

Operational Plan of Management

St Augustine's College Sydney

1 December 2022

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 an Executive member of staff.

1.1 Student capacity

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

1.2 College hours of operation

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

- Monday to Friday – 06:00am to 06:30pm
- Saturday, Sundays, Public Holidays and School Holidays - Nil

A breakdown of these hours is listed below.

1.3 Before and after school care

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

1.4 College class operating hours

- Monday to Friday – 8:40am to 3:25pm
- Saturdays and Public Holidays – Nil

1.5 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					Nil	
Band rehearsals in Gould Music Centre (up to 150 students and 8 teachers)	7.15am to 8.30am					Nil	
Training in the gymnasium (up to 200 students and 3 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)	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
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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.

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 to prevent parents from lining up on Gulliver St. 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

- 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 (*sales to public is Thursday 11am - 7.00pm, Friday 9:00am – 7:00pm, Saturday 9:00am – 5:00pm and Sunday 9:00am – 5:00pm*)

Across more than one term

- Parent/Teacher/Student Interviews if conducted on site - from 3:00pm to 8:00pm. Many of these are now conducted via Zoom. In 2022 Parent / Teacher interviews for Years 9, 10, 11 and 12 were conducted via Zoom. Terms 2, 3 and 4 (Years 5 -12)
- 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.

2.0 Transport and Traffic management

2.1 Walking and cycling

Refer to Traffic and Parking Management Plan (Appendix 1)

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)

2.4 Student pick-up and drop-off

Refer to Traffic and Parking Management Plan (Appendix 1)

2.5 Deliveries

Refer to Traffic and Parking Management Plan (Appendix 1)

3.0 Noise Management

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 annually.

All dust, bathroom, kitchen/canteen fume extractors are on timers and only operate between 7.00am and 5.00pm.

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.

The following management strategies for play spaces are employed to reduce any impact on neighbouring properties:

Gulliver Green

- This playground is not accessible to students before 8.40am.
- 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:

- 5 cleaners use the carpark
- 4 catch public transport or walk
- 2 cycle or scooter

4.2 Landscaping

All garden beds throughout the campus will maintain no less than 10cm of mulch.

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

Gardens are weeded, mulched and trimmed regularly.

New varieties of plants are introduced as required.

4 Green walls surrounding the carpark and are regularly serviced and maintained replacing plants as required.

Potted plants are commonplace around the College and regularly watered.

Trees are regularly checked for potential falling limbs and tree rot.

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 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 by the Alfred Road entrance. College maintenance staff separate general waste and recyclable material.

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 storage consists of:

- General waste – 4 x 1110L bins collected daily
- Recyclable – 2 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 located in quadrangle
- Whitegoods and metals are disposed of at metal recycling centres. These are accessed on a needs basis. Removal usually occurs in school holidays.

5.0 Lighting

Exterior lights are on timers and operate from 5.00pm – 10.00pm. 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 2**),
- Bomb Threat Emergency Procedure Plan (**Appendix 3**)
- Area Warden Responsibilities (**Appendix 4**)

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 and Compliance Office. If a student related incident occurs, it will be 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 Head of Strategy and Compliance is responsible for maintaining and actioning the Incident Register.

A centralised incident register will be developed through the Compliance Assurance platform (currently a work in progress).

6.3 Security

All site visitors are required to sign in at College Reception on Alfred Road.

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, contractors activate all building alarms at approximately 9:00pm. 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 because a door has been left open.

Security cameras (CCTV) are positioned around the College including at all entrances.

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

Complaints are then triaged by the College Reception and forwarded to the appropriate member of the Leadership Team to address. Complaints received from external parties are generally sent to the Head of Strategy and Compliance for the matter to be addressed and communicated to the complainant.

The College also has a Complaints and Grievance 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/>

8.0 Monitoring and review

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

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

- If a shortcoming in the Operational Management Plan is identified.
- 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 changes to the Operational Management Plan will be provided to Northern Beaches Council.

Where required, 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 – 29 July 2022
2. Emergency Procedures Plan
3. Fire Evacuation Plan
4. 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 29/07/2022

Reference: N190000

Issue #: F

St Augustine's College Sydney

Traffic and Parking Management Plan


Client: St Augustine's College Sydney

on 29/07/2022

Reference: N190000

Issue #: F

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	

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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 and staff 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.

2. PROCEDURES

2.1. Bus Management

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.

