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EDUCATIONAL SERVICES PLAN OF MANAGEMENT

FAMILY PLANNING NSW

8 HOLKER STREET, NEWINGTON

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1 INTRODUCTION

Family Planning NSW is a not-for-profit, non-government organisation providing reproductive and sexual health services. The premises will be for the organisation's head office but will also carry out day medical procedures and training services.

This Plan of Management (POM) relates to the educational courses and training services provided at the premises of 8 Holker Street, Newington (Lot 15 DP 1011115 - the Site).

1.1 INTENT

The POM is a working document to provide:

- Management and personnel with clarity regarding roles and responsibilities, and the nature of tasks to be undertaken regarding educational activities on site.
- Full details regarding permitted activities and operation of the premises.

The activities referenced in this POM are listed below:

- Professional education courses
- Training services

1.2 COPIES OF THE POM

- A copy of the POM must be available for review on site at all times. The copy is available to staff, volunteers, Council staff and attendees.

1.3 INDUCTION PROGRAM

- Prior to individuals undertaking any responsibilities outlined in the POM, they must undertake an induction program.
- The induction program is to provide clear direction and understanding to management and personnel regarding the carrying out of tasks and responsibilities associated with the function Site. Those being inducted will have a clear understanding of what to do, when and how.
- The Site Manager is responsible for organising and carrying out the induction.
- The induction involves detailing the roles and responsibilities required for operation of the of the Site and stressing the importance of adhering to the POM and any relevant Conditions of Consent in the DA approval.

- An induction will be provided on an as-required basis, when new people are required to undertake the outlined roles.

REVIEW MECHANISM

- This Plan of Management will be reviewed on an annual basis and updated to reflect any improvements or changes that have occurred in the operation of the educational activities.
- The review will be undertaken by Family Planning NSW.

2 ACTIVITIES

2.1 OBJECTIVES

- To identify the educational activities that take place at premises.
- To detail the operation and responsibilities for each activity.

2.2 ACTIVITIES

The premises will be used for the following educational activities:

- Teaching of educational course material through lectures and workshops.

EDUCATIONAL ESTABLISHMENT

The premises will be primarily used as the head office of Family Planning NSW. The premises will be also used for educational lectures and workshops. Family Planning NSW is a not-for-profit community, non-government organisation which provides reproductive and sexual health advice. The training and educational content provided at this establishment will be related to these areas of study.

2.3 COURSES

Family Planning NSW runs approximately 60 professional education courses per year. A general breakdown of these courses is provided below:

- 55 of the courses have a participant range of 8-25.
- There are two update days per year (one on a Friday, one on a Saturday) which have up to 60 attendees.
- One evening discussion per year at 6pm with up to 50 participants (non-clinic evening).

There is also a significant trend towards online and webinar-based course delivery which may continue to grow in coming years.

2.4 NUMBER OF ATTENDEES

As noted at 2.3, the maximum number of people in attendance for most courses is 25 persons per course at any one time. 2 courses are provided each year (Friday & Saturday) with up to 60 attendees.

One evening discussion per year has 50 attendees. The clinic is not in operation during this course. These numbers do not include persons who are employed or assisting with the operation (e.g. teachers).

Attendance at training sessions are managed via a booking system, prior to arrival at the premises. This allows the number of attendees to be effectively anticipated and managed.

Adequate wayfinding and vehicle parking is provided on site to accommodate attendees.

2.5 HOURS OF OPERATION

The general opening hours to the public are:

- Monday-Friday: 8:00am-8:00pm
- Saturday: 8:00am-5:00pm

Training takes place during general opening hours.

3 WASTE MANAGEMENT

3.1 OBJECTIVES

- To ensure ongoing waste management for educational activities is effectively undertaken.

3.2 WASTE MANAGEMENT PLAN

- Garbage bins will be provided in appropriate locations to ensure all attendees have access to dispose of their waste.
- A Waste Management Plan, prepared by Spitfire Control, has been prepared for operation of the premises in its entirety and should be reviewed for reference.
- A copy of the Waste Management Plan is to be kept with the Plan of Management on the premises.

4 FIRE SAFETY

4.1 OBJECTIVES

- To ensure the safety of staff and attendees for educational activities in the event of a fire.

4.2 FIRE SAFETY

- During induction, staff will become acquainted with the entries and openings within the premises and established fire safety practices.
- Attendees will be made aware of fire safety procedures during introductions to training activities.
- A Fire Evacuation Strategy will be strategically located on the walls of the premises.