

PLANNING

I N G E N U I T Y

PLAN OF MANAGEMENT

Child Care Centre

Level 3, Building 1
2-6 Girawah Place,
Matraville NSW

Prepared for: Chile Care Centre

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1. Introduction

1.1 OVERVIEW OF THE PROPOSAL

This plan of management ("Plan") relates to the Child Care Centre at Level 3, Building 1, 2-6 Girawah Place, Matraville ("the Premises").

1.2 PURPOSE OF THE PLAN OF MANAGEMENT

This Plan of Management has been prepared for the operation and management of a Child Care Centre at 2-6 Girawah Place, Matraville.

The Plan of Management addresses key matters regarding the operation of the Premises including its opening times, capacity, staffing and car parking.

The plan of management identifies appropriate strategies and procedures to address operational elements of the facility. It has been prepared at the pre-DA stage of the centre and a more detailed version will be prepared as part of the approval provided by Council.

This Plan of Management will require ongoing updating and review to reflect operational needs and may need to be updated to reflect and DA conditions that are imposed by Council.

1.3 DISSEMINATION OF THE PLAN OF MANAGEMENT

A copy of this Plan will be kept in a readily accessible place on the premises at all times.

1.4 CONTENTS OF PLAN OF MANAGEMENT

The remainder of this Plan sets out controls for:

- Capacity and hours of operation;
- Operation and activities;
- Car parking and traffic management;
- Security and management;
- Lighting;
- Waste management;
- Emergency procedures;
- Complaints procedure;
- Annual review of Plan of Management; and
- Operational Rules.





2. Hours of Operation

2.1 AIM OF POLICY

To ensure the Facility operates during the approved hours of operation and in accordance with the relevant Council provisions and conditions of consent to minimise potential impacts on neighbouring properties and the locality.

2.2 IMPLEMENTATION

- a) The Premises are opens daily Monday to Friday from 7:00am to 7:00pm.
- b) The Premises is closed for Public Holidays, and for 1 week between Christmas and New Year.





3. Capacity of the Centre

3.1 AIM OF THE POLICY

To ensure the Facility operates in accordance with development consent and licence from NSW Government.

3.2 IMPLEMENTATION

The Premises' capacity is for a total of 80 children and this will consist of the below:

- 0-1 years: 16 children
- 2-3 years: 25 children
- 4-5 years: 39 children

This capacity is based upon the design provided by the architect and is subject to licensing approval from the Department of Education





4. Staffing

4.1 AIM OF THE POLICY

To ensure that the Centre provide sufficient staff to meet the requirements of the National Regulations.

4.2 IMPLEMENTATION

The Centre will be operated by a maximum of Thirteen (13) staff. This includes educators, and a supervisor/Centre Director.

There will be an organised daily routine arranged for each playroom 0-1 years (babies), 2-3 years (toddlers) and 4-5 years (pre-school age). The program of activities will be arranged based on the needs of each group and the individual development.

Each group will be required to maintain staff to children ratios in accordance with the National Regulations.





5. Operation and Activities

5.1 AIM OF POLICY

To ensure the Facility and its activities run successfully for day-to-day operations, in order to maximise benefit for its users whilst minimising potential impacts on neighbouring properties and the locality.

5.2 IMPLEMENTATION

5.2.1 Indoor Activities

During indoor play activities, the external windows of the playrooms on the northern and western facades of the building will be closed during operational hours. Indoor activities are scheduled depending on children's needs and developmental stages.

The recommendations of the Acoustic Report prepared by Pulse White Noise Acoustics shall be implemented as part of the operation of the child care centre at all times.

All indoor and outdoor activities are supervised by the regulated number of trained staff.
Routines are flexible based on children's educational needs, interests and the weather conditions.

Typically the daily routine for all age groups is as below:

Daily Routine

7:00am	Centre opens
9:00am	Indoor or Outdoor Activity
10.00am	Morning tea
11.00am	Indoor or Outdoor Activity
12 noon	Lunch
1.00pm	Indoor or Outdoor Activity
2:00pm	Afternoon tea
3.00pm	Indoor or Outdoor Activity
6:30PM	Centre closes

5.2.2 Outdoor Activities

In line with SunSmart recommendations published by the Cancer Council, outdoor play at the centre will be scheduled to avoid the hottest part of the day during the summer months and to take advantage of the sunshine in winter months.

All sun protection practices are considered when planning outdoor activities and events.





6. Communication

6.1 AIM OF POLICY

To ensure the patrons of the Premises are well informed on the operations of the Premises and its activities.

To ensure successful day-to-day operations, in order to maximise benefit for its users whilst minimising potential impacts on neighbouring properties and the locality.

6.2 IMPLEMENTATION

- a) Notices regarding important information will be displayed on a noticeboard at reception,
- b) Information about the Premises' operations will be placed on the Facility's website,
- c) Verbal instructions from educators or the Centre Director.





7. Noise Management

7.1 AIM OF POLICY

To implement strategies in order to limit noise emitted from the operation of the Premises.

7.2 IMPLEMENTATION

- a) The Facility is only to operate during the hours specified in the Development Consent issued by Randwick City Council and this Plan of Management to reduce noise impact to other users of the building and the wider precinct.
- b) Signage shall be erected at all Facility exits and car park areas to remind attendees/visitors to minimise noise when departing the premises..
- c) Visitors to the Facility are not to congregate at the front of the site or within the forecourt adjacent to the front door prior to entering or after leaving the internal area. Noise is to be kept to a minimum whilst entering and leaving.





8. Car Parking and Traffic Management

8.1 AIM OF POLICY

To minimise impacts of traffic movements and car parking associated with the Premises on the surrounding neighbourhood and road network.