2.2. Car Pick-Up and Drop-Off Management

2.2.1. Federal Parade 'No Parking' Zone

Two staff will be on duty from 8:15am to 9:00am to ensure students alight cars and proceed through the Federal Parade entrance to the College.

Two staff members are also rostered to supervise student activity during departures at the Federal Parade gates from about 3:30pm to 4:00pm. Students are to wait within areas specified by staff and are called forward as the parent/ carer vehicles arrive. Students are instructed to move in line into the relevant vehicle under supervision and make good their departure. Staff will monitor queuing at this location and wave vehicles on/ tell drivers to find an on-street parking space on the rare occasions that queuing becomes excessive.

2.2.2. Alfred Road 'No Parking' Zone

Two staff will be on duty from 8:15am to 9:00am to ensure students alight vehicles and proceed into the College via the Alfred Road entrance.

Two staff are also rostered to supervise student activity during departures at the Alfred Road gates from about 3:30pm to 4:00pm. Students are to wait within areas specified by staff and are called forward as the parent/ carer vehicles arrive. Students are instructed to move in line into the relevant vehicle under supervision and make good their departure. Staff will monitor queuing at this location and wave vehicles on/ tell drivers to find an on-street parking space on the rare occasions that queuing becomes excessive.

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.

A traffic warden will also be present to manage the Gulliver Street car park entry in the afternoon prior to the school bell. They will be in place a minimum 15 minutes prior to the school bell. This will ensure any such queuing is manageable and does not extend onto Gulliver Street. Any vehicles arriving after the queue extends to Gulliver Street will be asked to continue east on Gulliver Street and either park on-street in the vicinity or return after the school bell has rung. 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.

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 open from approximately 6:30am to 6:00pm Monday to Friday. After-hours access to the College is arranged through the College Facilities Manager.

3.3. Traffic Wardens and Crossing Supervisor

In the interests of student safety, the College rosters staff as Traffic Wardens for managing morning and afternoon traffic and pedestrians along Pittwater Road, Alfred Road and Federal Parade. Traffic Wardens are strategically positioned to monitor surrounding streets to oversee safe pedestrian movement and reduce any congestion by encouraging efficient flow at drop-off and collection points, 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 can be formalised, a College staff member is in attendance at 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, while also assisting with reducing the impact on traffic operations along the road by having pedestrians cross in groups rather than continuously.

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

Traffic Wardens will be positioned at the pick-up/ drop-off area internal to the Gulliver Street car park to ensure safety and compliance to the car park rules. As discussed, another Traffic Warden will also monitor the Gulliver Street car park entry in the afternoon prior to the school bell, and any vehicles arriving after the queue extends to Gulliver Street will be informed that they are not permitted to queue on-street.

The College will ensure all staff involved with traffic warden activities in this plan have read this policy and appropriately briefed to be familiar with the strategy.

All traffic wardens will wear 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 would like to drive are required to submit an application to the Deputy Principal (Students) for permission to drive to and from school. Granting of permission to drive to school is at the College's discretion. The College maintains a list of the students who have been granted permission

including car registrations and restricts daily use of vehicles for such purposes. The students will be provided with a copy of this plan and be briefed on where the College would prefer they park, including guidelines and behaviour.

The College routinely communicates with students that public street parking is shared with local residents, commuters and businesses/ employers. Therefore, it is paramount they 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 and the College has a duty of care to its students.

The College reinforces that, in driving to or from school, students act responsibly and respect the local community, including helping ensure the College's traffic and parking management plan is adhered to.

Students will be encouraged to park along the College frontages only (on-street public parking spaces), in particular Alfred Street and Federal Parade. Students will avoid parking in front of residential properties.

