INTERNATIONAL MAARIF SCHOOL OF AUSTRALIA
GALLIPOLI CAMPUS

OPERATIONAL MANAGEMENT PLAN

For International Maarif Schools of Australia – Gallipoli Campus

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Ref. 180601-SAOMP

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Note: This Operational Management Plan will be administered by the Principal of the School, and in the case where the Principal is not available, the Deputy Principal will be responsible for the administration of the Plan.

PART 1: PURPOSE AND GENERAL OBJECTIVES

1. The Australian Turkish Maarif Foundation Limited ('ATMF') trading as International Maarif Schools of Australia ('IMSA'), aims to establish an independent, coeducational school (K-12) on 2 Percy street Auburn, NSW 2144.
2. This Operational Management Plan (the Plan) accompanies a State Significant Development Application (SSDA) to the Department of Planning and Environment (Project Number SSD 8926).
3. This Plan provides guidelines and management practices for the day to day operation of IMSA located at 2 Percy Street.
4. The Plan aims to ensure that the School:
    (a) Operates in a manner consistent with good management;
    (b) Operates with awareness to the surrounding residential neighborhood, in particular, the other residential properties directly adjacent to the School (2A Percy Street and 1 St Hillier's Rd) and those situated along Percy street and St Hillier's Rd;
    (c) Operates with regard to the amenity, operation and cumulative impact of nearby establishments, in particular, PCYC Auburn, Gallipoli home age care facility and Auburn Gallipoli mosque;
    (d) Takes a proactive role in being a responsible neighbour/landowner within the context and characteristics of Auburn;
    (e) Establishes a clear process for managing parking and traffic impacts associated with the day-to-day operation of the School;
    (f) Operates in a manner so as not to create additional impacts upon the amenity of the surrounding residential area; and
    (g) Establishes complaints handling protocols.
5. The Plan constitutes the operations of the premises.
6. This Plan has been prepared to ensure that all operations, classes, events, ceremonies and ancillary functions which are expected to take place on this site from the day of its commencement are sufficiently detailed and would be considered typical of the School operations.
7. In this regard, this Plan does not limit the carrying out of these activities where the activities are considered 'regular' or 'typical' of the functions of the School.

PART 2: OPERATING HOURS

8. The School's standard operating hours are from 8:00 am till 4:00 pm Monday to Friday, with administration staff working from 7:00 am till 6:00 pm, Monday to Friday.
9. The School will provide before school care, from 7:00 am till 8:00 am Monday to Friday and after school care from 3:00 pm till 6:00 pm Monday through Friday.
10. The School will also provide language and extra-curricular tutoring on Saturdays from 9:00 am till 5:00 pm.
11. The School will, on occasion, hold after-school meetings and events which extend beyond 4:00 pm, including concerts, ceremonies, meetings and other gatherings (Refer to Part 4). These will run until 10:00 pm at the latest.

PART 3: STAFF AND STUDENT NUMBERS

12. The School will ultimately cater for 728 students. Kindergarten and primary is expected to be made up of 392 students. The remainder being secondary with a total of 336 students.
13. The total number of full time equivalent (FTE) staff is expected to be no more than 58 staff (excluding ATMF staff). 10 FTE staff will be made up of Administration/Management staff, and the remaining 48 staff will be comprised of primary, secondary, special and support teachers.
14. In addition to the above, the school will also cater for volunteer staff from time to time.

