

Plan of Management

Alterations to Building A, B and C, and construction of a two-storey building (Building D) with a new hardstand car park and vehicle crossover, outdoor play area and associated site works to an existing school (Hartford College).



33 Banks Avenue, Daceyville
Lot 3875 Deposited Plan 752015

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1.0 Introduction

1.1 Purpose of Plan of Management

This Plan of Management (the Plan) has been prepared to accompany documentation submitted to Bayside Council (Council) as part of a development application which seeks consent for alterations Building A, B and C and construction of a two storey building on site referred to as Building D for Hartford College (referred to as the College or school). Consent is also sought for a new hardstand car parking area, vehicle crossover, outdoor play area and associated site works at 33 Banks Avenue, Daceyville (subject site).

The purpose of this Plan of Management is to:

- Establish performance criteria for various aspects of the operations of premises having regard to the relevant matters under relevant regulations and legislation.
- Detail the operational specifics of the premises which are referenced within the Statement of Environmental Effects (SEE) and other relevant documentation that has been submitted to Council to support the proposal.
- Provide guidelines and management practices for the day-to-day operation of the development.
- Ensure that the ongoing operation of the subject premises will not adversely affect the amenity, safety, and wellbeing of visitors to the premises, surrounding premises or the wider community; and
- Communicate the proposed use of the premises, and to ensure that its operation:
 - Is well managed;
 - Is undertaken with regard to the surrounding area; and
 - Takes a proactive role in being a responsible neighbour within the local area.

A copy of this Plan shall be kept at the premises at all times and immediately produced for inspection upon request by Council Officers.

2.0 General Operational Information

2.1.1 Description of Operation

Hartford College is an existing 5-12 School, which opened in January 2023.

2.1.2 Hours of Operation

The hours of operation for the school are 8am – 4pm Monday to Friday, excluding public holidays.

2.1.3 School Capacity

The school currently accommodates a maximum student population of 100 students, with 25 students in each year (as proposed within the original application). The school is to increase the number of staff and students on site each year to have a maximum of 200 students by 2028, a breakdown of the intended student growth is outlined within the table below:

Year	Class	Student Population
2024	Inclusion of Year 8 Years 5 - 8	100
2025	Inclusion of Year 9 Years 5 – 9	125
2026	Inclusion of Year 10 Years 5 – 10	150
2027	Inclusion of Year 11 Years 5 – 11	175
2028	Inclusion of Year 12 Years 5 – 12	200

2.1.4 Staff

As student intake increases the number of staff will also increase each year, with a maximum of 15 staff members by 2028. A breakdown of the intended staff growth is outlined within the table below:

Year	Class	Staff Population
2023	Years 5 – 7	7
2024	Inclusion of Year 8 Years 5 - 8	7
2025	Inclusion of Year 9 Years 5 – 9	11
2026	Inclusion of Year 10 Years 5 – 10	11
2027	Inclusion of Year 11 Years 5 – 11	13
2028	Inclusion of Year 12 Years 5 – 12	15

3.0 Programming and Scheduling

The daily routines herein are used as a general guide to establish a routine for the school but are intended to allow for flexibility to respond to varying circumstances including poor weather, daylight access, scheduled events, and student's culture or family needs.

The indicative timetable is provided below, which allows for a general scheduling of each day consisting of six (6) periods, recess, lunch, before and after school homeroom and a reading period. Each period will be scheduled for 50 minutes. The daily operations of each respective school day is broken down as follows:

ADMIN / HOMEROOM: 8:30am -8:40am
PERIOD 1: 8:40am – 9:30am
PERIOD 2: 9:30am –10:20am
READING PERIOD: 10:20am – 10:55am
RECESS: 10:55am – 11:15am.
PERIOD 3: 11:15am – 12:05pm
PERIOD 4: 12:05pm-12:55pm
LUNCH: 12:55pm-1:35pm
PERIOD 5: 1:35pm – 2:25pm
PERIOD 6: 2:25pm –3:10pm
HOMEROOM / END OF DAY ADMIN: 3.10pm -3.15pm
CARLINE 3.15-3.35PM

4.0 Transport and Traffic Control

4.1 Parking and access

Vehicular access to Hartford College for staff, students, parents or any other visitor is provided from Gwea Avenue. The car park will be one way only, which means vehicles will enter the site via Gwea Avenue and exit via Banks Avenue.

