

St Mary & St Mina's Coptic Orthodox Parish Plan of Management

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The **St Mary & St Mina's Coptic Orthodox Parish Plan of Management** includes selected policies and procedures relevant to on-site uses, safety and neighbourhood amenity. This Plan of Management is available to the public by contacting **St Mary & St Mina's Coptic Orthodox Church** at **(02) 9597 2933**. As a conditional requirement of development consent, the St Mary & St Mina's Coptic Orthodox Parish Plan of Management will be reviewed every 12 months. Findings of the annual review, including any variation made to the plan, will be submitted to Bayside Council.

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1 Overview

The St Mary & St Mina's Coptic Orthodox Parish:

- is a Coptic Orthodox church, independent primary school, not-for-profit child care centre, activity and celebration space for the Coptic Orthodox Churches, Diocese of Sydney & Affiliated Regions and the wider community;
- is located at **339 Forest Road, Bexley** (Lot 11 DP 857373);
- is governed by the Coptic Orthodox Churches, Diocese of Sydney & Affiliated Regions, and two boards of management (St Mary & St Mina's Church Board of Deacons and NSW Coptic Orthodox Board of Education Ltd) responsible for on-site operations;
- includes three primary on-site uses:
 - St Mary & St Mina's Church
 - St Mary & St Mina's Coptic Orthodox College
 - St Mary & St Mina's Childcare Centre
- has been part of the local community, operating from this site since 2002, following federal government relocation to accommodate Sydney Airport; and
- has been part of the wider Bayside Council community since it was established at 24A Railway Rd, Sydenham NSW 2044 in 1969 by the Late Fr Mina Nematalla under the guidance of His Holiness Pope Kyrillos VI, St Mary & St Mina's Church was one of the first Coptic Orthodox Churches outside of the Nile Valley.¹

The St Mary & St Mina's Coptic Orthodox Parish Management Plan:

- has been developed to ensure the safe and effective operation of on-site uses and activities for parishioners, staff, school students and their families/carers, children and families/carers accessing childcare, visitors and members of the public;
- has been developed to ensure that operation of on-site uses and activities are undertaken in a manner which does not significantly impact amenity of the local neighbourhood;
- has been prepared with regard to relevant legislation and existing development consents on the site, including **Development Consent No. DA49/97** and subsequent amendments²;
- refers to existing and relevant St Mary & St Mina's policies and procedures relevant to safety and neighbourhood amenity;

¹ <https://www.stmary.org.au/ourchurch>

² See Wynne Planning (2021) *Preliminary Historical Site Approval Analysis For Proposed New Child Care Facility Case Number 2020/254301* Appendix A

- is shared with staff and voluntary management committee members upon their induction with St Mary & St Mina's Coptic Orthodox Church, College and Childcare Centre, and if amended;
- is available to the public by contacting **St Mary & St Mina's Coptic Orthodox Church** directly by telephone **(02) 9597 2933**; and
- will be reviewed every 12 months, with any variations made submitted to Bayside Council.

1.1 Structure of the Plan of Management

This Plan of Management is structured in Sections including:

- Leadership and Management
- On-site Zones, Uses and Activities
- Safe Pedestrian and Vehicular Movement
- On-Site Operations, Environment & Neighbourhood Amenity
- Community Feedback & Complaints Procedure
- Monitoring and Review

Other internal documents relevant to this Plan of Management, include:

- *Constitution of the NSW Coptic Orthodox Board of Education Ltd, 05 May 2018*
- *St Mary & St Mina's Coptic Orthodox College Emergency Plan & Site Evacuation Plans, 2020*
- *Agreement between St Mary & St Mina's Church and St Mary & St Mina's Coptic Orthodox College, 22 August 2013, regarding shared usage of buildings and facilities on site at 339 Forest Road, Bexley NSW 2207.*

2 Leadership and Management

St Mary and St Mina's Coptic Orthodox Parish is effectively and efficiently governed and managed, in accordance with our values and goals to meet the needs of our congregation and the wider community.

2.1 Governance Structure & Roles

The overarching governance of the **St Mary and St Mina's Coptic Orthodox Parish** is by the Board of Trustees of the Coptic Orthodox Churches Diocese of Sydney and Affiliated Regions (the **Diocese**) and the Coptic Orthodox Patriarchate in Egypt, while governance of on-site uses is divided between **St Mary & St Mina's Church Board of Deacons** and the **NSW Coptic Orthodox Board of Education Ltd**.

- The **St Mary & St Mina's Church Board of Deacons** includes seven voluntary members and the five Fathers, with Engineering, IT and Child Care sub-committee to ensure that:
 - All on-site uses operate within relevant legislation, guidelines and policies of the Diocese;
 - Adequate insurances and public liability coverage for all on-site uses is maintained;
 - There are sufficient operating funds to meet expenditure required for all on-site uses;
 - A fully accredited³ Child Care Operator is engaged, licensed and delivering quality on-site care that meets all relevant requirements; and
 - Planning for future directions of the Church and on-site uses occurs, reflects the values of the Diocese and needs of the congregation and wider community.
- The **NSW Coptic Orthodox Board of Education Ltd** includes six voluntary members and the Bishop as Chairman, which is responsible for governance across all Coptic Orthodox Schools in the Diocese working closely with the Heads of College at the three schools, including St Mary & St Mina's College at its two campuses at Bexley and Rockdale.

Figure 1 provides an overview of the governance structure of the **St Mary and St Mina's Coptic Orthodox Parish** with responsibility for all on-site operations at 339 Forest Road, Bexley identified in the common colour – **dark blue**.

³ As per the Australian Children's Education & Care Quality Authority (ACECQA), <https://www.acecqa.gov.au/>

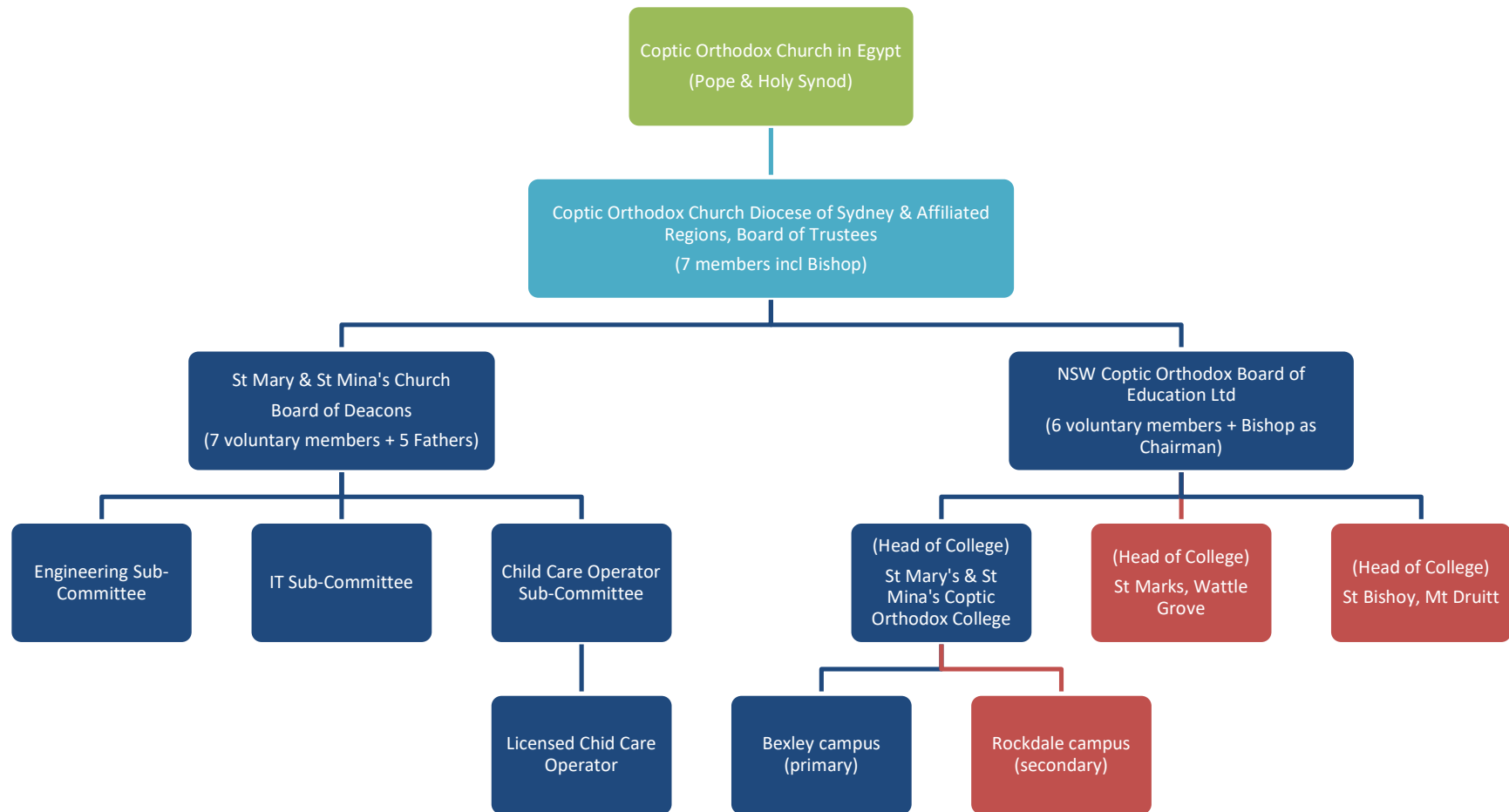


Figure 1: Governance Structure for the St Mary & St Mina's Coptic Orthodox Centre

2.2 On-site Management and Staffing

Remunerated and voluntary staff working on-site at the **St Mary and St Mina's Coptic Orthodox Parish** are overseen by either:

- the NSW Coptic Board of Education Ltd if working at the College; or
- the St Mary & St Mina's Church Board of Deacons if working at the Church; or
- the Licensed Operator if working at the Child Care Centre.

2.2.1 Child Safe Organisation

The safety of children is of utmost importance to the St Mary & St Mina's Church Board of Deacons and the NSW Coptic Board of Education Ltd. All remunerated and voluntary staff working on-site at the **St Mary and St Mina's Coptic Orthodox Parish** hold a current Working With Children Check with the NSW Office of the Children's Guardian relevant to their capacity as a worker or volunteer.⁴

Refer to:

- *St Mary & St Mina's WWCC policy for all voluntary and paid staff on-site*

2.2.2 St Mary & St Mina's Church Staff

Daily church operations are led by the **five Fathers** and supported by:

- **One full-time operations manager/ caretaker** (remunerated by the St Mary & St Mina's Church Board of Deacons), on-site Monday to Friday 08:00am to 04:00pm, Saturday and Sunday 10:00am to 04:00pm.
- **One casual landscaper** (remunerated by the St Mary & St Mina's Church Board of Deacons), on-site as required Monday to Friday 08:00am to 04:00pm.
- **Three casual, voluntary caretakers**, on-site as required including evenings and weekends to ensure a safe on-site environment and immediate neighbourhood particularly during special events.

Sub-contractors are engaged by the St Mary & St Mina's Church Board of Deacons as needed to ensure safety of the on-site environment, including Security and Traffic Control (See **Section 4**).

2.2.3 St Mary & St Mina's College Staff (on-site at Bexley Campus)

Daily college operations are undertaken by **11 FTE staff** including Head of School, teachers and administrative staff.

2.2.4 St Mary & St Mina's Child Care Centre Staff

Daily child care operations are undertaken by **12 staff** including 11 early childhood educators and one Centre Director. Two staff members will be on-site to open and close the centre between 06:45-07:00 and 17:45-18:00.

⁴ NSW Office of the Children's Guardian, Working With Children Check, viewed 11/11/2020, <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Up to 12 staff members will be on-site during operational hours of the Child Care Centre from 07:00 to 18:00.

2.3 Nominated Contact Personnel

The following personnel are nominated as responsible officers who will be available to answer questions and to receive feedback and complaints, should they arise.

See Section 6 for Community Feedback & Complaints Procedure.

Table 1: Nominated Contact Personnel for Church, College and Child Care Centre

	Role	Contact
St Mary and St Mina's Coptic Church Board of Deacons	Parish Priest	As at 2021, Father Mikhail Mikhail 02 9597 2933 0404 031 333
	Voluntary Member (Board Secretary)	As at 2021, Mr. John Tawadros 0414 417 106
St Mary and St Mina's Coptic Orthodox College	Head of College	As at 2021, Mr. Francois David 02 9599 1155
St Mary and St Mina's Coptic Child Care Centre	Centre Director	TBD

3 On-site Zones, Uses, Parking & Activities

3.1 On-site Zones (1-6), vehicle parking & access/egress points

The **St Mary & St Mina's Coptic Orthodox Parish** operates 7 days a week from 339 Forest Road, Bexley. For the purpose of the St Mary & St Mina's Coptic Orthodox Parish Management Plan, the site has been considered in terms of **six (6) zones** as per Table 1, **Figure 1** and **Figure 2**.