PART 4: SCHOOL ACTIVITIES AND EVENTS

15. Standard School activities and events are set out in **Table 1**.

Table 1: Schedule of Standard School Activities - Monday To Friday

SCHEDULE OF STANDARD SCHOOL ACTIVITIES - MONDAY TO FRIDAY				
TIME	**ACTIVITY NAME**	**FACILITIES USED**	**EST. FTE STAFF**	**EST. STUDENTS**
7am – 8am	Before School Care	Primary section facilities only	>5	Variable < 392
8am – 4pm	Standard School Operations	All School facilities	Up to 48	Up to 728
3pm – 6pm	After School Care	Primary section facilities and play areas	>5	Variable < 392
7am – 6pm	Administration Staff of Site	Administration Buildings	Up to 10	

16. The School will also provide extra-curricular activities out of standard school operational hours. The expected number of students attending the extra-curricular events will be less than 50 for most days except for Saturday Turkish School which may total up to 200 students.
17. The extra-curricular activities are based on providing supporting activities to a selected number of students based on demand. They include activities such as Robotics, Painting/Craft, Turkish Language, Cultural studies, General Fitness, Drama, Junior Orchestra, Chess, Media Production, English Literacy, Homework helping, Folk Dance, Kung-Fu, Creative Projects and Saturday Turkish School.
18. The use of the facilities is predominantly within the school except for activities on Saturdays which may include the school grounds for break sessions for no more than 1 hour. Details of extra-curricular activities are provided in **Table 2**.

Table 2: Schedule of Extra-Curricular Tutoring Activities

SCHEDULE OF EXTRA-CURRICULAR TUTORING ACTIVITIES				
TIME	**ACTIVITY NAME**	**FACILITIES USED**	**EST. FTE STAFF**	**EST. STUDENTS**
MONDAY				
3:30pm - 5:00pm	Robotics	TAS Classrooms	1 - 3	20-50
3:30pm - 4:30pm	Painting/Craft	Art Rooms	2 - 3	20-50
3:00pm - 5:30pm	Turkish Language	Classrooms	1 - 3	20-50
3:30pm - 4:30pm	Cultural Studies	Secondary Classrooms only	> 5	Variable < 100
TUESDAY				
3:30pm - 4:30pm	General Fitness	Multi-Purpose Room	1 - 3	20-50
3:30pm - 5:00pm	Drama	Multi-Purpose Room	1 - 3	20-30
4:00pm - 6:00pm	Cultural Studies	Secondary Classrooms only	>5	Variable < 100
6:00pm - 8:00pm	Turkish Language	Secondary Classrooms only	>5	Variable < 100
WEDNESDAY				
3:30pm - 5:00pm	Junior Orchestra	Music Room	1 - 3	20-30

SCHEDULE OF EXTRA-CURRICULAR TUTORING ACTIVITIES				
TIME	**ACTIVITY NAME**	**FACILITIES USED**	**EST. FTE STAFF**	**EST. STUDENTS**
3:30pm - 5:30pm	Cultural Studies	Classrooms	1 - 3	20-50
3:30pm - 5:00pm	Chess	Multi-Purpose Room	1 - 3	20-40
5:00pm - 8:00pm	Media Production	Studio Room	<2	<10
6:00pm - 8:00pm	English Literacy	Secondary Classrooms only	>5	Variable < 100
THURSDAY				
3:30pm - 5:30pm	Math Club	Classrooms	1 - 3	20-40
4:00 pm - 6:00 pm	Cultural Studies	Secondary Classrooms only	>5	Variable < 100
6:00 pm - 8:00 pm	Homework helping	Secondary Classrooms only	1 - 3	20-40
FRIDAY				
3:30pm - 5:30pm	Folk Dance	Multi-Purpose Room	1 - 3	20-40
3:30pm - 5:30pm	Kung-Fu	Multi-Purpose Room	1 - 3	20-40
3:30pm - 5:30pm	Other Elective Language	Classrooms	1 - 3	20-40
4:00pm - 6:00pm	Cultural Studies	Secondary Classrooms only	>5	Variable < 100
5:00pm - 8:00pm	Media Production	Studio Room	1	4 - 8
6:00pm - 10:00pm	Turkish Culture	Multi-Purpose Room	1 - 3	20 - 80
SATURDAY				
9:00am - 2:00pm	Turkish School	All school facilities	>5	Variable < 200
2:00pm - 5:00pm	Turkish Culture	Multi-Purpose Room	>5	Variable < 150
10:00am - 5:00pm	Creative Projects	TAS rooms	> 4	20 - 50

