

Operational Plan of Management

St Augustine's College Sydney

6 April 2023

1.0 Introduction

This plan has been prepared by St Augustine's College Sydney to ensure that the operation of the College campus located at 37-43 Federal Parade and 60 Federal Parade, Brookvale is operated and managed responsibly. The College Principal is responsible for administering and executing this Operational Plan of Management (OPoM). When not on site, this responsibility will be delegated to a member of the Leadership Team.

1.1 Student capacity

The College caters for up to 1,600 students from Year 5 to Year 12.

1.2 College class operating hours

- Monday to Friday – 8:40am to 3:25pm¹
- Saturdays and Public Holidays – Reduced operation

1.3 College hours of operation

The College campus is typically operates during the following hours during school terms:

- Monday to Friday – 06:30am to 06:30pm²
- Saturday, Sundays, Public Holidays and School Holidays - Reduced operation

The College also runs the occasional event/function outside the typical operating hours. Such events could include parent/teacher information evenings, sports training/coaching and extra-curricular activities offered to students. Examples of activities/functions that occur outside of the typical hours of operation, including likely hours of such activities, is provided below – refer tables in Sections 1.5 and 1.8.

No activities or functions will be scheduled by the College before 6.30am or after 10pm.

1.4 Before and after school care

The College does not operate a before and after school care program.

1.5 Student Extra-curricular activities

Activity	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Study/tutoring in the Library (up to 50 students and 6 teachers)	3:30pm to 06:00pm					Not currently	
Band rehearsals in Goold Music Centre (up to 150 students and 8 teachers)	7.15am to 8.30am					Nil	

¹ Year 5 students are dismissed at 3.15pm

² Peripheral College activities may take place between 6.30am - 8.40am when classes commence and then after from 3.25pm to 6.30pm. Refer Table in Section 1.5. Classes are typically conducted between 8.40am and 3.25pm.

Activity	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Training in the gymnasium and on College oval (up to 200 students and 5-6 teachers)	6.45am to 8.30am					Nil	
Debating, chess club and similar academic activities in general purpose classrooms (up to 35 students and 5 teachers)	3.30pm to 4.30pm					Nil	
Transported from campus to external sporting facilities by bus (up to 1,450 students and 3 teachers) Note: Bus pick up for external sport events occurs from Pittwater Road	8:00am to 8:30am 3:30pm to 4:00pm				Nil		
Transported from campus to external sporting facilities by bus (up to 20 games per year – ranges from 20 to 50 students)	Nil					8:00am to 5:00pm	Nil

1.6 Community use

The College provides its facilities for the following community activities:

- Tae Kwon Do (selected Saturdays - 7:00am to 3:00pm in Brimson Centre or Auditorium)
- Basketball and Cricket camps (selected school holidays – 8.30am to 3.00pm in the Brimson Centre and on College oval)
- Basketball (Saturdays – 8:30am to 1:00pm in Brimson Centre)
- Very occasional use of Brimson Hall by Brookvale Primary School during school hours.
- The College provides a venue for Lifeline to host their Book Fair twice per year. This activity occurs during prescribed school holidays.

1.7 Bell times

The bell times are listed below:

- Tutor Group - 8.40 am
- Period 1 - 8.55 am
- Period 2 - 9.50 am
- Recess - 10.45 am
- Period 3 - 11.05 am
- Lunch - 12.55 pm
- Period 5 - 1.35 pm
- Period 6 - 2.30 pm
- Finish - 3.25 pm*

**Please note that Year 5 students, whose parents are picking students up from the Gulliver St Carpark "Kiss and Drop", are dismissed at 3.15 pm in order to stagger the pickup times. No separate bell is sounded for Year 5 dismissal.*

1.8 Special events

Special events facilitated on the College campus are outlined in the table below.

Term 1
<ul style="list-style-type: none"> • New Parents Morning Tea (first day of school) –8:30am to 9:30 am • All Parents Welcome Evening – from 5:00 pm to 9:00pm • HSC Award Winners Assembly – from 9:00am to 10:00am • Open Day – from 3:00pm to 7:00pm • Class Parents Welcome Evening (one representative from each Tutor Group) – from 7:00pm to 8:30pm
Term 2
<ul style="list-style-type: none"> • Mother’s Day Mass and morning tea – from 9:00am to 11:30am • Lifeline Book Fair – all day (9:00am to 6:00pm) over 3-4 days in school holidays only (<i>sales to public is Thursday 11am - 7.00pm, Friday 9:00am – 7:00pm, Saturday 9:00am – 5:00pm and Sunday 9:00am – 5:00pm</i>) • Sport Presentation Evenings e.g. Rugby and Football in the Brimson – from 6:30pm to 8:30pm
Term 3
<ul style="list-style-type: none"> • Father and Son Breakfast – from 7:30am to 9:00am • Visual Arts / TAS Practical Works Exhibition – from 6:30pm to 8:00pm • Year 12 Graduation Day – from 8:00am to 12:00pm (includes parent breakfast and morning tea) • Music Festival Showcase Concert – from 6:00pm to 8:30pm
Term 4
<ul style="list-style-type: none"> • Celebrations of Excellence (parents of award winners are invited to attend – during school hours) • Year 5 & 7 Orientation Day/s (new students are here all day, but parent drop off and pick up is in the morning and afternoon) • Years 5 & 7 New Parent Information Evening – from 7:00pm to 8:30pm • Lifeline Book Fair – all day (9:00am to 6:00pm) over 3-4 days in school holidays only (<i>sales to public is Thursday 11am - 7.00pm, Friday 9:00am – 7:00pm, Saturday 9:00am – 5:00pm and Sunday 9:00am – 5:00pm</i>)
Across more than one term
<ul style="list-style-type: none"> • Parent/Teacher/Student Interviews if conducted on site - from 3:00pm to 8:00pm. • Year Group Information Meetings e.g. Year 10 into Year 11 – from 7:00pm to 8:30pm Terms 3 and 4 • Principal’s Year 5 and Year 7 Parent Dinners (typically 80 parents attend) – from 6:30pm to 9:00pm in Terms 1 and 2 • College Drama Productions – from 6:30pm to 8:30pm (Varies – typically Term 1 and this year in Term 4) • The College provides a venue for Lifeline to host their Book Fair twice per year. This activity occurs during prescribed school holidays.

1.9 Access to Operational Plan of Management

A copy of the Operational Plan of Management, including appendices, is to be kept on site at all times.

The Operational Plan of Management is to be available to all staff and students.

If requested, a copy of the Operational Plan of Management is to be made available to the accredited certifier or Council.

2.0 Transport and Traffic Management

2.1 Walking and cycling

Refer to Traffic and Parking Management Plan (Appendix 1)

The Traffic and Parking Management Plan (TPMP) includes details of how the College encourages students and staff to walk or cycle to the College.

2.2 Car parking

Refer to Traffic and Parking Management Plan (Appendix 1)

2.3 Bus management

Refer to Traffic and Parking Management Plan (Appendix 1).

Students travelling by bus are reminded to tap on/tap off with their Opal cards.

2.4 Student pick-up and drop-off

Refer to Traffic and Parking Management Plan (Appendix 1)

2.5 Senior Students Driving to the College

Refer to Traffic and Parking Management Plan (Appendix 1)

2.6 Deliveries

Refer to Traffic and Parking Management Plan (Appendix 1)

3.0 Noise Management

The College is operated in accordance with the recommendations of the Acoustic Assessment dated 5 April 2023 prepared by E-LAB consulting. A copy of the Acoustic Assessment is at Appendix 2 to this OPoM.

3.1 PA System

All Public Address speakers are directed to the centre of the College.

The College has recently upgraded its PA facility which now includes more narrow horns to limit external audibility. The College alarm and PA system is monitored and reviewed by the College IT Department each term.

3.2 Extractor Fans

All dust, bathroom, kitchen/canteen fume extractors are on automatic timers and will generally operate between 7.00am and 5.00pm. These may be used on occasion based on calendared College events – refer Tables in Sections 1.5 and 1.8 – and when senior students are completing major projects out of standard school hours.

Dust extractors are monitored by the Facilities and Maintenance Team using the acoustic measurement app 'Decibel X'. These are monitored annually at the time of service or as required.

3.3 Playground Usage

The following management strategies for play spaces are employed to reduce noise impacts on neighbouring properties:

Gulliver Green

- This playground is not accessible to students before 8.00am.
- Teacher supervision to monitor student behaviour and to limit any 'high-ball' games.
- Students are instructed that they are unable to retrieve balls that go over any fences.

Tolentine Park

- Teacher supervision monitors student behaviour to limit any 'high-ball' games.

4.0 Maintenance

4.1 Cleaning and maintenance

Cleaning schedule:

Monday to Friday (Term time only)

- 1 x daytime onsite cleaner from 9.00am to 2.30pm
- 1 x lead cleaner from 2.30pm to 9.00pm
- 6 x night cleaners from 4.00pm to 9.00pm
- 3 x night cleaners from 5.00pm to 9.00pm

Monday to Friday (School holidays)

- 3 cleaners per day from 3.00pm to 7.00pm

How many personnel are involved:

- 11 cleaners

Where cleaning personnel park:

- Any cleaning staff who drive to the site will be directed to park in the undercroft parking off Gulliver Street.

4.2 Landscaping

All garden beds throughout the campus will be maintained regularly.

Shrubs and lawns are regularly trimmed, fertilised and replaced as required.

Green walls and landscaping within the car parks are regularly serviced. Replacement planting will be undertaken as required.

Trees are regularly inspected by an arborist and annually by a Level 5 arborist.

College greenspaces are cored, seeded and fertilised each school holiday period. This program is supported by a regular monitored watering system.

4.3 Waste / Recycling Management

Waste bins are located throughout the College and collected by cleaning staff on a daily basis before being transferred to the bulk waste storage area located at the Alfred Road entrance.

Waste collection by a private waste contractor occurs daily from Monday to Friday. Vehicular access for service vehicles is via Alfred Road gates. The waste vehicles exit the site in a forward direction.

Waste collection occurs outside of peak drop off and pick up times.

Waste management bins consists of:

- General waste – 4 x 1110L bins collected daily
- Recyclable – 3 x 1110L bins collected twice weekly
- Green waste is mulched or transported to the tip
- E waste bin is located near IT Office
- Waste oil drum located near Canteen
- Battery recycling bucket in carpark
- Return and earn cages for plastic bottles and aluminium cans located in quadrangle and Tolentine Park
- Whitegoods and metals are disposed of at metal recycling centres. These are accessed on an as needs basis. Removal usually occurs in school holidays or as required.

5.0 Lighting

Exterior lights are on automatic timers and operate from 5.00pm –9.00pm. This timing is adjustable to cater for the occasional College evening events.

Soft and sensor lighting operates overnight for security purposes and as a precaution for after-hours visitors.

Most classroom lights are sensor operated. Where sensor lights are not installed, cleaners are responsible for turning off the lights.

6.0 Safety and Security

6.1 Emergency evacuation

The College has adopted a plan of action for emergency procedures and staff are trained in the use and implementation of this plan.

Refer to:

- Emergency Procedures Plan (**Appendix 3**),
- Bomb Threat Emergency Procedure Plan (**Appendix 4**)
- Area Warden Responsibilities (**Appendix 5**)

In accordance with fire safety regulations, the fire evacuation plan is prominently displayed throughout the campus.

Emergency service access is available via the various gates around the College campus. Maintenance staff are advised when emergency services are enroute to the school and unlock the access gate.

6.2 Incident register

Incidents are recorded by the Principal's Office and the Strategy, Risk and Compliance Office.

In the event of a student related incident, the details of the incident are recorded by the Student Office. If a Sport and Co-curricular incident occurs, it will be recorded by the Sport and Co-curricular Office.

The Director of Strategy, Risk and Compliance is responsible for maintaining and actioning the Incident Register.

A centralised incident register will be developed through the Compliance Assurance platform which is currently under development. (

6.3 Security

All site visitors are required to sign in at College Reception on Alfred Road using an appropriate visitor management system

A perimeter fence surrounds the College property. All gates are either padlocked closed or are activated with a swipe card.

At the completion of daily cleaning, the Facilities and Maintenance Manager activates all building alarms between 9:00pm and 9.30pm. Contract cleaners do not leave the premises until contact has been made with the College Facilities and Maintenance Manager to ensure all buildings are secured and alarmed. This practice is in place to prevent any alarm being triggered inadvertently.

Security cameras (CCTV) are positioned around the College including all main entry points.

The College has a back-to-base alarm system. If alarms are triggered, they will only sound inside specific buildings. All external speakers are switched off to minimise neighbourhood disturbance.

7.0 Managing of complaints

Complaints received by the College can be registered on the College website or via the email generalenquiries@saintaug.nsw.edu.au. Phone complaints can also be made.

Following receipt of a complaint, the complaint is triaged by the College Reception and forwarded to the appropriate member of the Leadership Team for action. Complaints received from external parties are generally sent to the Director of Strategy, Risk and Compliance for the matter to be addressed and communicated to the complainant.

The College also has a Complaints Handling Policy and Procedures which outlines the steps required to make a complaint or address grievances. This policy can be accessed on the College website. <https://www.saintaug.nsw.edu.au/>

Should a verifiable complaint be received specifically in relation to the behaviour of a student driver, the parents of the student will be notified and the drive to school privileges of that student will be revoked by the College, as per the provisions of the Student Driving Policy.

Should a complaint be received in relation to the driving and/or parking behaviour of a parent/carer associated with the College, a notice will be included in the School newsletter reminding parents/carers of their obligations as a road user. Should the number and/or frequency of complaints received in relation to poor driving/parking behaviours of parents/carers associated with the College be received, the College will liaise with Northern Beaches Council and/or NSW Police (as appropriate) with respect to monitoring of the streets surrounding the College.

8.0 Monitoring and review

The College Leadership Team is responsible for reviewing the Operational Plan of Management. . Review The Operational Plan of Management will occur annually as a minimum.

If necessary, the Operational Plan of Management shall also be reviewed/revised:

- If improvements in the Operational Plan of Management are identified, for example, should the implementation or effectiveness of the accompanying TPMP (Appendix 2) and/or Acoustic Assessment (Appendix 3) be impacted by changes in school operations including the

extension of the school, the measures and conditions in the Operational Plan of Management and supported reports are to be revised accordingly.

- If the consent or amendments to a development consent have a direct impact on the management of the College and its facilities.
- Following an incident or complaint that relates to a management issue that is not currently addressed in the Operational Plan of Management.
- As a result of legislative changes which have a direct impact on the management of the College and its facilities.

Any substantive changes to the Operational Plan of Management that relate to a development approval Operational Plan of Management will be provided to Northern Beaches Council.

Where relevant, staff, students and other members of the College community will be notified of changes in the Operational Plan of Management.

APPENDICES

1. Traffic and Parking Management Plan – 6 April 2023
2. Acoustic Assessment – 6 April 2023
3. Emergency Procedures Plan
4. Fire Evacuation Plan
5. Bomb Threat Emergency Procedures Plan

ATTACHMENT I

St Augustine's College, Sydney

Traffic and Parking Management Plan



Prepared by: Stantec Australia Pty Ltd for St Augustine's College Sydney

on 06/04/2023

Reference: N190000

Issue #: G

St Augustine's College, Sydney

Traffic and Parking Management Plan

Client: St Augustine's College Sydney

on 06/04/2023

Reference: N190000

Issue #: G

Quality Record

Issue	Date	Description	Prepared By	Checked By	Approved By	Signed
A	13/10/2020	Final	Mackenzie Brinums	Rhys Hazell	Rhys Hazell	Rhys Hazell
B	30/10/2020	Final	Mackenzie Brinums	Rhys Hazell	Rhys Hazell	Rhys Hazell
C	15/12/2021	Final	Mackenzie Brinums	Rhys Hazell	Rhys Hazell	Rhys Hazell
D	11/05/2022	Final	Mackenzie Brinums	Rhys Hazell	Rhys Hazell	Rhys Hazell
E	17/05/2022	Final	Mackenzie Brinums	Rhys Hazell	Rhys Hazell	Rhys Hazell
F	29/07/2022	Updated to include minor amendments	Mackenzie Brinums	Rhys Hazell	Rhys Hazell	Rhys Hazell
G	05/04/2023	Updated to include response to NBLPP deferment conditions	Jae Woo Jeon	Rhys Hazell	Rhys Hazell	

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GTA Report (NSW)



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CONTENTS

1. Introduction	1
1.1. Background	1
2. Procedures	2
2.1. Management of Students Travelling by Bus	2
2.2. Car Pick-Up and Drop-Off Management	2
3. General Management	5
3.1. Student Numbers	5
3.2. College Hours	5
3.3. Rostered Supervising Staff	5
3.4. Senior Students Driving to the College	6
3.5. Staff and Visitor Parking	6
3.6. School Excursions	7
3.7. Sports and Special Events	7
3.8. Alternative Transport	8
3.9. Community Liaison	8
3.10. Pick-Up and Drop-Off Arrangements	9
3.11. Deliveries	9
3.12. Notification Requirements	9
3.13. Updates to the Traffic and Parking Management Plan	9
4. Sustainable Travel Actions	11
4.1. Overview	11
4.2. Actions	11
4.3. Monitoring and Review	12

Appendices

- A. Site Plan
- B. student code of conduct
- C. STUDENT DRIVING POLICY

Figures

Figure 1: Parking layout plan	7
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1. INTRODUCTION

1.1. Background

A Traffic and Parking Management Plan (TPMP) was prepared by St Augustine's College in 2014 covering traffic and parking procedures and management measures implemented by the College. This report forms an updated version of the 2014 TPMP to reflect current conditions at the College.