There is on-site parking for **117 vehicles**, including five accessible spaces and 21 spaces reserved for the Fathers, three parishioner shuttle buses, child care centre drop-off, child care centre staff and deliveries that are utilised at different times.⁵

Table 2: On-site zones, vehicle parking/access and egress

Zone	# spaces	Plan #	# accessible spaces	Plan #	# reserved spaces	Plan #	Vehicle access via	Vehicle egress via
1: Cathedral	3	01-03	2	02-03	Emergency vehicle space (non-numbered)	n/a	Gate 1	Gate 1
2: College	37	04-40	0	n/a	0	n/a	Gate 2	Gate 2 OR 4
3: Hall	10	41-50	0	n/a	0		Gate 2	Gate 2 OR 4
4: Chapel	29	51-79	2	71-72	Shuttle buses (3) Priests (5) Deliveries (2)	63-65 75-79 73-74 (10am-3pm only)	Gate 2	Gate 4
5: Child Care Centre (ground level)	0	n/a	0	n/a	0	n/a	-	-
6: Basement Parking (incl Child Care Centre entry)	38	80-117	1	117	Parent drop-off (3) Parent drop-off overflow (1) Childcare staff (6) Deliveries (1 van only)	115-117 114 80-85 115 (10am-3pm only)	Gate 3	Gate 3
Total vehicle parking spaces	117		5		21			

Source: Couvaras Architects, JSA, 2021

⁵ DA 1997/49, Condition 7 Base Consent

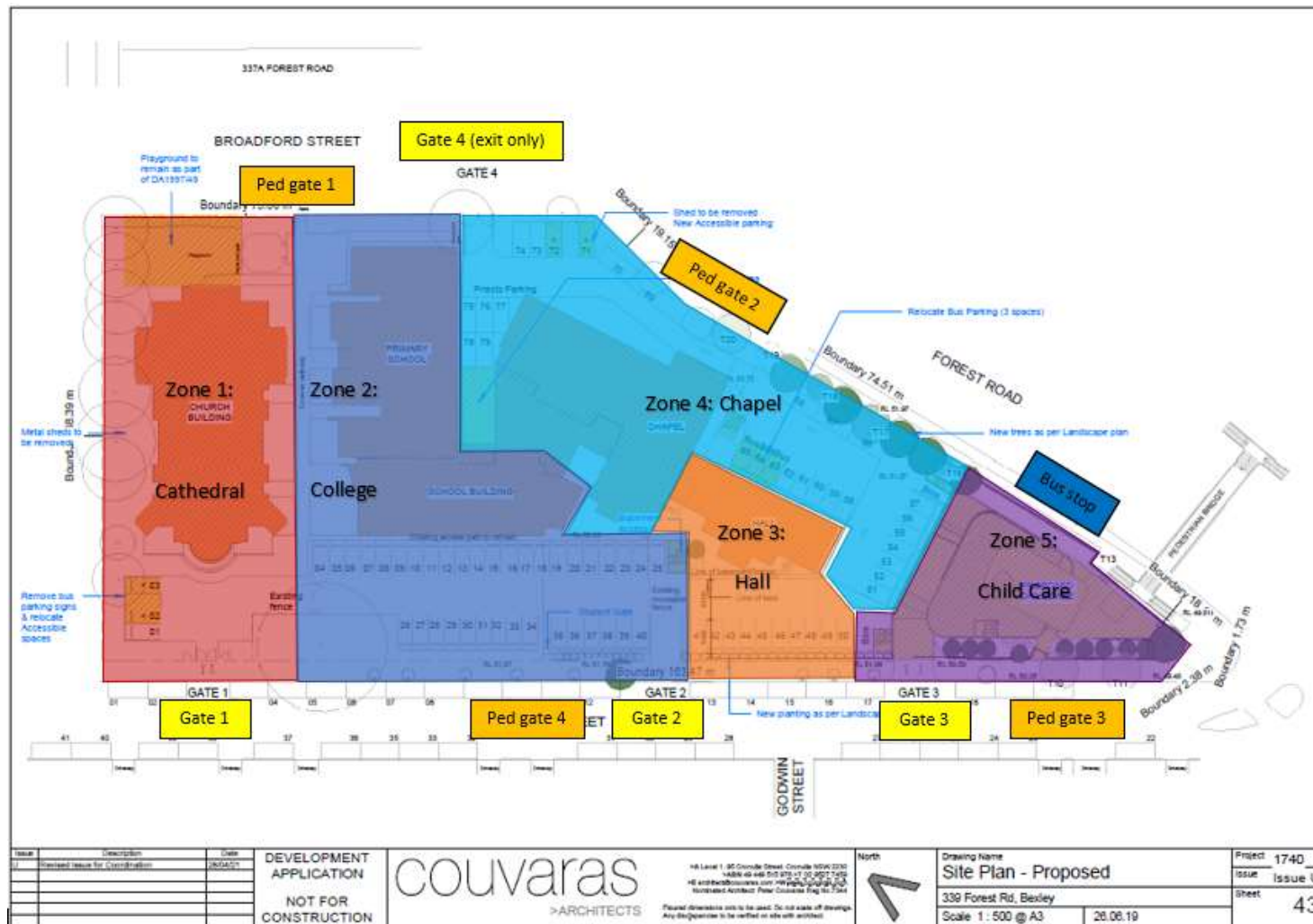


Figure 2: St Mary & St Mina's Coptic Orthodox Parish Use & Activity Zones (Ground Level)

Source: Couvaras Architects, JSA, 2021

3.2 On-site Special Events and Regular Weekly Activities by Zone

3.2.1 Special Events

Annual special events and feast days are held throughout the year, with the date each year dependent upon the religious calendar. Annual special events and feast days include:

- Christmas
- Good Friday
- Joy Saturday
- New Year Eve
- Epiphany
- Easter

Other special events are held throughout the year, with dates to be advised. Other special events include:

- Celebrations by visiting Bishops (maximum of 10 celebrations per year)
- Baptisms (usually occur during Saturday and Sunday masses)
- Funerals (In keeping with Church rites and traditions, all funerals commence at 11am and may be held seven days a week)
- Weddings (All weddings held on Saturdays and Sundays only, finish no later than 11pm. In keeping with Church rites and traditions, weddings are not able to be undertaken during specific periods of the religious calendar equating to approximately 22 weeks per annum)

Notification of Upcoming Special Events and Services with Large Congregations

The **St Mary & St Mina's Church Board of Deacons** will notify Bayside Council, NSW Police and all resident neighbours located in Bayview Street and Broadford Street between Forest Road and Reginald Street of forthcoming Special Events (annual and other as defined above) via letterbox drop and email (if email address has been provided by the neighbour), at least three weeks (or when booking is confirmed if less than three weeks) in advance of an upcoming Special Event and Service with Large Congregations (in excess of 550 persons expected) with information regarding:

- The date and time of the upcoming event.
- Traffic control and/or security personnel that is planned for the upcoming event (See **Section 4**).
- How to contact the Church if there are questions or concerns about the upcoming event.

- Information about the Church's complaints procedure (See **Section 6**).⁶

At least two weeks prior to a Special Event or Service display notice will be erected at the front of the Church near the street alignment (Bayview Street, Gate 1 & Gate 2) behind a protective transparent cover setting out in English and other relevant community language(s) with information regarding the times and duration of services.⁷

Notification and information about upcoming Special Events and services with large congregations expected will also be published on the St Mary and St Mina's Church website:

<https://www.stmary.org.au/>

3.2.2 Regular Weekly Activities

There are regular weekly activities on-site including church masses and ceremonies, Sunday school, Child Care Centre operations, College school operations and meetings/classes/groups. Day, time, venue and parking to accommodate regular weekly activities are set out in **Table 2**.

Regular weekly activities are published on the St Mary and St Mina's Church website:

<https://www.stmary.org.au/>

Table 3: Regular weekly activities

Activities	Day	Time	Venue	Parking to accommodate
Special events (weddings, funerals, baptisms) & feast days	TBD	TBD Funerals, 1-2 hr period from 11am (Mon-Fri only) Weddings, 2 hr period held between 1:30pm and 11pm (Sat or Sun only)	TBD Weddings (Cathedral) Funerals (Cathedral/Chapel)	Zone 2, 3, 4, 6 Bexley PS overflow On-street if required
Church masses and associated ceremonies	Mon	5-7am	Cathedral	Zone 2, 3, 4
		8:30-10:30am service	Chapel	Zone 3, 4
		10:30am-1:00pm after service lunch	Chapel vergola	Shuttle buses (Zone 3)
	Tues	5-7am	Cathedral	Zone 2, 3, 4
		8:30-10:30am service	Chapel	Zone 3, 4
		10:30am-1:00pm after service lunch	Chapel vergola	Shuttle buses (Zone 3)
	Wed	5-7am	Cathedral	Zone 2, 3, 4
		8:30-10:30am service	Chapel	Zone 3, 4
		10:30am-1:00pm after service lunch	Chapel vergola	Shuttle buses (Zone 3)
	Thur	5-7am	Cathedral	Zone 2, 3, 4

⁶ DA 1997/49, Condition 25, Base consent.

⁷ DA 1997/49, Condition 26, Base consent.

Activities	Day	Time	Venue	Parking to accommodate
		8:30-10:30am service	Chapel	Zone 3, 4
		10:30am-1:00pm after service lunch	Chapel vergola	Shuttle buses (Zone 3)
	Fri	5-7am	Cathedral	Zone 2, 3, 4
		8:30-10:30am service 10:30am-1:00pm after service lunch	Chapel Chapel vergola	Zone 3, 4 Shuttle buses (Zone 3)
	Sat	6-8am	Cathedral	Zone 2, 3, 4, 6
		8:30-10:30am	Chapel	Zone 2, 3, 4, 6 Shuttle buses (Zone 3)
		6:30pm-8:30pm	Chapel	Zone 3, 4, 6
	Sun	5:30-8am 8:15-10:15am	Cathedral	Zone 2, 3, 4, 6 Bexley PS overflow On-street if required
		8:30-10:30am	Chapel	Zone 2, 3, 4, 6 Bexley PS overflow On-street if required
Sunday School	Sun	11am-12pm	College	Zone 2, 3, 4, 6 Bexley PS overflow On-street if required
Child Care Centre	Mon to Fri	7am-6pm 2 staff 6:45am-6:15pm	Child Care Centre	Child drop-off & pick-up (Zone 6 only) Staff (Zone 6 only)
School	Mon to Fri	8:30am-3:30am 11 staff 7:45am-4pm	College	Student drop-off & pick-up: <ul style="list-style-type: none"> On-street Bayview or Broadford 5 minute zone (w/o child care) Zone 6 (w/ child care) Staff: <ul style="list-style-type: none"> Albyn Street Bayside Council free parking lot
Meetings/ Classes/ Groups	Mon	7:30pm-8:15pm	Chapel	Zone 3, 4, 6
	Tues	7:30-9pm	Chapel	Zone 3, 4, 6
		8-9:30pm	Cathedral	Zones 2, 3, 4, 6
	Fri	7:30-9:30pm	Chapel	Zone 3, 4, 6
		7-9pm	Cathedral	Zones 2, 3, 4, 6
	Sat	7-8pm 8-10pm	Cathedral Cathedral	Zones 2, 3, 4, 6

Protocols to mitigate adverse safety and amenity impacts that may arise due to **peak periods**, particularly regarding vehicle and pedestrian movements, are set out at **Section 4.4**.

4 Safe Pedestrian & Vehicular Movement

The **St Mary & St Mina's Coptic Orthodox Parish** is planned and operated to ensure safety for parishioners, staff, students and their families/carers, children and families/carers accessing child care, visitors and neighbours of our site at 339 Forest Road, Bexley. This includes:

- Protocols and treatments to ensure that pedestrian movements in/out and within the site are undertaken safely.
- Protocols and treatments to ensure that vehicle movements in/out and within the site are undertaken safely.
- Ensuring that regular hazard identification and reduction is undertaken.
- Documented safety and security policies and procedures.
- Documented emergency and incident management plans and procedures.

4.1 Access & Parking Zones

The **St Mary & St Mina's Coptic Orthodox Parish** is fully fenced with **three pedestrian-only gates** and **four vehicular gates**.

- Pedestrian-only gates 1, 2, 3 and 4 provide pedestrian only access to the site from Broadford Street, Forest Road and Bayview Street respectively.
- Vehicular gates 1, 2 and 3 provide two-way vehicular access to the site from Bayview Street.
- Vehicular gate 4 provides one-way exit only from the site to Broadford Street.

4.1.1 Public transport access

The site is accessible via public transport from the **Forest Road at Bayview St bus stop** (Stop ID: 2207172) located on Forest Road. This stop provides access to frequent bus services to Rockdale Station (bus route 492 as of November 2020). See Transport NSW for current information, <https://transportnsw.info/>.

Visitors to the site travelling by public transport may enter and leave the site through designated pedestrian access points.



Figure 4: Forest Road at Bayview St bus stop (Stop ID: 2207172)

4.1.2 Pedestrian access to the site

Pedestrians may enter and leave the site through designated pedestrian access points including:

- Pedestrian-only Gate 1 – Broadford Street
- Pedestrian-only Gate 2 – Forest Road
- Pedestrian-only Gate 3 to Child Care Centre – Bayview Street
- Pedestrian-only Gate 4 to College – Bayview Street

Pedestrian-only Gate 1 – Broadford Street

The protected pedestrian crossing of Broadford Street (raised wombat crossing, 25km/hr zone) provides access to **Pedestrian Gate 1**.



