



ARRAHMAN COLLEGE PLAN OF MANAGEMENT AND OPERATIONS

Revised Edition 2020

Arrahman College Plan of Management and Operations			
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ARRAHMAN COLLEGE PLAN OF MANAGEMENT AND OPERATIONS

Introduction

This report outlines the general plan of management and operation of Arrahman College; located at 95-105 Seventeenth Avenue, Austral. This document has been prepared for Liverpool City Council and the NSW Education Standards Authority, NESA. Arrahman College will regularly liaise with Liverpool Council and the relevant organisations regarding the ongoing management and operations of the College.

Liverpool Council Reference: DA-616/2016

The Site and Surrounds

The site is known as 95-105 Seventeenth Avenue, Austral being legally described as Lot 221 within DP651079 and has a total area of 17,515m². The subject site is located on the northern side of Seventeenth Avenue and the western side of the property has a western frontage to the corner of Craik and Gurner Avenue (*refer to figure 1*). The subject site is irregular in shape with a curved boundary in the south-west corner. The site experiences gradual south-west to northeast fall of approximately 8.18 metres with the south-west corner of the site having an RL of 77.45 and the northeast of the site having an RL of 69.27.

Location Map

Figure 1: Aerial photo showing the subject site and surrounding land.



An Overview of the Approved Development

The approval is for a staged development of a college providing for Kindergarten - Year 12 for approximately 800 students (*refer to figure 2*). The development involves the demolition of the existing buildings on the site and the construction of several separate buildings; including temporary demountable buildings, used as classrooms, a separate administration building, an assembly building, external play areas, car parking areas accessed from Seventeenth Avenue and associated landscaping. The college buildings have been sufficiently set back from the frontage of the site to Seventeenth Avenue and the corner of Craik and Gurner Avenue. Separation has also been provided from the adjoining property boundaries to accommodate landscaping.

The Approval includes:

- Demolition of two (2) existing dwellings and associated outbuildings on the site.
- Removal of trees and shrubs located centrally on the site.
- Staged development of a college providing for kindergarten – Year 12 for up to 800 students to be achieved by 2032 (estimated).
- Construction of 7 temporary demountable buildings, a canteen and amenities block
- Construction of an Administration building.
- Construction of two x 2 storey buildings associated with the primary college (Kindergarten – Year 6) in the North-West corner of the site and three x 2 storey buildings associated with the Secondary college in the south-eastern corner of the site.
- Construction of a college assembly building.
- Provision of 58 car parking spaces for staff and visitors.
- Provision of a 16-bay pick-up/drop –off area
- Provision of a 3-bay bus parking area.
- Entry and egress to the car park from Seventeenth Avenue.
- Provision for external play areas.
- Before and after college services for up to 40 college-aged children.

Site Statistics

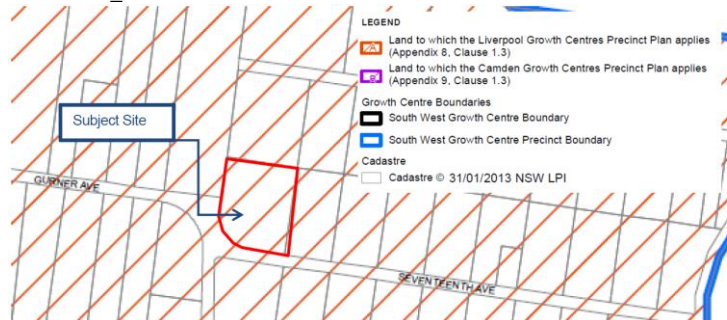
KEY SITE STATISTICS			
Site	17,515m ²	Staff parking spaces	43
Total	4,880m ²	Visitor parking	15
FSR	0,27:1	Pick up/ drop off	15
Landsc area	950m ²	Bus bays	3
Max height	8m		

Planning Controls

Overview

The subject site has been identified for future urban development as part of the South West Growth Sector. The site forms a part of the Austral and Leppington North Precinct urban release area (refer to **figure 3**). The Austral and Leppington North Precincts is approximately 2,025 hectares and is bounded by Western Sydney parklands to the north and east, Kemps Creek to the West and Leppington to the South.

Figure 3: State Environmental Planning Policy (Sydney Region Growth Centre's) 2006 – South West Growth Centre Land Application Map Sheet LEP_012.



