



**05.08.04-E**  
**Buildings and Facilities**  
**Plan of Management**  
**School Operation**

**ST EDMUND'S COLLEGE**  
**60 BURNS ROAD, WAHROONGA, NSW 2076**

**PLAN OF MANAGEMENT**  
**SCHOOL OPERATION**

## **Part 1 Purpose and General Objectives**

1. This Plan of Management (the Plan) provides guidelines and management practices for the day-to-day operation of St Edmund's College (the School), at 60 Burns Road, Wahroonga.
2. The Plan aims to ensure that the School:
  - (a) Operates in a manner consistent with good management;
  - (b) Operates with regard to and consideration of the surrounding residential neighbourhood, in particular the residential properties with common boundaries to the school and those properties directly adjacent to the School (on Wahroonga Avenue, Burns Road and Braeside Street).
  - (c) Operates with regard to the amenity, operation and cumulative impact of nearby educational establishments, in particular Wahroonga Public School (71 Burns Road);
  - (d) Takes a proactive role in being a responsible neighbour/land owner within the context and characteristics of Wahroonga;
  - (e) Establishes a clear process for managing parking and traffic impacts associated with the day-to-day operation of the School;
  - (f) Operates in a manner so as not to create additional impacts upon the amenity of the surrounding residential area; and
  - (g) Establishes a complaints handling mechanism.
3. The premises shall be operated in accordance with this Plan.
4. A copy of this Plan is available to staff and management of the School.
5. This Plan has been prepared to ensure that all operations, classes, events, ceremonies and ancillary functions which have taken place on this site since it commenced operating in 1951 (and would be considered typical of the School operations in recent years) are included. In this regard, this Plan does not limit the carrying out of these activities where they are considered 'regular' or 'typical' of the functions of the School.

## **Part 2 Operating Hours**

6. The School will maintain established standard operating hours, being 8:00am – 4 pm, Monday to Friday. Administration staff will work on the Site up to 6:00pm, Monday to Friday.
7. The School will on occasion, hold after-school events that extend beyond 4pm, including concerts, ceremonies, meetings and other gatherings. These will run until 10pm at the latest.

## **Part 3 Staff and Student Numbers**

8. The School currently has enrolments of approximately 130 students.
9. The School currently employs approximately 50 Full Time Equivalent (FTE) staff, dependent upon student enrolments.
10. The School may also be supported by volunteer staff from time to time, as required to facilitate the functions of the School.

## **Part 4 School Parking and Driveway Management**

11. (Refer to a Procedure 05.08.01a-E Buildings and Facilities Maintenance – Driveway Procedure)

## **Part 5 Car Parking (During Construction)**

12. The proposed St Edmund's College development will involve works over two (2) stages, and the car parking arrangements of the proposal have been assessed in the Traffic and Parking Assessment Report prepared by Parking and Traffic Consultants (PTC).

## **Part 6 Noise Management**

13. Scheduled activities and events shall not commence prior to 8am and will finish by 10pm, excluding seldom events or unscheduled necessary maintenance activities that may commence from 7am.

## **Part 8 Site Response and Evacuation Plan**

14. In the event of an emergency at the School or surrounding area, all occupants will be directed to evacuate the site in an orderly manner and via a safe route to a designated muster point away from the threat.
15. Should there be an emergency requiring evacuation of the school, staff are required to follow the school's Emergency Evacuation Procedures (Procedure 03.02.01-E Emergency Evacuation and Procedure 03.04.01-E Lockdown, Alert, Evacuation). In the case of an emergency, School occupants should take directions from emergency services (NSW Police, Fire or Ambulance) or the State Emergency Service (SES).

## **Part 9 Neighbourhood Relations**

16. The School will be mindful of its neighbours and will be open to the needs and considerations of its immediate neighbours in relation to activities and programs run by the School which might affect the neighbours.
17. The School has a formal complaints handling framework, procedure and guidelines in place (Procedure 05.05.01-E Complaints and Disputes, Guidelines 05.05.03-E Complaints and Disputes) and a designated Complaints Handling Officer. The complaints handling process is to be managed by the School's Administration and the Complaints Handling Officer.
18. The School's Administration shall use their best endeavours to resolve any complaint and advise the complainant of the action taken.
19. The School shall advise the community of the details (date and time) of any large events through the School website and School newsletters.
20. Contact details for the School shall be made obvious to the public domain so that any member of the public can contact the School if necessary.

<b>Approval Authority</b>	College Principal
<b>Date Prepared</b>	31 October 2019
<b>Related Policies, Procedures, Forms and Guidelines</b>	05.08.00-E – Buildings & Facilities Policy 05.08.01-E – Buildings & Facilities Procedure 05.08.01a-E – Buildings & Facilities – Driveway Procedures

**Note:** The School Principal is responsible for administering and executing this Plan of Management. If not on site, this responsibility will be delegated to the Deputy Principal.

*Plan of Management prepared in consultation with:*

- DFP Planning Pty Ltd;
- Glendenning Szoboszlay Architects Pty Lt;
- Parking and Traffic Consultants Pty Ltd; and
- Day Design Pty Ltd.