Figure 5: Broadford Street Pedestrian Crossing and Pedestrian Gate 1

Pedestrian Gate 1 will be open:

- Morning College drop-off (08:15 to 08:45) and afternoon College pick-up (14:45 to 15:30) Monday to Friday on School Days; and
- Saturdays and Sundays from 07:00 to 16:00.

At all other times, this gate will be locked.

Pedestrian-only Gate 2 – Forest Road

Pedestrian gate 2 provides access from Forest Road to the Chapel entrance.

Pedestrian gate 2 will be open:

- Saturdays and Sundays from 7:00 to 16:00.

At all other times, this gate will be locked.



Figure 6: Pedestrian-only gate from Forrest Road, access to Chapel entrance

Pedestrian-only Gate 3 to Child Care Centre – Bayview Street

Pedestrian gate 3 provides access from Bayview Street to the Child Care Centre ground level entrance.

Child Care Centre users, staff and visitors travelling via public transport and as pedestrians are advised to enter the site and Child Care Centre via **Pedestrian gate 3**.

All Child Care Centre users, staff and visitors accessing the site by vehicle are advised to enter and exit via **Vehicle Gate 3** from Bayview Street only.

Pedestrian gate 3 will be open:

- Monday to Friday from 06:45 to 18:00

At all other times, this gate will be locked.

Pedestrian-only Gate 4 to College – Bayview Street

Pedestrian gate 4 provides access from Bayview Street to the College.

Students dropped-off by private vehicle, travelling via public transport and as pedestrians on Bayview Street are advised to enter the site via **Pedestrian gate 4**.

Pedestrian gate 4 will be open:

- Morning College drop-off (08:15 to 08:45) and afternoon College pick-up (14:45 to 15:30) Monday to Friday on School Days; and
- Saturdays and Sundays from 07:00 to 16:00.

At all other times, this gate will be locked.

College traffic wardens will be responsible for locking and unlocking this gate on school days.

Caretaker will be responsible for locking and unlocking this gate on other service days.

4.1.3 Pedestrian safety on-site

Pedestrian safety will be enhanced by:

Implementation of 10 km/hour site speed limit;

Placement of pedestrian warning signs; and

Linemarking to denote safe pedestrian routes through the site.

4.2 On-site vehicle movement and parking

4.2.1 Parish vehicles (shuttle buses)

St Mary and St Mina's Coptic Orthodox Parish has **three registered shuttle buses**.

Shuttle Bus parking is on-site at ground level in designated **spaces 63, 64 and 65** adjacent to the stairwell access to Basement Parking near the entrance to the Chapel.⁸

Shuttle Buses are used daily to transport parishioners, primarily those who are older and do not drive themselves, to and from the site for regular weekly activities and special events, and irregular use by the College on weekends and during school holidays.

Two shuttle buses have capacity for 14 passengers each and one shuttle bus has capacity for 20 passengers.

Shuttle buses will drop-off and pick-up passengers from within the property.⁹

St Mary and St Mina's Church maintains a roster of volunteers with RMS bus licence that drive the shuttle buses. As at 2021, a roster of 10 volunteers is managed by 1 coordinator.

⁸ DA 1997/49, Condition 82, Base Consent

⁹ DA 1997/49, Condition 84, Base Consent

4.2.2 On-site vehicle speed limit

Vehicles speed limit on-site is **10 km/hr** as per signage.

4.2.3 On-site vehicle parking by zone (see Section 3, Table 2)

There are **117 vehicle parking spaces**, including **5 accessible spaces**, available on-site.

- 79 spaces are at ground level and 38 spaces are at basement level.
- There are 21 allocated spaces for Parish Fathers, Shuttle Buses, Child Care Centre staff, Child Care Centre users and deliveries (noting that delivery spaces are timed use).

Car parking areas located on-site by zone are as follows.

Cathedral - Zone 1 Parking

- **3 spaces** (2 accessible) at ground level
- Vehicle access/egress via **Gate 1** from Bayview Street.
- 1 space for emergency vehicle
- Funeral hearse and wedding cars directed to use this zone

College – Zone 2 Parking

- **37 spaces** including 0 accessible spaces, at ground level
- Access via **Gate 2** from Bayview Street
- Egress via **Gate 2** to Bayview Street OR **Gate 4** to Broadford Street
- Parking in this zone is not in use during College hours Monday to Friday
- This area is fenced off and used as playground space for the College following morning Cathedral services from 07:00 to 15:30 at school finish.

Hall – Zone 3 Parking

- **10 spaces** including 0 accessible spaces, at ground level
- Access via **Gate 2** from Bayview Street.
- Egress via **Gate 2** to Bayview Street OR **Gate 4** to Broadford Street

Chapel – Zone 4 Parking

- **29 spaces** including 2 accessible spaces, at ground level
- Access via **Gate 2** from Bayview Street
- Egress via **Gate 4** to Broadford Street only
- 5 allocated spaces for Parish Fathers
- 3 allocated spaces for Shuttle Buses

- 2 allocated spaces for deliveries (timed 10am-3pm)

Basement – Zone 6 Parking

- **38 spaces**, including 1 accessible space at Child Care Centre entrance, at basement level
- Access and egress via **Gate 3** from Bayview Street only
- 3 allocated spaces for Child Care Centre users, 1 allocated drop-off overflow with additional overflow utilising other available basement parking
- 6 allocated spaces for Child Care Centre staff
- 1 space for deliveries (timed 10am-3pm)

4.2.4 Emergency, Delivery and Waste Collection Vehicles

All loading and unloading in relation to emergencies, deliveries and waste collection will occur wholly within the property.¹⁰

Emergency vehicle parking bay is located in Cathedral Zone 1 accessed via Gate 1.

Deliveries are organised to be received **Monday to Friday, 10am to 3pm**, outside of the morning and afternoon peak periods.

- Deliveries to the **Church and College** will be directed to enter via Gate 2, park in nominated and sign-posted timed delivery spaces (no. 73-74) and exit via Gate 4.
- Deliveries to the **Child Care Centre** (vans only) will be directed to enter via Gate 3, park in nominated sign-posted timed delivery space (no. 115) and exit via Gate 3.

Contracted waste collection vehicles servicing the College and Child Care Centre will be directed to enter via Gate 2 and exit via Gate 4. (Section **5.5 Waste Management**).

4.3 Off-site vehicle movement and parking

Off-site parking available at particular times includes:

- Legally available carparking spaces available on public roads, including 5 minute zones on Bayview Street and Broadford Street adjacent to the site;
- Carparking spaces on the grounds of Bexley Public School; and
- Bayside Council public car park at Albyn Street, Bexley.

The following sets out protocols for use of off-site parking areas by Church and College users.

¹⁰ DA 1997/49, Condition 6, Base consent.

4.3.1 On-street parking in legally available spaces on public roads

It is important to ensure that parking availability to neighbouring residents is not affected, particularly as a number of residents rely upon their street frontage for carparking.

4.3.2 Bayview Street & Broadford Street 5-minute zones for College drop-off & pick-up

On-site parking is not available for College student families/carers (who are not Child Care Centre users).

Families/carers must use on-street parking, including signposted **5 minutes zones**, in Bayview Street and Broadford Street to deliver and collect students from the College.

- Signposted **five-minute parking** on **Bayview Street** is from 08:30am to 09:30am and 03:00pm to 03:30pm, Monday to Friday.
- Signposted **five-minute parking** on **Broadford Street** from 08:30am to 09:30am and 03:00pm to 03:30pm, Monday to Friday.

Traffic Control & Safety during College drop-off & pick-up

Trained College staff will be rostered on duty during the drop-off and pick-up periods at **Pedestrian Gate 1** on **Broadford Street** and at **Bayview Street** including **Pedestrian Gate 4** to ensure students safely enter and exit the site and access private vehicles.

College staff will receive traffic control and safety training prior to inclusion on roster.

4.3.3 Overflow parking at Bexley Public School

St Mary and St Mina's Coptic Orthodox Church has a Memorandum of Understanding with Bexley Public School to utilise its parking area (access via Forest Road) for overflow parking during Special Events (see **Section 3.2.1**). This agreement will be renewed yearly, with evidence of the agreement provided to Bayside Council.¹¹

4.3.4 Bayside Council Public Carpark at Albyn Street

Parking is available in the Bayside Council carpark at Albyn Street (approximately 300 metres walking distance from the site).

4.3.5 Bus Zones

There are **bus zones** on Bayview Street and Broadford Street. The 2021 DA proposes to replace the bus zone on Broadford Street with five minute parking.

¹¹ DA 1997/49, Condition 83, Base consent; NSW Department of Education, Community Use Agreement, 28/01/2020 between Bexley Public School and St Mary & Mina Coptic Orthodox Cathedral.

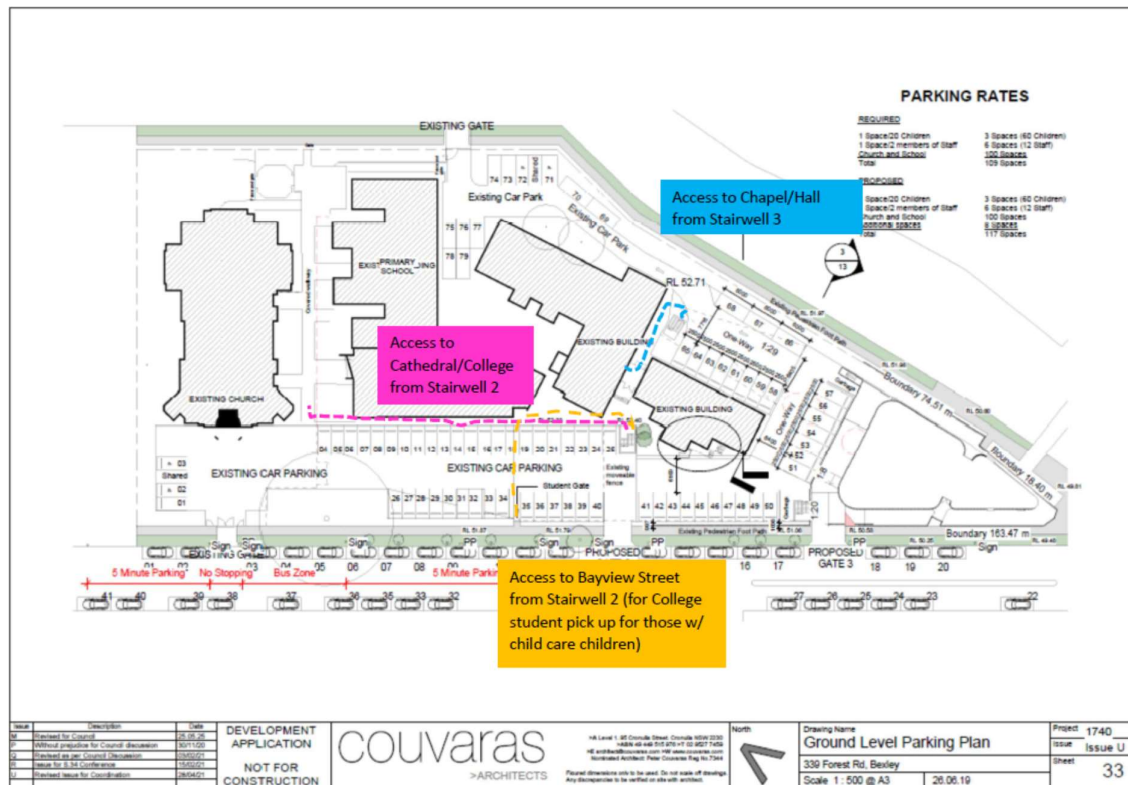


Figure 8: Pedestrian paths from basement parking stairways

4.4.1 Peak Period 1 - Monday to Friday (Morning, 07:00am-10:00am)

Arrival and departure times for user groups are staggered and physically separated where possible in order to minimise user overlap and potential conflict and ensure safety for vehicles and pedestrians on-site during the Monday to Friday morning peak period of 07:00 to 10:00.

College traffic wardens will be stationed at Bayview Street from **08:30 to 09:00** and from **15:00 to 15:30** to ensure that traffic flow, parking within the 5 minute zone and Child Care Centre users queuing into **Gate 3** is undertaken orderly and safely.

Child Care Centre

- Child Care Centre staff (n= 2) will arrive at 06:45 to open the Centre, with up to 12 staff on-site during operational hours of the Centre, 07:00 to 18:00.
- Child Care Centre staff requiring on-site parking will access the site via **Gate 3** from Bayview Street and utilise allocated and sign-posted Child Care Centre staff parking in Zone 6.
- Child Care Centre users will arrive from 07:00 (n=60 children), those requiring on-site parking must access the site via **Gate 3** from Bayview Street and utilise allocated and sign-posted Child Care Centre user parking in Zone 6 near the Centre entrance.
- Child Care Centre users who also have a College student to deliver are also directed to access the site via **Gate 3** and park in Zone 6, and then:

- Follow a safe pedestrian route to ground level via Stairwell 2 to deliver College student at **top of Stairwell 2 collection point**, return via a safe pedestrian route to deliver child at Child Care Centre and exit the site via **Gate 3**.
- Overflow parking for Child Care Centre users is provided in other available parking spaces in the basement.