Zoning

The site is currently zoned R2 Low-Density Residential under the Liverpool Growth Centres Precinct Plan within State Environmental Planning Policy) Sydney Region Growth Centres) 2006. The R2 zone permits the use of the land for education facilities which include a college.

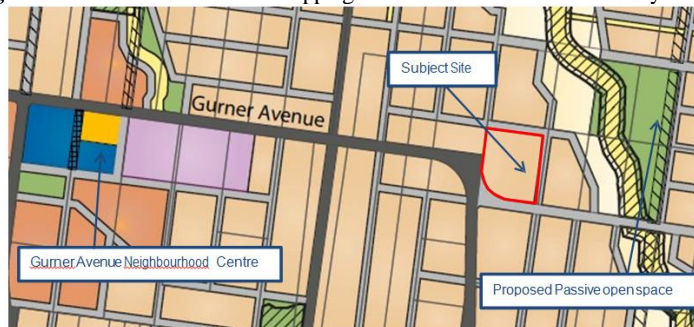
Liverpool Growth Center Precincts Development Control Plan

The provisions of the Liverpool Growth Centre Precinct Development Control Plan 2013) (DCP) Schedule 1 *Austral & Leppington North Precincts* apply to the land. Clause 4.4.4 – *Educational Establishments and Places of Worship* of the DCP specifies the objectives and controls that apply to educational establishment developments.

Austral & Leppington North Precincts Indicative Layout Plan

The subject site is located approximately 600m east of the proposed Gurner Avenue Neighborhood Centre which will contain a mix of retail and local commercial land uses and is located approximately 200m west of the proposed passive open space as illustrated in **figure 4**. Both the Neighborhood Centre and the passive open space will provide valuable amenities and facilities that are within walking distance of the college.

Figure 4: Extract from Austral & Leppington North Precincts Indicative Layout Plan



Site Master Plan



Figure 2 – Site Plan prepared by Greenland Design

Arrahman College Proposed Growth Summary

Year	Projected Number of Students	Projected Number of Staff	Proposed Number of Classes (based on 25 students per class)
2021	75	6	3
2022	100	8	4
2023	150	11	6
2024	225	15	9
2025	300	20	12
2026	375	25	15
2027	450	30	18
2028	525	33	21
2029	600	36	24
2030	675	39	27
2031	750	42	30
2032	800	45	32

Operations

Hours of use

The proposed Development Application consists of the following:

1. To establish a college with a maximum student capacity of (800) students;
2. Use of proposed new college buildings and amenities as a teaching facility to accommodate all the proposed 800 students;
3. Use of educational establishment for teaching on:

Monday to Friday from 7 am to 6 pm

Saturdays 7 am to 9 pm (*30 Saturdays per Calendar Year*)

Sundays 7 am to 9 pm (*30 Sundays per Calendar Year*)

4. The addition approved use by the Sydney Western City Planning Panel also allows:

124. The use of the school is limited to the following hours of operation:

(a) 7:00am – 6:00pm Monday to Friday, with the exception of two days per week Monday to Friday in which the operating hours extend to 9pm.

(b) 7:00am – 9.00pm for a maximum of thirty (30) Saturdays per calendar year; and

(c) 7.00am-7.00pm on Sundays and/or public holidays, for a maximum of thirty (30) Sundays per calendar year.

The proposed extended hours are primarily to allow for extra-curricular activities. The proposed hours are considered reasonable for operating within the residential area and are like other non-residential uses within the surrounding area.

Examples of extra-curricular activities:

- College Sports
- Additional recreational art activities such as dancing and music classes
- STEM & STEAM programs for students
- Extra curricula language studies classes
- General social outings and gatherings for students
- Academic Competitions e.g. debating, spelling and math leagues
- Volunteering and Activism e.g. clubs devoted to specific causes/issues

Number of Staff

The estimated number of staff is 45 which includes all teaching staff, operations staff, administration and general support staff.

Pedestrian Access

Pedestrian access and thoroughfare areas are provided throughout the site. A thorough assessment of pedestrian access has been undertaken in compliance with the *Liverpool Development Control Plan 2008*. Arrahman College has adequate college policies, procedures and practices in place to ensure the overall road safety of all stakeholders. Additional staff supervision will be made available to all students during ‘pick up’ and ‘drop off’ times.

