

Out of Hours Event Management Plan (School Use)

Gulyangarri Public School

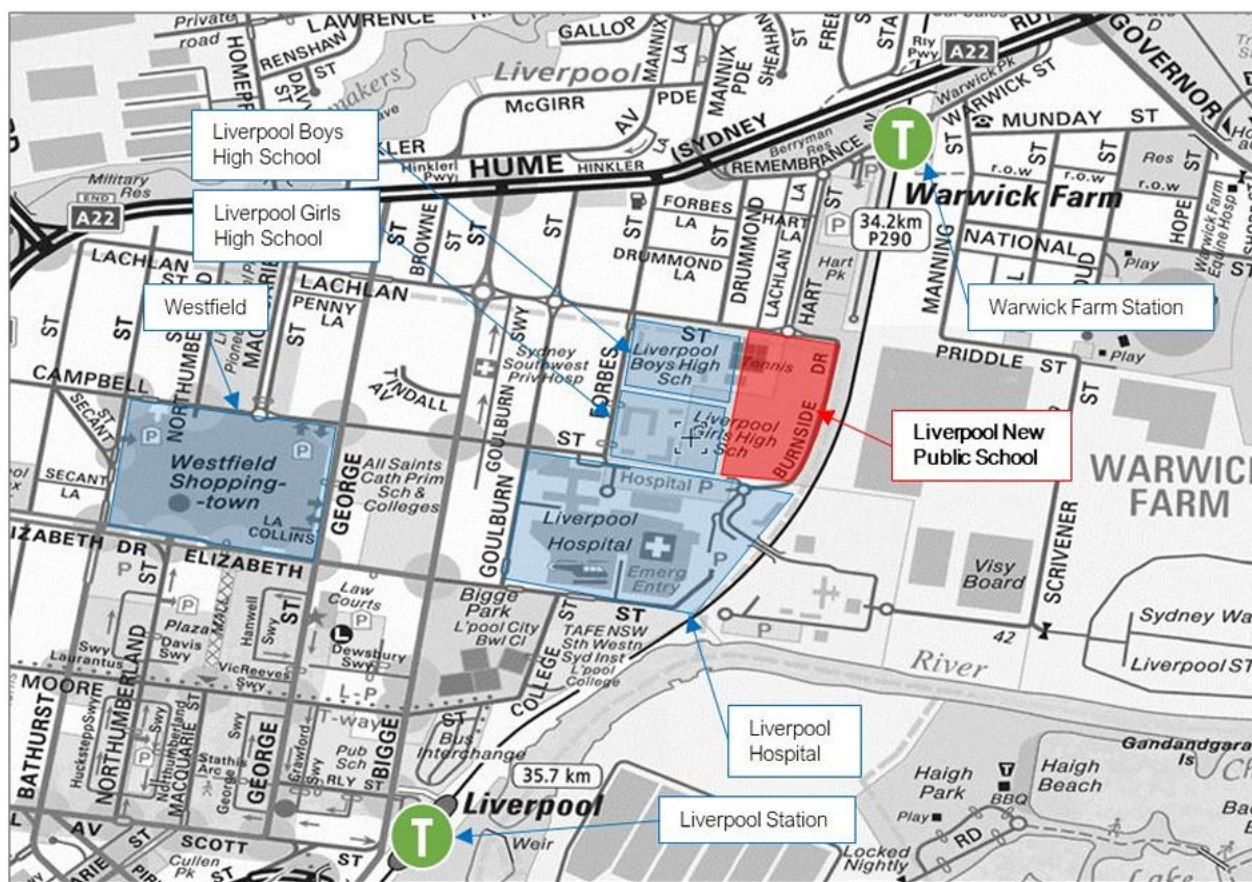
This Out of Hours Event Management Plan (School Use) has been prepared as part of the Post-Occupancy Conditions E2 and E3 of SSD-10391 Consent for Gulyangarri Public School. The Conditions of Consent can be found on the NSW Planning Portal [here](#).

Before commencement of the first School Use Out of Hours Event, an Out of Hours Event Management Plan must be prepared.

Gulyangarri Public School	
Address:	18 Forbes Street Liverpool NSW 2170
Telephone:	02 8777 6500
Email:	gulyan-p.school@det.nsw.edu.au
SITE DETAILS	
After Hours Security:	1300 88 00 21
After Hours Maintenance:	ISS 1300 009 344
Site Details:	Gulyangarri Public School is adjacent to Liverpool Boys and Liverpool Girls High Schools. Pedestrian entry points are off Lachlan Street. To the site's north are three-storey brick apartments. To the east is a rail line. To the south is Liverpool Hospital. To the west are Liverpool Boys and Liverpool Girls High Schools.
Local Government Area:	Liverpool City Council
Car Parking:	There are 33 on-site parking spaces available for staff. There is a 25 place Kiss and Ride Area that includes one (1) disabled car space. Limited on-street parking is available in surrounding residential streets.
Public Transport Accessibility:	Warwick Farm Station is approx. 450 metres from the school and is an estimated 6 minute walk via Hart Street. The nearest bus stop is located outside Liverpool Boys High School on Forbes Street. Liverpool Bus Interchange is served by multiple bus routes and is an 18 minute walk from the school.
Walking Accessibility:	Most streets surrounding the school have continuous concrete footpaths, facilitating a safe walking route for visitors. There are a number of driveways on Lachlan and Hart Streets which service the local residential area. Suggested walking paths to the school are found on the school website.

