

Preliminary Operational Management Plan

SINSW

West Ryde Multi-Sport Facility

May 2022

Rev. 02.3 – October 2023

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Version Control

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1. Introduction

This Preliminary Operational Management Plan (POMP) has been prepared by CBRE for School Infrastructure NSW (SINSW) on behalf of the Department of Education (DOE). This document intends to support the Main Works Development Application (MW DA) to the City of Ryde Council (CoRC) and subsequent Regional Planning Panel for the New West Ryde Multi-Sport Facility (WRMSF) project.

The New West Ryde Multi-Sport Facility (WRMSF) is located within the grounds of the previous Marsden High School at 22 Winbourne Street, West Ryde.

The site is legally described as Lot 1 in DP 1274125. The application seeks consent for the construction and operation of a new sporting facility. This will include construction of a new indoor sporting facility with associated supporting spaces. The Facility will include 4 indoor multi-use sporting courts, a kiosk, office space, group room, storage, the development includes 29 external netball courts as well as associated landscaping and open space improvements.

2. Location and Site Description

The site is located at 22 Winbourne Street, West Ryde. The site is owned by the NSW Department of Education and is legally described as Lot 1 in DP 1274125, comprised of the existing Marsden High School.

The total area of this lot is 54,812.38m², noting approximately 9,100m² has been zoned as part of the site rezoning from Education use (E1) to Recreational (R2) as being a E2 Ecological Protection Zone. The E2 Ecological zone will be located on the North-East portion of the lot. There are no existing built structures on the site.

Approximately 14km North-West of the Sydney CBD, 400 metres North of Victoria Road, the site is surrounded by residential dwellings.

The site is within close proximity to transport services, including the Victoria Road Bus Route (approximately 400m to the South) and West Ryde Train Station (approximately 1.8km to the East).