College

- College staff will arrive at 07:45, those requiring parking are directed to access free Council carpark at Albyn Street (approximately 300 metres from site) or on-street parking.
- College families/carers who are not Child Care Centre users requiring parking will follow off-site parking protocols set out at **Section 4.3.2** above.

Chapel

- Chapel service parishioners (typical attendance n=50) will arrive from 08:00-08:30, those requiring parking are directed to access the site via Gate 2 and use ground level parking **Zones 3 & 4**, to avoid conflict with Child Care Centre users in Zone 6.
- Shuttle buses will park in allocated spaces in **Zone 4**.
- A marked pedestrian pathway will be provided from Shuttle bus parking to the Chapel.

4.4.2 Peak Period 2 – Monday to Friday (Afternoon, 03:00pm-04:00pm)

The following protocols will be applied to manage vehicle and pedestrian movements on-site due to user overlap during the Monday to Friday afternoon peak period of 15:00 to 16:00.

College

- College families/carers who are not Child Care Centre users requiring parking will follow on-street parking protocols set out at **Section 4.3.1** above.
- College families/carers who are also Child Care Centre users are directed to access the site via **Gate 3** and park in Zone 6, and then:
 - Follow a safe pedestrian route to ground level via Stairwell 2 to collect College student at **top of Stairwell 2 collection point**, return via a safe pedestrian route to collect child at Child Care Centre and exit the site via **Gate 3**.

Child Care Centre

- Child Care Centre users collecting children and requiring parking are directed to access/exit the site via **Gate 3** and park in Zone 6.

4.4.3 Peak Period 3 – Saturdays (Morning Cathedral & Chapel Services, 08:00-08:30am)

The following protocols will be applied to manage vehicle and pedestrian movements on-site due to potential user overlap **during Saturday morning Cathedral services**:

- Early morning Saturday service is from 06:00 to 08:00 (average 40 parishioners)
- Late morning Saturday service is from 08:30 to 10:30 (average 50 parishioners)

Parishioners at the early service requiring parking will be directed to access the site via **Gate 2** and park in **Zones 2, 3 or 4**; exiting the site via either **Gate 2** or **Gate 4**.

Parishioners at the late morning service requiring parking will be directed to access/exit the site via **Gate 3** and park in **Zone 6**.

Church voluntary caretakers will provide Traffic Control from 08:00 to 08:30 to direct parishioners as per these protocols.

4.4.4 Peak Period 4 – Sundays (Morning Cathedral & Chapel Services)

The following protocols will be applied to manage vehicle and pedestrian movements on-site due to potential user overlap during Sunday morning Cathedral and Chapel services:

- Morning Cathedral service is from 08:15 to 10:15 (average 200-300 parishioners)
- Morning Chapel service is from 08:30 to 10:30 (average 100 parishioners)

All on-site parking zones will be available for parishioners requiring parking (117 spaces including 5 accessible spaces).

If on-site parking reaches capacity:

- stacked parking on-site¹²
- overflow parking will be available at Bexley Public School (access via Forest Road).
- on-street parking is available in Bayview Street, Broadford Street and surrounding streets

The Church will provide Traffic Control personnel (n=6, voluntary and sub-contractors if required) 07:30-10:30am, to be positioned at:

- **Gate 1** directing pedestrian access and on-street parking in Bayview Street to ensure in allocated spaces.
- **Gate 2** directing access to ground level parking in Zones 2, 3 and 4; and safe pedestrian pathways to Cathedral and Chapel.
- **Gate 3** directing access/exit from Zone 6.
- Within **Basement Level - Zone 6** directing safe pedestrian access to/from Cathedral and Chapel; and egress to Gate 3 to exit the site.
- Forest Road entrance to **Bexley Public School** overflow parking to direct vehicle access/egress and pedestrian access to site via Forest Road pedestrian bridge.
- **Gate 4** directing exit to Broadford Street and ensuring on-street parking is in allocated spaces.¹³

¹² DA 1997/49, Condition 9 Base Consent

¹³ DA 1997/49, Site Management Plan 2003.

4.4.5 Peak Period 5 - Special Events

The following protocols will be applied to manage vehicle and pedestrian movements on-site due to peak use during **Special Events** including baptisms, funerals, weddings, special ceremonies and feast days – some of which are held in the Evening (**until no later than 11pm**) that welcome **up to 700 parishioners and guests** to the site (see 3.2.1 Special Events).

All on-site parking zones will be available for Special Event visitors requiring parking.

If on-site lined parking reaches capacity, users will be directed to:

- stacked parking on-site¹⁴
- on-street parking is available in Bayview Street, Broadford Street and surrounding streets
- overflow parking will be available at Bexley Public School (access via Forest Road).

Traffic Control Personnel

The Church will provide Traffic Control (n=6, voluntary and sub-contractors if required) from 30 minutes before/after timing of the Special Event, to be positioned at:

- **Gate 1** directing pedestrian access and on-street parking in Bayview Street to ensure in allocated spaces.
- **Gate 2** directing access to ground level parking in Zones 2, 3 and 4; safe pedestrian pathways to Cathedral and Chapel; and allocation of stacked parking as necessary.
- **Gate 3** directing access/exit from Zone 6.
- Within **Basement Level - Zone 6** directing safe pedestrian access to/from Cathedral and Chapel; egress to Gate 3 to exit the site, and allocation of stacked parking as necessary.
- Forest Road entrance to **Bexley Public School** overflow parking to direct vehicle access/egress and pedestrian access to site via Forest Road pedestrian bridge.
- **Gate 4** directing exit to Broadford Street and ensuring on-street parking is in allocated spaces.

4.5 Informing Users about Pedestrian, Vehicle Movement & Parking Protocols

The **St Mary & St Mina's Coptic Orthodox Parish** will inform users of appropriate entry and exit points for pedestrians and vehicles, on-site vehicle speed limit and parking protocols in a number of ways including:

- Placement of appropriate signage at vehicular gates.
- Placement of signage at **Stairwells 1, 2 and 3** within Basement Level – Zone 6 indicating preferred pathway to Cathedral, College, Hall and Chapel.

¹⁴ DA 1997/49, Condition 9 Base Consent

- Sign-posting of accessible and reserved spaces for Child Care Centre staff, Child Care Centre users, Father's, shuttle buses and deliveries.
- Regular communication with Parishioners regarding the location of allocated on-site parking for regular weekday and weekend services and activities; and alternatives for on-street and over-flow parking if/when on-site parking is at capacity (e.g. website, newsletter, in-sermon announcements, app services).
- Communication with College students and families regarding pick up and drop off protocols upon enrolment and regularly via the College's preferred methods of communication with families (e.g. website, newsletter, app services).
- Communication with Child Care Centre users regarding pick up and drop off protocols upon enrolment and regularly via the Centre's preferred method of communication with users (e.g. website, newsletter, app services).

4.6 Traffic Control Training

All traffic wardens, voluntary or contracted, will have received traffic control and safety training prior to inclusion in any roster or undertaking traffic warden duties on site on behalf of the College or Church.

5 On-Site Operations

5.1 Lighting

Suitable on-site lighting will be provided for appropriate security and to enable persons and vehicles to move within the site safely.

Lighting to be used will be in accordance with approved plans.

Lighting will be installed and used to avoid unreasonable light spill outside of the site to adjoining properties.

All existing and proposed lights shall comply with the Australian Standard AS4284 – 1997 “control of the Obtrusive Effects of Outdoor Lighting”. In this regard, the lighting of the premises shall be directed so as not to cause nuisance to the owners or occupiers of adjacent/adjoining premises or to motorists on adjoining or nearby roads.¹⁵

5.2 Security

The **St Mary & St Mina's Coptic Orthodox Parish** provides appropriate security – physical, electronic and procedural – to reduce the possibility of personal harm or property loss/damage on-site. A coordinated approach to security measures is undertaken to ensure protection for

¹⁵ DA 2005/570, Condition 11, 18 and 19.

parishioners, staff, students and their families/carers, children and families/carers accessing child care and visitors.

5.2.1 Physical

There are internal and external areas on-site will include appropriate physical treatments to maintain security, including:

- External lighting that meets standards for crime prevention.
- External gates and internal doors are appropriately secure with locks and blocking plates.
- External and internal warning signage is prominently displayed as required.

5.2.2 Electronic

There is an on-site electronic security system that is externally monitored and includes a system of Closed Circuit Television Cameras (CCTCs) including 7 Network Video Recorder (NVR) and up to 60 cameras on site. Video recordings are retained for 30 days.

5.2.3 Procedural

The St Mary and St Mina's Coptic Orthodox Parish has procedures in place to ensure security of the site.

Securing the site

The **St Mary & St Mina's Church Board of Deacons** and the **NSW Coptic Orthodox Board of Education Ltd** work together to ensure that on-site security protocols and responsibilities are clear and understood.

- The NSW Coptic Orthodox Board of Education directs the **Head of College** to ensure that protocols are in place to open and secure **all College buildings** at the start and end of each day.
- The St Mary & St Mina's Church Board of Deacons directs the **Fathers and Operations Manager/Caretaker** to ensure that protocols are in place to open and secure Cathedral, Chapel and Hall buildings, all vehicle and pedestrian gates, at the start and end of each day.
- The St Mary & St Mina's Church Board of Deacons, Child Care Sub-Committee directs the **Child Care Licensee** to ensure that protocols are in place to open and secure the Child Care Centre at the start and end of each day.

Managing Special Events

The **St Mary and St Mina's Coptic Orthodox Parish** regularly holds **Special Events** including weddings, funerals and feast days. Some Special Events are held in the Evening (**until no later than 11pm**).

The **St Mary & St Mina's Church Board of Deacons** will engage Security Personnel to assist with on-site security and/or vehicle and pedestrian traffic management to ensure a safe on-site environment for all visitors of Special Events.

Security Personnel will be positioned at pedestrian and vehicular gates and provide active surveillance of the site on Bayview Street, Broadford Street and Forest Road.

Sub-contracted Security Personnel on-site during Special Events will report to the Operations Manager and members of the St Mary & St Mina's Church Board of Deacons.

5.3 Emergency Planning

The **St Mary & St Mina's Coptic Orthodox Parish** has documented plans to deal with emergencies including medical emergencies, fire and other incidents; which are reviewed and updated annually.

Emergency plans, or a summary of key elements of each plan, will be readily accessible by staff at the Church, College and Childcare Centre. Emergency plans must be tailored to specific service locations and circumstances, in consultation with emergency services. They should take into account serious accidents, fire, medical emergencies and threats/incidents of violence.

The **St Mary & St Mina's Church Board of Deacons** and the **NSW Coptic Orthodox Board of Education Ltd** work together to ensure that on-site emergency protocols and responsibilities are clear and understood.

- The NSW Coptic Orthodox Board of Education is responsible for Emergency and Evacuation Plans for the College.
- The St Mary & St Mina's Church Board of Deacons is responsible for Emergency and Evacuation Plans for the Cathedral, Chapel, Hall and Child Care Centre buildings, on ground and basement parking areas.
- The St Mary & St Mina's Church Board of Deacons, Child Care Sub-Committee will ensure that Emergency and Evacuation Plans for the Child Care Centre are clear and understood by the **Child Care Licensee**

The **St Mary & St Mina's Coptic Orthodox Parish's *Emergency Plans*** cover:

- emergency contact details for key staff who have specific roles or responsibilities under the emergency plan, for example, fire wardens and first aid officers;
- contact details for local emergency services, for example police, ambulance and fire brigade;
- a description of the mechanisms for alerting people on-site to an emergency or possible emergency, for example sirens or alarms;
- evacuation procedures including arrangements for assisting any people with hearing, vision or mobility impairment;
- a map of the St Mary & St Mina's Coptic Orthodox Parish's location, illustrating the location of safe evacuation routes and assembly areas from each building;
- testing of emergency procedures, including the frequency of testing; and

- information, training and instruction to relevant staff in relation to implementing the emergency procedures.

Refer to:

- *St Mary & St Mina's Coptic Orthodox College Emergency Plan & Site Evacuation Plans, 2020*
- *Emergency Evacuation Plans for Church (Cathedral, Hall, Chapel)¹⁶*
- *Emergency Evacuation Plans for College¹⁷*
- *Emergency Evacuation Plan for Child Care Centre (to be prepared prior to Occupation Certificate)*
- *Emergency Evacuation Plan for site when carpark is at capacity (ground and basement level)*

5.4 Maintenance

The **St Mary & St Mina's Coptic Orthodox Centre** has policies and procedures in place to ensure that the on-site environment, including internal and external areas, are clean and safe for parishioners, staff, students and their families, children and families accessing child care and visitors.

The **St Mary & St Mina's Church Board of Deacons** and the **NSW Coptic Orthodox Board of Education Ltd** work together to ensure that on-site building and grounds maintenance protocols and responsibilities are clear and understood.

- The **NSW Coptic Orthodox Board of Education** is responsible for building and grounds maintenance for the College.
- The **St Mary & St Mina's Church Board of Deacons** is responsible for building and grounds maintenance for the Cathedral, Chapel, Hall and Child Care Centre buildings, on ground and basement parking areas.
 - The site is maintained by the Operations Manager/Caretaker, who is on-site **seven days a week from 9am to 4pm Monday to Friday and 10am to 4pm Saturday and Sunday**.
 - Internal building cleaning is undertaken by a contractor, **4 times a week**.
 - Contracted pest management is undertaken **quarterly**.
 - Grounds landscaping and garden maintenance is undertaken **weekly**.