Staff members will be assigned a staff parking space and must not use visitor parking spaces. Similarly, all students and parents associated with the school must utilise the visitor parking spaces, and must not park in staff parking spaces.

Staff will be on site in the mornings prior to school beginning and afterschool to ensure for the seamless drop off and pick up of students within the allocated drop off/pick up zone (refer to Figure 1). Given the scale of the parking area, clear sightlines are provided of the designated zone and exit location out of the car park to reduce any potential traffic congestion.

The only exception to the one-way access arrangement is for the minibus (Toyota Coaster or similar) which will utilise the access arrangement at Banks Avenue. This driveway will be used on an infrequent basis to enter and exit the development. It is anticipated that the proposed minibus will undertake no more than two entry and two exit movements a day.

The following procedures are to be adopted for the use of the school's car parking area:

- A total of eight (8) parking spaces is to be maintained for staff.
- A total of three (3) drop off spaces is to be maintained.
- One accessible parking space is to be maintained to ensure equable access is provided. It is noted that this space will be a shared space for students. However, this space can only be occupied by persons deemed to meet the requirements of the accessible space. Given the anticipated student demographic, the principal method for students to arrive on the premises will be via bus, or alternative modes of transport, rather than a car that will need to be parked on the premises all day.
- A minimum of 2 parking spaces are to be maintained for students.
- One (1) parking space will be maintained at all times for the school minibus. When deliveries are scheduled, this space will be utilised for delivery vehicles and the minibus will be removed from the premises by the designated driver. The driver of the minibus will be informed a day prior of any deliveries and any ongoing delivery schedules.
- Signposting will be provided at the entries to the site to outline to parents, staff and students how to enter and exit the site. Signage must be maintained at all times.
- The parking areas are not to be used for storage purposes; the car parking area must be kept available for parking at all times.
- Staff should action improper use of the car park.
- Should complaints be received in relation to vehicular conflict, staff shall investigate the use of signage to alert driveways to the need to drive with care.



Figure 1: Proposed Access and Parking Arrangements (Source: figure 6 of the Traffic Impact Assessment prepared by SLR).

Deliveries

Delivery vehicles will also be able to utilise the access arrangement at Banks Avenue. Delivery vehicles will only access the site outside of school hours or outside of peak periods, when administration staff are present to attend to the deliveries. Delivery drivers will be instructed to utilise the designated parking space prior to entering.

Staff will be advised of the delivery schedule and additional care will be taken to ensure that no conflict occurs with the operation of the premises and the movement of vehicles and personnel within all accessible areas of the premises.

Bicycle parking

Four (4) bicycle racks have been allocated for the school which will allow for eight (8) bicycles to be parked on site.

5.0 Noise Control

Hartford College has been designed with consideration of neighbouring development. The Noise Impact Assessment carried out for the premises has not identified any required operational measures. Notwithstanding, staff and students will behave in appropriate manner which will ensure no offensive noise occurs, this will be monitored by staff.

If any complaints are received, the school will respond within 24 hours to the relevant person and ensure the matter can be addressed.

6.0 Waste Management Procedures

A consolidated waste area will be provided at the southern site boundary, which will be appropriately screened to minimise visual and odour impacts. Waste will be held within the dedicated waste storage areas until collection occurs.

A representative of the school's staff will present the bins to the kerbside for servicing. A Site Manager or Caretaker will be appointed whose responsibilities are to including ensuring that all waste management activities are carried out in accordance with this Waste Management Plan prepared for the site.

The utmost care is to be taken to ensure bins are transported in a quiet and orderly manner to minimise disturbance. The bin storage area is to be kept clean and tidy at all times; any spilled waste is to be removed immediately, to prevent vermin being attracted to this area.