19. The school will also provide regular events and meetings to promote and showcase the school's operations. These activities are provided in the **Table 3**.
20. The school will also celebrate Turkish Public Holidays. List of those public holidays are provided in **Table 3**. The Seker Bayrami breakfast event and Kurban Bayrami dinner are days on the Lunar Calendar. These events may fall on any day of the week and happen once a year.
21. The afterhours use of the Multi-Purpose room will generally be used with the external doors closed. The only time parents, guests and students will access The Forum is for short break periods.
22. The Multi-Purpose space will have three (3) modes of set up, as follows:
    (a) Empty Mode: maximum 728 Students standing
    (b) Assembly Mode: Maximum 433 people
    (c) Function Mode: Maximum 184 people

Table 3: Schedule of Regular Events/Meetings

SCHEDULE OF REGULAR EVENTS/MEETINGS				
EVENT/MEETING PURPOSE	**TIME**	**FREQUENCY**	**LOCATION/SET UP**	**EST. No.**
Finance Committee	5:00pm – 7:30pm Weekdays	7 times a year	ATMF Office Meeting room	5 -10
Building Committee	5:00pm – 7:30pm Weekdays	10 times a year	ATMF Office Meeting room	5 -10
Board Planning Day	9:00am – 3:00pm Saturday	4 times a year	ATMF Office Meeting room	5 -10
Board Meetings	6:00pm – 9:30pm Weekdays	12 times a year	ATMF Office Meeting room	7 -10
Parents and Citizens Meetings	6:30pm – 9:00pm Weekdays	4 times a year	Multi-Purpose room / Function Mode	20-80
Presentations & Workshops	6:30pm – 9:00pm Weekdays	8 times per year	Multi-Purpose room / Assembly or Function Mode	50-184
Presentations & Workshops	9:00am – 3:00pm Saturday	8 times per year	Multi-Purpose room / Assembly or Function Mode	50-184
Cultural Concerts	4:30pm – 6:00pm Weekdays	2 times per year	Multi-Purpose room/ Assembly Mode	150-250
Men's Evenings	6:30pm – 9:30pm Weekdays	4 times a year	Multi-Purpose room/ Function Mode	20-30
Turkish National Sovereignty and Children's Day (Turkish Public Holiday celebrations)	9:00am –12:00pm on 23 April	1 time per year	Multi-Purpose room/ Assembly Mode	50-433
Commemoration of Atatürk, Youth and Sports Day (Turkish Public Holiday celebrations)	10:00am–2:00pm on 19 May	1 time per year	Multi-Purpose room/ Assembly Mode	50-433
Republic Day of Turkey (National Day)	10:00am–12:00pm on 29 October	1 time per year	Multi-Purpose room/ Assembly Mode	50-433
Victory Day (Turkish Public Holiday Celebrations)	10:00am–12:00pm on 30 August	1 time per year	Multi-Purpose room/ Assembly Mode	50 - 433
School Open day	10:00am – 3:30pm Weekends	2 times per year	All facilities	30 -150

SCHEDULE OF REGULAR EVENTS/MEETINGS				
EVENT/MEETING PURPOSE	**TIME**	**FREQUENCY**	**LOCATION/SET UP**	**EST. No.**
Curriculum Meeting	3:30am-5:00pm Weekdays	20 times per year	Meeting rooms	5-58
Staff Meetings	3:30am-5:00pm Weekdays	20 times per year	Meeting rooms	5-58
Staff Meeting	3:30am-6:00pm Weekdays	8 times per year	Meeting rooms	10-30
Women's Evenings	6:30pm – 8:30pm Weekdays	4 times per year	Multi-Purpose room/ Function Mode	40-50
Parents Retreat	11:00am – 5:00pm Sunday	4 time a year	Playground, Multi-Purpose room/ Function Mode	50 - 184
New Parent Picnic	11:00am – 3:00pm Sunday	1 time a year	Playground, Multi-Purpose room / Function Mode	50- 184
Parent Information Night	7:00pm – 9:00pm Weekdays	2 time per year	All School Facilities/ Assembly Mode	180-433
Community Dinner	4:00pm – 10:00pm Weekdays	1 time a year	Playground, Multi-Purpose room/ Function Mode	100-184
Volunteer Workshops	11:00am – 2:00pm Weekends	4 times per year	Multi-Purpose room/ Function Mode	50-80
Ramazan Bayrami Breakfast (Turkish Public Holiday)	10:00am-12:30am week	1 time a year	Multi-Purpose room/ Function Mode	80-184
Kurban Bayrami Dinner (Turkish Public Holiday)	6:00pm – 8:30pm week	1 time a year	Multi-Purpose room/ Function Mode	100-184