3.5. Staff and Visitor Parking

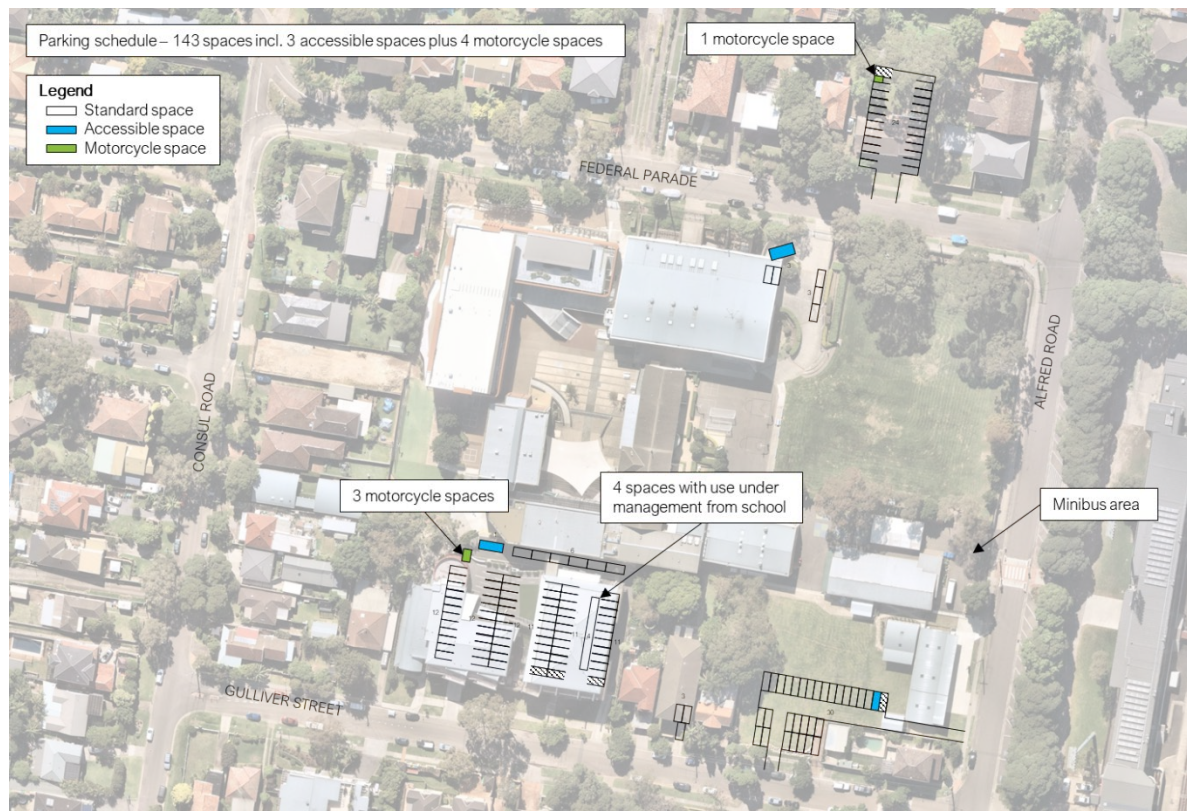
A total of 143 parking spaces including three accessible spaces plus four motorcycle spaces will be provided on site for staff, as shown in Figure 3.1 and detailed further below:

- 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 designated to specific staff based on work schedules to avoid staff being inadvertently parked in. A traffic warden will also manage the four informal parking spaces in the main car park by directing staff where to park.

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 3.1: 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 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 car park, with capacity for 76 cars. Parents/ carers will be notified before major events of the availability of parking.

In exceptional circumstances and under the College's discretion, the College has provision of additional overflow parking for up to around 200 vehicles 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 social/ sporting or recreational activities on Council's sporting grounds or public parks without a formal arrangement/ routine booking in place.

The College is aware of the need to 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. At the beginning of the new school year, new students and their families will be 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. 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.

3.9. Community Liaison

Necessary community feedback and comments should be addressed to the Head of Strategy and Compliance by email at abataille@saintaug.nsw.edu.au.

The College will always make contact with those commenting and address particular matters of concern. The Principal receives an update of any matters raised and the College maintains a record of all.

3.10. Pick-Up and Drop-Off Arrangements

Parking restrictions are signposted within the streets surrounding the College.

Parents/ carers of primary age children are required to use the pick-up/ drop-off facility located in the Gulliver Street main car park to drop off and pick up students. This pick-up/ drop-off facility is used for short-term parking (less than two minutes) between 8:15am-9:00am and 3:30pm-4:00pm. If parents/ carers need to leave the car to collect any student, they will be directed by the traffic warden to park outside the main car park, along the College frontages.

Senior school parents are directed to use the Federal Parade and Alfred Road 'no parking' zones so that traffic flow through the main car park is as efficient as possible. The same two-minute parking restrictions apply to these zones.

3.11. Deliveries

Deliveries are accepted between 6:45am and 4:30pm. 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 are to be scheduled outside pick-up and drop-off times where possible. All delivery vehicles are to enter and exit the site in a forward direction.