LOCATION

Local Map



Site Map



LEGEND

- Library, administration, staff facilities and classrooms
- Hall and canteen
- Staff parking
- Bike parking
- Kiss & drop
- Support learning Play space
- Covered outdoor Learning area
- Productive garden
- Yarning circle
- Nature play
- Sports court
- Sports field
- Pedestrian access
- Vehicle access

Community Use Event Plan			
Plan Prepared By:	Ian Tapuska	Organisation:	Gulyangarri Public School
Contact Telephone:	02 8777 6500	Contact Email:	gulyan-p.school@det.nsw.edu.au
DOE Community Use Agreement Completed?	N/A	Insurance Details Supplied?	N/A

Event Overview			
Name of Event:	Meet the Teacher	Date of Event: (include date of first occurrence if repeated)	28 February 2024
Description of Event:	Physical Culture Competition		
Event Frequency:	Once off - Weekly - Monthly - Quarterly - Yearly		
If Repeated, More Information:	Held at the beginning of each school year. Usually in late February or early March.		

Addressing Conditions of Consent		
Condition E2 (a)	Considerations	Event Manager Comments
number of attendees	Complete if more than 100, including children	Approximately 200 during the event
time	Must not commence before 8:00am or conclude after 10:00pm	Attendees entering school from 3:45pm Event starts at 4pm, concludes at 5pm Attendees exit the school by 5:15pm Pack up completed by 5:30pm
duration	Include time needed for set up and clean / pack away	3 hours – 2:30pm to 5:30pm
Condition E2 (b)	Considerations	Event Manager Comments
arrival and departure times	Seek to avoid peak hour traffic/transport	Event is planned for after high school dismissal times.
modes of transport	Include car, car pool, public transport and walking. Consider chartered bus if large event.	Walk, bus, car, car pool. Some may use the train if the come straight from work. Three repeating sessions are held to help spread attendance.
Condition E2 (c)	Considerations	Event Manager Comments
Where relevant, a schedule of all annual events	Ensure event does not clash with events planned by the school	N/A
Condition E2 (d)	Considerations	Event Manager Comments
measures to encourage non-vehicular travel to the school and promote and support the use of alternate travel modes	Consider list of strategies on next page. Communications should mention limited parking and recommendation to car pool and utilise public transport	Attendees have been advised of limited parking in the area.
Condition E2 (e)	Considerations	Event Manager Comments
Details of the use of the school site would be used by the community, where applicable, restricting use before 8am and after 10pm	Identify the facilities being used, inclusive of any need to use change rooms. Adhere to time constraints.	Classrooms are being used.
Condition E2 (f)	Considerations	Event Manager Comments
measures to minimise localised traffic and parking impacts	Communication to local residents is encouraged. Seek to use car parks of adjoining TAFE or businesses if appropriate. Promote green travel options.	Attendees are aware of limited parking and suggested walking routes.
Condition E2 (g)	Considerations	Event Manager Comments
measures to minimise noise impacts, including the preparation of an acoustic management plan	Be mindful of neighbours and minimise noise where possible. Develop and submit an Acoustic Management Plan.	Attendees will be encouraged to minimise noise during the event.
Condition E2	Considerations	Event Manager Comments
the Out of Hours Event Management Plan (School Use) must be implemented by the Applicant for the duration of the identified event	Final plan to be endorsed and adhered to throughout the nominated event (s)	Noted

Mitigation Strategies (tick all that apply and comment)		
✓	Strategy	Comment
✓	Encourage car pooling	Included in communications
✓	Hold the event outside peak travel periods (i.e. after 5:00pm)	Held outside local school hours
✓	Stagger the arrival and departure times of attendees	Repeating sessions
✓	Inform neighbours in advance of the event	Noted
✓	Disseminate the school's Travel Access Guide with information about the event, encouraging walking and public transport, and identifying appropriate parking options	Available on school website
	Make on-site parking available to visitors if staff are not using all spaces to ensure that the car park is used to capacity	N/A
	Liaise with the TAFE or local business about the possibility of using their car park spaces for the event, such as in the adjacent industrial block	N/A
✓	Include in event communications that parking is limited and recommend use of other transport methods	Included in communications
✓	Communicate drop off and pick up locations for the event	Included in communications
✓	Providing staff members along travel paths to "usher" patrons who are leaving the event	Organisers and temporary signage to be provided to indicate paths of travel

Acoustic Management Plan	
In managing school events, organisers will:	
Strategy	Comment
Instruct patrons to respect the amenity of surrounding residents by limiting noise	Noted
Include signage throughout building egress points and site access reminding patrons to minimise noise and respect the amenity of residents	Noted
Restrict amplified sound and music to inside buildings	Noted
Stagger exit time so the full crowd does not leave the site at the same time, if appropriate	Noted
Provide coordinators to “usher” patrons who are leaving the event, ensuring patrons do not loiter on site or in surrounding streets	Noted
Respond to complaints related to noise using the School Community and Consumer Complaints Procedures	Noted
Refuse event organisers the right to hold subsequent events, as appropriate, based on community complaints related to noise and conduct	Noted

Anticipated Mode Share					
Indicate target mode share for attendees commuting to and from the event:	45% car	0% car pool	2.5% cycle	50% walk	2.5% public transport

First Aid and Emergency Management	
The school has an emergency management plan in place. First-aid is available onsite. Emergency services will be called to respond to any emergency.	Noted – First Aid Management Plan in place
Acknowledgement	
I have read and understood all the terms and conditions stated above for use of Gulyangarri Public School. I agree to uphold the conditions. I have liaised with the school principal or delegate in the planning of the event.	Sign and date Noted <i>Ian Tapuska</i> 26 February 2024

School administration to submit to Council and Planning Secretary on completion.