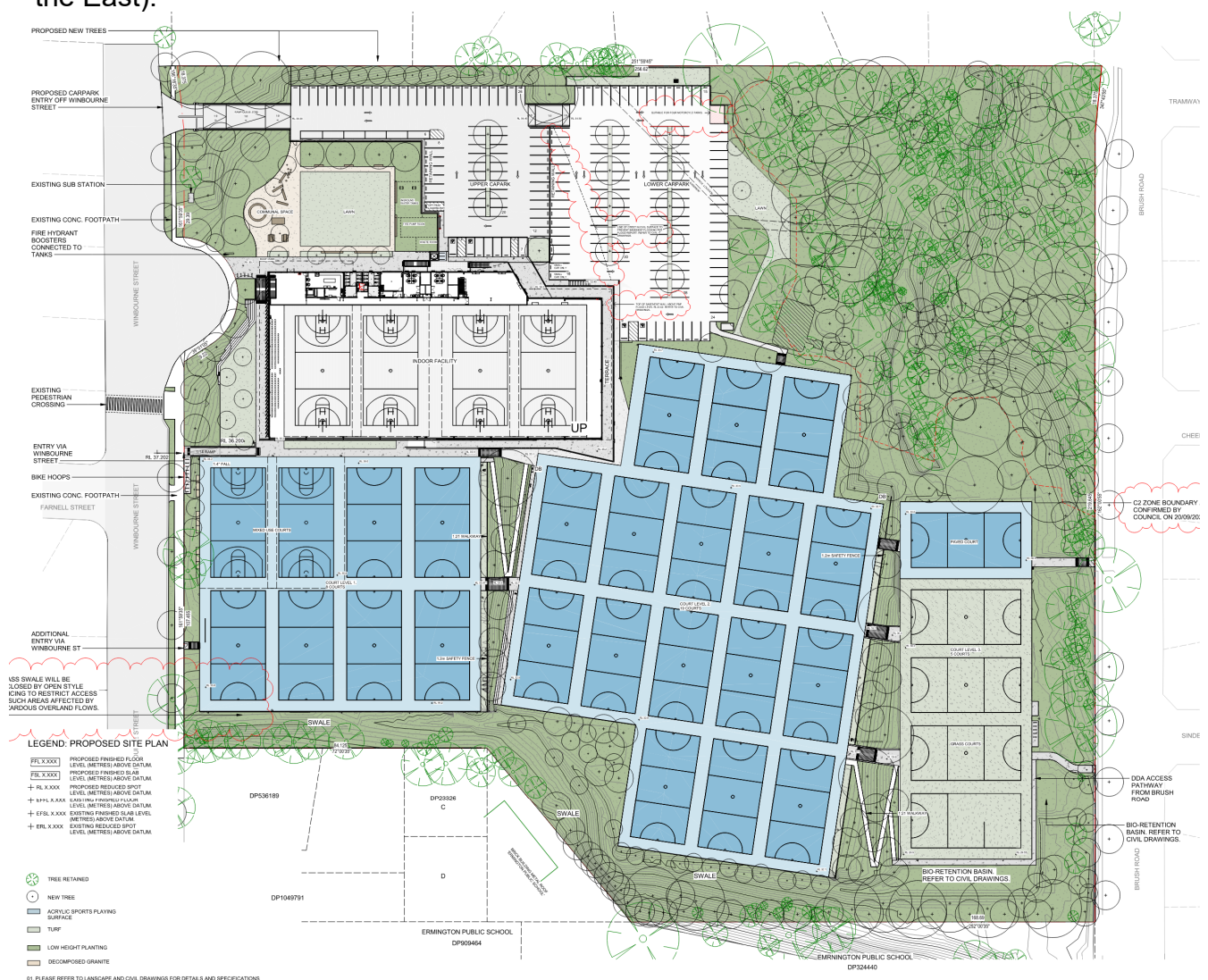


Figure 1. Proposed Site plan

3. Proposed Development

The development of the West Ryde Multi-Sport Facility provides the opportunity to meet a growing demand for recreational facilities, specifically indoor facilities.

The West Ryde Multi-Sport Facility project includes the following works under the DA pathway:

- Construction of a new indoor sporting facility, including 4 internal courts, Office spaces, group rooms, storage rooms spaces and support units.
- Operation of a gymnasium, within the facility
- 29 external Netball Courts with associated lighting and seating
- Associated site landscaping and open space improvements.
- Development of a fenced C2 Ecological zone, being 9100m² (including a Protected Ecological Zone of 7986m²).
- Overland flow flooding management.

4. Operations

4.1. Proposed use

The site is to be run by a third-party Operator (currently out to tender), the site will have three distinct stakeholders, plus ancillary stakeholders. The site operator will be running a commercial operation within the site, Department of Education is a key Stakeholder with the terms for use of the facility (being the facility owner) currently being developed. The sub-lease to the operator will be East Ryde Netball Association (ERNA).

The proposed use of the site is a brand new Multi-Sport Facility, including the following key spaces:

- A Multi-Sport Facility, being of 4,900m², this includes, but is not limited to:
 - 4 Internal multi-sport courts
 - Office space
 - Amenities
 - A Kiosk/Canteen
 - Storage and Pant areas
 - Shared multi-use rooms,
 - Umpire/physio room
 - Reception counter
 - Court run-off and seating allocation (for future installation/temp use)
- 29 External Netball courts, with lighting for night use
- Carparking
- Landscaping, for public amenity and use

4.2. Site Population

4.2.1. Site Population – Staffing

The average population is anticipated as follows:

- 6.5 FTE at peak times with an indicative average of 4 FTE

4.2.2. Site population – General Average

The average population is anticipated as follows:

- 401,000 estimated annual visits at an average of 1,104 per day

4.3. Proposed Operational Hours of Use – Internal Multisport Courts & Gym

The following hours of operation are proposed for the WRMSF:

- 05:30 to 23:00 – Monday
- 05:30 to 23:00 – Tuesday
- 05:30 to 23:00 – Wednesday
- 05:30 to 23:00 – Thursday
- 05:30 to 21:30 – Friday
- 06:30 to 20:30 – Saturday
- 07:30 to 19:45 – Sunday

4.4. Proposed Operational Hours of Use – External Netball Courts

The following hours of operation are proposed for the external Netball Courts:

- 07:00 to 21:30 – Monday
- 07:00 to 21:30 – Tuesday
- 07:00 to 21:30 – Wednesday
- 07:00 to 21:30 – Thursday
- 07:00 to 19:45 – Friday
- 07:00 to 19:45 – Saturday
- 08:00 to 18:30 – Sunday

4.5. Proposed Operational Hours of Use – Public Holidays

The following hours of operation are proposed for public holiday operation:

- 07:30 to 19:45 – Internal Multi-Sport Courts and Gym
- 08:00 to 18:30 – External Netball Courts

Facility hours may vary during finals or special bookings. The Centre is expected to operate all days except Christmas Day and Good Friday. It is usual to close the facility over the Christmas period for a week to undertake necessary maintenance works, including floor resurfacing.

During the school holiday periods and long weekends, many centres are used for sports camps, holiday programs and tournaments.

4.6. Cleaning and Waste Management

An estimate of the facilities' waste generation is approximately 5,000L of waste and 5,000L of recycling per week.

Four 240L mobile bins will be provided for general waste and four for recycling within the Facility. The bins will be stored in a waste room adjacent to the top terrace of the outside onsite carparking. Additional, localised bins will be provided throughout the site and waste will be transferred to the bin store daily.

Collection will occur once per week by a private contractor pick-up. The bin collection vehicle has direct access to the carpark hardstand, to be accessed via Winbourne street. The carpark access for a standard mobility has been validated by the traffic consultant.

