

# **Australian Christian College Singleton**

## **109-129 Kelso Street, Singleton - Operational Plan of Management**

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Rev A – Draft

28 May 2024



## Table of Contents

1.	4	
2.	4	
2.1	ACC Singleton Campus	4
	School based activities	4
3.	4	
3.1	Operational period	4
3.2	Site User Groups	5
3.3	<b>Error! Bookmark not defined.</b>	
3.4	<b>Error! Bookmark not defined.</b>	
3.5	Bell times - ACC	6
3.6	<b>Error! Bookmark not defined.</b>	
4.	<b>Error! Bookmark not defined.</b>	
4.1	Parking	6
4.2	Staff arrivals and departures	6
	ACC.....	6
	OOSH.....	6
	ELC.....	7
4.3	Student arrival and departures	7
	ACC.....	7
	School bus services .....	7
	OOSH.....	7
	ELC.....	7
	Deliveries	7
4.4	<b>Error! Bookmark not defined.</b>	
5.	5	
6.	6	
7.	6	
	Wet weather days.....	8
8.	<b>Error! Bookmark not defined.</b>	
9.	<b>Error! Bookmark not defined.</b>	
10.	6	
11.	6	

## Plan of Management Review

Revision No.	Date of Review	Revisions/Amendments
Rev A	28 May 2024	Initial issue

## 1. Introduction

This Operational Plan of Management for the Australian Christian College (ACC) Singleton Campus (the School), located at 109-129 Kelso St, Singleton NSW 2330 supports the ongoing management for the various uses of the campus, and integrates with the School Transport Plan (STP), Flood Emergency Response Plan (FERP), and Waste Management Plan (WMP). The aim of this document is to ensure that the School continues to provide high quality services while the campus in the coming years grows to a full intake of 700 students.

The School's student population growth will be supported by the staged construction of a new classroom building, together with the construction of two (2) car parking areas and associated landscape embellishments.

## 2. Site Location

The ACC Singleton Campus is located at 51-61 Station Street and 80 Wollongong Singleton within the Singleton Shire Council Local Government Area (LGA) (**Figure 1**). The existing school campus is positioned on the eastern side of the New England Highway between Kelso Street and Waddells Lane.



Figure 1: Aerial photograph showing the school boundary in orange and new facility locations in red.

### 2.1 ACC Singleton Campus

ACC Singleton is a co-educational Christian School, providing a K-12 curriculum. In addition to the School, the ACC campus contains an early learning centre, Trade Training Centre, and provides out of school hours (OOSH) services before and after school.

Site operational details for each of these uses are discussed in **Section 3**.

## 3. Site Operational Details

A summary of the site operational details for each group of users for the ACC Singleton site is provided in Table 1 below.

Table 1: Summary of Site Operational Details				
Operational Details	Aspect	ACC Singleton	Rainbows ELC	Trade Training Centre
General Operating Period	Annual operations	4 school terms	4 school terms	4 school terms
	OOSH Operating	Only during school term, no Vacation Care	N/A	N/A
Detailed Operational Parameters	Days of Use – Students / Children	Monday to Friday	Monday to Friday	Monday to Friday
	Days of Use – Staff	Monday to Friday	Monday to Friday	Tuesday and Thursday
	Days of Use - Parents	Monday to Friday	Monday to Friday	Tuesday and Thursday
	Hours of Operation	7:00am – 6:30pm	7:00am – 6:00pm	1:30pm – 5:30pm
	Bell Times (Primary)	8:50am start – 3:00pm finish	N/A	N/A
	Bell Times (Secondary)	9:10am start – 3:20pm finish	N/A	N/A
	No. of Students / Children	Stage 1 and 2: 491 Stage 3: 700	55	18
	No. of Staff	Stage 1 and 2: 40 Stage 3: 60	16	1
Parking and Access	Parking Spaces	Stage 1 and 2: 62 Stage 3: 110	29	25
	Staff Arrival	From 7:00am	From 6:50am (morning shift) or from 2:50pm (evening shift)	From 1:00pm
	Staff Departure	From 4:00pm	From 3:00pm (morning shift) or from 6:00pm (evening shift)	From 5:00pm
	Student / Children Arrivals	In accordance with School Transport Plan (Attached) <u>Primary</u> : Between 8:30am and 8:45am <u>Secondary</u> : Between 8:50am and 9:05am	From 7:00am	From 1pm
	Student / Children Departures	In accordance with School Transport Plan (Attached) <u>Primary</u> : Between 8:30am and 8:45am <u>Secondary</u> : Between 8:50am and 9:05am	Any time, until 6:00pm	5:00pm
	Bus Services – Arrival	Between 8:30am and 8:50am		
	Bus Services – Departure	Between 3:15pm and 3:50pm		
	Deliveries	Infrequent deliveries to occur between normal hours of operation. Deliveries to utilise existing parking arrangements.	Infrequent deliveries to occur between normal hours of operation. Deliveries to utilise existing parking arrangements.	Infrequent deliveries to occur between normal hours of operation. Deliveries to utilise existing parking arrangements.
	Waste Collection	Smaller waste bins are gathered daily into 2 x 3 cubic meter waste bins located at the rear of the school. They are collected approximately twice a week via Waddells Lane on an 'as needs basis'.	Smaller waste bins are gathered daily into 1 x 3 cubic meter waste bins located at the rear of the school. They are collected approximately twice a week via Waddells Lane on an 'as needs basis'.	Smaller waste bins are gathered daily into 2 x 3 cubic meter waste bins located at the rear of the school. They are collected approximately twice a week via Waddells Lane on an 'as needs basis'.

## 4. Special Events

Special events will be held on the School site from time to time, for events such as orientation day, grandparents day, graduation ceremonies, school music or art performances, Easter or Christmas events, or other events that occur throughout the year. These events will generally be held Monday to Friday, and will be coordinated so as to minimise any traffic or noise impacts on neighbours.

## 5. Emergency Procedures and Access

In the event of an emergency, ACC staff will call 000, quoting the site address of 109-129 Kelso Street, Singleton as the location of the incident.

Emergency access to the facility is available from Kelso Street and also Waddells Lane.

The emergency assembly point is located in the cleared field in the eastern end of the school site.

Emergency procedures including flood evacuation will be revised at minimum every 5 years

## 6. Flood Risk Management

Flood risk management will be undertaken in accordance with the recommendations of the Flood Emergency Flood Plan (FERP) Prepared by Martens. This document is included as an appendix to this POM.

The school will use (Early Warning Network app, BoM) to alert nominated flood wardens and when required will call/text nominated parent/guardian to advise of flood risk.

### Wet weather days

Access to the northern and western grassed areas, identified by the FERP as unsafe, will be restricted. If the BoM forecasts heavy rain or issues a severe weather warning. These areas will be monitored by the School's nominated flood warden.

## 7. Complaint Management

Any issues associated with the operation of the campus can be raised with ACC singleton staff via the business number or email address, which are available online, or otherwise directed to the site contact via details provided in **Section 8** below.

## 8. Contact Details

All enquiries regarding the operations of the site can be directed to:

Name and Title

Tim Shield - School Principal

Email: [timshields@acc.edu.au](mailto:timshields@acc.edu.au)

Mobile: 0472 826 702

Flood Warden Name and Title

Tim Shield - School Principal

Email: [timshields@acc.edu.au](mailto:timshields@acc.edu.au)

Mobile: 0472 826 702