This TPMP aims to control and manage traffic associated with the College and its activities. The College places the safety of children, parents/ carers and staff at a very high priority. The support of parents/ carers and staff through compliance with the plan is essential in ensuring its effectiveness. This policy is part of the College's commitment to continuously improve its facilities and recognition of the need for adequate parking facilities within the College grounds.

Whilst the College has been established for a considerable period of time, parents/ carers, staff, and students should be aware of the fact that it is surrounded by residential properties, and other users/ landowners that are important neighbours. Due courtesy to their needs should be considered by all College users when visiting the College. This particularly applies to inappropriate parking behaviour, which can adversely affect our neighbours when entering or exiting their properties and the surrounding streets.

The TPMP applies to all parents/ carers, staff and student drivers of the College.

The guidelines, which the College TPMP addresses, include the following:

- Management and safety of students arriving and departing to/ from the College.
- Provision of on-site parking for staff.
- Principles relating to students who drive to/ from the College.
- Provision of parking for visitors and delivery vehicles to the College.
- Management of traffic to minimise impact on local residents both during normal school days and for special events at the College.
- Encouragement of use of active and public transport options to access the College, as well as carpooling.
- Provision of bicycle parking.
- Bus management.
- Pedestrian management and safety

The details of the operation of this TPMP are provided in the following sections and Appendix A to ensure clarity in the efficient and safe management of those areas used for parking and traffic management within and around the College.

Upon approval of the TPMP, the College is to ensure that a copy of the approved TPMP is kept on-site at all times and made available to staff and students for their information and to the accredited certifier and/ or Council, on request.

2. PROCEDURES

2.1. Management of Students Travelling by Bus

2.1.1. Pittwater Road near Mitchell Road/ Pine Avenue

Students arrive/ depart on public buses at the Pittwater Road bus stop in the morning from approximately 8:15am to 8:45am and in the afternoon between 3:30pm-4:00pm. A member of staff will be at this location (on the southern side of Pittwater Road) to manage students and ensure they cross the road at the Pine Avenue traffic signals. Students will arrive and depart via the Alfred Road entrance and use the raised pedestrian crossing to cross Alfred Road.

2.1.2. Alfred Road College Entrance

Two staff will be on duty from 8:15am to 8:45am to ensure students alight buses and proceed through the Alfred Road entrance to the College.

Students arriving by bus each morning will move directly from the bus zone on the west side of Alfred Road into the College via the Alfred Road entrance.

Parents/ carers are not to park within the designated bus zones.

A minimum of two staff are rostered from 3:30pm to 4:00pm to supervise student activity during departures at the designated bus bays on the west side of Alfred Road.

Students are managed within waiting areas specified by the staff members and are called forward as buses arrive. Students are to move in an orderly fashion onto the designated bus under further supervision.

2.1.3. Pittwater Road outside 4 Pines Stadium

Student transport to sport training venues is provided by the College. Students depart the College via the Alfred Street gates and walk to Pittwater Road where a supervising teacher assists with the boarding of students onto the waiting bus/ coach.

2.2. Car Pick-Up and Drop-Off Management

2.2.1. Federal Parade 'No Parking' Zone

The Federal Parade zone functions well with students to continue to be dropped-off adjacent to the College and proceed through the Federal Parade entrance to the College when arriving in the morning. Such activity is monitored by student deans to ensure the implemented operational measures are complied with.

Two staff members are also rostered from 3:30pm until about 4:00pm to supervise departing students at the Federal Parade gates. Students are to wait within specified waiting areas until such time that the parent/ carer vehicle arrives, at which time they depart without delay.

2.2.2. Alfred Road ‘No Parking’ Zone

Similarly, students are to wait within the specified areas until such time that the parent/ carer vehicle arrives. Students will access the relevant vehicle and depart when the vehicle is in the pick-up zone. Ongoing monitoring of this activity by teachers/ student deans will continue, and to ensure appropriate use consistent with the implemented and communicated procedures.

2.2.3. Gulliver Street Main Car Park

Both before and after school, a staff member will be stationed close to the pick-up and drop-off bays on the northern side of the car park. The staff member will provide monitoring, assistance and guidance to drivers and pedestrians regarding safety and compliance to rules and the orderly entrance and exit of traffic. Signage is currently in place at the entrance to the Gulliver Street car park to advise all vehicles accessing the car park between 8:15am and 8:45am and between 3:15pm and 3:45pm to enter the car park with a left turn movement. This requires all vehicles arriving from the east to circulate anticlockwise around the College to allow approach on Gulliver Street from the west.

Supervising staff will also manage the Gulliver Street car park entry in the afternoon prior to the school bell. The supervising staff will be in place a minimum 15 minutes prior to the first afternoon school bell. The supervising staff will ensure queuing does not extend onto Gulliver Street. Any vehicles arriving after the on-site queue does extend to Gulliver Street will be directed to continue east on Gulliver Street and either park on-street or return after the school bell. The supervising staff will also ensure no vehicles attempt a right turn into the Gulliver Street car park during the morning drop-off and afternoon pick-up times.

Staggered finish times implemented for Year 5 and 6 students to reduce queuing during peak pick-up times in the afternoon will be maintained. The Year 5 students access the pick-up/ drop-off area internal to the Gulliver Street car park between 3:15pm and 3:25pm and Year 6 students between 3:25pm and 3:35pm.

Communication with the College community around these management measures will change behaviour, ensure compliance is maintained and minimise impacts on traffic unrelated to the school.

A summary of the roles of each supervising staff is provided in Table 1 with the locations of each supervising staff included in Appendix A.

Table 1: Roles of Supervising Staff

Number	Location	Rostered Time	Duties
1	Alfred Road College Entrance	3:30pm to 4:00pm	Overall management of bus pick up, Alfred Road pedestrian crossing, announcement of bus arrivals and supervision of students boarding buses.
2	Alfred Road Pedestrian Crossing	3:30pm to 4:00pm	Ensure safety of students that are using the Alfred Road pedestrian crossing.
3	Alfred Road Bus Zone	3:30pm to 4:00pm	General supervision of Year 7-12 students assembled and boarding buses.
4	Alfred Road Bus Zone	3:30pm to 4:00pm	General supervision of Year 7-12 students assembled and boarding buses.

PROCEDURES

Number	Location	Rostered Time	Duties
5	Alfred Road Bus Zone	3:30pm to 4:00pm	General supervision of Year 5-6 students assembled and boarding buses.
6	Corner of Alfred Road and Gulliver Street	8:15am to 8:45am 3:30pm to 4:00pm	General supervision of students to ensure they cross Gulliver Street safely.
7	Corner of Alfred Road and Pittwater Road	3:30pm to 4:00pm	General supervision of students to ensure no illegal crossings occur at Pittwater Road. Directing students northbound to Pine Avenue pedestrian crossing.
8	Pittwater Road (outside 4 Pines Oval)	3:30pm to 4:00pm	General supervision of students assembled and boarding Sport buses.
9	Intersection of Pittwater Road/ Pines Avenue	8:15am to 8:45am 3:30pm to 4:00pm	General supervision of students ensuring they cross Pittwater Road safely. General supervision of students boarding buses on Pittwater Road.
10	Entrance to Gulliver Street car park	8:00am to 8:45am 3:00pm to 3:45pm	Monitor traffic flow and queuing of vehicles waiting to enter pick up / drop off zone. Monitor entrance to ensure Year 5 and 6 parents / carers arrive in specified timeframe. Year 6 parents arriving prior to specified timeframe are directed to continue around the block.
11	Gulliver Street pick-up/ drop-off area	8:00am to 8:45am 3:00pm to 3:45pm	Announce parent arrival and supervise student boarding cars. Ensure efficient operations of pick up / drop off operations.

3. GENERAL MANAGEMENT

3.1. Student Numbers

The number of students enrolled at the College is to be a maximum of 1,600 at any given time.

3.2. College Hours

Class times are currently Monday to Friday from 8:40am to 3:25pm. The College is generally open from 6:30am to 6:30pm Monday to Friday. Some activities and functions, e.g., parent/ teacher information evenings are held occasionally throughout the school year. Any such functions/ events conclude by 10:00pm.

After-hours access to the College is arranged through the College Facilities and Maintenance Manager.

3.3. Rostered Supervising Staff

In the interests of student safety, the College rosters supervising staff as necessary for managing morning and afternoon school traffic and student pedestrians along Pittwater Road, Alfred Road and Federal Parade. Supervising staff are strategically positioned to monitor surrounding streets to oversee safe pedestrian movement and encourage efficient flow at the drop-off and pick-up locations, as shown in Appendix A.

Transport for NSW has also approved for an accredited School Crossing Supervisor to be in place at the pedestrian crossing on Alfred Road. Until such time that this position can be formalised, a supervising staff member is to attend the Alfred Road pedestrian crossing from 8:10am to 9:10am and 2:55pm to 3:55pm on school days to assist with pedestrians crossing Alfred Road. To reduce the impact on traffic operations along the road, pedestrians are to cross in groups rather than continuously.

The main purpose of the supervising staff is to remind and encourage students and parents/ carers to adhere to the measures implemented by the College, and general road and parking rules.

Supervising staff will be positioned at the drop-off/ pick-up area internal to the Gulliver Street car park to ensure compliance with the car park rules. A second staff member will also supervise the Gulliver Street car park entry in the afternoon prior to the school bell, and any vehicles arriving after the on-site queue extends to Gulliver Street will be required to continue east to avoid queuing onto Gulliver Street.

The College will ensure all staff involved with supervising traffic and parking activities in this plan have read this policy and appropriately briefed in relation to the strategy.

All supervising staff must wear safety/ identification vests.

3.4. Senior Students Driving to the College

The College does not encourage senior students with a driving licence to drive to school.

Senior students who are licensed to drive and do wish to drive to school are required to apply to the Deputy Principal - Students for permission to drive to and from school. The College similarly maintains a list of the students who have been granted such permission. The students will be provided with a copy of this plan and briefed on the overarching guidelines and expected behaviour together with the preferred student parking locations.

The College routinely communicates with students that public street parking is shared with local residents, commuters and businesses/ employers. Student drivers are required to park in a manner that is legal and does not obstruct driveways or inconvenience other road users. In the granting of permission to drive to school, students are instructed that they are being extended a privilege.

The College reinforces that, in driving to or from school, students act responsibly and respect the local community, including ensuring adherence to the College traffic and parking management plan.

The students are required to adhere to the Student Code of Conduct and Student Driving Policy with details provided on the breaches that are dealt with through the College Student Management Policy and Procedures. The Student Code of Conduct and Student Driving Policy have been included in Appendix B and Appendix C respectively.

Students will be encouraged to park along the College frontages only (within legal on-street public spaces), in particular Alfred Street and Federal Parade.

3.5. Staff and Visitor Parking

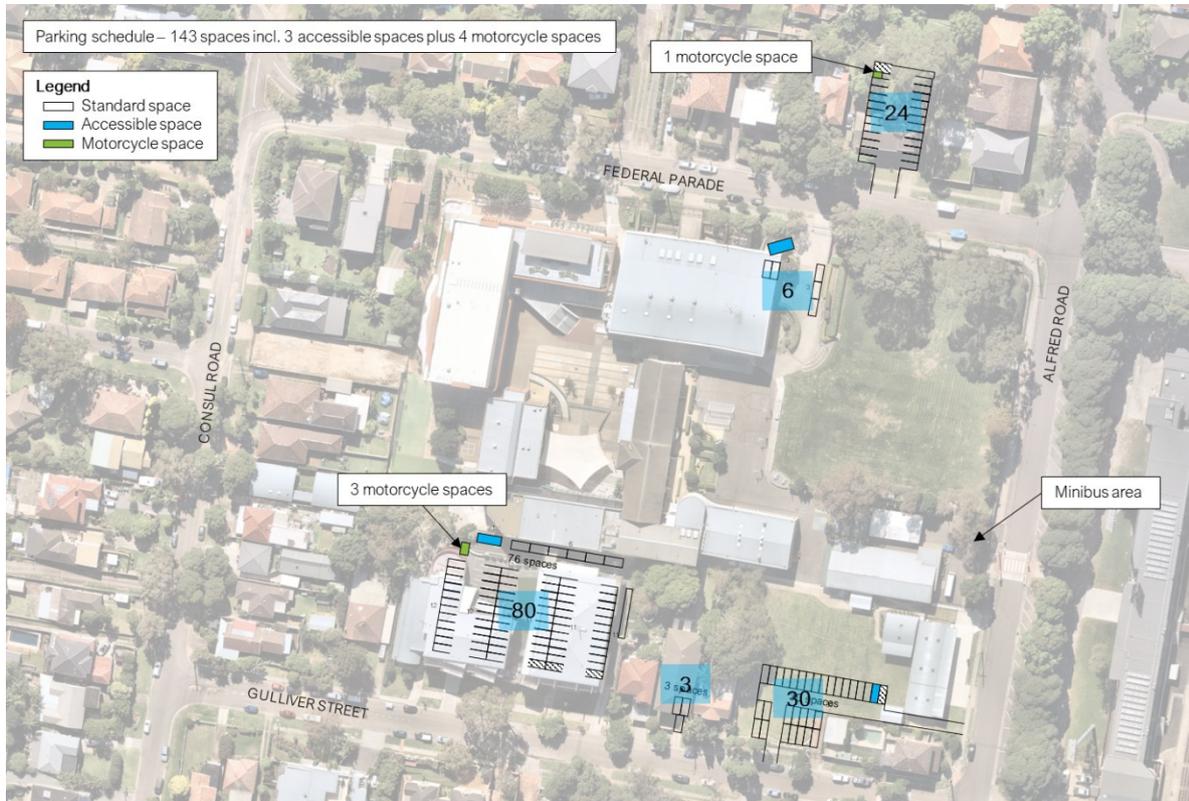
A total of 143 parking spaces including three accessible spaces plus four motorcycle spaces will be provided on site for staff and visitors, as shown in Figure 3.1 and detailed further below:

- Accessed from Gulliver Street:
 - 83 spaces including one accessible space.
 - 3 motorcycle spaces.
- Accessed from Alfred Road:
 - 30 spaces including one accessible space.
- Accessed from Federal Parade:
 - 30 spaces including one accessible space.
 - 1 motorcycle space.

It is noted that some of the parking spaces are in tandem layout, specifically seven spaces within the south-east car park and two spaces on the 8 Gulliver Street site. These spaces will be allocated to Maintenance and Food Services team that typically arrive early and leave late.

Gates providing access to any parking areas are generally open between 6:30am and 8:45am, and between 3:00pm and 4:00pm. Remote access arrangements are in place for authorised users should access be required outside school hours.

Figure 1: Parking layout plan



Base image source: Nearmap

3.6. School Excursions

Coaches are used for school excursions, with students picked-up and dropped-off in the bus zone along the Alfred Road frontage. Coaches are generally scheduled to arrive before the first school bus arrives or after the last school bus departs and not during the active bus zone times. This avoids any such overlap with on-street parking demand outside these times. Alternatively, coaches pick-up and drop-off students within the Pittwater Road bus stops.

Minibuses are also used to transport students for school excursions as required. Minibuses generally pick-up students within College grounds, adjacent to the Old School. This area is accessed via the driveway immediately to the north of the Alfred Road raised pedestrian crossing and is shown in Figure 3.1.

Students are required to wait along the northern side of the Old School or on the sports field, removed from the bus manoeuvring area, with teachers to instruct students when it is safe to board.

3.7. Sports and Special Events

The College conducts a number of special events during the course of the school year. Many of these functions are small (e.g., a meeting of parents/ carers of a year group or a class group). The largest functions which the College holds are the College Open Day and the Annual Parent Welcome Evening.

Where possible, the College will provide off-street parking for parents/ carers in the main Gulliver Street car park, which has approved capacity for 80 cars. Parents/ carers will be notified before major events of the availability of parking.