Vehicular Access and Car Parking

The front of the site has been dedicated as a college drop-off zone as indicated in the development plans which allows for vehicular access for the visitors and staff. A thorough assessment of the vehicular access and car parking has been undertaken in the accompanying Traffic Management Report prepared by Mr. Abdun Noor and Liverpool Development Control Plan 2008.

Security

Once Arrahman College reaches its student capacity, the college will have 2 full-time security guards that will work on an alternating basis. The college will also adopt additional casual security guards and/or traffic control staff to assist the college during peak times of student attendance and overall movement. The college will also have fully operational 24-hour surveillance that will be used to ensure the safety of the students, staff and local community.

Proposed bus Services

Arrahman College will ensure that a highly effective, safe and reliable bus transportation service is available to all future students. The college will contract the Otobus company, or equivalent, to serve students, in the Bayside, Liverpool, Bankstown and Fairfield City council regions.

Arrahman College may also provide students with a private bus network that can collect students from the following possible pick up locations:

1. Arrahman Islamic Centre

Address: 20 Garema Circuit, Kingsgrove NSW 2208 (Front of Mosque)

2. Al Mabarat Benevolent Society Head Office

Address: 105 Wollongong Rd Arncliffe, 2205 (Bus Stop)

3. Banksia Station Bus Interchange

Address: Banksia Station, Railway St (Bus Interchange)

4. Rockdale Station Bus Interchange

Address: Rockdale Station, Railway St (Bus Interchange)

It will be the responsibility of parents/ carers to wait with their child until their child has been safely picked up by one of our qualified drivers.

Additional information:

- All drivers are to undergo criminal checks as well as hold a clean driving record.
- All drivers are to also obtain Working with Children Check before seeking employment.
- All students and staff will be expected to follow the general duty of care practices as well as the colleges strict 'transportation policy', including College Rules.
- **No staff members will be permitted to transport any students in private transportation under any circumstances.**
- All bus services will be expected to operate before School between the hours of 8.30 am to 9.00 am.
- All bus services will be expected to operate After School between 3.00 pm and 3.30 pm
- A door to door pick up service may be available in the event of high demand.

Sample Primary College Timetable:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.45					Assembly (8.50-9.20)
8.50-9.00	Dear	Dew	Dear	Dew	Assembly (Dear)
9.00-9.30	Spelling	Spelling	Speaking and listening	Maths (9.00-9.20)	Spelling
9.30-10.00	Computers	Language	Shared reading	Sports(9.20-10.10)	Shared reading
10.00-10.30	Computers	Writing	Shared reading	Sports(9.20-10.10) PE (10.10-10.30)	Maths
10.30-11.00	Quran	Writing	Quran	Maths (10.30-11.00)	Maths
11.00-11.15	Recess	Recess	Recess	Recess	Recess
11.15-11.45	Quran	Arabic	Quran	Arabic	Quran
11.45-12.15	Language	Arabic	science	Arabic	Arabic
12.15-12.45	Maths	Maths	Maths	PDH	Maths
12.45-1.15	Maths	Maths	Maths	Writing	Creative Arts
1.15-2.00	Lunch				
2.00-2.30	History	Science	Library	Writing	Creative Arts
2.30-3.00	History	Science	Library	History	Creative Arts
3.00-3.20	PE	PE	PE	History	PE

English	Maths	Science/Tech	PDH/PE	History	Creative Arts	AQIS
7 hrs 50mins	5h 20mins	2h 30 mins	3h	1.50 mins	1.5h	5h

Proposed Primary College Class Composition:

- Kindergarten x 2-3 Classes (*Includes 1x Accelerated Class*)
- Year 1 x 2-3 Classes (*includes 1x Accelerated Class*)
- Year 2 x 2-3 Classes (*includes 1x Accelerated Class*)
- Year 3 x 2-3 Classes (*includes 1x Accelerated Class*)
- Year 4 x 2-3 Classes (*includes 1x Accelerated Class*)
- Year 5 x 2-3 Classes (*includes 1x Accelerated Class*)
- Year 6 x 2-3 Classes (*includes 1x Accelerated Class*)