PART 5: COMMUNITY ACTIVITIES AND EVENTS

23. As part of the community engagement program, IMSA would also allow the community to use its facilities outside of school hours. Some potential activities include classes for Taekwondo, boxing, or yoga. These events may be held throughout the week.
24. Community activities and events will be held within the Multi-Purpose room and will operate after school hours. They will be made available upon request and is not expected to exceed the specified frequency and time outlined in **Table 4**.

Table 4: Schedule of Potential Community Activities and Events

SCHEDULE OF POTENTIAL COMMUNITY ACTIVITIES AND EVENTS				
EVENT/MEETING PURPOSE	**TIME**	**FREQUENCY**	**LOCATION/SET UP**	**EST. No.**
Taekwondo	5:00pm – 7:00pm Monday, Friday	2 times per week	Multi-Purpose room / Empty	50 - 100
Boxercise	6:00pm – 7:00pm Tuesday, Thursday	2 times per week	Multi-Purpose room / Empty	20 - 30
Yoga	8:00am – 9:00am Saturday	1 times per week	Multi-Purpose room/ Empty	20 - 40
Recreational activities	7:00pm – 9:00pm Sunday	8 times per year	Multi-Purpose room, Playground (the Forum)/ Various	50-184
Seminars and Talks	6:00pm – 9:00pm Saturday, Sunday	12 times per year	Multi-Purpose room, Playground (the Forum) / Assembly Mode	50-433
Special Event Hires	6:00pm – 10:00pm Saturday, Sunday	12 times per year	Multi-Purpose room, Playground (the Forum)/ Function Mode	50-184

PART 6: AUSTRALIAN TURKISH MAARIF FOUNDATION OPERATIONS

25. The Australian Turkish Maarif Foundation ("ATMF") premises is located on level 3, primary section. It will operate from 9:00 am till 5:00 pm from Monday to Friday. A total of 3 FTE staff will occupy the offices. This excludes the executive director, who will generally not operate from within the ATMF offices.
26. The offices will accommodate the executive director and the school's board members from time to time. It will be responsible for overseeing the school and coordinating Turkish culture and language.
27. ATMF board will hold meetings on site. They will occupy the Boardroom within the ATMF offices. These meetings will be outside of school hours and could be as late as 10:00 pm. The frequency of the meetings will be as little as once every three months to once every fortnight subject to the board's decisions.
28. These activities are provided in detail in **Table 3**.

PART 7: SCHOOL OPERATIONS DURING STAGED CONSTRUCTION

29. The School will endeavour to ensure that students are not unnecessarily impacted by the staging of works. A clear boundary set out by temporary walls will be constructed between school operations and construction zones. The temporary walls will be constructed and maintained by the awarded contractor.
30. The proposed IMSA – Gallipoli Campus development will involve works over three (3) stages, and the car parking arrangements of the proposal have been assessed in the Traffic and Parking

Assessment Report prepared by GTA Consultants. The School will operate under the following caps during construction works, at the completion of:

(a) Stage 1: Maximum of 154 students and 12 FTE staff.
(b) Stage 2: Maximum of 392 students and 26 FTE staff.
(c) Stages 3a and 3b: Maximum of 728 students and 58 FTE staff.