In exceptional circumstances and under the College's discretion, overflow parking for up to around 200 vehicles is available on the existing playing field within the College grounds (with entry via Alfred Road). Such parking will be made available for large event parking if the oval is not wet (from rainfall) or not required for related event activities on the oval.

The College will not conduct any special event at the same time/ day of events taking place at Brookvale Oval.

3.8. Alternative Transport

The College actively promotes all students to catch the bus to and from the College. Prior to the beginning of the new school year, new students and their families are provided information regarding bus routes and timetables.

The College encourages and promotes all local students and staff to walk to and from College if practicable. Secure bicycle parking is also provided on College grounds.

Carpooling is encouraged with many families currently carpooling and alternating driving students to and from the College. Carpooling by staff is also encouraged.

The following incentives are implemented by the College to encourage staff to travel by alternative modes of transport:

- Reimburse Opal card fares for staff who travel by public transport
- Provide secure bicycle parking facilities and end of trip facilities
- Provide information with respect to bicycle safety
- Reserved parking spot for staff who carpool
- Explore option of whether staff would be interested in a shuttle bus service provided by the College

The following incentives are implemented by the College to encourage students to travel by alternative modes of transport:

- Provide covered and secure bicycle racks
- Provide information with respect to bicycle safety
- Encourage car pooling via College App and other communications with parents.
- Create a zone specifically for Year 6 students at afternoon bus lines

The College continues to liaise with Transport for NSW annually regarding student numbers and provision of adequate school bus services. Students are directed to and regularly reminded to use Opal card tapping so that TfNSW has access to accurate data.

3.9. Community Liaison

Any community feedback and comments should be addressed to the Director of Strategy, Risk and Compliance by email at abataille@saintaug.nsw.edu.au.

The College will contact those providing feedback and comments and address particular matters of concern. The College will maintain a register of all feedback and comments and detail how the matter has been addressed.

3.10. Pick-Up and Drop-Off Arrangements

Parking restrictions are signposted within the streets surrounding the College.

The parents/ carers of any primary students (Years 5 and 6) that are transported to/ from the College by private vehicle are required to use the pick-up/ drop-off facility located in the Gulliver Street main car park. This pick-up/ drop-off facility is available for short-term parking (less than two minutes) between 8:15am-9:00am and 3:30pm-4:00pm. If parents/ carers are required to leave their car at any time to collect students, they will be directed by the supervising staff member to park outside the College in available street parking.

The parents/ carers of senior school students are directed to use the Federal Parade and Alfred Road 'no parking' zones. The same two-minute parking restrictions apply to these zones.

The locations of the existing car spaces, proposed car spaces and traffic management operations, including pick up / drop off areas, bus zones and on-street student parking areas are shown in Appendix A.

A copy of this plan is to be provided within the information pack provided to all enrolling students. If this plan is amended, a copy of the amended plan is to be provided to all students. A copy of the plan will also be available on the College website.

3.11. Deliveries

The main delivery/ loading bays are located adjacent to the Alfred Road administration building and at the Brimson Centre, accessed via Federal Parade.

Deliveries are managed from the College Reception and no scheduled deliveries are accepted during pick-up and drop-off times, specifically 8:15am to 8:40am and 3:15pm to 3:30pm. The school is to ensure that this management arrangement is retained and enforced. All delivery vehicles are to enter and exit the site in a forward direction.

3.12. Notification Requirements

The College community is to be kept informed about traffic and parking management and policies via the College's weekly e-mail newsletter and internet webpage. The College also uses an SMS notification system and has a College app that provides instant notification capabilities. Information is also conveyed for those starting at the College during interview and the starter information package (including details about the College's pick-up and drop-off areas, bus services, special event parking and teacher and visitor parking areas). This includes instruction to new staff members commencing work at the College.

3.13. Updates to the Traffic and Parking Management Plan

This Traffic and Parking Management Plan will be evaluated annually and/or in any circumstances where the implementation or effectiveness of the TPMP might be impacted by changes in school

operations, including (but not limited to) the use of newly acquired sites or as a result of surrounding major development. Where necessary, the TPMP measures and controls are to be revised accordingly and a copy of the revised TPMP is to be provided to Council. Any updates to the plan will be informed to staff, in particular those in supervising roles (as detailed in Table 1); parents/ carers, all students (as relevant), visitors; and companies servicing the College (deliveries etc.).

4. SUSTAINABLE TRAVEL ACTIONS

4.1. Overview

In addition to the management measures outlined in Section 3, the following have been identified as actions that will further assist with reducing the reliance on private vehicle travel to and from the College, particularly for staff. These actions are listed below.

4.2. Actions

4.2.1. Walking

Action
Identify employees living near work that may be interested in walking to work
Produce a map showing safe walking routes to and from your site with times, not distances, to local facilities, such as shops and public transport stops
Provide lockers for keeping a change of clothes
Take part in and actively promote 'National Walk to Work Day'
Have some 'TravelSmart Get to Work' days encouraging staff to come by alternative modes of transport

4.2.2. Cycling

Action
Establish an internal Bicycle Users Group (BUG). BUGs are formed by people who want to work together to improve facilities for cyclists and encourage cycling
Provide sufficient bicycle/ scooter parking to meet peak needs
Have good, secure bicycle parking in an easily accessible location
Ensure bicycle parking is clearly visible or provide signage to direct people to cycle bays
Provide end of trip facilities and lockers for a change of clothes
Supply a workplace toolkit consisting of puncture repair equipment, a bike pump, a spare lock and lights
Come to an arrangement with a local bicycle retailer for cheap servicing of staff/ student bikes and other incentives
Produce a map showing safe bicycle routes to the site
Participate in and actively promote events such as 'Ride to Work Day'

4.2.3. Public Transport

Action
Develop a map showing public transport routes to the site
Put in the school newsletter and/or provide a notice board with leaflets and maps showing the main public transport routes to and from work. Ensure that these information are also readily accessible on the College website.
Place information on the work intranet with links to appropriate external websites e.g. https://transportnsw.info/
Provide leaflets or timetables with payslips

4.2.4. Car-pooling

Action
Set up staff with the Liftango or Karpool car-pool app
Liaise with staff regarding appetite for a shuttle bus service operated by the College to pick-up and drop-off staff in nominated locations.
Proactively explore potential to provide shuttle bus services for staff and/ or students should the demand in a certain location be sufficient.
Allocate priority parking spaces for car-poolers

4.2.5. Parking

Action
Identify priority users of car park e.g. people with disabilities, car-poolers, contractual requirements
Prepare a carpark management plan to address car park access and the allocation of parking spaces
Provision of onsite electric vehicle charging points to promote sustainable transportation options for site users

4.3. Monitoring and Review

4.3.1. Review Framework

For sustainable travel planning to be effective, actions must be reviewed on a regular basis. It is important to ensure that the College is meeting its objectives with respect to minimising reliance on private vehicle travel and having the intended impact on car use and transport choices for staff and students.

A review of the above actions should be conducted annually, with any potential additional actions to be added and investigated as required. This review would demonstrate progress towards targets and objectives and include the following information:

- Basic information about the site, including the number of employees and students
- Details of mode-splits and progress towards potential targets (obtained from an annual survey)
- Details of the initiatives implemented since the last review
- An assessment of whether initiatives have been successful in terms of meeting objectives and targets

- Details of future initiatives to be undertaken or other changes required to meet targets and objectives.

Recommendations on how further measures could be implemented to assist with reaching the targets and aspirational targets should be provided as a result of the travel mode surveys and data analysis. If the targets are on track to be met, consideration should be given to increasing the active mode share target. Sustainable travel programs would then subsequently re-shaped based on parent and staff interviews and feedback.

4.3.2. Review In-house Programs

The annual staff and student travel survey would assist in the review of the sustainable travel planning initiatives for the site.

Any feedback received from staff and students should be used to update programs. Sample feedback could include email responses to programs, monitoring use of the bicycle/ car parking spaces, transport complaints and participants at events.

People in any organisation like to be a part of a successful plan. Staff and students should be kept informed of green travel achievements. This could be done by sending out email bulletins and making announcements during meetings/ classes or having a dedicated column within an internal newsletter.

4.3.3. Travel Survey

To monitor the sustainable mode travel to/ from the College, a travel questionnaire should be conducted of all staff and students. Surveys detailed in the Transport Impact Assessment prepared by GTA (now Stantec) dated 17 December 2021 for the College are considered appropriate for adopting as a baseline for travel planning programs.

An example format for the survey is provided as follows:

Q1: What is your home post code?

Q2: Are you a staff member or student?

- Staff
- Student

Q4: How do you usually travel to the College? (Select one)

- Car (as driver)
- Car (as passenger)
- Dropped off (driver does not stay)
- Bus
- Train
- Ferry
- Bus then train
- Train then bus
- Motorcycle
- Cycle

SUSTAINABLE TRAVEL ACTIONS

- Walk
- Other (explain)_____.

Q5: What time do you usually arrive and leave the College?

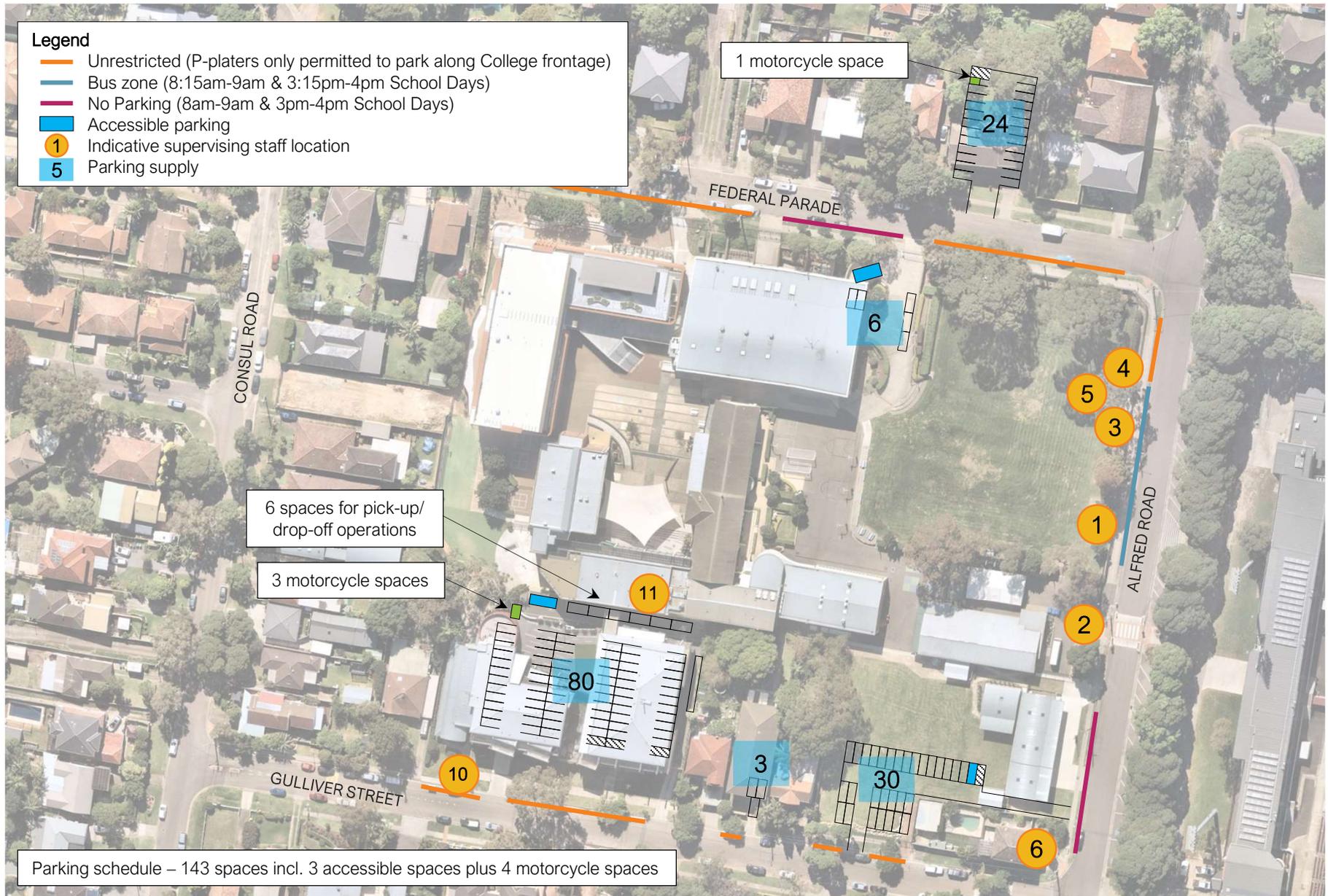
Q6: If you drive to the College, where do you usually park?

Q7: To facilitate transport programs, may we share your contact details with a colleague that lives near you?

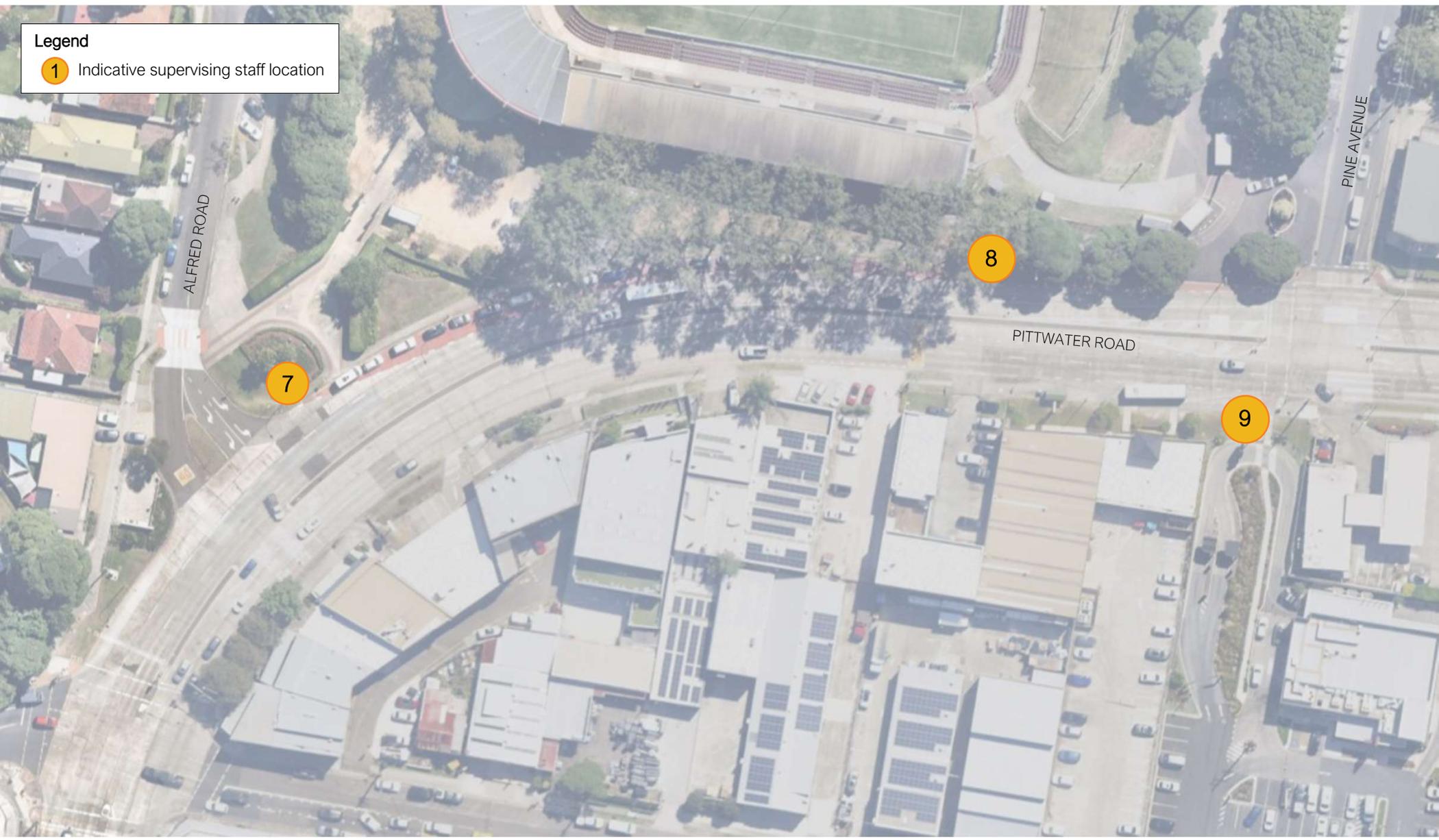
- Yes – I walk
 - If 'yes' please provide your email here: _____
- Yes – I'm a cyclist
 - If 'yes' please provide your email here: _____
- Yes – I'm a public transport passenger
 - If 'yes' please provide your email here: _____
- No.