3.12. Notification Requirements

The College community is 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 by the College. Any updates to the plan will be informed to staff, in particular those acting as traffic wardens; 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 College has identified a number of actions that it will investigate further to 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 '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 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 more leisurely bicycle routes to the site
Participate in annual events such as 'Ride to Work Day'

4.2.3. Public Transport

Action
Develop a map showing public transport routes to the site

Action
Put up a notice board with leaflets and maps showing the main public transport routes to and from work
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
Operate a shuttle bus service to pick-up and drop-off staff in nominated locations.
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 reducing 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 as well. Sample feedback could include email responses to programs, monitoring the bicycle/ car parking spaces used, 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. Subsequent survey results should be reported annually by the College and used to inform funding allocation for successful programs/ removal of unsuccessful 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
- 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?

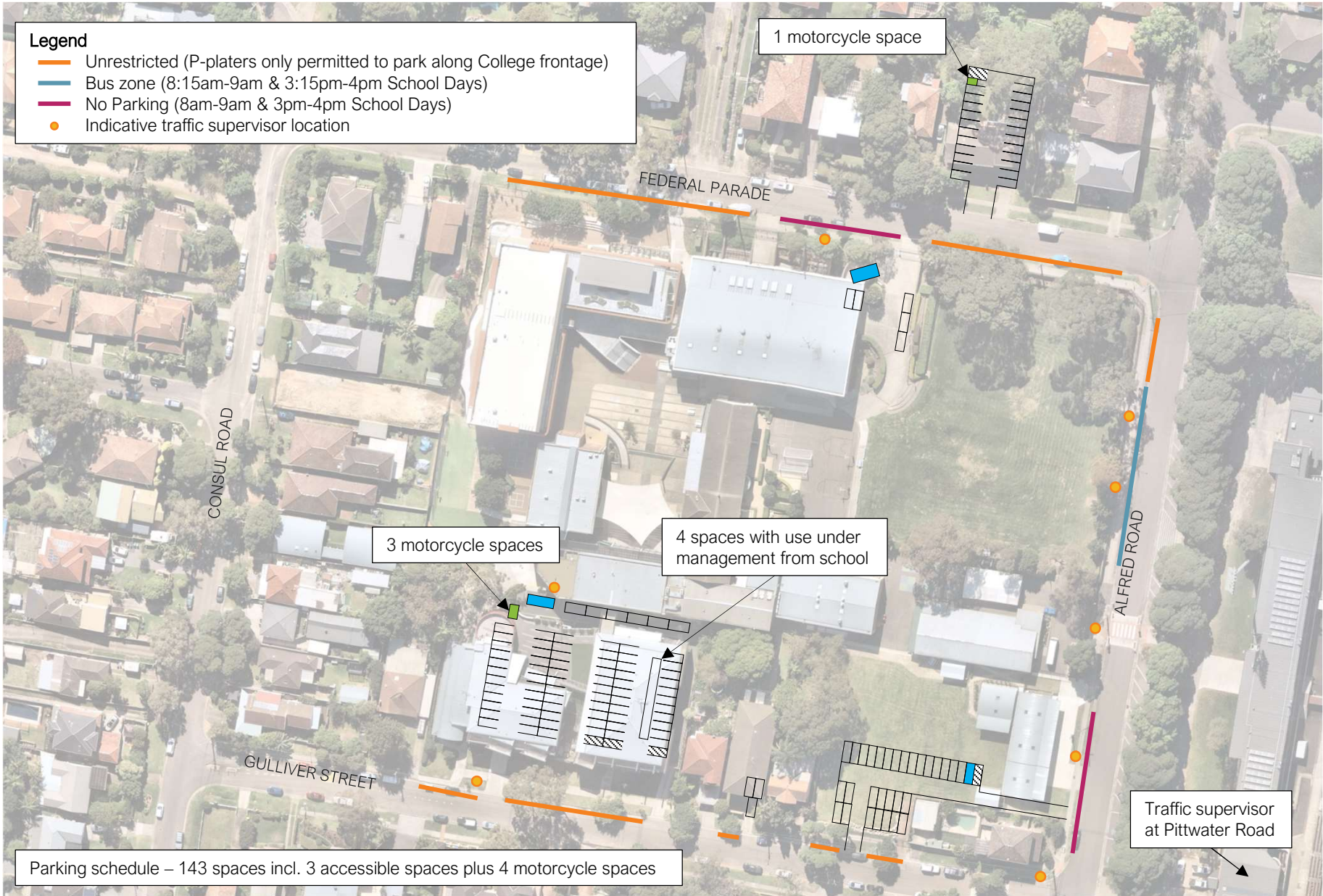
SUSTAINABLE TRAVEL ACTIONS

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





ATTACHMENT 2

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 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



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>