5.4.1 Landscape maintenance

Maintenance will be carried out in accordance with the Landscape Plan Sheet 5 Rev D dated 26.3.18 and attached at Attachment B.

¹⁶ In preparation as at May 2021.

¹⁷ St Mary and St Mina's College Emergency Evacuation Plans from Art Room, Reception, Year 4 and Year 6.

5.4.2 Heritage building maintenance

Buildings on the site identified as having heritage significance by Bayside Council include the Primary School Building, Chapel Building and Hall.

These buildings will be maintained in good condition with detailing and colours in accordance with the requirements of Council's Heritage Officer and any consent issued in relation to the buildings.

5.5 Waste Management

The **St Mary & St Mina's Coptic Orthodox Centre** has policies and procedures in place to ensure the generation, handling, storage and disposal of all forms of waste across the site is managed appropriately including:

- Organisational issues, including legal responsibilities, staff responsibilities, purchasing policy, clarity of responsibilities where there is more than one entity included in the plan;
- Strategies for:
 - waste minimisation (waste avoidance, reuse strategy, waste reduction and recycling);
 - audits (waste management numerical profile audit, segregation audit, energy audit and water audit).

The **St Mary & St Mina's Church Board of Deacons** and the **NSW Coptic Orthodox Board of Education Ltd** work together to ensure that on-site waste management protocols and responsibilities are clear and understood.

- The NSW Coptic Orthodox Board of Education is responsible for waste management for the College.
- The St Mary & St Mina's Church Board of Deacons is responsible for waste management for the Cathedral, Chapel, Hall and Child Care Centre buildings, on ground and basement parking areas.
- The St Mary & St Mina's Church Board of Deacons, Child Care Sub-Committee directs the **Child Care Licensee** to ensure that suitable waste management protocols are in place including:
 - Provision of a ground level waste storage area towards the western portion of the building that will be secure and accessible from the facility and will allow for appropriate waste collection of food, nappies and cleaning consumables.
 - Child Care Centre waste bins will be emptied weekly and positioned for collection by waste management contractor.

5.5.1 Waste storage and collection – Church

Church waste is stored on site in bins located at **ground level, adjacent to parking space 50 and 57**.

As at 2021, Church waste bins are collected from Bayview Street by Bayside Council on **Mondays**.

The **Caretaker** is responsible for moving the Church waste bins from the bin storage area to on-street pick up location on Bayview Street on **Sunday evening** and returning them to the bin storage area on Mondays when empty.

5.5.2 Waste storage and collection – College

College waste is collected on site and stored in a blue commercial bin located at **ground level, adjacent to parking space 50 and 57**.

Collection of College waste is undertaken by a private contractor.

As at 2021, College waste is collected on **Mondays** at **7:00am**.

5.5.3 Waste storage and collection – Child Care Centre

Child Care Centre waste is collected on site and stored in a blue commercial bin located at **ground level, adjacent to parking space 57**.

Collection of Child Care Centre waste will be undertaken by the private contractor that collects College waste.

Collection of Child Care Centre and College waste will occur concurrently. As at 2021, collection is **Mondays** at **7:00am**.

5.6 Child Care Centre Operations

The Child Care Centre will operate in accordance with *Plan of Management Childcare Centre 339-377 Forest Road Bexley* dated June 2021, and attached at Attachment A.

5.7 College Operations

St Mary and St Mina's College is a co-educational Christian college in the Coptic tradition.

5.7.1 Student enrolment

The Bexley campus of the College is for Kindergarten to Year 6 students, with a maximum enrolment is **280 students**.¹⁸

¹⁸ Nation Building, BER Consent, IPA 10/071.3, School Extension, March 2011.

5.7.2 Hours of operation

St Mary and St Mina's College Bexley Campus operates Monday to Friday during the school terms.

Staff of are on-site from **07:30am to 04:30pm**.

The school day for students is from **08:30am to 03:30pm**.

5.7.3 Lunch and recess time for students

All students have a 40-minute **lunch** break from **10:40-11:20am**.

All students have a 30-minute **recess** from **1:20-1:50pm**.

Student lunch and recess breaks take place in the playground space located (**Play Space 1**).

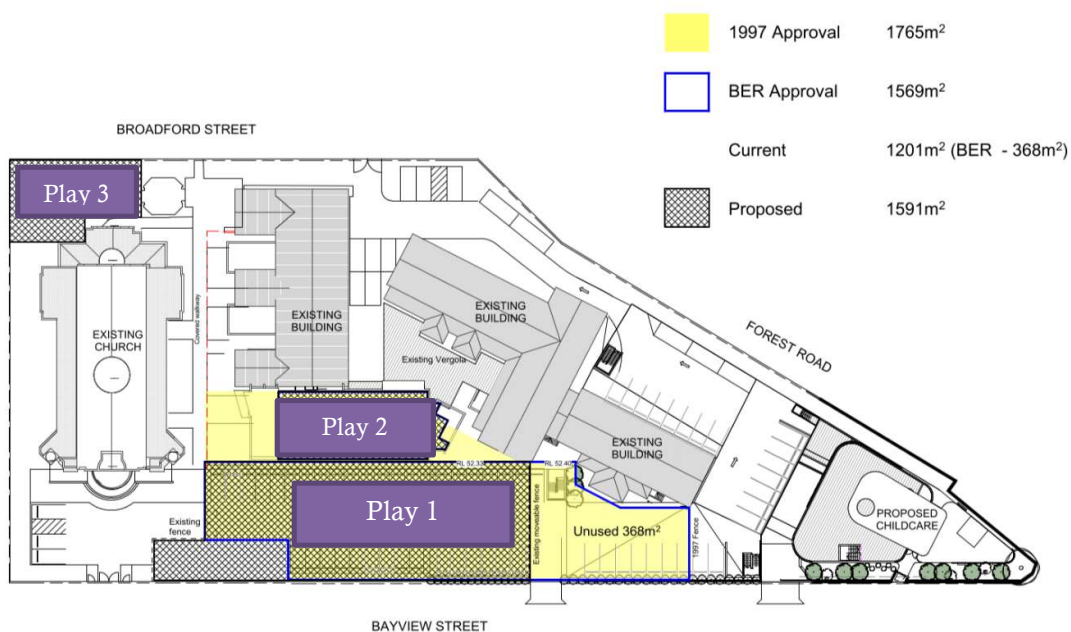
5.7.4 Safe use of playground areas

There are three playgrounds for children/students to use on site.

Playground 1 – (1311 m²) is located at ground level in the carpark off Bayview Street.

Playground 2 - (280 m²) is located at rooftop level in the College school building.

Playground 3 – (250 m²) is located at ground level at rear of Cathedral off Broadford Street.



1. Site Plan - playground areas
Scale 1 : 500

Figure 9: Site Plan – playground areas

Source: Couvaras Architects, 2021; JSA, 2021

Use of **Playground 1**:

- is restricted to normal weekday school hours only (**8:30am to 3:30pm, Monday to Friday during school terms**);

- will only be used under full supervision of staff (2 staff members rostered on duty each lunch and recess break)

Playground 1 does not have fixed facilities, rather equipment for play during student lunch and recess breaks is brought to/from the space by staff.

There is a moveable fence erected Monday to Friday during school terms to ensure that cars do not enter the playground space.

College traffic wardens will be responsible for erecting the moveable fence between 07:45 and 08:00, and moving it at 16:00 to allow for evening Church parking.

Playground 2 has fixed facilities of futsal court/goals and moveable equipment for basketball and volleyball that is set up by staff.

Use of **Playground 2**:

- is restricted to normal weekday school hours only (**8:30am to 3:30pm, Monday to Friday during school terms**);¹⁹
- will only be used under the full supervision of staff;²⁰
- will be limited to a maximum of 40 students at any one time; and²¹
- will not give rise to offensive noise within the meaning of the *Protection of the Environment Operations Act 1997*.²²

Lighting other than for the purposes of exit and emergency lighting will not be installed in **Playground 2**.²³

Playground 3 has fixed play equipment, table and bench seating.

Use of **Playground 3**:

- is used during school hours by the infants school;
- is used on **Sundays** around the late morning service and Sunday School times (**8:00am to 12:00pm**); and
- will only be used by children under the full supervision of their parent/carer at these times.

5.7.5 Use of College outside hours of operation

St Mary and St Mina's Church Sunday School takes place in the College on **Sundays** from **11:00am to 12:00pm**.

¹⁹ Nation Building, BER Consent, IPA 10/071.3, School Extension, March 2011, Consent Condition 6.

²⁰ Nation Building, BER Consent, IPA 10/071.3, School Extension, March 2011, Consent Condition 7.

²¹ Nation Building, BER Consent, IPA 10/071.3, School Extension, March 2011, Consent Condition 8.

²² Nation Building, BER Consent, IPA 10/071.3, School Extension, March 2011, Consent Condition 9.

²³ Nation Building, BER Consent, IPA 10/071.3, School Extension, March 2011, Consent Condition 10.

The **Caretaker** is responsible for providing access to the College for the Sunday School, opening the building at 10:30am and securing after the session ensuring that all participants have exited the building by 12:30pm.

Other than Sunday School, there are no regular weekly activities that use the College building or facilities outside the College hours of operation.

5.8 Other Church Operations

5.8.1 Overflow Church congregation

Any overflow congregation during services and feast days will be catered for on-site by closed circuit television installed in other buildings such as the Hall or College.²⁴

5.8.2 Evening use of outdoor areas²⁵

Hours of playground/carparking area shall be restricted to:

Monday to Friday, 5:00pm to 10:00pm

Saturday, 11:00am to 5:00pm

Sunday, 1:00pm to 10:00pm

5.8.3 St Mary and St Mina's bookshop and chapel library

The St Mary and St Mina's bookshop and chapel library (located within the Chapel, Zone 3) is operated by volunteers from the congregation and is open around mass and after service lunch times including:

- Chapel mass and after service lunch (Monday to Friday, 9:00am to 1:00pm)
- Cathedral and Chapel mass times (Sundays, 9:00am to 1:00pm)

5.8.4 Chapel Vergola

The chapel vergola is used primarily Monday to Friday from 10:30am to 1:00pm for after service lunch by parishioners.

5.8.5 Sale and consumption of alcohol

There will be no alcohol sold or consumed on-site at any time.²⁶

5.9 Noise and neighbourhood amenity

All uses and activities on the site will be conducted to cause no interference to the existing and future amenity of adjacent neighbours and neighbourhood by the emission of noise, smoke, dust,

²⁴ DA 1997/49, Condition 11 and Condition 21, Base consent.

²⁵ DA 2005/570 Condition 12.

²⁶ DA 1997/49, Condition 12, Base consent.

fumes, grit, vibration, smell, vapour, steam, soot, ash, wastewater, waste products, oil, electrical interference or otherwise.²⁷

All activities will be conducted in accordance with acoustic requirements of current consents.

Management procedures will be implemented to minimise noise generated from activities that may adversely impact neighbourhood amenity and quiet enjoyment for adjacent neighbours, and will include:

- Openings (doors and windows) in the western façade of the Church will be closed during services and opened to provide emergency access only.²⁸
- No use of external bells, chimes or the like.²⁹
- No external amplification equipment installed or used on church grounds.³⁰
- All windows and doors of the Hall are to be kept closed when in use after 6:00pm.³¹
- Traffic control officers will encourage visitors to move in an orderly and respectful manner to/from the site.

The following acoustic treatments are required for the child care centre to comply with noise emission objectives.

- A minimum 1.6m high solid (masonry, glass) boundary fence is required for the perimeter of the rooftop outdoor play area. This barrier is recommended to control noise intrusion to the recommendations of the NSW Road Noise Policy (55dB(A) external, and to control noise emissions from the outdoor play area to the residents.
- The surface of rooftop floor play area to be artificial turf or porous rubber soft fall.
- Underside of the shade structures are to have a minimum 60% even coverage with an absorptive material with a noise reduction coefficient (NRC) of 0.8, similar to EchoSoft.
- Management is to ensure children are supervised at all times to minimise noise generated by the children whenever practical and possible.
- 4-5 Year old play area to have 12.38mm laminated glass with a minimum sound reduction index of Rw 37. Proposed concrete façade and concrete roof are acceptable without upgrades in order to attenuate aircraft and traffic noise levels
- 2-3 and 0-2 year old play area to have 10.38mm laminated glass with a minimum sound reduction index of Rw 35. Proposed concrete façade and concrete roof are acceptable without upgrades in order to attenuate aircraft and traffic noise levels

²⁷ DA 1997/49, Condition 5, Base consent.

²⁸ DA 1997/49, Condition 70, Base consent.

²⁹ DA 1997/49, Condition 18, Base consent.

³⁰ DA 1997/49, Condition 10, Base consent.

³¹ DA 1997/49, Condition 16, Base consent.

6 Community Feedback & Complaints Procedure

The amenity of the neighbourhood and safety of our parishioners, students, staff, children at child care, visitors and the public are of paramount importance to the St Mary & St Mina's Coptic Orthodox Parish.