8.2 IMPLEMENTATION

- a) A total of 18 car parking spaces are provided on the site within the basement carpark for the use of the Premises.
- b) The use of the car park is to be in accordance with any conditions set out in the development consent issued by Randwick City Council.
- c) Staff and parents are to only park vehicles in those parking spaces that are designated for use by the Premises.
- d) Loading areas are to be solely for the purpose of loading and unloading of goods.





9. Security and Management

9.1 AIM OF POLICY

To ensure the day to day operations of the Premises are carried out in an organised manner and in accordance with this Plan of Management (including the Rules of Operation) and any conditions of consent so as to minimise impacts of noise, traffic movements and car parking associated with the mosque on the surrounding neighbourhood and road network.

9.2 IMPLEMENTATION

- a) The security of the site is to be managed in accordance with this Operational Plan of Management.
- b) All Premises staff will be provided with security training and awareness of the Premises' procedures manual.
- c) The Premises' is to be provided with a CCTV system to monitor activity on the site.





10. Waste Management

10.1 AIM OF POLICY

To ensure the facility is adequately serviced and high health and hygiene levels are maintained.

10.2 IMPLEMENTATION

- a) The Premises' will utilise both waste and recyclables. All MGB's and bins will be managed by the site's administrative staff.
- b) Professional companies will be engaged to do regular cleaning and maintenance of grounds and properties.
- c) All waste and reuse areas, and waste and recycling bins, will be clearly differentiated through appropriate signage and colour coding to Australian Standards to reflect the materials contained. Each stream will be located in a designated area.
- d) Cleaners will monitor the bin storage area and will attend to all spills immediately, as they occur.
- e) Any waste water discharge from bin washing must be drained to sewer in accordance with the relevant water board.
- f) All facility staff and volunteers will be provided with information on the proper use of the waste management system and all will be encouraged to maximise the separation of general waste and mixed recyclables to aid the proper disposal of all materials.
- g) A private contractor will provide waste/recycling collection services at a frequency to be determined in consultation with the waste contractor and depending on actual waste generation.
- h) The appointed contraction will service the bins directly from the waste storage area.





11. Management Policies

11.1 AIM OF POLICY

To ensure that any management policy enforced by the management of the Premises is reflected in the Plan of Management.

11.2 IMPLEMENTATION

The Premises are operated strictly in accordance with a series of management policies that cover the following issues:

- Enrolment Policy
- Child Protection Policy
- Administration of Medication Policy
- Orientation of Families Policy
- Environment Policy
- Termination of Enrolment Policy
- Code of Conduct Policy.





12. Emergency Procedures

12.1 AIM OF POLICY

To reduce the possibility of harm to employees and visitors of the Premises in the event of an emergency.

12.2 IMPLEMENTATION

- a) Care will be taken to ensure that all staff, management and volunteers are aware of the Emergency Plan and Evacuation Diagram which will be prominently displayed in the following locations near each exit:
 - At the main entrance to the Premises;
 - In each primary internal area; and
 - In any other area accessed by members of the public.
- b) The Premises management will maintain an up-to-date and portable register of emergency services telephone numbers that employees must take with them in an emergency or evacuation. This list will be stored in the office.
- c) Emergency telephone numbers will be displayed throughout the Premises in the following locations:
 - At the main entrance to the Premises;
 - In each primary internal area; and
 - In any other area accessed by members of the public.
- d) Staff, management and volunteers will be provided with training on how to use fire extinguishers, fire blankets and other emergency equipment that must be kept throughout the building as required.
- e) Fire extinguishers, fire blankets, and other emergency equipment will be tested by recognised authorities, as recommended by the manufacturer. All tests will be documented.





13. Consideration of the Land and Environment Court Planning Principle

The Land and Environment Court has developed a series of “Planning Principles” that are a statement of desired outcome from a chain of reasoning or list of appropriate matters to be considered in making a planning decision. The Court has developed a Planning Principle for the use of Plans of Management in the planning process and the Planning Principle is provided in *Renaldo Plus 3 Pty Limited v Hurstville City Council* [2005] NSWLEC 315.

The Planning Principle indicates that Plans of Management provide further details on the operation of a particular use that may not necessarily be appropriate as conditions of consent. The content of management plans can be critical to the decision of whether a development application should be approved or refused.

The Land and Environment Court indicated that in considering whether a Management Plan is appropriate for a particular use and situation, the following questions should be considered:

1. Do the requirements in the Management Plan relate to the proposed use and complement any condition of consent?
2. Do the requirements in the Management Plan require people to act in a manner that would be unlikely or unreasonable in the circumstances of the case?
3. Can the source of any breaches of the Management Plan be readily identified to allow for any enforcement action?
4. Do the requirements of the Management Plan require absolute compliance to achieve an acceptable outcome?
5. Can the people the subject of the Management Plan be reasonably expected to achieve an acceptable outcome?
6. Is the Management Plan to be enforced as a condition of consent?
7. Does the Management Plan contain complaint management procedures?
8. Is there a procedure for updating and changing the Management Plan, including advertising of any changes?

The proposed Plan of Management Plan is consistent with the relevant part of the Planning Principle.





14. Annual Review of Plan of Management

14.1 AIM OF POLICY

To ensure the Plan of Management is comprehensive and up-to-date.

14.2 IMPLEMENTATION

- a) Administration of the Premises will ensure that this Plan of Management is reviewed on an annual basis in consideration of feedback from all interested parties.
- b) If any additional uses that are not outlined in this Plan are proposed on the premises in the future, Council will be informed of the full details (including type of activity, frequency, times, duration and occupancy rates). This Plan of Management will be updated accordingly.