Class total: 14-21

**Approx. 25 students per class.*

Approx. 420 Total Primary Students

School Capacity: Maximum 800 Students

Sample Secondary Timetable:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Period 1	8.30am – 9.30am TECH 8B1 TECH BOYS COMP LAB		8.30am – 9.30am TECH 7B2 TECH BOYS COMP LAB	8.30am – 9.30am IPT 11B2 BOYS COMP LAB	8.30am – 9.30am TECH 8B2 TECH BOYS COMP LAB
Period 2		9.30am – 10.30am TECH 8B2 TECH BOYS COMP LAB	9.30am – 10.30am TECH 7B2 TECH BOYS COMP LAB	9.30am – 10.30am TECH 8 BOYS 1 BOYS COMP LAB	9.30am – 10.30am TECH 7B3 TECH BOYS COMP LAB
RECESS	10.30am – 10.45am	10.30am – 10.45am	10.30am – 10.45am	10.30am – 10.45am	10.30am – 10.45am
Period 3	10.45am – 11.45am TECH 7 BOYS 4 BOYS COMP LAB	10.45am – 11.45am TECH 7B1 TECH BOYS COMP LAB		10.45am – 11.45am TECH 8B3 TECH BOYS COMP LAB	10.45am – 11.45am TECH 8B1 TECH BOYS COMP LAB
Period 4	11.45am – 12.45pm TECH 8B3 TECH BOYS COMP LAB	11.45am – 12.45pm IPT 11B2 BOYS COMP LAB	11.45am – 12.45pm TECH 7B3 TECH BOYS COMP LAB		
LUNCH	12.45pm – 1.30pm	12.45pm – 1.30pm	12.45pm – 1.30pm	12.45pm – 1.30pm	12.45pm – 1.30pm FRIDAY PRAYER
Period 5	1.30pm – 2.30pm IPT 11B2 BOYS COMP LAB	1.30pm – 2.30pm TECH 8 BOYS 2 BOYS COMP LAB		1.30pm – 2.30pm TECH 7B1 TECH BOYS COMP LAB	
Period 6	2.30pm – 3.30pm TECH 8 BOYS 2 BOYS COMP LAB	2.30pm – 3.30pm TECH 8 BOYS 1 BOYS COMP LAB			2.30pm – 3.30pm IPT 11B2 BOYS COMP LAB

Secondary College Class Composition:

- Year 7 x 2-3 Classes (*includes 1x Accelerated Class*)
- Year 8 x 2-3 Classes (*includes 1x Accelerated Class*)
- Year 9 x 2-3 Classes (*includes 1x Accelerated Class*)
- Year 10 x 2-3 Classes (*includes 1x Accelerated Class*)
- Year 11 x 3 Classes (*includes 1x Accelerated Class*)
- Year 12 x 3 Classes (*includes 1x Accelerated Class*)

Class total: 14-18

**Approx. 25 students per class.*

Approx. 360 Total Secondary Students

School Capacity: Maximum 800 Students

Management of Student Movement

STRATEGY TO ADDRESS	MEANS OF ACHIEVEMENT	RESPONSIBILITY	PERFORMANCE MEASURE
Students Movement Before School	<ul style="list-style-type: none"> - Implement policies that will ensure the efficient and safe movement of students around the college - Implement prohibited access areas to ensure the overall safety of the students and the local community 	<ul style="list-style-type: none"> - College Teaching Staff - Support Staff - College Security - College Crossing Supervisor 	<ul style="list-style-type: none"> - Adopted college policies - Minimal disruption to the local community - No Complaints by locals' residents - Easy flow traffic - Statutory compliance - Parents following local traffic condition rules and regulations
Student Movement During Recess and Lunch Breaks	<ul style="list-style-type: none"> - Restrict access close to college boundaries - Stage all break times to minimise disruption and student numbers on the playground at any one given time - Allocate staff to playground duty in all sections of the college - Allocate age-based play areas to limit noise disruption and ensure the safety of the students 	<ul style="list-style-type: none"> - College Teaching Staff - Support Staff - College Security 	<ul style="list-style-type: none"> - Adopted college policies - Minimal disruption to the local community
Student Movement After School	<ul style="list-style-type: none"> - Implement policies that will ensure the efficient and safe movement of students around the college - Implement prohibited access areas to ensure the overall safety of the students and the local community - Stage all bell times for Primary and Secondary students to assist in the management and flow of traffic 	<ul style="list-style-type: none"> - College Teaching Staff - Support Staff - College Security - College Crossing Supervisor 	<ul style="list-style-type: none"> - Adopted college policies - Minimal disruption to the local community - No Complaints by locals' residents - Easy flow traffic - Statutory compliance - Parents following local traffic condition rules and regulations