Positive comments, complaints and other feedback provide St Mary & St Mina's Coptic Orthodox Parish with valuable information about staff, parishioner, student/parent/family and neighbour/community satisfaction and an opportunity to improve upon all aspects of our service and operations.

The St Mary & St Mina's Coptic Orthodox Parish formal complaints procedures ensure that people can easily make a complaint and have it dealt with fairly and quickly.

St Mary & St Mina's Coptic Orthodox Parish makes information available to parishioners, staff, neighbours and other stakeholders about how to make a complaint to it and keeps adequate records about feedback and complaints received.

St Mary & St Mina's Coptic Orthodox Parish welcomes neighbours and members of the public to communicate any concerns or complaints about the operations and functioning of the uses on the site, so they may be addressed.

St Mary & St Mina's Coptic Orthodox Parish has procedures to address concerns and complaints received from our users, visitors and neighbours including:

- Keeping an up-to-date **Community Complaints Register**;
- Updating the Community Complaint Register within 24 hours of receiving a complaint;
- Responding to complaints within 24 hours of notification;
- Making the Community Complaints Register available to Bayside Council and Police upon request; and
- Holding annual Neighbourhood Consultation Meetings (twelve monthly) with neighbours and key stakeholders (e.g. Bayside Council, Bexley Public School with regard to overflow parking arrangements) to discuss issues, complaints and/or concerns about site operations. Outcomes of the meeting will contribute to the required 12 monthly review of this Plan of Management.³²

The formal **Community Complaints Register** will include:

- the time and date of complaint,
- name and contact details of person making the complaint,
- nature of, and any details of, the complaint;
- all actions taken to respond to and resolve the complaint (by whom and when); and

³² DA 1997/49, Condition 14, Base consent.

- outcome of the complaint and/or further action required, with resolution upon satisfactory confirmation by the complainant.

Neighbours and members of the public are invited to submit complaints directly by:

- telephone: **(02) 9597 2933**
- email: **info@stmary.org.au**

If the complaint is serious, or involves threat of injury or violence, destruction of property or any other criminal act, we will involve and cooperate fully with the appropriate local emergency and/or law enforcement agencies.

The Community Complaints Register will be reviewed regularly and where appropriate and relevant, this Plan of Management will be amended to minimise the likelihood of the complaint reoccurring.

7 Monitoring and Review

This Plan of Management will be monitored by responsible officers of the Church, College and Child Care Centre to ensure that its objectives are being met at all times.

The Plan of Management is a conditional requirement of development consent and will be reviewed every 12 months.

Findings of the annual review, including any variation made to the Plan of Management, will be submitted to Bayside Council.

Attachment A

Plan of Management

Childcare Centre

339-377 Forest Road Bexley

**Plan of Management
Childcare Centre**

339-377 Forest Road Bexley

June 2021

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1. Introduction

This Plan of Management (PoM) has been created for a proposed childcare centre at No 339-377 Forest Rd Bexley. The childcare centre will provide long day care services for a total of 60 children.

Preparation of the PoM has had regard to the requirements of the following:

- Australian Children's Education and Care Quality Authority (ACEQA)
- National Quality Framework
- Education and Care Services National Law 2013
- Education and Care Services National Regulations 2013
- State Environmental Planning Policy (Educational Establishments and ChildCare Facilities) 2017
- NSW Government Child Care Planning Guidelines.

The PoM is designed to ensure that the Centre, its facilities and daily operation complies with all relevant National, State and Local Government requirements at all times, and that the Centre provides high quality education and care programs for children.

2. Aims and Objectives of the Childcare Centre

The principal aim of the centre is to achieve an excellent rating against each of the seven Quality Areas under the National Quality Standard and meet the community's demand for high quality child care and provides a safe, engaging and stimulating environment which enhances children's learning and development.

The key objectives of the PoM are to outline:

- Policies and procedures
- Hours of operation
- Staffing arrangements
- Code of conduct
- Access and security
- Emergency procedures
- Workplace health and safety
- Waste management
- Noise management
- Complaint handling and resolution
- Access and accessibility to and within the Centre

Under the National Law and Regulations, services are required to base their educational program on an approved learning framework. This should focus on addressing the developmental needs, interests and experiences of each child, while taking into account individual differences.

There are 2 nationally approved learning frameworks which outline practices that support and promote children's learning:

- [Belonging, Being and Becoming: The Early Years Learning Framework for Australia \(EYLF\)](#)
Approved learning framework under the NQF for young children from birth to five years of age
- [My Time, Our Place: Framework for School Age Care in Australia](#) Approved learning framework under the NQF for school age children.

The Centre's program will be focussed on the National Quality Framework and The Early Learning Framework: Belonging, Being and Becoming which is a national curriculum for the 0-5 year age group. Staff will be encouraged, through play based learning and formal teaching, to explore the learning outcomes specified in the early years learning framework with all children both individually and in groups. Parental involvement will be a key aspect of the program.

3. Childcare License Number and Operator

Prior to the commencement of operation the Centre will need to obtain a license approval from the NSW Department of Education (formerly DECS) to operate a childcare centre.

4. Policies and Procedures

The policies and procedures of the Centre meet the requirements of Regulation 168 of the *Education and Care Services National Regulations* and the *National Quality Standard*.

5. Number of Childcare Spaces and Staffing

A total of sixty (60) licensed childcare places will be available for children between the ages of 6 weeks and 5 years and allocated as follows:

- Under 2 years: 15 children (and 4 staff members)
- 2-3 years: 15 children (and 3 staff members)
- 3-4 years: 15 children (and 2 staff members)
- 4-5 years: 15 children (and 2 staff members)

Appropriately qualified and experienced Educators will be employed to ensure high quality education and care programs. The number of Educators employed will be in accordance with the staff to children ratios as set out in Regulation 123 of the *Education and Care Services National Regulations* as follows:

Children's Age	Ratio of Number of Educators to Children
0-2	1:4
2-3	1:5
3-5	1:10

There will be a maximum of 12 staff comprising:

- 11 teachers
- 1 director

The maximum number of staff on site at any one time during each weekday is anticipated to be as follows:

- 7am: 2
- 8am: 6
- 9am: 8
- 10am: 12
- 11am: 12
- 12 noon: 12
- 1pm: 12
- 2pm: 12
- 3pm: 12
- 4pm: 10
- 5pm: 4
- 6pm: 2

It is also noted that all staff, including casual staff, will have appropriate qualifications as Educators to ensure that child/staff ratios are maintained during staff lunch breaks.

Staff will commence work on a staggered basis between 7.00am and 9.30am as childcare places are progressively filled. Similarly, staff will finish work on a staggered basis as children are collected from 3.00pm onwards.

Staff will be provided with a roster and allocated their respective shifts fortnightly.

All Educators will maintain qualifications in First Aid, Asthma and Anaphylaxis, Child Protection and will undertake regular professional development opportunities to meet National Quality Standards.

All staff must agree to follow the code of conduct/code of ethics that applies to management and educators which clearly explain the responsibilities of all parties in relating to one another, to children and to families using the care service.

An Educational Leader will be appointed to guide and mentor all Educators in all aspects of the program and a Responsible person approved by the Approved Provider, who meets the requirements set out by the NSW Department of

Education and Care, will be in attendance at all times as required by Regulation 150.

6. Days and Hours of Operation

The Centre will provide long day care Monday to Friday between the hours of 7.00am to 6.00pm. The centre will be closed on public holidays.

7. Parking Spaces and Peak Drop Off and Pickup Times

The parking spaces for the childcare centre are located in the basement and comprise:

- 6 dedicated car spaces for staff parking; and
- 4 car spaces for the drop-off and pick-up of children (including one accessible parking space near the front door); and

The childcare centre is not opened on weekends and use of childcare parking spaces during these times is addressed in the St Mary & St Mina's Coptic Orthodox Parish Plan of Management dated June 2021.

Anticipated peak drop off and pick up times are as follows:

- Drop off: parents usually arrive between 7am and 9am Monday to Friday.
- Pickup: parents usually arrive between 4pm until 6pm Monday to Friday.

Gate 3 will be opened on Monday to Friday from 6.45am to 10pm and will be patrolled during "school zone" hours.

8. Access and Security

Vehicular or Pedestrian Access Options

Parents/carers (who drive) access the site via Gate 3 and the basement carpark. They arrive at the reception area either by the stairs or lift which will be accessed via a swipe card/pin code or similar.

Parents/carers who live close enough to the centre to walk/catch public transport access the centre via the pedestrian path leading from Bayview Street.

Both the front entry and basement lift will be monitored by CCTV. The reception area is always monitored by one of the teachers or the centre director during the peak drop off and pick up times.

Check-in and Check-out Procedures

The Centre will implement the following procedure regarding the drop-off of children to, or the pick-up of children from, the centre.

Arrival

- All children must be signed in by their parent or carer who delivers to the Centre.
- A staff member must meet and greet each child to ensure the child is always cared for at all times.
- Any parents/carers needing to go beyond the reception area must be checked in at reception and greeted by a staff member before being granted access to the individual rooms either at ground or first floor level.

Departure

- All children must be signed out by their parent or carer
- No child will be released into the care of any persons not known to the Educators. If the person is not known they must provide a form of photo identification which confirms that they are a person authorised on the enrolment form to collect the child.

Other

Each staff member must undergo mandatory Working With Children Check before employment and access to children through the NSW Government's Commission for Children and Young People.

The centre also has the following security measures in place:

- Childproof fences and gates to building perimeter;
- Security cameras and CCTV;
- Securable windows and doors across the site.

9. Laundry Facilities

The Centre includes a laundry facility. The laundry, which will incorporate a laundry tub connected to hot and cold water together with a washing machine and dryer, will be operated by the Centre staff and used to wash and dry bedlinen used in cots and beds and face cloths and bibs.

10. Food Preparation Areas

The centre has a designated food preparation and storage area that is both safe and hygienic. The area will be operated in accordance with the:

- Food Act 2003
- Food Regulation 2010
- FSANZ Food Standards Code
- AS 4674:2004 Design, Construction and Fitout of Food Premises.

The kitchen will only be accessible by one lockable door to prevent unsupervised access by children.

Facilities in the designated area include a fridge, oven, cook-top and hood, dish washer, preparation bench, microwave oven, garbage bin, and impervious bench- top and tiles. These facilities are suitable for staff to be able to co-ordinate, distribute and clean up the catered food that is brought to the site each day.

A separate area designated for the preparation of bottles for children under the age of two is provided. The bottle preparation area is separate from the nappy changing room.

11. Music and Noise Management

Appropriate acoustic fencing is located around the upper level play area in accordance with the Acoustic Report dated June 2021 prepared for the site. The acoustic report is based on typical noise generation levels from a survey of childcare centres. The proposed childcare centre has been designed in accordance with those findings. In particular:

- **Small groups:** Indoor and outdoor play times are monitored to limit noise and appropriate room sizes (up to 15 children per room). Where possible, when playing outside, staff will facilitate children being in smaller groups of 5 or less so as to not allow a large number of them to congregate in a single area at any one time.
- **Music:** Throughout the day, staff may arrange indoor music sessions for children's learning and for sleep times to create an ambient atmosphere as children settle throughout daily transitions. The volume is to be at a soothing level to ensure children's comfort and prevent opportunity for music to be heard from surrounding noise receivers. No music is to be played outside.
- **Equipment:** The types of equipment used outdoors is generally either silent or very low noise generating.
- **Signage:** Signs are erected in the basement entry area and in the reception area, reminding staff and parents to arrive and depart in a quiet and orderly manner at all times;
- **Staff voices levels:** The staff are encouraged not to raise their voices to children or other staff;
- **Fencing:** Appropriate acoustic fencing is located around the upper level play area in accordance with the Acoustic Report dated June 2021 prepared for the site. The acoustic report is based on typical noise generation levels from a survey of childcare centres. The proposed childcare centre has been designed in accordance with those findings;
- **Gates, Doors and Windows:** Doors have soft closing mechanisms to assist in minimising noise levels. External windows and doors are generally closed when the children are indoors;

- **Complaints:** a contact phone number is provided at the front of the childcare centre so that any complaints regarding noise from centre operation can be made.

Furthermore, in accordance with the recommendations of the Acoustic report prepared by Acoustic Logic dated February 2021 it is noted that Management will “ensure children are supervised at all times to minimise noise generated by the children whenever practical and possible.”

Refer also discussion regarding outdoor playtimes.

12. Daily Routine

The internal design and fit out of the centre has had regard to Part 4.3 Physical environment of the Education and Care Services National Regulations.

Cot rooms, toilets, nappy changing rooms and bottle preparation facilities are conveniently located directly off indoor play rooms. Fixed clear glazing within the upper wall section of these service areas ensure clear and unobstructed lines of sight to facilitate supervision of children by staff.

Mechanical ventilation is provided to all internal ground floor areas to ensure maintenance of an ambient temperature which ensures the safety and wellbeing of children.

The following routine is indicative only but provides a guide to the extent of daily activities.

Time*	Activity
7.00am	Centre opens.
7.00am – 11.00am	Breakfast – Indoor/outdoor play (structured/free play). Breakfast for babies commences at 9.am, Toddlers at 9.30am and Pre-schoolers at 10am*
11.00am – 2.30pm	Lunch time followed by rest time
2.30pm – 3.30pm	Indoor structured/free play. Afternoon tea commences at 2.30pm
3.30pm – 5.00pm	Indoor/outdoor play (structured/free play). Many parents have collected children by this time.
5.00pm – 6.00pm	Indoor free play. Children are typically grouped into one room as many children have been collected
6.00pm	Centre closes

*Times are approximate.