31. The Plan set out provisions for the school to operate during the staging of the construction in Parts 7A-7D.
32. The detailed construction staging works are in the Preliminary Construction Management Plan provided by General Built. The appointed principal contractor must ensure that School operations take precedence over construction matters.

PART 7A: STAGE 1A AND STAGE 1B

33. Stage 1a is the refurbishment works on the existing administration building, and Stage 1b is the demolition of the warehouse.
34. The School will only operate once the SSDA is approved and within the boundaries of the determination.
35. Upon completion of Stage 1 works, the School would have the capacity to accommodate up to 154 students.
36. The School will use the temporary playground located in the southern corner of the site. The School will adopt a staggered playtime if the student numbers exceed 84 students. This has been identified as the optimum number to operate while Stage 2 is in construction.
37. Movements of students and staff to open space at Wyatt Park will be managed by Staff/Teachers in a safe and controlled manner.
38. Before a crossing is provided on Percy Street, teachers/staff will co-ordinate the movements of students so that all crossing is carried out in a safe and controlled manner.
39. After a crossing is provided on Percy Street, teachers/staff will manage the crossing of students via the crossing and footpath network.

PART 7B: STAGE 2

40. Stage 2 is the construction of the permanent primary student's accommodation.
41. During the construction of Stage 2, the School will only operate within the temporary refurbished school building (Stage 1).
42. Upon completion of Stage 2 Works the School will move its students from Stage 1 facilities to the new permanent primary student accommodation.
43. Stage 1 facilities will be used by administration staff on the ground level, and Level 1 will be used as a library. The temporary playground located south of site will occasionally be used during the construction of Stage 3a.

PART 7C: STAGE 3A

44. Stage 3a is the construction of permanent secondary student accommodation.
45. Upon completion of Stage 3a, the School will then seek approval from NESA to operate a high school.
46. The temporary play facility will become redundant and will be used as recreational space for administration staff and visitors.

PART 7D: STAGE 3B

47. Stage 3b is the demolition of the temporary administration facility (Stage 1) and the construction of the new administration building, library and staff room. This is also the final stage that completes the design of the school.
48. Before Stage 3b begins the administration, staff will be temporarily relocated to the secondary and primary buildings.
49. Upon completion of Stage 3b, the staff will relocate to their permanent accommodation.

PART 8: TRAFFIC AND PARKING MANAGEMENT

50. The school will provide adequate parking spaces on site for staff. This is further outlined in the Transport Impact Assessment Report prepared by GTA Consultants.
51. Specific drop-off and pick-up procedures have been developed to ensure the safety of the IMSA – Gallipoli Campus students. These involve coordinated procedures (as outlined below), with School staff and parent assistance, within the Percy Street and Gelibolu Parade drop off zones (subject to Council approval). This arrangement is further supported by providing staggered school start and finish times.
52. The Transport Impact Assessment prepared by GTA Consultants identifies that drop-off and pick-up periods require management to minimise traffic impacts of the School upon the surrounding road network. This Plan will ensure this is achieved in the future operations of the School.
53. Drop off and pick up zones will accommodate up to 30 spaces with 2-minute maximum stay between 7:30am – 8:30am, 3:15pm-4pm Monday through to Friday, along Percy Street and Gelibolu Parade.

PART 8A: TRAFFIC ARRIVAL AND DEPARTURE REQUIREMENTS:

(a) The traffic movements of staff and parents will be required to adopt a "one-way" pattern for arrival and departure. This will minimize the use of the Council carpark on Percy Street as a drop off/pick up area and in turn minimise potential conflicting movements at the Percy Street/Gelibolu Parade intersection.
(b) The following summarises the required approach and departure routes:
    i. **Approach**: Vehicles must approach the school from St Hilliers Road and Gelibolu Parade.
    ii. **Departure**: Vehicles must depart the school from Percy Street only, with a left-hand turn onto Boorea Street.
(c) Parents/guardians of new students at the school will be given an information pack which includes a traffic management plan, including the required approach and departure routes for the school.