Student Movement During Weekend Classes	<ul style="list-style-type: none"> - Implement policies that will ensure the efficient and safe movement of students around the college - Implement prohibited access areas to ensure the overall safety of the students and the local community - Staff to liaise with Management regarding student movement and performance. 	<ul style="list-style-type: none"> - Contract Teaching Staff - Contract Management - Contract Support Staff - College Security 	<ul style="list-style-type: none"> - Adopted college policies - Minimal disruption to the local community - No Complaints by locals' residents. - community - Student performance evaluation.
Student Movement During Special Events And Extra-Curricular Activities	<ul style="list-style-type: none"> - Implement policies that will ensure the efficient and safe movement of students around the college - Implement prohibited access areas to ensure the overall safety of the students and the local community - Staff to liaise with Management regarding student movement and performance 	<ul style="list-style-type: none"> - College Teaching Staff - Support Staff - Parent/ Carer Volunteers 	<ul style="list-style-type: none"> - Adopted college policies - Excursion Safety Assessment - Student Performance evaluation
Student Movement During College Construction, Renovation and/Or Upgrades	<ul style="list-style-type: none"> - Implement policies that will ensure the efficient and safe movement of students around the college - Implement prohibited access areas/ exclusion zone to ensure the overall safety of the students and the local community - Secure the construction area. - Staff to liaise with Management regarding student movement and performance 	<ul style="list-style-type: none"> - College Teaching Staff - Support Staff - College Security - College Executive Staff - Building Management Team 	<ul style="list-style-type: none"> - Adopted college policies - No disruption to the local community - Student performance evaluation. - No injuries relating to College construction and/or upgrades

Use of multi-purpose hall and auditorium for community purposes:

Arrahman College will allow the subleasing of the college auditorium, college field and Library for religious, cultural and general festivals. All events will comply with the Liverpool Development Control Plan 2008 and will not be used outside of the approved college operation times. All bookings will be privately administered by the Arrahman College management team.

On occasion, 'significant events' may be scheduled at the College. When these events are scheduled, letterbox drops will be provided to all properties within 250m radius of the college 2 weeks before the event advising of any event where an increase in demand of offsite parking is expected. All 'significant events' will also be published on the college's website/ online calendar.

Bookings of the college auditorium and library will only be made available to the local public when not in use by the college. Once the college is in operation, a termly timetable will be compiled detailing the availability of facility bookings to the general public. This information will be made readily available to Liverpool Council upon request. All college-related events will be given priority and this clause will be included in any external sublease agreements.

Examples of college facilities community use:

The subleasing of the college auditorium, college sports field and library may be used for the following:

1. Community Language classes outside of regular college times
2. Community Scouts program to operate during all college holidays
3. Community Sports programs outside of regular college times
4. General Community Events – [*College Auditorium only*] (*Birthdays, Cultural Celebrations, Religious Celebrations E.g. Baptisms etc.*)
5. Annual Cultural and Religious Festivities* E.g. Fun Carnivals
6. General Fundraising events e.g. Gala Dinners
7. Cultural and Religious Community Lectures*

Note: Actual activities/ events held at the college will be strongly dependent on the overall specific interests of the actual students enrolled. All extra-curricular activities and community events/ bookings will be limited to a specific number of enrolments/participants to comply with local council regulations as well as the proposed college's traffic and acoustics recommendations.

Additional Uses and Services of the Establishment

Leases, Licenses and other estates

This Plan of Management authorises the local community to enter subleases or licenses for all or parts of the property. All subleases and licenses will be managed to comply with all relevant statutory requirements such as the Residential Tenancies Act 1987, Retail leases Act 1993, OH&S Act 1983. All subleases, licenses and other estates granted will be granted following the Local Government Act 1993. All rental income to the college will be reflected in the college annual financial statement and will adhere to strict financial management regulations.

Arrahman College will ensure that all sublease/ activity records are accurate, maintained and up to date. The proposed establishment will also permit Liverpool council to obtain the college's records of subleasing on request. With exception to the college canteen, subleasing of college facilities will only occur outside of standard college hours of operations.

Before and After School Care

Arrahman College will offer a Before and After School/ OOSH Service. This service will utilise the college's resources outside of college hours. The service will require the college hall, access to a kitchen, multimedia room as well as a safe environment supporting child play; as defined by the Department of Education and Training. The service should cater for up to 40 college-aged children at any given time.