Ground Floor Play Area

The ground floor play area is used only by the Babies (0-2 year old children) and the Toddlers (2-3 year olds).

It is noted that the babies do not use any other play area at any time.

The ground floor play area is used as follows:

- Before 8am: a maximum of 8 children outdoors (any additional children in either the baby or toddler rooms during these time are supervised by centre staff for indoor play);
- Between 8am and 5pm: a maximum of 15 children outdoors (each adjacent classroom uses the area on rotation); and
- 5pm – 6pm: a maximum of 8 children outdoors (any additional children in either the baby or toddler rooms during these time are supervised by centre staff for indoor play).

First Floor Play Area

The first floor play area is used exclusively by the 3-4 year old class and the 4-5 year old class. It is used as follows:

- Before 8am: a maximum of 15 children outdoors (any additional children in either of the adjacent rooms during these time are supervised by centre staff for indoor play);
- Between 8am and 5pm: a maximum of 15 children outdoors (each adjacent classroom uses the area on rotation); and
- After 5pm: a maximum of 15 children outdoors (any additional children in either of the adjacent rooms during this time are supervised by centre staff for indoor play).

Rooftop Play Area

The rooftop play area is used by all children other than the babies. It is used as follows:

- Before 8am: No children are permitted on the rooftop play area during these times.
- Between 8am and 5pm: a maximum of 38 children between the ages of 2 and 6 (and generally no more than 20-30 at any one time), playing outdoors. The children are walked up the stairs, accompanied by teachers, using the low child handrails. Should a disabled child in a wheelchair need to be transported to the roof top play area the director is called to take the child in the lift so as to ensure that appropriate child/staff ratios are maintained for the other children; and
- After 5pm: No children are permitted on the rooftop play area during these times.

13. Deliveries

Food deliveries are daily and usually from a small van or truck, the size of a standard vehicle. They occur within childcare facility hours and are coordinated to be outside peak drop off or pick up times. Accordingly delivery vehicles use the parent drop off spaces which are located outside the basement entry lobby.

Cleaning and other general small equipment and consumables (for example: art and craft products, nappies, paper towels, stationery, staff room milk, tea and coffee) for the childcare centre will be purchased as required by centre staff and will generally be brought to the site by staff car or delivered by small vans. Such deliveries are managed as per the food deliveries in the parent drop off area, outside of peak times. Deliveries of such items are likely to be in the order of up to 1 - 2 per week.

14. Waste Management

The centre will generate limited waste including a small amount of food, nappies and cleaning consumables. Waste storage areas are

Child Care Centre waste is collected on site and stored in a blue commercial bin located at ground level, adjacent to parking space 57.

Collection of Child Care Centre waste will be undertaken by the private contractor that collects College waste.

Collection of Child Care Centre and College waste will occur concurrently. As at 2021, collection is Mondays at 7:00am.

15. Fire Safety

The Centre must install and maintain certified fire equipment in accordance with the Building Code of Australia (BCA) and Regulations.

16. Shade

Regulation 114 of the *Education and Care Services National Regulations* states that *"The approved provider of a centre-based service must ensure that outdoor spaces provided at the education and care service premises include adequate shaded areas to protect children from overexposure to ultraviolet radiation from the sun."*

The Centre will join the Sun Smart Child Care Program provided by the NSW Cancer Council and establish a Sun Protection Policy incorporating the following key components;

- All outdoor activities will be planned and sited to occur in shaded areas and moved as necessary throughout the day to follow the

sun/shade path.

- Principal fixed play equipment will be permanently shaded with shade sails or the like. Other play equipment will be shaded by portable umbrellas.
- All sun protection measures (shade, sunsmart hat, clothing and sunscreen) together with recommended outdoor times will be adopted.

As the proposed outdoor play area located on the first floor comprises a predominantly indoor area designed as a simulated outdoor space compliance with shading requirements is readily achieved as a consequence of retention of approximately 50% of the existing roof.

The ground floor outdoor play area will incorporate two shade sails with each positioned over sections of active play areas.

The ground floor shade sails will cover a minimum of 30% of the total play area and have a minimum head clearance of 2.1m to ensure clear access and viewing of the play area by adults. The support posts of the shade sails will incorporate padding to afford protection to children.

17. Neighbour Complaint Handling and Resolution Policy

The Centre will develop and implement a complaint handling and resolution policy and procedure to address neighbour complaints or concerns. The policy will aim to achieve the following:

- Ensure details of any complaints are appropriately recorded in writing;
- Seek to address any complaints in a professional and expedient manner;
- Establish procedures to maintain confidentiality where requested;
- Outline steps or actions necessary for particular complaints and line of responsibility; and
- Establish a procedure for recording the progress of actions to resolve the complaint.

18. Emergency Evacuation Procedures

Emergency and Evacuation Plan

In accordance with Regulations 97 and 168 of the *Education and Care Services National Regulations* the Centre must develop an Emergency and Evacuation Plan which addresses the following matters;

- provide instructions for what must be done in the event of an emergency;
- prepare an emergency and evacuation floor plan;
- conduct a risk assessment to identify potential emergencies that are relevant to the Centre;
- ensure the emergency and evacuation procedures are rehearsed every 3 months by the staff members, volunteers and children present at the Centre on the day of the rehearsal and the responsible person in relation to the Centre who is present at the time of the rehearsal;
- ensure that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit of the premises
- ensure that, when educating or caring for children, the nominated supervisor and staff members of the Centre have ready access to an operating telephone or other similar means of communication to enable immediate communication to and from parents and emergency services.

Evacuation equipment must be checked by a competent person on an annual basis and after use. An Evacuation Kit must be retained on the ground floor. The kit must include:

- children information
- children and staff with special needs list
- child release forms
- staff information
- emergency contact list
- high visibility vests
- keys
- portable first aid
- medical and special needs list
- charged mobile phone functioning torch
- megaphone/loudspeaker
- portable battery powered radio
- bottled water
- portable non-perishable snacks
- facility site plan and emergency procedures manual
- toiletry supplies and sunscreen, nappies, wipes etc
- plastic rubbish bags and ties
- notebook and pen

The contents of the Kit must be checked every 3 months and missing or expired items replaced as soon as possible.

Equipment

Ground floor

- 9 x Grab and Go Evacuation Ropes or similar for groups of 10. (The ropes will be utilised for children 2-5 years old and cater for the maximum of 60 licensed places).
- 4 x Evacuation cots.

First floor

- 9 x Grab and Go Evacuation Ropes or similar for groups of 10 (1 rope in case of equipment failure).

Egress Routes & Procedure

Any emergency requires the deployment of staff to ensure that all children are evacuated safely and in a timely manner. In the event of any emergency requiring the evacuation, partially or wholly, of the building by occupants, it is recommended that the following instructions be considered:

- As a rule, more mobile children should be moved first.
- Babies will be removed from the outdoor and indoor play areas and placed in groups of 4 into cots by the staff responsible for that age group. A maximum of 4 babies will be placed in each cot. A staff member takes charge of each cot. The cots are then moved via the main entry to the Assembly Area.
- Toddlers will be assembled in groups of 5 and evacuation ropes applied by staff responsible for that age group. After a head count, they are then moved out of the building via the main entry to the Assembly Area. Toddlers must be moved after older children, if possible, as they are less mobile.
- Children 3-5 will be assembled in groups of 10 and evacuation ropes applied by staff responsible for that age group. After a head count, children are moved via the main entry and along the Carnarvon Street footway to the Assembly Area.

Assembly point

The designated assembly point is located at the Bayview Street site frontage. A triage area should be established by the First Aider for the treatment of any injuries.

Supervision of children at the assembly point

Babies (0-2 y/o) will be kept in the Evacuation cots and grouped together. A minimum of 2 staff are to remain with the cots for child safety and security as well as to attend to children's needs.

Children 2-5 are to remain tethered to the evacuation ropes for safety and security and will be seated on the grass verge.

Attachment B

Landscape Plan Sheet 5 Rev D

Maintenance Schedule- Spring- Summer																								
Week	September				October				November				December				January				February			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Gardens																								
Watering - Irrigated Beds		✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hand Watering - non-irrigated planters		✓		✓		✓		✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Weeding				✓				✓				✓		✓		✓		✓		✓		✓		✓
Mulching				✓												✓								
Fertilising				✓																				
Pruning								✓				✓				✓				✓				✓
Pest & Disease Control				✓				✓				✓				✓				✓				✓
Replacement plants				✓				✓				✓				✓				✓				✓
Turf Areas																								
Watering		✓		✓		✓		✓		✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Weeding				✓				✓				✓				✓				✓				✓
Mowing	✓		✓		✓		✓		✓		✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fertilising				✓												✓								
Pest & Disease Control				✓												✓								
Irrigation Check & Repair				✓												✓								

Maintenance Schedule- Autumn- Winter																										
Week	March				April				May				June				July				August					
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
Gardens																										
Watering - Irrigated Beds	✓✓	✓	✓✓	✓	✓	✓	✓	✓		✓		✓		✓		✓		✓		✓		✓		✓		
Hand Watering - non-irrigated planters	✓	✓	✓	✓		✓		✓			✓				✓			✓						✓		
Weeding		✓		✓				✓			✓					✓			✓					✓		
Mulching				✓												✓										
Fertilising				✓												✓										
Pruning				✓												✓										
Pest & Disease Control				✓								✓												✓		
Replacement plants				✓								✓												✓		
Turf Areas																										
Watering	✓	✓✓	✓	✓✓	✓	✓	✓	✓			✓				✓				✓					✓		
Weeding				✓				✓																		
Mowing	✓	✓	✓	✓	✓		✓		✓			✓					✓				✓		✓			
Fertilising				✓												✓										
Pest & Disease Control				✓												✓										
Irrigation Check & Repair				✓												✓										

MAINTENANCE GUIDELINES

PRELIMINARY MAINTENANCE

Upon completion of landscape construction works the site shall be cleaned of all rubbish and debris. All waste material shall be removed from the site in a manner consistent with best practice waste management principles and any approved waste management plan applying to the development. All Landscape works shall be completed in accordance with the approved plans and to a satisfactory standard to the approval of the project Landscape Architect or Principal Certifying Authority (P.C.A.). Any damage to footpaths and street verge areas shall be repaired and shall include the replacement of street trees and restoration of grassed areas as necessary and in accordance with the requirements of the Local Government Council or Authority.

Maintenance in the vicinity of building works, structures, carpark areas, signage and services should be carried out without damage occurring or detrimental effect on the landscaping works. Where damage does occur it shall be rectified immediately and to the satisfaction of the P.C.A.

ESTABLISHMENT MAINTENANCE

- Maintenance works shall be in addition to the construction contract and shall include responsibility for all landscaped areas within the property and to the street verge unless otherwise specified
- The Contractor shall commence and fully implement the short term maintenance after Practical Completion has been confirmed by the Superintendent.
- The Contractor shall carry out maintenance works for a minimum period of 52 weeks
- Maintenance works shall include the following works :
 - Mow lawns as per schedule or as necessary by local and seasonal weather conditions.
 - Trim edges on each mowing occasion. Motorised edgers should be used with care and not closer than 100mm to the trunk of any tree. Edges include garden beds, junctions of lawn and pavements, kerbs, poles, pits and spade edges to trees in grassed areas
 - Water all planting and lawn areas in order to ensure adequate soil moisture at all times.
 - Remove any weed growth from all planting areas. Hand removal should be the primary removal technique to limit the use of chemicals and to protect the remaining plant material from accidental exposure to the chemicals. Weed removal from large scale areas and bushland areas should be undertaken in accordance with approved Bush Regeneration and Management techniques and requirements.
 - Fertilisers should be applied as necessary with care to avoid run off of excess nutrients to the drainage system.
 - Spray and control pests and diseases as required. Any chemical applications should be applied in strict accordance with the Manufacturers specification. Where application has been necessary follow up inspections within 7 days should occur to further assess the plant requirements.
 - Replace plants which fail with plants of similar size and quality as originally planted. The Contractor is not to be held responsible for the theft or vandalism of any plants during the maintenance period but replacement is still required to be undertaken in consultation with the site owner.
 - Adjust ties to trees as necessary.
 - Make good any erosion or soil subsidence which may occur.
 - Maintain all mulched areas in a clean and tidy condition to the depth as originally specified.
 - Make good any defects or faults arising from defective workmanship.
 - Advanced trees (45lt+) and including existing mature trees shall be individually inspected at least once a month in order to determine their health and vigour. Should the trees exhibit any signs of disease, pest infestation or poor growth then a qualified Arborist shall be consulted within 14 days in order to determine the most appropriate course of action. Recommended treatment shall then be commenced within 7 days and shall continue until the problem is eliminated.
- When the maintenance period is completed the Contractor shall notify the Superintendent/owner. The site shall then be inspected and if to the satisfaction of the Superintendent/owner the responsibility will be handed over to the owner for on-going maintenance.