Cleaning contractors will be appointed by the future site operator to clean and maintain the internal and external areas. In addition, the operator will be responsible for grounds maintenance including lighting, gardening and mowing. The General Assistant will also report any service issues through to SINSW Asset Management Unit for investigation.

A detailed Operational Waste Management Plan has been produced as part of the Development Application.

4.7. Emergency Egress

The future site operator will develop an Emergency Response Procedures and Emergency Evacuation Plans during the operational readiness phase of the project and prior to the commencement of operations. These procedures and plan will incorporate appropriate training for staff and will also consider the flood retention basin located on the site.

4.7.1. Floor Evacuation Protocols

Upon hearing the audible alarm and sighting flashing light –

- Prepare to evacuate. Do not stay inside the lower Netball Courts during wet weather.
- Pack up all the sport gear/equipment, if safe to do so.
- Assist any person in immediate danger.
- Leave the lower Netball Courts & head towards Indoor Court Facility via the stairs/ramp. Refer to Figure 4.7.1 – Evacuation Route
- Do not evacuate towards Brush Road.
- Move calmly to the assembly point (*[Indoor Court Facility near Winbourne Street](#)*) and remain in place until the 'All Clear' has been given.
- Follow closely the instructions of emergency services personnel.
- Listen to the radio or check online announcement(s) for flood instructions. Don't return to Netball Courts until authorities have advised safe to do so.
- If it is necessary to travel during the storm events, observe the flow from Winbourne Street before entering the site.
- No attempt should be made to travel through flood water on foot under any circumstances.

A 'flood warning system', including appropriate warning signs & flood alert system, must be installed at prominent locations within the lower Netball Court area to alert court users during flood emergency.

The audible alarm and flashing light 'flood warning system' is to be activated by float switches attached to the existing inlet headwall at the upstream side of lower court terrace, and the flashing light should be activated when the flow is exceeding the inground drainage system and flood water level is approaching the lower Netball Courts level.

Signage shown (*as indicated below*) shall be attached to the warning flashing light and made visible to all personnel entering the lower Netball Courts.



Figure 4.7.1 Evacuation Route

4.7.2. Bushfire evacuation Protocols

Below sourced from Abel Ecology (2021) Bushfire Opportunities and Constraints Assessment Report for Marsden High School 22 Winbourne Street West Ryde NSW 2114, Proposed repurpose of site to a community sports facility. AE21-2227-BAL-OPPCon-REP-ISS-3, dated 13 May 2021. The same recommendation will be given in the forthcoming Bushfire Assessment Report on the latest construction design.

Bushfire Emergency Evacuation Plan development

Bushfire Emergency Management and Evacuation Plan is a prescriptive measure of Special Fire Protection Purpose (SFPP) developments.

A site Bushfire Emergency Management and Evacuation Plan is to be prepared consistent with the:

- The NSW RFS document: *A Guide to Developing a Bush Fire Emergency Management and Evacuation Plan*,
- NSW RFS Schools Program guide (where applicable),
- Australian Standard AS 3745:2010 *Planning for emergencies in facilities*, and
- The emergency and evacuation management plan should include a mechanism for the early relocation of occupants.

Stable management arrangements must be established for consultation and implementation of the bushfire emergency and evacuation management plan. An Emergency Planning Committee must be established^[1] to consult with the community membership and staff in developing and implementing an Emergency Procedures Manual. Detailed plans of all emergency assembly areas including 'on-site' and 'off-site' arrangements as stated in AS 3745 are clearly displayed within the building, and an annual (as a minimum) trial emergency evacuation must be conducted.

4.8. Traffic Management of major Events

For larger scale events, an event management plan will apply to manage traffic impacts. Prior to any major events, the operator will submit an event management plan to Council and Transport for NSW. This will include the following traffic and parking management items:

- Travel access guide for specific events and time periods
 - Access restrictions
 - Transport options
 - Policies and procedures
- Parking facilities – offsite or near site parking areas, e.g. Ermington Public School adjacent
- Coach and bus facilities on street on Winbourne Street, as well as off-site coach parking designation and shuttle bus options to nearby transport hubs (West Ryde station, Meadowbank station and offsite parking areas)
- Pedestrian management planning for surrounding roads and pedestrian access routes
- Service and emergency vehicle planning and procedures

4.9. Complaint Management

The site operator will develop a Complaints Policy during the operational readiness phase of the project which covers parents, students and members of the local community and this will be reviewed and revised on a regular basis as required by the site operator.

4.10. Incident Register

The site operator will develop an Accident/Incident & Injury Reporting Policy and procedures during the operational readiness phase of the project that apply to all employees, students, volunteers and contractors. The policy and procedures will provide a mechanism for reporting and recording incidents in accordance with legislative requirements, analysing the data to implement corrective action, monitor and improve the safety of all who may be impacted on by the business of the WRMSF. This policy will be reviewed and revised on a regular basis as required by the site operator.