A.SITE PLAN





Legend
① Indicative supervising staff location



B.STUDENT CODE OF CONDUCT

B



ST AUGUSTINE'S
COLLEGE - SYDNEY

Student Code of Conduct

Context	<p>St Augustine's College – Sydney is a Year 5 to Year 12 Catholic Congregational comprehensive school for boys teaching the Augustinian values of Truth, Love and Community.</p> <p>The College seeks to promote the formation of the whole person; an individual who is well rounded and lives by the Gospel mission of justice, forgiveness, compassion and generosity.</p> <p>Key to an Augustinian education is friendship, a commitment to learning and the opportunity to achieve academic and personal excellence within a faith community.</p>
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Introduction	<p>St Augustine's College recognises that effective learning can only occur in a secure environment where the rights and responsibilities of others are known and respected and where standards and rules are fairly and consistently applied.</p> <p>This Student Code of Conduct has been developed to clearly set out standards of behaviour that students are expected to meet.</p> <p>Managing the Code of Conduct is a shared responsibility between the student, parents/guardians and the College. All students and families have ready access to support offered by College teachers and staff.</p>
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Values	<p>Students are expected to uphold the values of St Augustine's College. Our values are:</p> <ul style="list-style-type: none">• excellence – in your schoolwork, extra-curricular, sporting and other personal endeavours• respect – for your teachers, parents/guardians, peers and members of the community• courtesy – with everyone you interact with• pride – in yourself, and the way you represent the College• personal responsibility – for your actions• integrity – honesty and candour in all of your dealings• tolerance – for others, regardless of their background, age, gender, sexuality, religion or race• inclusion – of all those who decide to come to St Augustine's College, and of those in the community. <p>These values are to be upheld in the way you conduct yourself not only in the College, but also the community.</p>
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**Student
Expectations
and
Responsibilities**

Students are expected to observe and uphold this statement of rights and responsibilities:

"Always treat others as you would like them to treat you."
Matthew 7:12

A STUDENT CAN EXPECT;	STUDENT'S RESPONSIBILITIES WHICH GIVE THEM THESE RIGHTS;
1. to be himself and to be treated as an individual.	Students have the responsibility to respect others as individuals; not to pick on them, tease them, hurt their feelings, or persecute them for being different.
2. to be treated with respect and politeness.	Students the responsibility to respect the authority of teachers. If necessary, they should be able to disagree without being offensive.

<p>3. to obtain maximum benefit from all lessons, classes and other educational activities, and that other students will not deprive him of this right by their behaviour.</p>	<p>Students have the responsibility to cooperate with teachers and other students for the smooth running of lessons.</p> <p>Students have the responsibility to keep up-to-date with required work, to be on time for class, and to take part in activities offered at the College.</p>
<p>4. to be safe and not to feel threatened by danger to their person. They do not have the right to take the law into their own hands nor to swear or use offensive language.</p>	<p>Students have the responsibility to help make other people feel safe in the College by not bullying, threatening or hurting others.</p> <p>They have the responsibility to abide by the 'hands off' rule</p>
<p>5. their property to be safe at College.</p>	<p>Students have the responsibility not to steal, damage, destroy or interfere with the property of other students.</p> <p>They have the responsibility to take care of their own belongings.</p>

<p>6. to belong to a College with a healthy environment and in which they can keep good health.</p>	<p>Students have the responsibility not to smoke, vape, use alcohol or drugs.</p> <p>They have the responsibility to maintain personal hygiene.</p>
<p>7. to enjoy a clean and attractive College environment and to take pleasure in its surroundings.</p>	<p>Students have responsibility to care for the College environment. They will not:</p> <ul style="list-style-type: none"> a) litter the College premises. b) deface or damage furniture or rooms. c) make the environment offensive to others. <p>They should be prepared to keep the College environment neat and clean and to remove litter and rubbish.</p>
<p>8. to be informed of what is happening in the College</p>	<p>Students have the responsibility to listen attentively at assemblies, to take College correspondences home as required and to make it their business to find out what they need to know.</p>

<p>9. justice and fair treatment.</p>	<p>Students have the responsibility to recognise that they are open to penalties if they do the wrong thing, as well as expecting praise and recognition for their achievements.</p>
<p>10. to be seen as a member of the St Augustine's College community with the resulting good name of the College carries in the wider community.</p>	<p>Students have the responsibility to respect the traditions of this College, including those which relate to uniform & grooming, and to represent the College well in public.</p>
<p>11. Students can expect the above while a student at St Augustine's College, Sydney.</p>	<p>Students have the responsibility to protect these rights and those of others by living up to these responsibilities at all times.</p>

College Rules and Policies	<p>Students are expected to abide by the directions of teachers and College rules and policies. These rules and policies include:</p> <p>Drug and Alcohol Policy (Students)</p> <p><u>Bullying Prevention and Intervention</u></p> <p><u>Cyber Safety</u></p> <p><u>Student Information and Communication Technology (ICT)</u></p> <p><u>Mobile Phones (Student Use Of)</u></p> <p><u>Truancy</u></p> <p><u>Uniform Policy</u></p> <p>Student Leadership Policy</p>
Breach of Code of Conduct	<p>A breach of this code of conduct will be dealt with according to our Student Management Policy.</p>

C. STUDENT DRIVING POLICY





STUDENT DRIVING POLICY

Status	CURRENT
Classification	Operational / Students
Established	Unknown
Last Review	2023
Next Review	2026
Responsibility	Deputy Principal – Students

Driving to school is a privilege extended to Year 11 & 12 students. The College views this matter as most serious and hence permission will only be granted by the Deputy Principal - Students in conjunction with parents/guardians.

The following information outlines the rules associated with the privilege of students driving to school.

OBTAINING PERMISSION

- Students are to complete the online Student Driving Application and Agreement e-form which is located in *Saints Online – Operoo – Form Library*.
- The e-form requires parent/guardian and student signatures acknowledging that students have read and agreed to the conditions put forward by the College and that parent/guardians have given permission for the student to drive to school.
- Students must include licence details, registration, make, and information of **all** the cars that may be driven.

CONTINUING REQUIREMENTS

Once permission has been granted, the student must comply with the requirements outlined below:

- Passengers limited to the number of seat belts.
- **Cars can only be driven to/from the College at the commencement and conclusion of the student's school day. Cars are not to be driven during the day for side trips.**
- Change of registration or additional cars must be notified, by submitting a new e-form.
- No student is permitted to use the College carpark.
- Careful and courteous driving brings credit to the College and is expected. Members of the community are likely to complain about any unacceptable behaviour or illegal parking (# see note at the end of this Policy regarding 'The Kilns').
- This permission is for driving to and from school only.

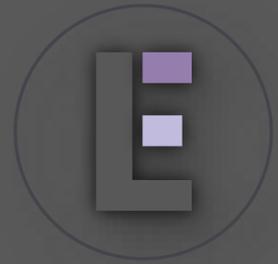
CONSEQUENCES

- Community complaints may be referred to the local Police or Council Ranger, complete with all relevant details, and parents/guardians notified.
- Students failing to observe these requirements may lose the privilege of driving to school.



Students are asked to respect local residents and regulations in particular the well sign-posted entrance to The Kilns on Consul Road (see photo). This is a private road and only allows resident parking, or their guests. Students are not to park in this area. Student cars parked in this area may be towed at the student's expense.

ATTACHMENT 2



St Augustine's College

Noise and Vibration Impact Assessment

Project No. P00054
Revision 006
Issued 5 April 2023
Client Sydney Catholic Schools c/- APG – Carter Gaze

E-LAB Consulting

Where science and engineering inspire design.

Document QA and Revisions

ISSUE	DATE	COMMENTS	ENGINEER	REVIEWER
1	18/08/2021	DA Issue	Kanin Mungkarndee	Brandon Notaras
2	29/10/2021	Updated for DA	Kanin Mungkarndee	Brandon Notaras
3	23/11/2021	Final DA Issue	Kanin Mungkarndee	Brandon Notaras
4	01/12/2021	Updated Final DA Issue	Kanin Mungkarndee	Brandon Notaras
5	13/12/2021	Updated for Construction Noise and Vibration	Kanin Mungkarndee	Brandon Notaras
6	05/04/2023	Deferment Conditions	Kanin Mungkarndee	Brandon Notaras

Confidentiality:

This document contains commercial information which has been prepared exclusively for the use by The Principal. The document in its entirety is confidential. No information contained in this document may be released in part or whole to any third party without the approval of the Author or The Principal.

Authorised by:

E-LAB Consulting



Brandon Notaras | Director

Acoustics & Vibration



Table of Content

1	INTRODUCTION	3
2	PROJECT OVERVIEW	4
2.1	SITE DESCRIPTION	4
2.2	SITE ACOUSTIC CONSIDERATIONS	4
3	NOISE SURVEYS	5
3.1	IMPLEMENTATION OF PREVIOUS NOISE MONITORING	5
3.2	LONG-TERM NOISE MONITORING – BACKGROUND NOISE	5
4	PROJECT NOISE AND VIBRATION CRITERIA	6
4.1	EXTERNAL NOISE EMISSIONS	6
4.2	CONSTRUCTION NOISE CRITERIA	9
4.3	CONSTRUCTION VIBRATION CRITERIA	10
5	NOISE AND VIBRATION IMPACT ASSESSMENT	13
5.1	CARPARK NOISE IMPACT ASSESSMENT	13
5.2	AUTOMATIC CARPARK GATE NOISE IMPACT ASSESSMENT	15
5.3	SCHOOL OPERATION NOISE IMPACT ASSESSMENT	17
6	NOISE MITIGATION MEASURES	19
6.1	CARPARK NOISE MITIGATION	19
7	CONSTRUCTION NOISE EMISSIONS	21
7.1	PROJECT SPECIFIC RECOMMENDATIONS	21
7.2	GENERAL ACOUSTIC RECOMMENDATIONS FOR CONSTRUCTION	22
7.3	COMPLAINT HANDLING PROCEDURES AND COMMUNITY LIAISON	25
7.4	NOISE & VIBRATION MONITORING STRATEGY	26
8	CONCLUSION	27
APPENDIX A	SOUNDPLAN MODELS FOR CARPARK OPERATIONS	28
APPENDIX B	SOUNDPLAN MODELS FOR SCHOOL OPERATIONS	29



1 INTRODUCTION

This Noise and Vibration Impact Assessment (NVIA) has been prepared in support of a Development Application (DA) made to Northern Beaches Council for St Augustine's College, located at 37 Alfred Road, Brookvale. The application seeks the addition of a carpark on Federal Parade, a carpark on Alfred Road, and the increase in school capacity from 1,200 to 1,600 students.

In summary, this noise impact assessment shall address the following key considerations:

- Traffic noise generation from the addition of new carparks and the impact on nearby noise sensitive receivers
- Noise impact to nearby noise sensitive receivers from vehicle movements within the new carparks
- Noise impact to nearby noise sensitive receivers from carpark gate motors
- Noise impact to nearby noise sensitive receivers from the school PA systems
- Noise impact to nearby noise sensitive receivers from the school mechanical services
- Noise impact to nearby noise sensitive receivers from the increase in students within the school
- Noise and vibration impact to nearby receivers from the construction of proposed carparks

The acoustic, noise and vibration legislation, standards and guidelines applicable to the proposed redevelopment include:

- Warringah Development Control Plan (DCP) 2011
- NSW Road Noise Policy (RNP), 2011
- NSW EPA Noise Policy for Industry (NPI) 2017
- Bureau of Meteorology, Daily rainfall report
- NSW EPA Interim Construction Noise Guideline (ICNG) 2009
- Assessing vibration: A technical guideline 2006
- British Standard BS5228 – Part 1:1997 “Noise and Vibration Control on Construction and Open Sites.”
- British Standard BS7358:1993 “Evaluation and Measurement for Vibration in Buildings” – Part 2: “Guide to Damage Levels from Groundborne Vibration”
- German Standard DIN4150 – Part 3: “Structural vibration in buildings – Effects on structures”



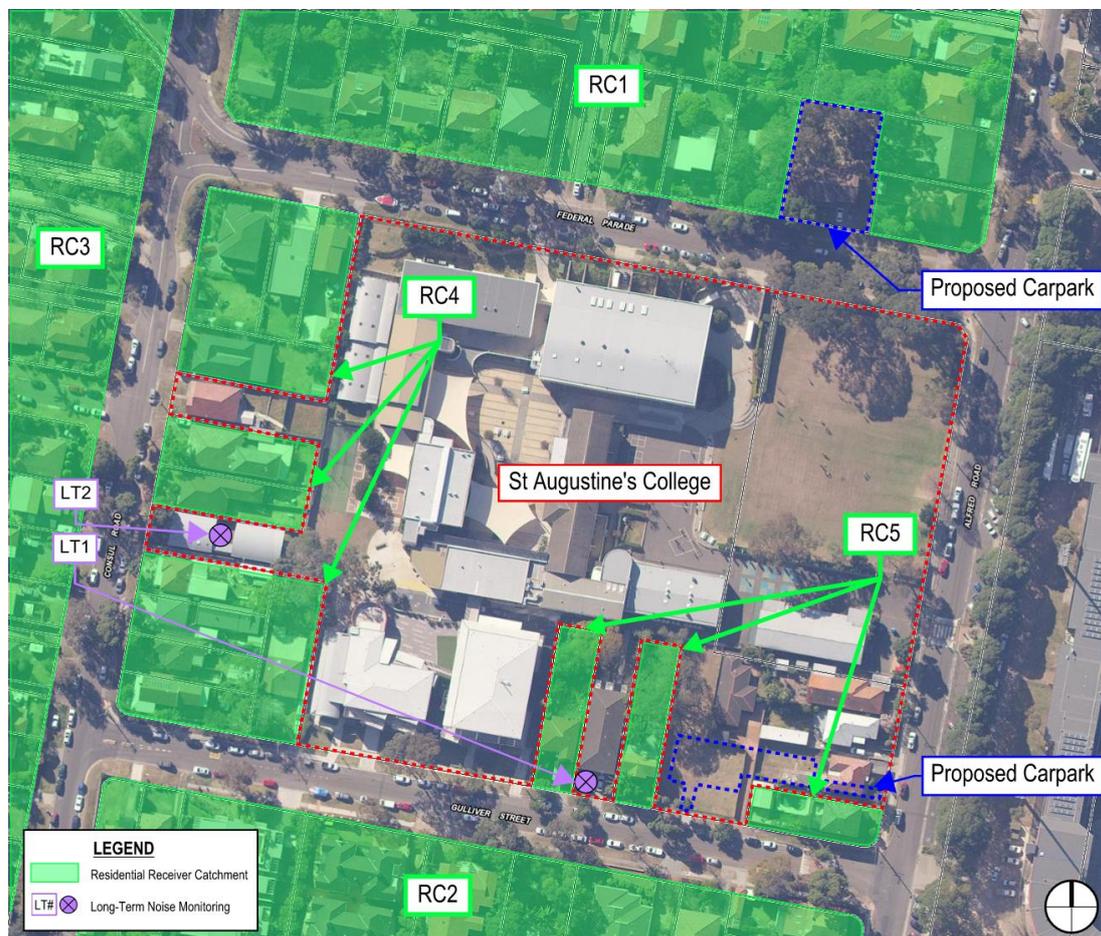
2 PROJECT OVERVIEW

2.1 SITE DESCRIPTION

The location of the school, proposed carpark, long-term noise monitoring positions, and the surrounding noise-sensitive receivers are shown in Figure 1. The noise-sensitive receivers have been delineated into receiver catchments (RCs) as noted in Figure 1, where the permissible land-uses within each of the receiver catchments are outlined below:

- RC1 – Residential receivers, low density residential
- RC2 – Residential receivers, low density residential
- RC3 – Residential receivers, low density residential
- RC4 – Residential receivers, low density residential
- RC5 – Residential receivers, low density residential

Figure 1: Acoustic site plan identifying the surrounding noise-sensitive receivers and noise monitoring locations



2.2 SITE ACOUSTIC CONSIDERATIONS

Upon reviewing the design documentation prepared for the Development Application, the acoustic elements to consider for the proposed redevelopment are:

- Traffic noise generation from the addition of new carparks and the impact on nearby noise sensitive receivers
- Noise impact to nearby noise sensitive receivers from the operation of the new carpark
- Noise impact to nearby noise sensitive receivers from the increase in students within the school

3 NOISE SURVEYS

3.1 IMPLEMENTATION OF PREVIOUS NOISE MONITORING

Previous noise monitoring has been conducted around St Augustine’s College, with the results of the noise monitoring outlined in the Acoustic Planning Report prepared by Resonate Acoustics, dated 17/10/2013 (ref. S13216RP1), and Complying Development Acoustic Assessment prepared by Acoustic Logic, dated 22/11/2018 (ref. 20181398.1/2211A/R2/AW).