7.0 Security and Emergencies

7.1 Security

The following security measures are to be employed:

- Access to the premises will be controlled by staff and available to the public via the designated entrances.
- All visitors must sign in and out on a visitor's register with the arrival and departure time recorded. Visitors to the school include maintenance personnel and any other person not employed or enrolled at the school.
- All visitors are always accompanied by an educator/staff member and not left with any child or children (other than a student's relevant caretaker).
- If appropriate, entry points, are to be fitted with CCTV.

7.2 Emergencies and Evacuation

Prior to the commencement of operation of Building D and alterations to Building C, a comprehensive Emergency Evacuation procedure will be prepared by a licensed and accredited fire expert. The fire evacuation procedure must be adopted by the school. The Emergency Evacuation Plans prepared for the Hartford College must be on display throughout the entire premises.

This policy applies to employees, volunteers, parents, students and visitors of the school. Emergency procedures are necessary in schools, reasons which can include intruders, chemical spills on a large scale, toxic hazards, a threat of violence within the school or in relation to the school grounds and severe weather conditions.

Drills for evacuation and lockdown will take place at least once in any given year. These will be under the direction of the Principal, Deputy and General Administrator.

Effective Practices:

Principal & Executive – The Principal, assisted by the Deputy and members of the executive, are responsible for overall planning, the final content of the plan, scheduling of drills, training of students and any other actions to be taken for the overall safety of staff and students. In an actual incident (not a drill) the police are responsible for management of the threat and subsequent criminal investigation. However, the Principal shall provide full co-operation with police.

Staff – School staff, and in particular the Deputy acting as Director of Administration (DOA) have the overall responsibility for the training, safety and well being of students. The DOA during a violent incident has additional responsibility in terms of working closely with police.

Students – Students have a responsibility to be familiar with the plan and to respond quickly to the direction of staff during a crisis situation. Any student with information or prior knowledge of an individual or a potential situation which may result in a violent incident, must come forward with that information as soon as possible. This is also the case during an incident.

Police – Police are responsible to respond to and investigate violent incidents. During a violent incident, police will assume command and control of the response and investigation but will liaise and work closely with the College administration and other emergency services, throughout the process.

Parents/Guardians – Parents and Guardians must be informed and aware of the existence of the College’s Emergency Procedures and should reinforce with their children, the importance of student’s responsibilities to follow instructions/directions during a crisis.

Floor Plans – Accurate floor plans are a key component of emergency procedures and are important both from a planning and response standpoint. Hard copies of floor plans, and electronic copies, if possible, should be available. It is vitally important that police have current, accurate information about the college layout and this information be available in both electronic and hardcopy in the event of computer malfunctions.

Rationale – In situations where more than one building exists on the school grounds, each building should be clearly identified. All portables shall be clearly identified as well. This information is essential to identify the location of buildings and identify safe access routes for responding emergency personnel.

A diagram of the emergency evacuation assembly areas is detailed in Figure 2, the chosen location will be dictated at the time of the event based on the required emergency matter (i.e. flood or fire) however, the principal location is Assembly Area 1 also known as the court area.