PART 8B: DROP OFF AND PICK UP PROCEDURES:

(a) General Drop Off and Pick Up Information:
(b) Recommended speed within the pick-up and drop off zone is 10kph.
(c) Bus zones are for buses only. Please do not park in the bus zones to drop off or pick up student(s).
(d) Specific Drop Off Procedures:
    i. Enter the student drop off/pick up area along Gelibolu Parade and Percy Street.

ii. Parents should not get out of their car but continue to move forward with the line of cars.
iii. Staff will be available to pick up the student at the drop off zone approximately 30 minutes before the start of school.
iv. Parents are asked to remain in the car, and a staff member will assist students in exiting the vehicle quickly and safely.
v. Parents should drive off in a safe manner.

(e) Specific Pick Up Procedures:

vi. Enter the student drop off/pick up area along Gelibolu Parade and Percy Street.
vii. Display colour coded 'pick up sign' (given by staff) with child's name facing outward in the passenger window and/or face up on the dashboard of the passenger side.
viii. When the dismissal bell goes the students (with their siblings if any) go to their respective colour seating area.
ix. Parents in their cars pull up in the zone with the family name in the dashboard window and the teacher on duty calls out the name.
x. The students would have bag tags which show which colour they are supposed to go to on which day.
xi. Parents should not get out of their car but continue to move forward with the line of cars.
xii. Student(s) will be delivered to the respective car by a staff member.
xiii. The student gets into car, and the car drives off.
xiv. Do not double park to drop off or pick up student(s).
xv. Parents should assist in buckling their student(s) into their car seat.

(f) If parents wish to have someone else pick up their child, a note should be sent to the child's teacher before Pick up. The adult assigned to pick up the student will be required to show identification if school staff does not know them.

(g) Only people designated to the staff by parents (or named on the emergency card) will be allowed to pick up students.

PART 9: NOISE MANAGEMENT

54. Scheduled activities and events (excluding before-school care) shall not commence before 8:00 am and will finish by 10:00 pm, excluding seldom events which may commence from 7:00 am.
55. A 2.1meter sound barrier wall will be constructed and maintained along the northern wall (North) site boundary between 2A Percy Street and 1 St Hilliers Rd, under the recommendations of the SSDA Acoustic Report Prepared by SLR Consulting Australia Pty Ltd (Ref 610.17898).

PART 10: SITE RESPONSE AND EVACUATION PLAN

56. In the event of an emergency in the School or surrounding area, all occupants will be directed to egress the site in an orderly manner and via a safe route away from the threat.
57. All employees are inducted before working at the School
58. All staff and students under school procedures will implement an emergency evacuation, and the School utilises practice drills for emergency situations.
59. Evacuation procedures are displayed throughout the School.

60. 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.
61. Evacuation point is Wyatt Park located across the main entrance on 2 Percy street.
62. Should there be an emergency, occupants should take directions from emergency services (NSW Police, Fire or Ambulance) or the State Emergency Service (SES).

PART 11: NEIGHBORHOOD RELATIONS

63. The School will be mindful of its neighbours and will be open to the needs and considerations of its immediate neighbours about activities and programs run by the School which might affect the neighbours.
64. The School will establish the complaints register attached at the end of this Plan. The register is to be managed by the School's Administration. The complaints register shall be kept with this Plan and held on-site and will be made available for inspection by Council's officers if requested.
65. The School's Administration shall use their best endeavors to resolve any complaint and advise the complainant of the action that has been taken.
66. The School will advise the community of the details (date and time) of any large events through the School website and School newsletters.
67. Contact details for the School will be made obvious to the public domain so that any member of the public can contact the School if necessary.

PART 12: COMPLAINTS REGISTER

Table 5: Complaints Register

Date	Name of Complainant	Address of Complainant	Nature of Complaint	Action Taken or Proposed to be Taken	Date Complainant advised of completed action