Given the nature of restrictions and lockdowns during the COVID-19 pandemic, additional measurements and monitoring was not conducted by E-LAB. Further, lockdowns have resulted ever-changing traffic volumes and unpredictable background noise environments, and as such, the noise monitoring conducted by Resonate and Acoustic Logic have been used for this assessment as it is likely to be more reliable.

3.2 LONG-TERM NOISE MONITORING – BACKGROUND NOISE

Long-term noise monitoring was conducted by Resonate Acoustics at the location labelled LT1 in Figure 1, and by Acoustic Logic at the location labelled LT2 in Figure 1. Background noise levels and subsequent Rating Background Noise Level (RBL) have been extracted from these reports, which are established in accordance with the Noise Policy for Industry 2017.

The description of time of day is outlined within the Noise Policy for Industry and described as follows:

- Day – the period from 7am to 6pm Monday to Saturday or 8am to 6pm on Sundays and public holidays
- Evening – the period from 6pm to 10pm
- Night – the remaining periods

Table 1: Unattended noise monitoring results – LT1

LOCATION	MEASURED RATING BACKGROUND NOISE LEVELS - dB(A)		
	DAY	EVENING	NIGHT
LT1	42	38	30 ¹
LT2	42	37	30 ¹

Note 1: The night time RBL in both reports have been adjusted to be consistent with the NPI’s minimum night time RBL, being 30dB(A)

The local ambient noise environment is typical of a suburban residential environment (as classified by the NPI).

4 PROJECT NOISE AND VIBRATION CRITERIA

This section presents the regulatory requirements, and acoustic design criteria for the proposed development.

4.1 EXTERNAL NOISE EMISSIONS

4.1.1 Warringah Development Control Plan 2011

Section D3 of Warringbah DCP 2011 established the following acoustic requirements:

“1. Noise from combined operation of all mechanical plant and equipment must not generate Noise levels that exceed the ambient background Noise by more than 5dB(A) when measured in accordance with the NSW Industrial Noise Policy at the receiving boundary of residential and other Noise sensitive land uses.”

It is also noted that the NSW Industrial Noise Policy has been superseded by the NSW EPA Noise Policy for Industry (NPI) 2017. The above requirement is comparable to the NPI’s method of determining the Project Intrusiveness Noise Level (see Section 4.1.2 below).

4.1.2 NSW EPA Noise Policy for Industry (NPI) 2017 – Industrial Noise (Plant and Equipment)

The NSW EPA’s Noise Policy for Industry (NPI) 2017 has been implemented to assess the noise impacts of mechanical plant and equipment, as well as other industrial noise sources on the surrounding receiver catchments.

The NPI sets out a framework for the derivation of project noise trigger levels that are used to assess the potential impacts of noise from industry (and industrial noise sources) and indicate the noise level at which feasible and reasonable noise management measures should be considered.

This policy applies to noise sources from activities listed in Schedule 1 of the POEO Act and those regulated by the EPA. This includes noise sources from mechanical plant and equipment within the proposed redevelopment, for which this policy will be applied.

The project noise trigger level provides a benchmark for assessing a proposal, where if exceeded, indicates a potential noise impact on the community and so triggers a management response such as additional mitigation measures. The project noise trigger level is the lower (the more stringent) value of the project intrusiveness noise level and project amenity noise level determined in Sections 2.3 and 2.4 of the NPI, respectively.

Project Intrusiveness Noise Level

The intrusiveness of an industrial noise source may generally be considered acceptable if the level of noise from the source (in terms of L_{Aeq}) measured over a 15-minute period does not exceed the background noise level by more than 5 dB when beyond a minimum threshold. The project intrusiveness noise level is only applicable to surrounding residential receivers.

To account for the temporal variation of background noise levels, the method outlined in Fact Sheet A of the NPI establishes a method in determining the Rating Background Noise Level (RBL) to be used in the assessment.

The intrusiveness noise level is determined as follows:

$$L_{Aeq,15min} \text{ (Intrusiveness Criteria)} = \text{Rating Background Noise Level (RBL)} + 5 \text{ dB(A)}$$

Where the RBLs established in accordance with Fact Sheet A are lower than the values presented in Table 2 for each assessment period, the values presented in Table 2 shall be used for that particular assessment period. These result in the minimum intrusiveness noise levels provided in Table 2.



Table 2: Minimum assumed RBLs and project intrusiveness noise levels

TIME OF DAY	MINIMUM ASSUMED RBL - dB(A)	MINIMUM PROJECT INTRUSIVENESS NOISE LEVELS - $L_{Aeq,15min}$ dB(A)
Day	35	40
Evening	30	35
Night	30	35

Table 3 provides the project intrusiveness noise levels applicable to each of the surrounding residential noise-sensitive receivers.

Table 3: Project intrusiveness noise level criteria for each residential receiver catchment

RECEIVER CATCHMENT	TIME OF DAY	MEASURED RBL - dB(A) ¹	PROJECT INTRUSIVENESS NOISE LEVELS - $L_{Aeq,15min}$ dB(A)
RC1 – RC5	Day	42	47
	Evening	37	42
	Night	30	35

Note 1: for the purpose of a conservative assessment, RBLs for the nearby noise receiver catchments have been adopted from Acoustic Logic’s report, being the lower out of the 2 reports.

Project Amenity Noise Level

The recommended amenity noise levels represent the objective for total industrial noise at a receiver location, whereas the project amenity noise level represents the objective for noise from a single industrial development at a receiver location.

To ensure that industrial noise levels (existing plus new) remain within the recommended amenity noise levels for an area, a project amenity noise level applies for each new source of industrial noise as follows:

$$\text{Project Amenity Noise Level} = \text{Recommended Amenity Noise Level (see Table 4)} - 5 \text{ dB(A)}$$

The following exceptions to the above method to derive the project amenity noise level apply:

- In areas with high traffic noise levels. Where the level of transport noise, road traffic noise in particular is high enough to make noise from an industrial source inaudible, the project amenity noise level shall be set at 15 dB(A) below the measured $L_{Aeq,period(traffic)}$ for the particular assessment period
- In proposed developments in major industrial clusters
- Where the resultant project amenity noise level is 10 dB(A) or more lower than the existing industrial noise level. In this case the project amenity noise levels can be set at 10 dB(A) below existing industrial noise levels if it can be demonstrated that existing industrial noise levels are unlikely to reduce over time
- Where cumulative industrial noise is not a necessary consideration because no other industries are present in the area, or likely to be introduced into the area in the future. In such cases the relevant amenity noise level is assigned as the project amenity noise level for the development

The recommended amenity noise level, project amenity noise level, and converted project amenity noise level for comparison with the intrusiveness criteria (from time of day period to 15-minute) is provided for each surrounding receiver catchment in Table 4.



Table 4: Project amenity noise level criteria for each receiver catchment

RECEIVER CATCHMENT	RECEIVER TYPE	TIME OF DAY	RECOMMENDED AMENITY NOISE LEVEL - $L_{Aeq,period}$ dB(A)	PROJECT AMENITY NOISE LEVEL - $L_{Aeq,period}$ dB(A)	PROJECT AMENITY NOISE LEVEL - $L_{Aeq,15min}$ dB(A)
RC1 – RC5	Residential – Suburban ¹	Day	55	50	53
		Evening	45	40	43
		Night	40	35	38

Note 1: Suburban residential as classified in Table 2.3 of the Noise Policy for Industry (NPI) 2017

Sleep Disturbance and Maximum Noise Level Assessment

Where the proposed redevelopment night-time noise levels generated at a residential location exceed either:

- $L_{Aeq,15min}$ 40 dB(A) or the prevailing RBL plus 5 dB(A), whichever is greater, and/or
- L_{AFmax} 52 dB(A) or the prevailing RBL plus 15 dB(A), whichever is greater,

a detailed maximum noise level event assessment should be undertaken.

Corrections for Annoying Noise Characteristics – Noise Policy for Industry Fact Sheet C

Fact Sheet C contained within the Noise Policy for Industry outlines the correction factors to be applied to the source noise level at the receiver before comparison with the project noise trigger levels established within this report, to account for the additional annoyance caused by these modifying factors.

The modifying factor corrections should be applied having regard to:

- The contribution noise level from the premises when assessed/measured at a receiver location, and
- The nature of the noise source and its characteristics (as set out in Fact Sheet C)

Table C1 within Fact Sheet C sets out the corrections to be applied for any assessment in-line with the NPI. The corrections specified for tonal, intermittent and low-frequency noise are to be added to be added to the measured or predicted levels at the receiver before comparison with the project noise trigger levels. The adjustments for duration are to be applied to the criterion.

Project Noise Trigger Levels

Table 5 presents the project intrusiveness and project amenity noise levels for each period, and each receiver catchment, as well as the resultant project noise trigger levels (PNTLs) that shall be applied for any assessment of impacts of mechanical plant and equipment noise on the surrounding receiver catchments.

Table 5: Project noise trigger levels (PNTL) to be applied to each surrounding receiver catchment

RECEIVER CATCHMENT	RECEIVER TYPE	TIME OF DAY	PROJECT INTRUSIVENESS NOISE LEVEL - $L_{Aeq,15min}$ dB(A)	PROJECT AMENITY NOISE LEVEL - $L_{Aeq,15min}$ dB(A)	SLEEP DISTURBANCE NOISE LEVEL - dB(A)	PROJECT NOISE TRIGGER LEVEL - $L_{Aeq,15min}$ dB(A)
RC1 – RC5	Residential	Day	47	53	N/A	47
		Evening	42	43	N/A	42
		Night	35	38	40 $L_{Aeq,15min}$ 52 L_{AFmax}	35

4.2 CONSTRUCTION NOISE CRITERIA

The noise criteria outlined within the Interim Construction Noise Guideline (ICNG) 2009 has been adopted for the assessment of noise emissions from the construction of the proposed redevelopment.

4.2.1 Airborne Noise – Residential Receiver Catchments

The airborne noise criteria for surrounding residential receiver catchments (RC1 – RC5) have been extracted from Table 2 in the ICNG has been extracted and is presented in Table 6 below.

Table 6: NSW ICNG construction noise criteria for surrounding residential receiver catchments (RC1 – RC3)

TIME OF DAY	MANAGEMENT LEVEL $L_{Aeq,15min}^1$	HOW TO APPLY
Recommended Standard Hours: Monday – Friday 7am – 6pm	Noise Affected RBL + 10dB	<p>The noise-affected level represents the point above which there may be some community reaction to noise.</p> <ul style="list-style-type: none"> ▪ Where the predicted or measured $L_{Aeq,15min}$ is greater than the noise affected level, the proponent should apply all feasible and reasonable work practices to meet the noise affected level. ▪ The proponent should also inform all potentially impacted residences of the nature of works to be carried out, the expected noise levels and duration as well as contact details.
Saturday 8am – 1pm No work on Sundays or public holidays	Highly Noise Affected 75 dB(A)	<p>The highly noise affected level represents the point above which there may be strong community reaction to noise.</p> <ul style="list-style-type: none"> ▪ Where noise is above this level, the relevant authority (consent, determining or regulatory) may require respite periods by restricting the hours that the very noisy activities can occur in, taking into account: <ul style="list-style-type: none"> – Times identified by the community when they are less sensitive to noise (such as before and after school, for works near schools, or mid-morning or mid-afternoon for works near residences) – If the community is prepared to accept a longer period of construction in exchange for restrictions on construction times.
Outside Recommended Standard Hours	Noise Affected RBL + 5dB	<ul style="list-style-type: none"> ▪ The proponent should apply all feasible and reasonable work practices to meet the noise affected level. ▪ Where all feasible and reasonable practices have been applied and noise is more than 5 dB(A) above the noise affected level, the proponent should negotiate with the community. ▪ For guidance on negotiating agreements see section 7.2.2.

Note 1: Noise levels apply at the property boundary that is most exposed to construction noise, and at a height of 1.5 m above ground level. If the property boundary is more than 30 m from the residence, the location for measuring or predicting noise levels is at the most noise-affected point within 30m of the residence. Noise levels may be higher at upper floors of the noise affected residence.

4.2.2 Ground-borne Noise – Residential Receiver Catchments

Ground-borne noise is noise generated by vibration transmitted through the ground into a structure, such as an excavator with a hydraulic hammer attachment, or impact/bore piling. The following ground-borne noise levels for residences have been extracted from Section 4.2 of the ICNG and indicate when management actions should be implemented.

- Evening (6pm to 10pm) – Internal Noise Level: $L_{Aeq,15min}$ 40 dB(A)
- Night-time (10pm to 7am) – Internal Noise Level: $L_{Aeq,15min}$ 35 dB(A)

An assessment of ground-borne noise to these levels is only required when the ground-borne noise levels are higher than airborne noise levels, and for surrounding residential receiver catchments. The ground-borne noise levels are for evening and night-time periods only. The levels shall be assessed at the centre of the most affected habitable room.

4.3 CONSTRUCTION VIBRATION CRITERIA

4.3.1 Human Comfort – Continuous and Impulsive Vibration Criteria

Where occupants can detect vibration in buildings, this may potentially impact on their quality of life or working efficiency. The level of vibration that affects the amenity of occupants within a building is lower than that associated with building damage. The NSW DEC have prepared a guideline, “*Assessing vibration: a technical guideline*”, which presents preferred and maximum vibration values for use in assessing human responses to vibration and provides recommendations for measurement and evaluation techniques.

Acceptable values of human exposure to continuous and impulsive vibration are dependent on the time of day and the activity taking place in the occupied space. Guidance on preferred values for continuous and impulsive vibration acceleration is provided in Table 7.

Table 7: Preferred and maximum weighted RMS values for continuous and impulsive vibration acceleration (m/s^2) 1-80 Hz

LOCATION	ASSESSMENT PERIOD ¹	PREFERRED VALUES		MAXIMUM VALUES	
		z-axis	x- and y-axes	z-axis	x- and y-axes
Continuous vibration					
Residences	Daytime	0.010	0.0071	0.020	0.014
	Night time	0.007	0.005	0.014	0.010
Offices, schools, educational institutions and places of worship	Day- or night time	0.020	0.014	0.040	0.028
Impulsive vibration					
Residences	Daytime	0.30	0.21	0.60	0.42
	Night time	0.10	0.071	0.20	0.14
Offices, schools, educational institutions and places of worship	Day- or night time	0.64	0.46	1.28	0.92

Note 1: Daytime is 7:00am to 10:00pm and night time is 10:00pm to 7:00am

4.3.2 Human Comfort – Intermittent Vibration Criteria

Intermittent vibration is vibration which is perceived in separately identifiable repeated bursts. Its onset can be sudden, or there might be a gradual onset and termination bounding a more sustained event. The vibration dose value (VDV) defines a relationship that yields a consistent assessment of intermittent vibration and correlates well with subjective human response.

Acceptable values of vibration dose have been extracted from Table 2.4 of the guideline and are presented in Table 8.

Table 8: Acceptable vibration dose values for intermittent vibration (m/s^{1.75})

LOCATION	DAYTIME ¹		NIGHT-TIME ¹	
	PREFERRED VALUE	MAXIMUM VALUE	PREFERRED VALUE	MAXIMUM VALUE
Residences	0.20	0.40	0.13	0.26
Offices, schools, educational institutions and places of worship	0.40	0.80	0.40	0.80

Note 1: Daytime is 7:00am to 10:00pm and night time is 10:00pm to 7:00am

4.3.3 Cosmetic Damage

Structural vibration thresholds are set to minimize the risk of cosmetic surface cracks and lie below the levels that have the potential to cause damage to the main structure. Table 9 presents guide values for building vibration, based on the vibration thresholds above which cosmetic damage has been demonstrated outlined within BS7385-Part 2:1993. These values are evaluated to give a minimum risk of vibration-induced damage, where minimal risk for a named effect is usually taken as 95% probability of no effect.

Table 9: Transient vibration guide values for cosmetic damage – BS 7385-2:1993

TYPE OF BUILDING	PEAK PARTICLE VELOCITY IN FREQUENCY RANGE OF PREDOMINANT PULSE (PPV)	
	4 Hz TO 15 Hz	15 Hz AND ABOVE
Reinforced or framed structures Industrial or light commercial type buildings	50mm/s	N/A
Unreinforced or light framed structures Residential or light commercial type buildings	15mm/s	20mm/s (50mm/s at 40Hz and above)

4.3.4 Structural Damage

Structural damage criteria are established within DIN4150-Part 3 “Structural vibration in buildings – Effects on structures”. Table 10 indicates the vibration limits presented in DIN4150-Part 3, where upon exceeding these thresholds lies the risk in inducing structural damage.