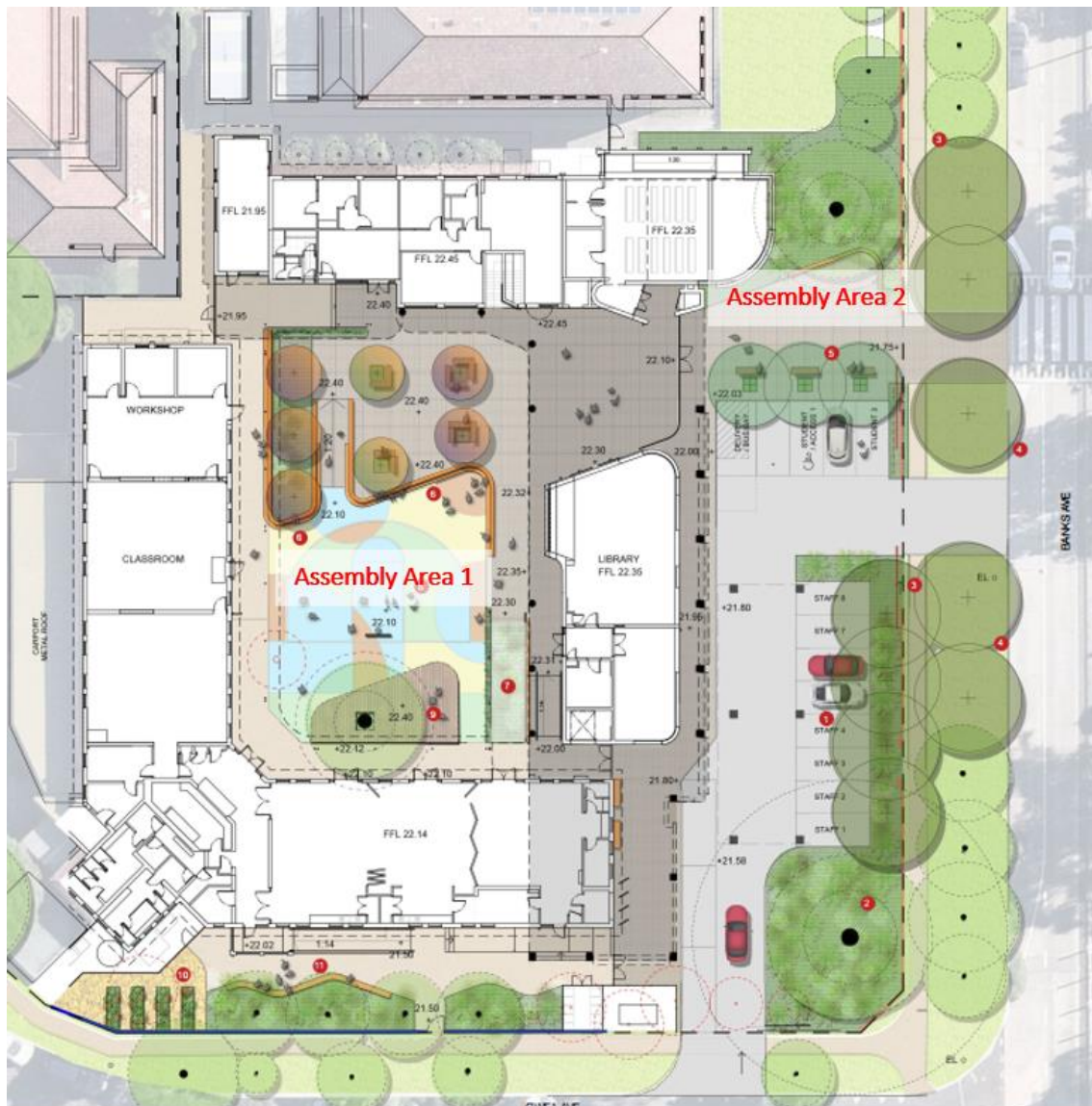


Figure 2: Location of Emergency Assembly Areas.

In the event of a fire or other emergency, the following evacuation procedures are to be initiated.

In the event of an emergency evacuation, the Principal or authorised person will make the decision as to whether the school needs to be evacuated.

If the decision is made to Evacuate – An Audible Siren followed by a verbal instruction to Evacuate the College Buildings will be heard. Staff should be concerned solely with the safe evacuation of people (not in saving personal or College property.)



Front Office Procedure:

1. GA holds down red “Evac” button on PA system at Reception for three seconds until the siren comes on.
2. After three sirens are heard, verbal instruction is to be delivered through the mic.
 - 2a. Hold down the page button whilst talking into the mic.
 - “This is an evacuation. Please exit via external doors and assemble at the Courts.” (to be repeated twice.)
 - 3a. Sirens are to continue ringing until the “all clear” is given either by a delegate or the emergency services.

1) Classrooms:

- a) On the sounding of the evacuation alarm, teachers should stop the lesson at the sound of the emergency siren and clearly instruct the students that they are to follow teacher directions. All belongings must be left in the classroom and students should be marshalled to leave the classroom in an orderly fashion and proceed immediately to the evacuation area – **The Courts**. One or two responsible students should be directed to lead the group, other students instructed to not walk or run ahead of the lead students. The teacher should be the last to leave the classroom and should close, **not lock the classroom door**.
- b) Exiting a classroom with more than one door entry – **Do not use an Internal Door to Vacate the classroom, exit via the external door where applicable**.
- c) Class lists will be distributed to teachers at the assembly area.
- d) Any staff members who are not in class are to complete a physical check of the toilet areas, and interview rooms then proceed to the main courtyard to assist with supervision.
- e) Students are to assemble in two lines in their class group. Teachers are to actively supervise and ensure students remain calm.