Service Requirements:

- College Auditorium
- Access to Kitchen Facilities including Food Storage facilities
- Access to Multimedia Room/ Facilities
- Access to Private Service Storage (*Separate from the college storage facilities*)
- Safe enclosed play area

Before and After College Care: 7.00 am – 9.00 am and 2.30 pm – 6.00 pm (*Monday to Friday*)

Vacation Care: 7:30 am – 6.00 pm (*Monday to Friday*)

College Promotions:

The college will be promoted using a variety of promotional marketing strategies. Promotional signs may be installed on-site to inform the local community of current updates and further information for student enrolments. The promotion committee may also advertise the college using social media as well as local community advertisement links. The function of the college promotions committee will be heavily focused on building public relations as well as providing the community with additional information, fundraising campaigns, handling complaints and local community concerns.

All college promotional campaigns, including charitable collections and fundraising campaigns, will adhere to the Liverpool city council's "Charitable Collections on Council Controlled Lands Policy 2016".

Maintenance

This management plan also notes that all facilities within the college establishment should be regularly maintained, in accordance with appropriate ground keeping council regulations. All college buildings will be maintained to the Building Code of Australia and other relevant statutory standards dependent upon the level of resources and priority accorded by Liverpool Council.

Priorities and Performance Measures

Objective: To retain and enhance the structure of the proposed college establishment as well as ensuring the little impact of college operations on the local community.

STRATEGY TO ADDRESS	MEANS OF ACHIEVEMENT (ACTIONS)	RESPONSIBILITY	PERFORMANCE MEASURE (ASSESSMENT)
<ul style="list-style-type: none"> Provide a program of continuous care and maintenance 	<ul style="list-style-type: none"> Undertake a regular assessment of college buildings Implement short-term and long-term maintenance programs appropriate to the needs of property users and the preservation and/or commercial use of the asset Allocate maintenance funds following priorities 	<ul style="list-style-type: none"> College contracted engineers College Workplace Safety Committee College Management 	<ul style="list-style-type: none"> Respond to routine maintenance enquiries within 2 working days Statutory compliance

<ul style="list-style-type: none"> Preserving the physical material and retarding deterioration of the land 	<ul style="list-style-type: none"> Undertake regular rectification works Employ a college caretaker to ensure the overall cleanliness and general maintenance of the college Review maintenance contracts regularly 	<ul style="list-style-type: none"> College Management. College Caretaker Maintenance contractors 	<ul style="list-style-type: none"> Works completed on time and within budget Little deterioration of the college buildings and facilities.
<ul style="list-style-type: none"> Returning the existing physical material of the land to the known earlier state 	<ul style="list-style-type: none"> Ongoing landscaping of the college grounds Painting of exterior completed on a regular 5-year basis Performing annual paintwork to the interior of the college on a regular 2-year basis 	<ul style="list-style-type: none"> College Management. College Caretaker Maintenance contractors 	<ul style="list-style-type: none"> Design and works completed Painting completed
<ul style="list-style-type: none"> Encourage compatible contemporary use as a multipurpose community and cultural center 	<ul style="list-style-type: none"> Leases and licenses reviewed before the due date Tender /Expressions of Interest for the college canteen. Coordinate and promote the use of the college facilities available for external lease. Provide liaison and support to tenants 	<ul style="list-style-type: none"> College Accountant. College Management College Caretaker 	<ul style="list-style-type: none"> Rents reviewed annually and received on time and leasing obligations achieved Space tenanted Usage/vacancy rates Steering Group/Working Party established and functioning

Management of College Construction, Renovations and/or Upgrades

As a new establishment, Arrahman College will require regular construction, maintenance, repairs and upgrades. The College recognizes that during these circumstances potential hazards may arise posing a risk to staff and students. Arrahman College has necessary policies, procedures and practices in place to minimize the potential risks that may arise during construction, maintenance, repairs and upgrades.

These may include:

- Setting up prohibited exclusion zones around all areas of construction, including areas undergoing general maintenance and repairs.
- Utilise safety signage throughout the college
- Temporarily relocating classrooms, if required, to suitable safety areas until the work has been completed.
- Placing additional staff on supervision duties during college break times, including before and after school.
- Implementing rigorous school policies and procedures for students and staff
- Providing staff with clear supervision guidelines and instructions
- Sending parents regular updates regarding the progress of the building works which includes reminders of child safety practices.