Table 10: Guideline value of vibration velocity, v_i , for evaluating the effects of short-term vibration – DIN4150-3

LINE	TYPE OF STRUCTURE	VIBRATION VELOCITY, v_i , IN MM/S				PLANE OF FLOOR OF UPPERMOST FULL STOREY
		FOUNDATION			ALL FREQUENCIES	
		AT A FREQUENCY OF				
		LESS THAN 10HZ	10 TO 50HZ	50 TO 100HZ*		
1	Buildings used for commercial purposes, industrial buildings and buildings of similar design	20	20 to 40	40 to 50	40	
2	Dwellings and buildings of similar design and/or use	5	5 to 15	15 to 20	15	
3	Structures that, because of their particular sensitivity to vibration, do not correspond to those listed in lines 1 and 2 and are of great intrinsic value (e.g. buildings that are under a preservation order)	3	3 to 8	8 to 10	8	

*For frequencies above 100Hz, at least the values specified in this column shall be applied

5 NOISE AND VIBRATION IMPACT ASSESSMENT

5.1 CARPARK NOISE IMPACT ASSESSMENT

An assessment of the noise generated by activities from the carparks have been conducted to determine the impacts on the surrounding noise-sensitive receivers.

As part of the application, there are 2 new carparks envisaged:

- One is to be located at 60 Federal Parade which will yield 24 car parking spaces. The driveway will remain on Federal Parade but will be slightly relocated and widened. See Figure 1 for an aerial overview of the site and Figure 2 for the carpark concept plan
- Another is to be located on the corner of Alfred Road and Gulliver Street which will yield 30 car parking spaces. Currently, there is a playground (Gulliver Green) belonging to the school where majority of the proposed car spaces are. The carpark is to have one-way traffic flow with entrance on Alfred Road and exit on Gulliver Street. See Figure 1 for an aerial overview of the site and Figure 3 for the carpark concept plan

Figure 2: Federal Pde carpark concept plan, dated 22/09/21 (issue P6)

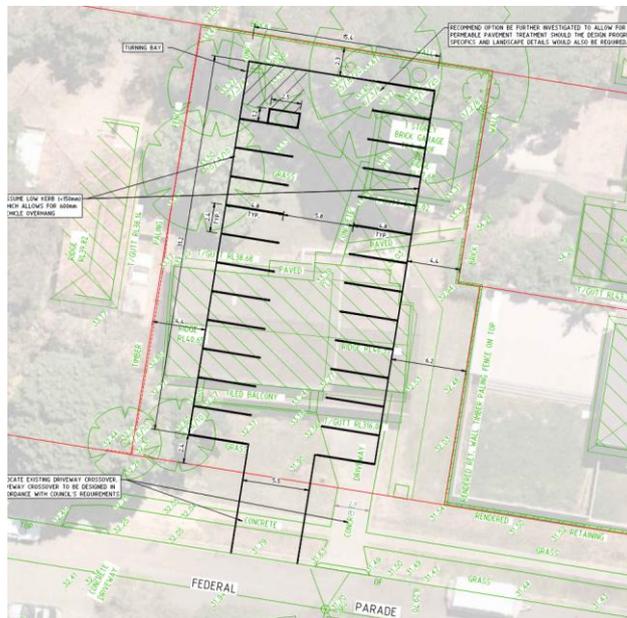


Figure 3: Alfred Rd carpark concept plan, dated 22/09/21 (issue P6)

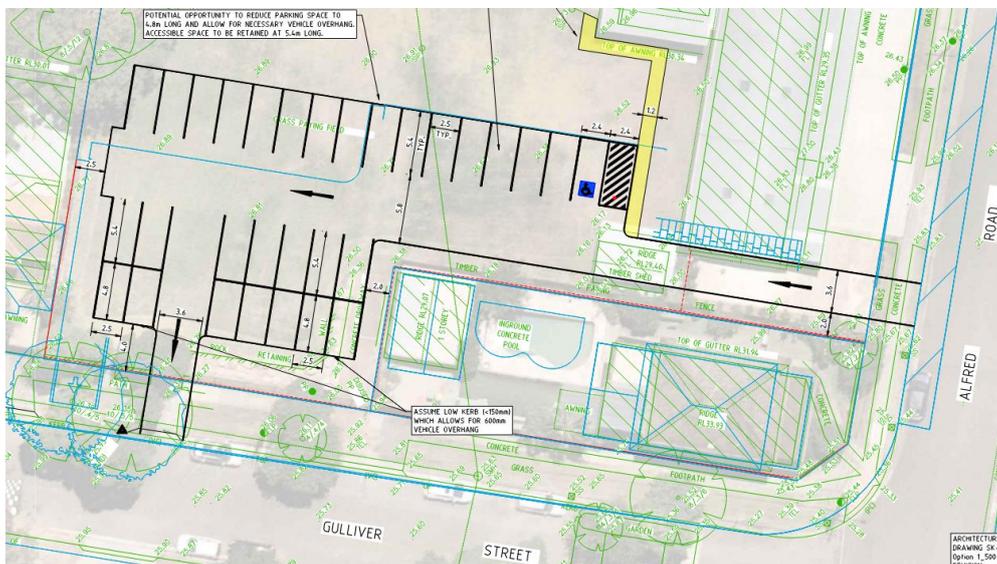


Table 11 outlines the sound power level (SWL) and typical duration (minutes) associated with standard carpark activities.

Table 11: Typical sound power levels and durations of carpark activities

ACTIVITIES	TYPICAL DURATION OF ACTIVITY WITHIN A 15 MINUTE PERIOD (SINGLE CAR)	SOUND POWER LEVEL $L_{Aeq,period} - dB(A)$
Car Engine Start	2 seconds	82
Car Manoeuvring @ 10km/hr	20 seconds	85
Car Door Close	1 second	84

Adjustments have been made to the above for the expected $L_{Aeq,15min}$ sound power levels.

Table 12: Duration correction of carpark sound power levels

ACTIVITIES	DURATION CORRECTION dB(A)	CORRECTED SOUND POWER LEVEL $L_{Aeq,15min} - dB(A)$
Car Engine Start	-26.5	55.5
Car Manoeuvring @ 10km/hr	-16.5	68.5
Car Door Close	-29.5	54.5

The following assumptions have been made for the noise modelling and assessment:

- Carparks will only be used by school staff and students, on normal occasions (allocated spaces), and overflow of student / parent vehicles during after-hours events
- Carparks will only be used during the day (7am to 6pm), with evening usage (6m to 10pm) only for after-hours events
- Peak carpark usage is predicted to be between 7am to 8am when staff/students arrive and 3pm to 4pm when staff/students leave
- Carpark capacity (24 cars for Federal Parade and 30 cars for Alfred Road) is linearly filled or emptied in a span of 1 hour, representative of the peak / worst-case usage
- Installation of mitigation measures proposed in Section 6.1

The noise generated by the activities during a 15-minute period have been predicted to the facades of the nearest surrounding noise-sensitive receivers and are assessed against the evening time criteria. Predicted noise levels are summarised below in Table 13 and the noise emissions contour maps for the proposed car parks are provided in Appendix A.

Table 13: Predicted noise levels at most affected façade of receiver catchments from carpark movements

RECEIVER CATCHMENT	PREDICTED NOISE LEVEL (WITH MITIGATION) $L_{Aeq,15min} - dB(A)$	NOISE CRITERIA (EVENING) $L_{Aeq,15min} - dB(A)$	COMPLIES (YES/NO)
RC1	< 39	44 ¹	Yes
RC2	< 39		
RC3	< 30		
RC4	< 30		
RC5	< 42		

Note 1: For standard operation of the carparks, it is expected that there'll be a 1 hour usage when the carpark is filled and another 1 hour usage when emptied, generating a total usage of 2 hours. As such, a 2dB correction has been applied to the evening criterion as per the NPI's modifying factor corrections (specifically Table C3).

Based on the results of the assessment of the noise generated by activities within the carparks, the predicted noise levels at the surrounding noise-sensitive receivers are expected to comply with the project noise trigger levels established in Section 4.1 during expected hours of operation.

Further, receivers around the Alfred Road / Gulliver Street carpark are expected to be less affected by noise given the intrusive nature of playground activities compared to carpark activities.

5.2 CARPARK GATE MOTOR NOISE IMPACT ASSESSMENT

It is noted that automatic carpark gates driven by electric motors are proposed for the 2 new carparks. To determine the noise impact at surrounding noise-sensitive receivers, the following assumptions have been incorporated into our assessment:

- Carparks will only be used during the day (7am to 6pm), with evening usage (6m to 10pm) only for after-hours events
- Peak carpark usage is predicted to be between 7am to 8am when staff arrive and 3pm to 4pm when staff/students leave
- Carpark capacity (24 cars for Federal Parade and 30 cars for Alfred Road) is linearly filled or emptied in a span of 1 hour
- Indicative motor locations are as per Figure 4, Figure 5 and Figure 6
- Electric motors have a sound pressure level of 65dB(A) at 3m
- Gates take 10 seconds to fully open or fully close
- Mitigation measures proposed in Section 6.1 and 6.2 are implemented

Figure 4: Indicative location of automatic gate motor (Federal Parade entry/exit)

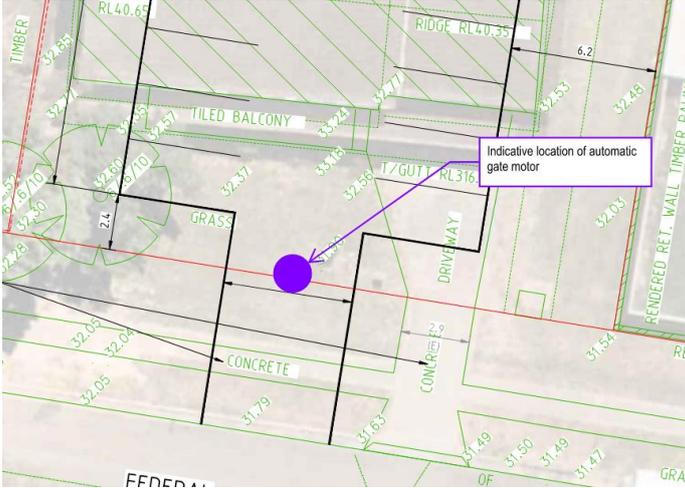
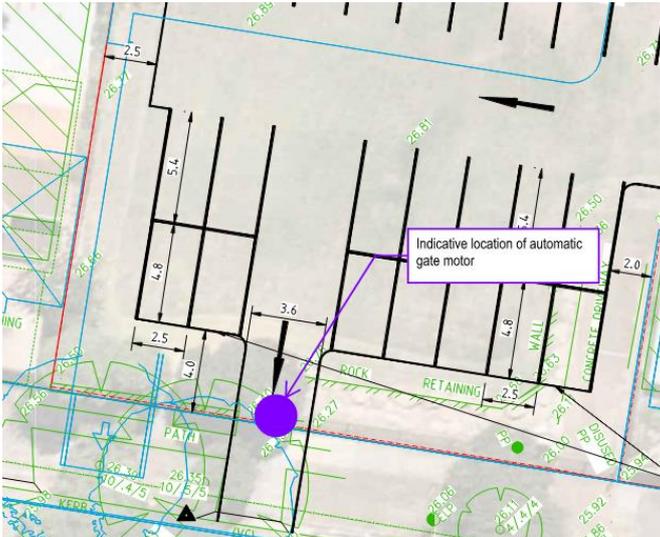


Figure 5: Indicative location of automatic gate motor (Alfred Road entry)



Figure 6: Indicative location of automatic gate motor (Gulliver Street exit)



Based on the details and assumptions presented above, the noise generated by the automatic carpark gates during any given 15-minute period has been predicted to the facades of the nearest surrounding noise-sensitive receivers (with attenuation due to distance, directivity and barriers where applicable) and are summarised in Table 14. Predicted noise levels have been assessed against the evening time criteria.

Table 14: Predicted noise levels at most affected façade of receiver catchments from automatic carpark gates

RECEIVER CATCHMENT	PREDICTED NOISE LEVEL (WITH MITIGATION) $L_{Aeq,15min} - dB(A)$	NOISE CRITERIA (EVENING) $L_{Aeq,15min} - dB(A)$	COMPLIES (YES/NO)
RC1	33	44 ¹	Yes
RC2	39		
RC3	< 30		
RC4	< 30		
RC5	37		

Note 1: For standard operation of the carparks, it is expected that there'll be a 1 hour usage when the carpark is filled and another 1 hour usage when emptied, generating a total usage of 2 hours. As such, a 2dB correction has been applied to the evening criterion as per the NPI's modifying factor corrections (specifically Table C3).

5.3 SCHOOL OPERATION NOISE IMPACT ASSESSMENT

As part of the application, the school's capacity is proposed to increase from 1,200 to 1,600 students. To assess the extent of noise impact to surrounding receivers, noise emissions from within the school for both the currently allowed school capacity (1,200) and proposed new capacity (1,600) will be predicted and compared.

It is acknowledged in the field of acoustics that a noise difference of up to 2dB is generally indiscernible to an average person. This principle is discussed in Section 3.4 of the NSW Road Noise Policy, which states:

"In assessing feasible and reasonable mitigation measures, an increase of up to 2dB represents a minor impact that is considered barely perceptible to the average person"

Further, the same approach is established in the NSW EPA Noise Policy for Industry, where Section 4.2 of the document provides the following tables.

Table 15 – Significance of residual noise impacts (Table 4.1 from NPI)

IF THE PREDICTED NOISE LEVEL MINUS THE PROJECT TRIGGER LEVEL IS:	AND THE TOTAL CUMULATIVE INDUSTRIAL NOISE LEVEL IS:	THEN THE SIGNIFICANCE OF RESIDUAL NOISE LEVEL IS:
≤ 2 dB(A)	Not Applicable	Negligible

Table 16 – Examples of receiver-based treatments to mitigate residual noise impacts (Table 4.2 from NPI)

SIGNIFICANCE OF RESIDUAL NOISE LEVEL	EXAMPLE OF POTENTIAL TREATMENT
Negligible	The exceedances would not be discernible by the average listener and therefore would not warrant receiver-based treatments or controls.

As shown above, the NSW NPI similarly suggests that a noise level exceedance of up to 2 dB is of negligible significance. Based on this principle, an increase of up to 2dB at surrounding receivers from the increase in school student capacity would be acceptable.

Detailed noise emission modelling was conducted for 1,200 and 1,600 students to determine predicted noise levels at surrounding noise sensitive receivers for both scenarios. As part of these models, it is assumed that students are evenly distributed throughout all school outdoor play areas and sports fields.

Typical sound power levels for groups of students were then allocated into these areas and overall noise emission contours for the daytime period (7am to 6pm) were generated. It is also noted that the Gulliver Green playground will not be accessible to students before 8am.



The noise emissions contour maps for the operation of the school with both 1,200 and 1,600 students on the premises provided in Appendix B. The results of the noise modelling are provided in Table 17.

Table 17: Predicted noise levels at most affected façade of receiver catchment from existing school capacity

RECEIVER CATCHMENT	PREDICTED NOISE LEVEL (1,200 STUDENTS) $L_{Aeq,daytime} - dB(A)$	PREDICTED NOISE LEVEL (1,600 STUDENTS) $L_{Aeq,daytime} - dB(A)$	PREDICTED INCREASE IN NOISE LEVEL $L_{Aeq,daytime} - dB(A)$	ACCEPTABLE? (YES/NO)
RC1	49-50	51	1-2	Yes
RC2	45-46	47	1-2	
RC3	37-38	39	1-2	
RC4	49-50	51	1-2	
RC5	53-54	55	1-2	

Based on the noise emission modelling of both student capacities, it is observed that predicted noise levels at surrounding receiver catchments increases by 1-2dB(A) as a result of an additional 400 students. As noted above, a difference of up to 2 dB(A) will not be discernible by the average listener and is considered acceptable.

5.4 SCHOOL PA SYSTEM NOISE IMPACT ASSESSMENT

It is understood that as part of this application, there are no changes or additions to the existing school PA systems. As such, a detailed noise assessment of the existing school PA systems is not warranted.

It is recommended that PA systems are to be directed to the centre of the school, where possible, and are to be reviewed and maintained on an annual basis to ensure equipment is in good working order.

Should there be any changes or additions to the school PA systems as part of this application, this NVIA shall be revised accordingly to ensure relevant noise emission criteria are satisfied and submitted to Council for approval.

5.5 SCHOOL MECHANICAL SERVICES NOISE IMPACT ASSESSMENT

It is understood that as part of this application, there are no changes or additions to the existing school mechanical services. As such, a detailed noise assessment of the existing school mechanical services is not warranted.

We note that all existing dust, bathroom and kitchen/canteen fume extractors are on timers and only operate between 7am to 5pm on normal school days.