2) Administration Wing:

- a) On the sounding of the evacuation alarm the Principal or Authorised Person will contact Emergency Services (000), alerting them as to the nature of the emergency.

- b) The Principal and the Director of Administration (DOA) liaise with the emergency services on their arrival.
- c) The General Administrator (GA) will make his way directly to the evacuation assembly area – the Basketball Court with a portable PA System and with the Emergency Evacuation Kit (contents listed below.) The class lists contained in the Evacuation Kit are distributed to teachers in charge of class groups. Staff in charge will then mark class rolls, which are then cross referenced with the list of absentees for the day, which is also contained in the evacuation kit.
- d) Non-teaching staff assemble at The Courts. Under the direction of the Principal or the most senior staff member present, staff are assigned the following duties:
 - i. A series of small groups to conduct a physical check of all rooms in the College. Each group should be led by a staff member with a master key, and should report back to the Executive Member in charge to check off their search results.
 - ii. The First Aid Officer to take with them a first aid kit from the Sick Bay Area. The First Aid Officer will attend to anyone who requires attention until an ambulance arrives.
 - iii. Any remaining staff are to be sent to assist with supervision on the Main Courtyard.
 - iv. Any student not in their respective classroom i.e. in the administration building, library area, computer labs, and toilet blocks or on the college grounds are to be escorted by a supervising staff member to the Main Courtyard via external doors where applicable. Students will then join with their respective class teachers.
- e) The GA in conjunction with the executive staff member at the flagpole collates all of the marked class rolls from the Main Courtyard along with the results of the independent search teams and reconciles/investigates any persons unaccounted for.
- f) Should an evacuation be necessary during recess / lunch periods or outdoor activity, teachers on duty are to escort students directly to the assembly area – the Courts - where students will then join with their respective class teachers.
- g) All visitors, contractors, volunteers must follow directions from the college staff to the evacuation area – The Courts. No one is exempt from evacuation procedures.

All persons must remain in the assembly area – until the ‘all clear’ is given.

Emergency Evacuation Kits:

- 1) For Use on the Courts (Teachers and Students) – Contents:
 - A Copy of this Procedure
 - Class Lists Years 5 to Year 12 for the Current Year
 - Absentee Sheets for the Current Day
 - Satchel of Pencils
 - College Master Timetable for the Current Year

2) For Use at the Basketball Court (Non-teaching Staff) – Contents:

- A Copy of this Procedure
- Secondary School Maps for Search & Emergency Teams
- Guides for turning off Gas & Electrical Mains

Lockdown procedures

Implementation

- 1) In the event of a Lockdown, the Principal or Deputy / General Administrator (GA) will make the decision and the announcement for the College to go into a Lockdown Mode.
- 2) The GA will activate an audible siren to indicate for the College to implement LOCKDOWN PROCEDURES immediately. In the absence of the GA, the office staff will activate the siren. (For activation, see Front Office Procedure).
- 3) An audible siren and announcement will deliver the message for the College to: “activate lockdown procedures immediately” repeat: ‘activate lockdown procedures immediately. all students, staff, parents and guests please proceed to the nearest classroom”.
- 4) The GA will contact 000 and advise Emergency Services of the impending emergency. If it is safe to do so, a designated staff member is to wait outside the main entrance of the College to direct emergency services.



Front Office Procedure:

- 1) GA holds down yellow “Alert” button on PA system at Reception for three seconds until the siren comes on.
- 2) After three sirens are heard, verbal instruction is to be delivered through the mic.
 - 2a) Hold down the page button whilst talking into the mic. “Activate lockdown procedures immediately. All students, staff, parents and guests please proceed to the nearest classroom.” (to be repeated twice.)
- 3) Sirens are to continue ringing until the “all clear” is given either by a delegate or the emergency services.