TREE SCHEDULE AS PREPARED BY SYDNEY ARBOR TREES FEBRUARY 2ND 2016

Tree #	Species	Common Name	Height (m)	DBH/D (mm)	TPZ SRZ (m)	Health & Vigour	Structure	Defects	SOLE	Significance	Comments
1	Lagerstroemia indica	Creepe Myrtle	4	140+ 160+ 50/60/ 400	3.0/2.3	Good	Good	Deadwood, Stubs	Medium	Medium	Multi-stemmed, Possibly regrown stump, Service wires through canopy
2	Prunus cerasifera 'Nigra'	Cherry Plum	4	200+ 70/ 300	2.5/2.0	Good	Poor	Basal decay, Epicormic branches	Short	Medium	Self-seeded Privet & Camphor Laurel beneath
3	Ficus microcarpa var. hillii	Hill's Weeping Fig	11	350+ 170+ 590+ 340+ 490/ 1000	11.0/3.3	Poor	Fair	Co-dominance, Inclusions, Deadwood	Medium	High	Multi-stemmed, Self-seeded Privet and Lantana beneath
4	Liquidambar styraciflua	Liquidambar	10	620/ 740	7.4/2.9	Fair	Poor	Co-dominance, Inclusions, Deadwood, Stubs, Dieback, Sunburn, Epicormic branches	Medium	High	Evidence of poor pruning (large tear cut 82m), Cotoneaster beneath
5	Syzygium australe	Brush Cherry	7	310/ 430	3.7/2.3	Poor	Fair	Co-dominance, Deadwood, Dieback, Asymmetrical canopy (due to lopping)	Short	Medium	Evidence of poor pruning (large branch removed near ground level)
6	Syzygium australe	Brush Cherry	7	370/ 440	4.4/2.3	Fair	Fair	Deadwood, Stubs, Dieback	Medium	Medium	Bicycle wheel rim hanging in canopy crown
7	Pittosporum undulatum	Sweet Pittosporum	5	120/ 200	2.0/1.7	Good	Fair		Medium	Low	Evidence of poor pruning (flush cuts)
8	Cinnamomum camphora	Camphor Laurel	7	290+ 340/ 680	5.4/2.8	Fair	Poor	Co-dominance, Major deadwood	Short	Medium	Evidence of poor pruning (flush cuts), Possibly regrown stump
9	Araucaria columnaris	Cook Pine	17	670/ 790	8.0/3.0	Good	Good	Deadwood	Long	High	Northward lean, Fruit (cones) throughout canopy
10	Pinus sylvestris	Scots Pine	4	230/ 300	2.8/2.0	Good	Fair	Deadwood, Stubs	Medium	High	Leaning. Evidence of poor pruning (wound on stem), Uncommon species
11	Laphostemon confertus	Brush Box	6	240/ 330	2.9/2.1	Good	Good	Girdling roots, Major deadwood	Long	Medium	Great specimen
12	Laphostemon confertus	Brush Box	6	220/ 300	2.6/2.0	Fair	Good	Deadwood	Long	Medium	Against sign, Foliage sparse and yellowing
13	Laphostemon confertus	Brush Box	7	230/ 320	2.8/2.1	Good	Fair	Co-dominance, Inclusions	Long	Medium	
14	Laphostemon confertus	Brush Box	6	150/ 250	2.0/1.9	Poor	Poor	Basal lesion	Remove	Low (irreversible action)	Mostly dead, Competing with self-seeded Camphor Laurel, Possible Armillaria infection
15	Phoenix canariensis	Canary Island Date Palm	7	720/ 920	6.0/NA	Fair	Good	Dead fronds	Long	High	
16	Phoenix canariensis	Canary Island Date Palm	8	690/ 800	6.0/NA	Fair	Good	Dead fronds	Long	High	
17	Laphostemon confertus	Brush Box	7	190+ 260	3.8/2.4	Good	Poor	Co-dominance from ground level with associated inclusion, Deadwood	Medium	Medium	
18	Laphostemon confertus	Brush Box	6	430/ 520	5.2/2.5	Good	Good	Bark splits	Medium	Medium	Close to structures (fence, gate, garden edging, walkway)
19	Cinnamomum camphora	Camphor Laurel	6	360+ 250+ 340+ 260/ 930	7.3/3.2	Good	Fair	Co-dominance (x4) from ground level with associated inclusions, Deadwood, Epicormic branches	Medium	Medium	Possibly regrown stump
20	Laphostemon confertus	Brush Box	6	230/ 290	2.8/2.0	Good	Fair	Co-dominance @3.5m	Long	Low	Close to structures (garden edging, walkway)
21	Laphostemon confertus	Brush Box	5	170+ 240	2.0/1.8	Poor	Fair	Basal lesion, Deadwood	Short	Low	Close to highway
22	Quercus robur	English Oak	3	180+ 210/ 570	3.4/2.6	Fair	Fair	Repeatedly lopped, Deadwood, Stubs, Previous failures	Long	Low	Evidence of poor pruning (tear cuts, internal cuts)
23	Eucalyptus microcarpa	Tallowwood	11	570/ 700	6.8/2.8	Good	Fair	Co-dominance, Deadwood	Medium	Medium	Close to hydrant
24	Laphostemon confertus	Brush Box	10	630+ 300/ 750	8.4/2.9	Good	Fair	Co-dominance, Deadwood	Medium	Medium	
25	Laphostemon confertus	Brush Box	10	510/ 600	6.1/2.7	Good	Fair	Co-dominance, Deadwood, Epicormic regrowth, Suppressed	Medium	Medium	Lack of trunk flare
26	Laphostemon confertus	Brush Box	9	180+ 430/ 430	5.6/2.3	Good	Fair	Co-dominance, Deadwood, Suppressed	Medium	Medium	Lack of trunk flare
27	Laphostemon confertus	Brush Box	10	470+ 380/ 780	7.2/3.0	Good	Fair	Co-dominance, Deadwood	Medium	Medium	Large hanging branch in canopy
28	Laphostemon confertus	Brush Box	11	680+ 340/ 870	9.1/2.3	Good	Fair	Co-dominance, Deadwood, Epicormic regrowth	Medium	Medium	
29	Laphostemon confertus	Brush Box	11	820/ 740	9.8/2.9	Good	Fair	Co-dominance, Deadwood, Epicormic regrowth	Medium	Medium	
30	Laphostemon confertus	Brush Box	10	700/ 690	8.4/2.8	Good	Fair	Co-dominance, Deadwood, Epicormic regrowth	Medium	Medium	
31	Laphostemon confertus	Brush Box	7	210/ 290	2.5/2.0	Good	Good	Deadwood, Previous failures	Long	Low	
32	Agonis flexuosa	West Australian Willow Myrtle	7	230+ 290+ 390+ 350/ 740	7.7/2.9	Fair	Poor	Co-dominance with associated inclusions, Previous failures	Short	Low	Multi-stemmed, Cankers on stems, Evidence of poor pruning (flush cuts)
33	Laphostemon confertus	Brush Box	9	780/ 840	9.4/3.1	Fair	Poor	Co-dominance, Epicormic regrowth, Lopped	Short	Medium	Large hanging branches within canopy
34	Laphostemon confertus	Brush Box	9	600/ 930	7.2/3.2	Good	Poor	Deadwood, Epicormic regrowth, Lopped	Short	Medium	Close to kerb of parking lot
35	Cinnamomum camphora	Camphor Laurel	8	610/ 580	7.3/2.6	Good	Fair	Co-dominance, Suppressed	Medium	Medium	
36	Eucalyptus globulus	Southern Blue Gum	13	1210/ 1330	14.5/3.7	Good	Fair	Large open cavities, Hanging branches throughout canopy, Previous failures, Lopped, Stubs, Epicormic regrowth, Decay (bracket fungus)	Medium	High	Very large cavities in apical leader and low lateral branch (D36a & D36b - see Section 5.1), Lopped (playground & line clearance)
37	Cinnamomum camphora	Camphor Laurel	8	450+ 570/ 980	8.8/3.2	Good	Fair	Co-dominance, Suppressed, Epicormic branches	Medium	Medium	Evidence of poor pruning (tear cuts)
38	Syzygium australe	Brush Cherry	6	280/ 400	3.4/2.3	Fair	Fair	Wounds on stem (contact with vehicles), Dieback	Short	Low	Close to paving
39	Schinus molle	Peruvian Peppercorn Tree	4	250/ 230	3.0/1.8	Fair	Fair	Suppressed	Short	Low	Evidence of poor pruning (flush cuts & cleaned stem)
40	Schinus molle	Peruvian Peppercorn Tree	4	180/ 250	2.2/1.9	Fair	Fair	Suppressed	Short	Low	Evidence of poor pruning (flush cuts & cleaned stem)
41	Opuntia sp.	Tickletoe	5	120+ 160/ 230	2.4/1.8	Good	Fair	Suppressed, Lopped	Short	Low	Long lever arms
42	Eucalyptus globulus	Southern Blue Gum	12	970/ 1160	11.6/3.5	Good	Fair	Epicormic branches	Short	High	Asymmetrical canopy, Close to structures (gabzo, kerb & fence)
43	Eucalyptus globulus	Southern Blue Gum	13	780/ 940	9.4/3.2	Good	Poor	Co-dominance @5m with associated large inclusion & cavity, Stem wounds, staining & possible cracking below cavity, Stem wound at ground level with associated borer damage & cracking (D43b - see Section 5.1)	Short (possibly Remove)	High (possibly Low - Hazardous)	Very large cavity in canopy crown (D43a - see Section 5.1), Against Kerb, Close to fence
44	Eucalyptus globulus	Southern Blue Gum	8	550/ 730	6.6/2.9	Fair	Fair	Deadwood, Stubs, Epicormic branches, Suppressed, Dieback	Medium	Medium	Asymmetrical canopy
45	Syzygium floribundum	Weeping Lilly Pilly	5	210+ 160/ 290	3.1/2.0	Good	Good	Co-dominance	Long	Low	
46	Syzygium floribundum	Weeping Lilly Pilly	5	150+ 110/ 210	2.3/1.7	Good	Good	Co-dominance	Long	Low	
47	Cupressocypariss leylandii	Leighton Green	4	180/ 240	2.2/1.8	Good	Fair		Medium	Low	Evidence of poor pruning (cleaned stem)

TREE SCHEDULE AS PREPARED BY JACKSONS NATURE WORKS MAY 2ND 2019

Tree No	Botanical Name	Age Class	Height (m)	Spread (m)	D.B.H. (cm)	D.R.B. (cm)	TPZ (radius m)	SRZ (radius m)	Condition comments as seen on site	ULE
1	Not found	-	-	-	-	-	-	-	-	-
2	Acmena smithii	M	7	6	26	32	3.1	2.1	G vitality, ND, DW to North	2a
3	Schinus molle	M	5	4	28	32	3.4	2.1	F vitality, suppressed T6	2a
4	Cupaniopsis anacardioides	M	8	4	32	36	3.8	2.2	G vitality, suppressed T6	2a
5	Schinus molle	M	6	4	22	26	2.6	1.9	G vitality, suppressed T6	2a
6	Eucalyptus bicostata	M	10	8	98	106	11.8	3.4	G vitality, inter-canopy loss to East, suppressed, N.B. growing in 1m wide garden bed with retaining wall along ST	2a
7	Eucalyptus bicostata	M	10	8	78	96	9.4	3.3	G vitality, inter-canopy loss to East & West, suppressed, N.B. growing in 1m wide garden bed with retaining wall along ST	2a
8	Eucalyptus bicostata	M	8	7	56	64	6.7	2.7	G vitality, inter-canopy loss to West, suppressed, N.B. growing in 1m wide garden bed with retaining wall along ST	2a
9	Melaleuca armillaris	M	6	8	3 x 28	86	5.8	3.1	A vitality, only foliage on outer twigs	2b
10	Callistemon viminalis	M	5	5	2 x 18, 2 x 14	32	3.9	2.1	G vitality, ST, OHPL	2a
11	Callistemon viminalis	M	5	5	2 x 20, 2 x 15	34	4.2	2.1	G vitality, ST, OHPL	2a
12	Not found	-	-	-	-	-	-	-	-	-
13	Ficus microcarpa var. hillii	M	8	10	100	110	12.0	3.4	F vitality, thinning foliage density	2b
14	Liquidambar styraciflua	M	8	10	56	68	6.7	2.8	F vitality, trunk decay 1m down from 2m wound	2b
15	Acmena smithii	M	6	4	26	34	3.1	2.1	F vitality, all foliage ???, branch on West gone	2b
16	Acmena smithii	M	6	3	38	42	4.6	2.3	G vitality, canopy pruned and possibly topped	2b
17	Cinnamomum camphora	M	7	6	2 x 32	60	5.4	2.7	F vitality, co-dominant	3b
18	Araucaria columnaris	M	14	4	62	77	7.4	3.0	G vitality	2a
19	Cinnamomum camphora	M	3	-	-	-	-	-	Exempt tree (under 4m)	4e
20	Pinus halepensis	M	5	3	25	28	3.0	1.9	G vitality	2a
21	Waterhousea floribunda	M	7	5	12, 18	30	2.6	2.0	G vitality	2a
22	Waterhousea floribunda	M	7	5	20, 14	26	2.9	1.9	G vitality	2a
23	xCupressocypariss leylandii	M	4	2	16	20	1.9	1.7	G vitality	2b