Should there be any changes or additions to the school mechanical services as part of this application, this NVIA shall be revised accordingly to ensure relevant noise emission criteria are satisfied and submitted to Council for approval.

6 NOISE MITIGATION MEASURES

6.1 CARPARK NOISE MITIGATION

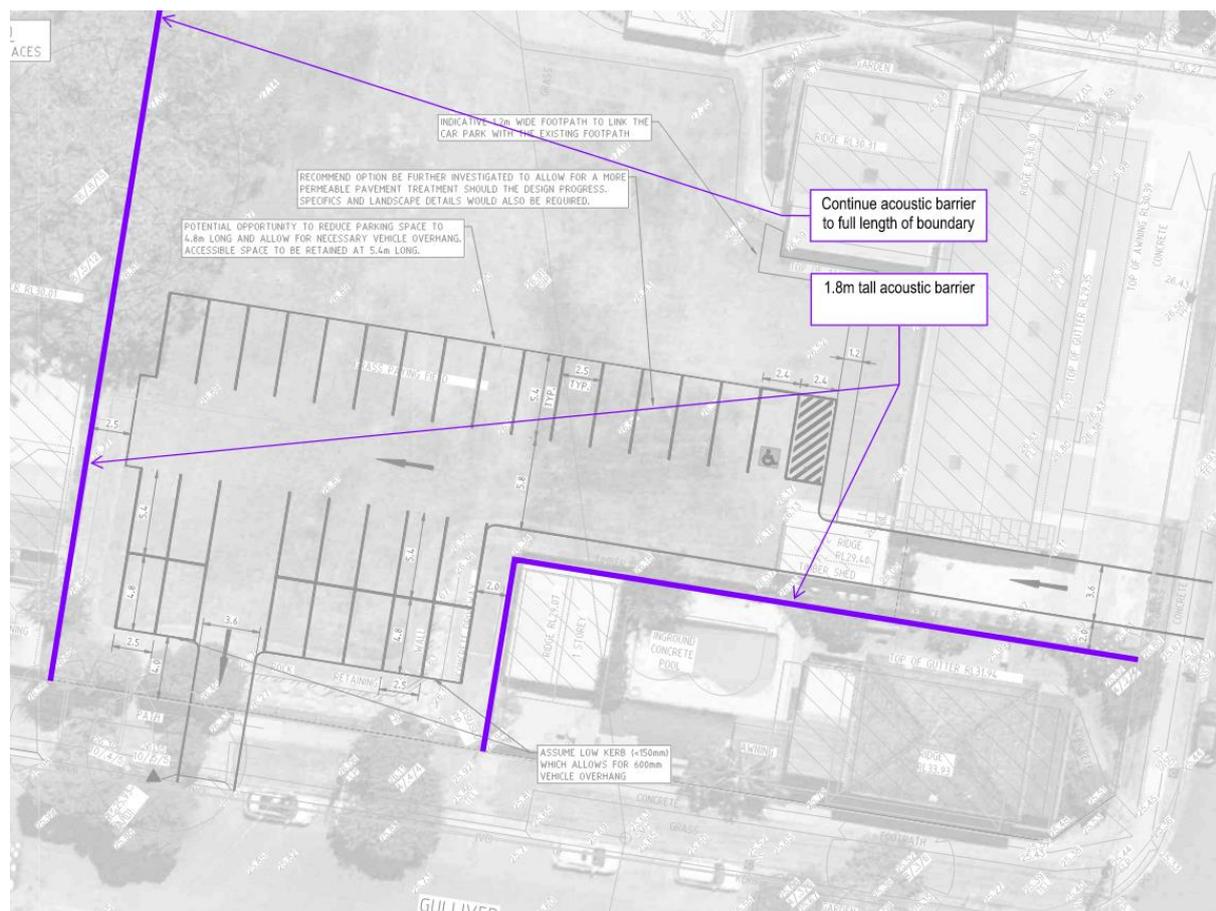
To ensure compliance with noise emission criteria outlined in Section 4.1, the following recommendations are to be implemented and followed:

- Standard carpark hours of operation are to only be after 7am and before 6pm, with operation of the car parks from 6pm to 10pm only permitted for special events (infrequently)
- Carpark boundaries adjacent to residential receivers to have an acoustic barrier as shown in Figure 7 and Figure 8
- Acoustic barrier shall be minimum 1.8m in height and all gaps are to be minimised
- Acoustic barrier shall be made of a material and constructed to have a minimum surface density of 16kg/m²
- Cleaning / leave blowing of carparks are to only occur between the hours of 7am and 6pm on weekdays

Figure 7: Federal Parade carpark fencing



Figure 8: Alfred Road carpark fencing



6.2 CARPARK GATE MOTOR NOISE MITIGATION

To ensure compliance with noise emission criteria outlined in Section 4.1, the following recommendations are to be implemented and followed:

- Carpark gate electric motors are to have a sound pressure level of no more than 65dB(A) measured at 3m
- Motors are to be installed per manufacturer’s recommendations
- Motors shall be checked and maintained regularly, as per manufacturer’s recommendations, to ensure good working order of equipment

6.3 GENERAL RECOMMENDATIONS

- Teachers are required to be present to monitor student behaviour in all playgrounds, when in use
- This acoustic report shall be included as an appendix to the Operational Plant of Management prepared for the application
- In any circumstances where the implementation or effectiveness of this NVIA be impacted by unforeseen changes in school operations, including the use of newly acquired sites or as a result of surrounding major development, the NVIA measures and controls are to revised accordingly and submitted to Council for approval
- Upon approval of this NVIA, the college is to ensure a copy of the approved NVIA is to kept onsite at all times and made available to staff and students for their information and to the accredited certified and/or Council, on request

7 CONSTRUCTION NOISE EMISSIONS

7.1 PROJECT SPECIFIC RECOMMENDATIONS

Project specific recommendations and required mitigation methods have been listed below. For general noise and vibration mitigation and management measures, refer to Section 7.2 of this report.

7.1.1 Noise

The use of a standard A-class hoarding of the following materials and construction will suffice to mitigate the impact of the highest predicted noise levels, installed to the extent illustrated in Figure 9 and Figure 10:

- The A-class hoarding should be impervious of gaps and cracks which would compromise its performance
- it should be comprised of acoustically suitable materials such as 17 mm plywood
- be minimum 2.1m in height

The barrier shall reduce the noise levels experienced at the surrounding residential receivers to the proposed carparks. Locating site amenities towards the site boundaries further increases the shielding of construction noise.

Figure 9: Hoarding required around Federal Parade carpark



Figure 10: Hoarding required around Alfred Road carpark



7.2 GENERAL ACOUSTIC RECOMMENDATIONS FOR CONSTRUCTION

According to AS 2436 – 2010 *Guide to noise and vibration control on construction, demolition and maintenance sites* the following techniques could be applied to minimize the spread of noise and vibrations to the potential receivers.

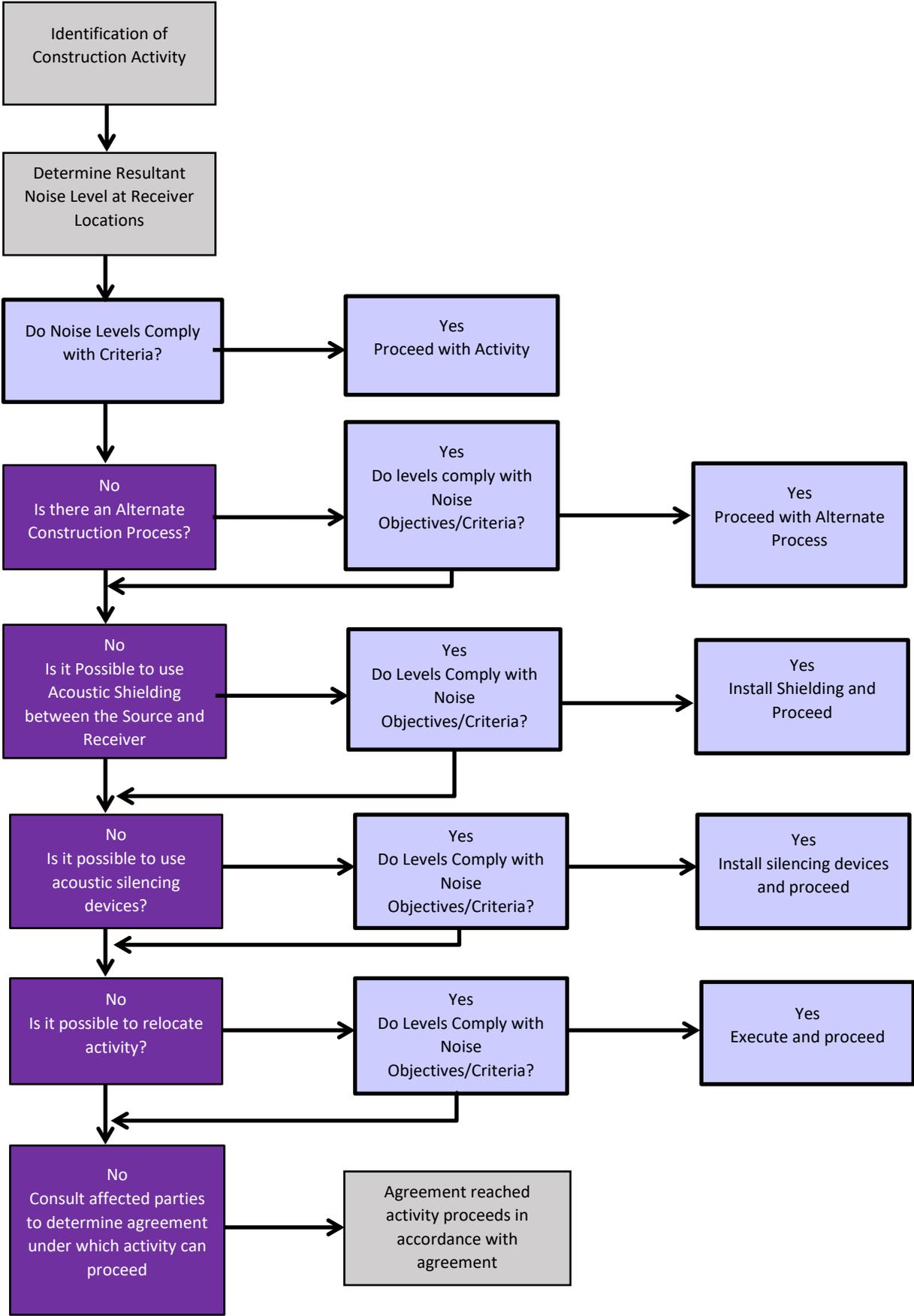
7.2.1 Noise

Figure 11 demonstrates the preferred order of actions taken to mitigate excessive construction noise emissions. If a process that generates significant noise levels cannot be avoided, the amount of noise reaching the receiver should be minimized. Two ways of achieving this are to either increase the distance between the noise source and the receiver or to introduce noise reduction measures such as screens. Practices that will reduce noise from the site include:

- Increasing the distance between noise sources and sensitive receivers.
- Reducing the line-of-sight noise transmission to residences or other sensitive land uses using temporary barriers (stockpiles, shipping containers and site office transportables can be effective barriers).
- Constructing barriers that are part of the project design early in the project to introduce the mitigation of site noise.
- Installing purpose-built noise barriers, acoustic sheds and enclosures.

Physical methods to reduce the transmission of noise between the site works and residences, or other sensitive land uses, are generally suited to works where there is longer-term exposure to the noise. A few of these methods have been introduced below.

Figure 11: Noise mitigation management flow chart



7.2.2 Screening

On sites where distance is limited, screening of noise may be beneficial or even the only way to reduce construction noise impacts on the nearby receivers. Below, screening options for various situations have been introduced. Constructing and utilising these screening methods should be taken into account already during the planning stages.

Temporary buildings: One option to introduce screening is to position structures such as stores, storage piles, site offices and other temporary buildings between the noisiest part of the site and the nearest dwellings. Due to shielding provided by these buildings, some of the noise emission from the site can be reduced. If the buildings are occupied, however, sound insulation measures may be necessary to protect site workers inside the buildings.

Hoarding: Another way of implementing screening is to build hoarding that includes a site office on an elevated structure. This option offers superior noise reduction when compared with a standard, simple hoarding. The acoustic performance is further enhanced when the hoarding is a continuous barrier.

Equipment operating 24h: When it comes to water pumps, fans and other plant equipment that operate on a 24-hour basis, they may not be an irritating source of noise during the day but can be problematic at night. They should therefore be effectively screened by either situating them behind a noise barrier or by being positioned in a trench or a hollow in the ground. Again, generated reverberant noise must be minimised and adequate ventilation should be ensured.

General remarks:

In many cases, it is not practical to screen earthmoving operations effectively, but it may be possible to partially shield a construction plant at the early stages of the project with protective features required to screen traffic noise.

The usefulness of a noise barrier will depend upon its length, its height, its position relative to the source and the receiver, and the material of which it is made. A barrier designed to reduce noise from a moving source should extend beyond the last property to be protected by at least ten times the shortest distance from the said property to the barrier. A barrier designed to reduce noise from a stationary source should, where possible, extend beyond the direct line of sight between the noise source and the receiver by a distance equal to ten times the effective barrier height, which is the height above the direct line between source and receiver.

If the works are already predominantly located within nominally closed structures, careful consideration should be given to reducing noise breakout at any openings.

7.2.3 Cranes

For the construction of the carparks, any craneage are expected to be limited to mobile cranes where the engines are typically enclosed in an acoustically treated housing.

7.2.4 Reversing and warning alarms

Community complaints often involve the intrusive noise of alarms commonly used to provide a safe system of work for vehicles operating on a site. Beeper reversing alarm noise is generally tonal and may cause annoyance at significant distances from the work site.

There are alternative warning alarms capable of providing a safe system of work that are equal to or better than the traditional “beeper”, while also reducing environmental noise impacts. The following alternatives should be considered for use on construction sites as appropriate:

- Broadband audible alarms incorporating a wide range of sound frequencies (as opposed to the tonal-frequency ‘beep’) are less intrusive when heard in the neighbourhood.
- Variable-level alarms reduce the emitted noise levels by detecting the background noise level and adjusting the alarm level accordingly.
- Proximity alarms that use sensors to determine the distance from objects, such as people or structures, and generate an audible alarm in cabin for the driver.



- Spotters or observers.

The above methods should be combined, where appropriate.

7.3 COMPLAINT HANDLING PROCEDURES AND COMMUNITY LIAISON

It is recommended that the builder directly contact adjacent noise sensitive receivers and provide them with the following information:

- The contact details for a nominated representative in order to make noise / vibration complaints.
- Explain the timeframe for the construction works and the proposed activities, i.e. the proposed start / stop dates of work and a description of the noise producing equipment that will be used.
- Notify the noise sensitive receivers and Northern Beaches Council in a timely manner should there be any need for an extension to the proposed arrangements.
- Provide them with a copy of this report as approved by the Northern Beaches Council.
- Northern Beaches Council should be notified of the nature and details of complaints received (time, complainant etc.) and what remedial action has taken place, if any.
- Where noise is demonstrated as being compliant with criteria, this should not limit the proponent in undertaking further additional reasonable and feasible steps to reduce noise emissions.

To assist in the management of noise and vibration complaints various procedures are to be followed. These include:

- Clearly visible signage identifying any key personnel along with their contact details to be erected along the perimeter of the building site including;
 - A 24-hour contact name, phone number and email address provided for the resident to address any complaint. The signage will declare; "For any enquiry, complaint or emergency relating to this site at any time please contact..."
- Give complaints a fair hearing.
- Have a documented complaints process, including an escalation procedure so that if a complaint is not satisfied there is a clear path to follow.
- Call back as soon as possible to keep people informed of action to be taken to address noise problems. Call back at night time only if requested by the complainant to avoid further disturbance.
- Implement all feasible and reasonable measures to address the source of the complaint.
- A register is to be kept by the contractor to keep a record of complaints and detail any information associated with them. The contents of the register will include:
 - The name and the address of the complainant
 - Time and date of the complaint
 - The nature of the complaint (Noise/Vibration)
 - Subsequent details
 - Remedial action undertaken

The contents of the register will be maintained and updated with any new complaint without delay. The complaints will be reported to both Northern Beaches Council and the Contractor. The investigation of the complaint and any remedial actions will be performed by the builder and/or client representative.

In the event of noisy works scheduled, the builder will notify residents 5 business days in advance.



7.4 NOISE & VIBRATION MONITORING STRATEGY

7.4.1 General Methodology

Noise and vibration levels should be monitored from time to time to ensure that noise generated as a result of remediation and construction activities does not disturb local businesses and residents.

