Department is located in the War Memorial Hall building and will be relocated to the ground floor of the existing Furber building during construction. Classes and events currently

held in the War Memorial Hall will either utilise existing space on the campus or third party hired facilities. The War Memorial Hall building also currently houses the School canteen which is to be temporarily located in a demountable facility backing on to the construction site and Hordern Oval.

Staff will be actively encouraged to utilise public transport to avoid driving to the campus during the construction period. The School will also supplement public transport with additional buses to service Edgecliff and Bondi Junction stations as required. Parents and students will be actively discouraged from driving to School.

Safety of the students, parents, staff and general public is a key consideration of the School during construction and the School will work closely with its head construction contractor to ensure a safe environment for all parties.

The School needs to continue to operate during the construction term and therefore noise, vibration, dust etc. are all key considerations and concerns for the School to ensure a continuous Operating Environment. Once again, the School will be working closely with its head construction contractor to ensure management plans are developed to mitigate construction impacts on the Schools operations. This aligns the Schools interests with its direct neighbours and the surrounding community.

Construction traffic is dealt with separately in the Construction Traffic Management Plan appended to the State Significant Development Application which will be updated from time to time during construction.

Construction management processes are also dealt with in detail in the Construction Management Plan appended to the State Significant Development Application which will also be updated from time to time during construction.