Once the lockdown begins, the following procedures need to be implemented:

- 1) All persons in the College are to remain in their rooms and offices until further notice. Staff and students participating in outdoor activities are to proceed to the nearest classroom immediately. Staff are to ensure that students remain calm.
- 2) Teachers are to check that all their students are accounted for and to check hallways, walkways and toilets directly outside their rooms for any students / visitors and take them into their classroom.
- 3) Teachers, with the assistance of students, are to:
 - Close and lock all windows and doors
 - Shut blinds
 - Switch off lights, fans and electrical equipment
 - Remain below window level
 - Stay calm and remain in position until further instructions
- 4) When the threat is over, the Principal or the General Administrator will advise the next steps.

Notes:

- Phone lines are to be kept clear unless Immediate Threat Exists. Individual mobile phones are not to be used and should be switched onto silent.
- Staff are not to place themselves at risk at any stage.
- It is important to follow instructions from police at all times to avoid harm and ensure the best possible response.
- Police may require individuals to remain available for questioning following a lockdown.

8.0 Staff Training

All staff will be required to undergo training to ensure they are appropriately qualified to undertake tasks associated with relevant roles. Such training will include familiarity with relevant contents and protocols of this Plan of Management, in addition to other considerations that include (but may not be limited to):

- Workplace practices and procedures,
- Occupational health and safety requirements,
- Emergency events and contacts,
- Evacuation procedures, and
- Identification and reporting of building maintenance issues and potential risks to visitors and other staff.

A training guide for staff is to be implemented. Once undertaken, new staff will be required to provide a signature indicating that they have undertaken training to address each of the requirements listed above, in addition to any other specific training if/where necessary. The signed documents shall be placed within the personnel file of each employee, so that it can be presented to relevant authorities upon request.

In-house training will include familiarisation with the procedures and requirements set out in this Plan of Management. As part of induction, new staff will be required to read relevant parts of this Plan and provide a signature agreeing to abide by its requirements. Whilst management are expected to be familiar with the entirety of the plan, new staff will not be required to be familiar with training or review procedures, nor will they be required to read this Plan of Management to obtain an understanding of programming and scheduling, given this will be obtained through other methods of training.

9.0 Complaint Management

Hartford College will have a complaints number displayed at the building entry for complaints. Contact information will also be made available on the school website. Verbal contact from complainants will be capable of being received during business hours. Any complaints that are received will be managed as follows:

- A documented complaints process including a Complaints Register will be kept onsite at all times. Any complaints received will include the following information:
 - The name and contact details of the complainant(s), and the means by which the complaint was made (i.e. phone, email, in person, etc.);
 - The name and position of the employee who received the complaint;
 - The nature of the inquiry and/or complaint; and
 - Details and descriptions of the complaint.
- Staff are to respond to the complainant(s) as soon as practical and keep them informed of action(s) that are to be taken to address the issue(s) raised. Once the issue is resolved/finalised, the complainant is to be notified, with the details and content of any response to the complainant to be recorded within the Complaint Register.
- The responsible person is to document the status of the enquiry (i.e. open/closed) and what action(s) has been taken to resolve and finalise the issue.

Should any resolution of a complaint require a modification(s) to be made to the Plan of Management, then the person(s) who made the complaint should be consulted about any such changes.

10.0 Review

This Plan of Management should be used as a general guide to the day-to-day operations of the premises. It is possible that the Plan of Management will be refined by the Development Application process, and then further refined to suit specific needs and internal policies. For this reason, the detail and contents of this Plan of Management should be considered adaptable.

Unless onsite activities require that this document be modified sooner, the site managers, in consultation with the staff/operators within each premises, will review the Plan of Management every 24 months to determine whether the objectives of this document have been achieved. This is to enable assessment of the effectiveness of the plan and ensure its ongoing relevance to the day to day running of the operations.

The Plan of Management must remain consistent with community and Council expectations and the changing requirements of users. If at any time, it is apparent that the provisions of the Plan of Management require significant amendments, a new operational management plan must be prepared in consultation with Council.