Monitoring may be in the form of regular checks by the builder or indirectly by an acoustic consultant engaged by the builder and in response to any noise or vibration complaints. Where noise and vibration criteria are being exceeded or in response to valid complaints, noise and / or vibration monitoring should be undertaken. This would be performed inside the premises of the affected property and on site adjacent to the affected receivers.

Monitoring is to be undertaken by an experienced noise and vibration monitoring professional or an acoustic consultant. The results of any noise or vibration monitoring are to be provided to the relevant party or person in a timely manner allowing the builder to address the issue and respond to the complaints.

Noise and vibration monitoring can take two forms:

- Short-term monitoring
- Long-term monitoring

Both of these approaches are elaborated below.

7.4.2 Short-term Monitoring

Short-term monitoring consists of attended monitoring when critical stages of the construction are occurring. This normally provides real-time assistance and guidance to the subcontractor on site, telling them when the noise and vibration criteria are exceeded. Thus, the selection of alternative method on construction or equipment selection is allowed in order to minimise noise and vibration impacts.

7.4.3 Long-term Monitoring

Similarly, to short-term monitoring, long-term monitoring provides real-time alerts to the builder / site manager when the noise and vibration criteria are exceeded. Instead of someone being on site measuring, noise and vibration loggers are used.

Typically, the noise and vibration loggers stay on site for a period of several months for the critical construction stages of the project, such as the demolition and excavation phases.

Both methodologies are complementary and normally used simultaneously providing a significant amount of data via the long-term monitoring, but also providing information on the sources of noise and vibration generating exceedances via the short-term or attended monitoring.

7.4.4 Noise & Vibration Monitoring Program

A monitoring program for the construction works is proposed in Table 18. The monitoring program is to be carried out during the likely noisiest periods during each construction phase as agreed with the Acoustic engineer and Contractor.

Table 18: Noise and vibration monitoring program

CONSTRUCTION ACTIVITY	MONITORING LOCATION	MONITORING RECOMMENDED
During highly noise intrusive activities (jackhammering, rock breaking, rock sawing)	RC1 and RC5	Noise



8 CONCLUSION

This NVIA has been prepared in support of a Development Application (DA) made to Northern Beaches Council for St Augustine's College, located at 37 Alfred Road, Brookvale.

The assessment has considered the following key acoustic elements:

- Traffic noise generation from the addition of new carparks and the impact on nearby noise sensitive receivers
- Noise impact to nearby noise sensitive receivers from vehicle movements within the new carparks
- Noise impact to nearby noise sensitive receivers from carpark gate motors
- Noise impact to nearby noise sensitive receivers from the school PA systems
- Noise impact to nearby noise sensitive receivers from the school mechanical services
- Noise impact to nearby noise sensitive receivers from the increase in students within the school
- Noise and vibration impact to nearby receivers from the construction of proposed carparks

To assess each of the acoustic considerations for the proposed redevelopment, noise and vibration criteria has been established in Section 4 in accordance with the following documents:

- Warringah Development Control Plan (DCP) 2011
- NSW Road Noise Policy (RNP), 2011
- NSW EPA Noise Policy for Industry (NPI) 2017
- Bureau of Meteorology, Daily rainfall report
- NSW EPA Interim Construction Noise Guideline (ICNG) 2009
- Assessing vibration: A technical guideline 2006
- British Standard BS5228 – Part 1:1997 “Noise and Vibration Control on Construction and Open Sites.”
- British Standard BS7358:1993 “Evaluation and Measurement for Vibration in Buildings” – Part 2: “Guide to Damage Levels from Groundborne Vibration”
- German Standard DIN4150 – Part 3: “Structural vibration in buildings – Effects on structures”

Having given regard to the analysis conducted within this report, it is the finding of this NVIA that the proposed application is compliant with the relevant noise and vibration criteria controls for this type of development, and it is expected to comply with the applicable regulations with regards to noise and vibration, particularly those listed above.

It is recommended the development application for the proposed redevelopment is not rejected on the basis of noise and vibration, under the implementation of the mitigation measures outlined within the report.



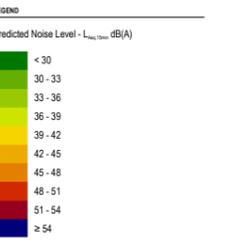
Appendix A **SoundPLAN Models for Carpark Operations**



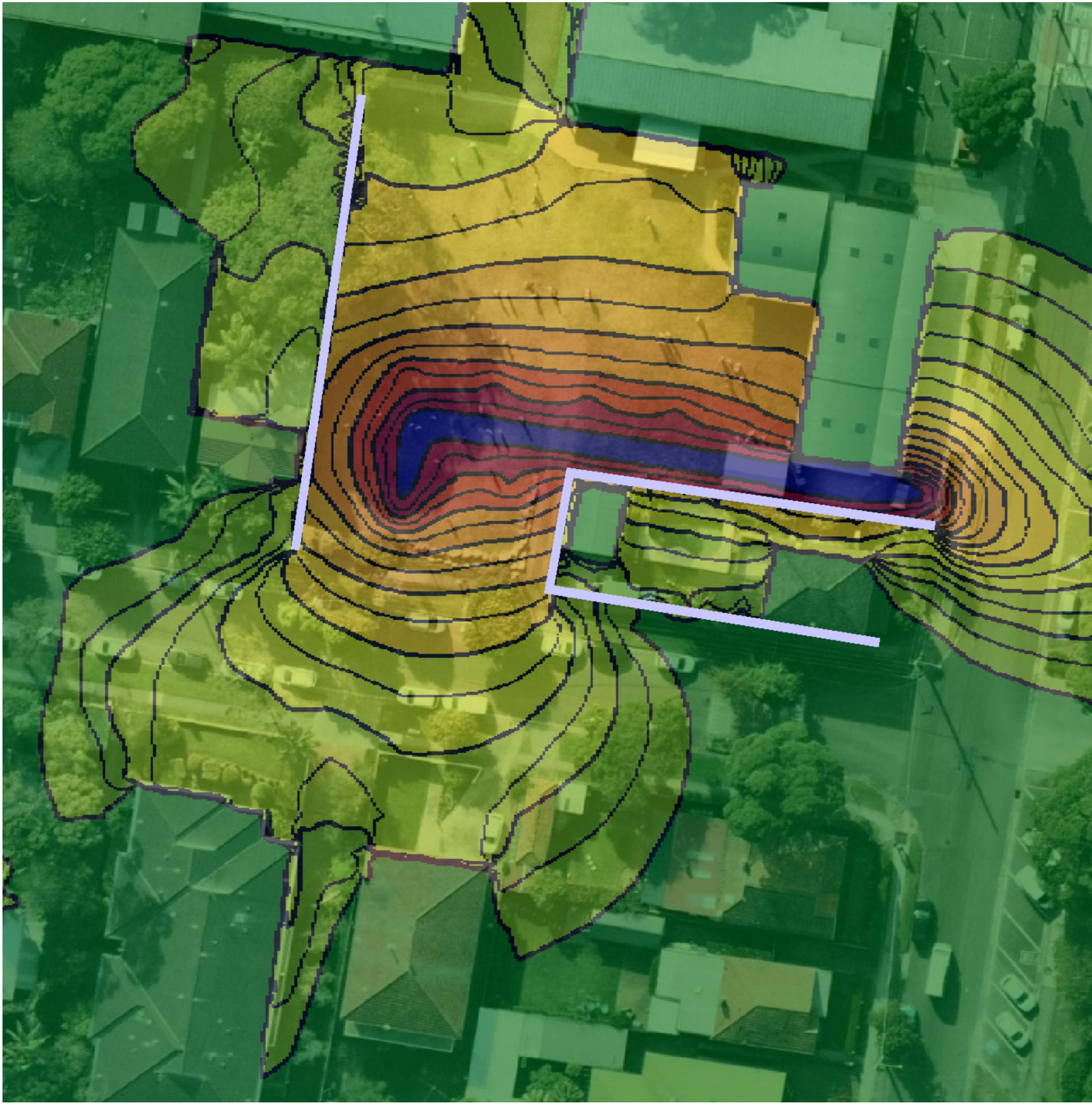


E-LAB CONSULTING

ISSUE	DATE	STATUS
1	17/09/2021	DA Issue
2	29/10/2021	Updated for DA



NOTES



PROJECT	ST AUGUSTINE'S COLLEGE
PROJECT NO.	P0054
PROJECT MANAGER	APG
CLIENT	ST AUGUSTINE'S COLLEGE
SCALE	NTS
STATUS	FOR COORDINATION
DRAWING	NOISE EMISSIONS CONTOUR MAP (7AM - 6PM)
	ALFRED ROAD CARPARK
DISCIPLINE	ACOUSTICS
DRAWING NUMBER	AC-DWG-600-04-00
REVISION	002

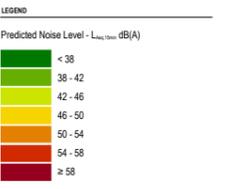
Appendix B **SoundPLAN Models for School Operations**





E-LAB CONSULTING

ISSUE	DATE	STATUS
1	17/09/2021	DA Issue
2	29/10/2021	Updated for DA
3	01/12/2021	Final DA Issue



NOTES

PROJECT
ST AUGUSTINE'S COLLEGE

PROJECT NO.
P0054

PROJECT MANAGER
APG

CLIENT
ST AUGUSTINE'S COLLEGE

SCALE
NTS

STATUS
FINAL DA ISSUE

DRAWING
NOISE EMISSIONS CONTOUR MAP
(7AM - 6PM)

OPERATION OF SCHOOL - 1200 CHILDREN

DISCIPLINE
ACOUSTICS

DRAWING NUMBER
AC-DWG-600-01-03

REVISION
003



ATTACHMENT 3



ST AUGUSTINE'S COLLEGE - SYDNEY

EMERGENCY RESPONSE PROCEDURES

AREA WARDENS

WHEN EVACUATION IS ORDERED OVER THE PA OR
EVACUATION ALARM SOUNDS
(Woop Woop Woop sound)

- 1) Put on **Red Cap**
- 2) Check your allocated **Area** with your partner
- 3) Ensure all occupants have evacuated the **Area** and proceeded to the Assembly Area (College Oval)
- 4) Report to the **Chief Warden** (Greg Egan - 0402 244 350)
(Operations Office, Ground Floor, A Block)

OR

Report to a **Deputy Warden/s**
(Peter Nolan, Jonathan Harvey)

The Chief Warden / Deputy Warden/s
may allocate you to another duty.

Emergency Response Wardens

Greg Yeates (0412 152 097) and David Anglicas (0418 242 134)

BOMB THREAT

If a Bomb Threat is received Area Wardens must check their allocated areas before evacuating to the Assembly Area. The Assembly Area in a bomb threat, is Little Brooky, northern end of Brookvale Oval.

AREA	STAFF
RECEPTION UNIFORM SHOP OLD SCHOOL OLD SCHOOL 1.3	Reception/ Student Services Staff
CASCIA HOUSE COMMUNITAS CENTRE GYMNASIUM	Cheryl Howell Margaret Oates Julie Myers
CLANCY – LEVEL 2 MMC – LEVEL 2	Kate Earle or Brian Burke Marcela Lyall
CLANCY – LEVEL 3 MMC – LEVEL 3	Staff member from International Office Steve Thomson or Dave Gale
SCIENCE – LEVEL 2/3	Ron Asser Di Egger (Or Science teacher not on class)
PRIMARY SCHOOL	Terry Walsh/ Karen Gunasekara Megan Cashman
CAMERON HOUSE & MORAN HOUSE	Leah Crowley Michael Ravenscroft <i>or</i> Kym Gray
IT DEPARTMENT CAR PARK (including Maintenance Area)	Svetlana Mazur Alder Chew
CANTEEN	Dan Rogers
T BLOCK – LEVEL 1	Stephanie D’Arcangeli

	Yuko Taki or Mark Hall
T BLOCK – LEVEL 2/3	Michael Kellaway Anita Harris
G BLOCK – Level 1	Alan Caulfield Jillian Penney
G BLOCK – Level 2	Monique Douglas Chris Gray
G BLOCK – Level 3/4	Kirsty Begg or Craig Morrison Les Bobis
A BLOCK – Level 1 / 2	Belinda Velk or Nioka Jeffery Kristen Butcher
TAS DEPARTMENT	Emma Polk or Phil Nicotra Craig Jeffery
BRIMSON CENTRE	James Scholtens Kyle Dooley

ATTACHMENT 4

EMERGENCY PROCEDURES – EVACUATION and LOCKDOWN

EVACUATION

Staff are required to familiarise themselves with these procedures and the maps located in all classrooms and offices.

Emergency Evacuation Notification by the Chief Warden (white 'Chief' hat)

- PA announcement and / or Emergency alarm

The **Chief Warden** (white 'Chief' hat) is the Operations Co-ordinator. If unavailable, delegation will be given to a **Deputy Warden** (white hat). **Area Wardens** (red hats) are responsible for checking their allocated area before reporting to the Chief Warden.

Procedures

All teachers **on class** at the time of the emergency are required to follow the **STEMS** procedure which is located near the exit in each classroom/office.

S Stay with your class

T Take your laptop and College keys

E Evacuate your class by the nearest safe EXIT

M Make your way to the College Oval (Assembly Area)

S Stay with your class and await further instructions

Area Wardens (red hats) Check your allocated area to ensure all occupants have evacuated, then proceed to the Emergency Control Point for further instructions.

All teachers **not on class** and Support Staff (not allocated as an Area Warden) are required to:

- Report to the Emergency Control Point (ECP) at the Operations Co-ordinator Office in A Block, with your keys

LOCKDOWN

On rare occasions, it may be necessary to seal off College buildings so that they are not able to be entered from the outside. This is called a 'Lockdown'.

If, for any reason, it is deemed that the College should be locked and secured, the procedures below will form the school's policy and procedures for any 'lock-down' contingency.

These actions are appropriate for:

- Dangerous activity on College grounds
- Police event
- Fire event
- External bomb threat
- Injury on school grounds
- Gunfire
- Dangerous animal
- Hostile visitor

Communication

An emergency lockdown will be announced by a member of the Leadership Team via the College PA system or music will be played over the PA System to initiate the lockdown. In the event of an emergency lockdown, a member of the Leadership Team will immediately contact the police.

Fire evacuation alarms are not to be sounded

Once a lockdown is required, the following PA will be made and repeated.

“Teachers may I have your attention, please secure your classroom immediately”
Classroom / Office Procedures Follow the **SILENCE** Lockdown Procedure which is located near the exit in each classroom/office.

S I L E N C E

- • Stay in secure location, check for students in surrounding corridors.
- • Instigate Lockdown, keep out of sight
- • Lights turned off
- • Ensure doors are locked and secured, close windows and blinds
- • No movement, sound or use of phones
- • Clearance communicated over PA
- • Exit rooms when advised

Once the ‘all clear’ is given, report any missing students to Reception/Student Services.

Outside Procedure Staff & students in outdoor areas must immediately take cover.

If on playground duty at recess, lunch or before/after school – proceed to a classroom.

If on College oval – proceed to Brimson Hall.

Maintenance Staff Under direction of Leadership / Maintenance Manager lock all perimeter gates.

ATTACHMENT 5



ST AUGUSTINE'S COLLEGE - SYDNEY

EMERGENCY RESPONSE PROCEDURES (BOMB THREAT)

- **ASSEMBLY AREA**

Little Brooky, northern end of Brookvale Oval

- **EMERGENCY CONTROL POINT**

(Operations Office, ground floor, A Block)

Chief Warden – White Cap

Greg Egan - Mobile: 0402 244 350

Deputy Wardens - White Cap

Peter Nolan - Mobile: 0405 353 699

Jonathan Harvey - Mobile: 0416 988 868

Emergency Response Wardens – White Cap

Greg Yeates - Mobile: 0412 152 097

David Anglicas - Mobile: 0418 242 134

Assembly Area Wardens

(Yellow Caps)

AREA Wardens (Allocated staff)

(Red Caps)

First Aid Officer

(Green Cap)

<p><u>TEACHING STAFF</u> (on class)</p>	<p>Use STEMS procedure (located near exit in Each classroom/office)</p>	<p>Proceed to Little Brooky, northern end of Brookvale Oval</p>
<p><u>AREA WARDENS</u> Red Cap</p>	<p>Check your allocated AREA</p> <p>Ensure all occupants have evacuated</p> <p>Proceed to Operations Office (ground floor, A Block)</p>	<p>Report to Chief Warden/Deputy Warden/s for further instructions</p>
<p><u>SUPPORT STAFF</u> (not allocated as Area Warden) and <u>TEACHING STAFF NOT ON CLASS</u></p>	<p>Proceed to Operations Office (ground floor, A Block)</p>	<p>Report to Chief Warden/Deputy Warden/s for further instructions</p>