

Out of Hours Event Management Plan (Community Use) Meadowbank Public School and Marsden High School

This plan has been prepared as part of the Post-Occupancy Conditions E1, E2 and E3 of SSD9343 Consent for the Meadowbank Education and Employment Precinct Schools Project (SMEEP), related to the Out of Hours Event Management Plan (Community Use). The Conditions of Consent can be found on the NSW Planning Portal [here](#).

Before commencing:

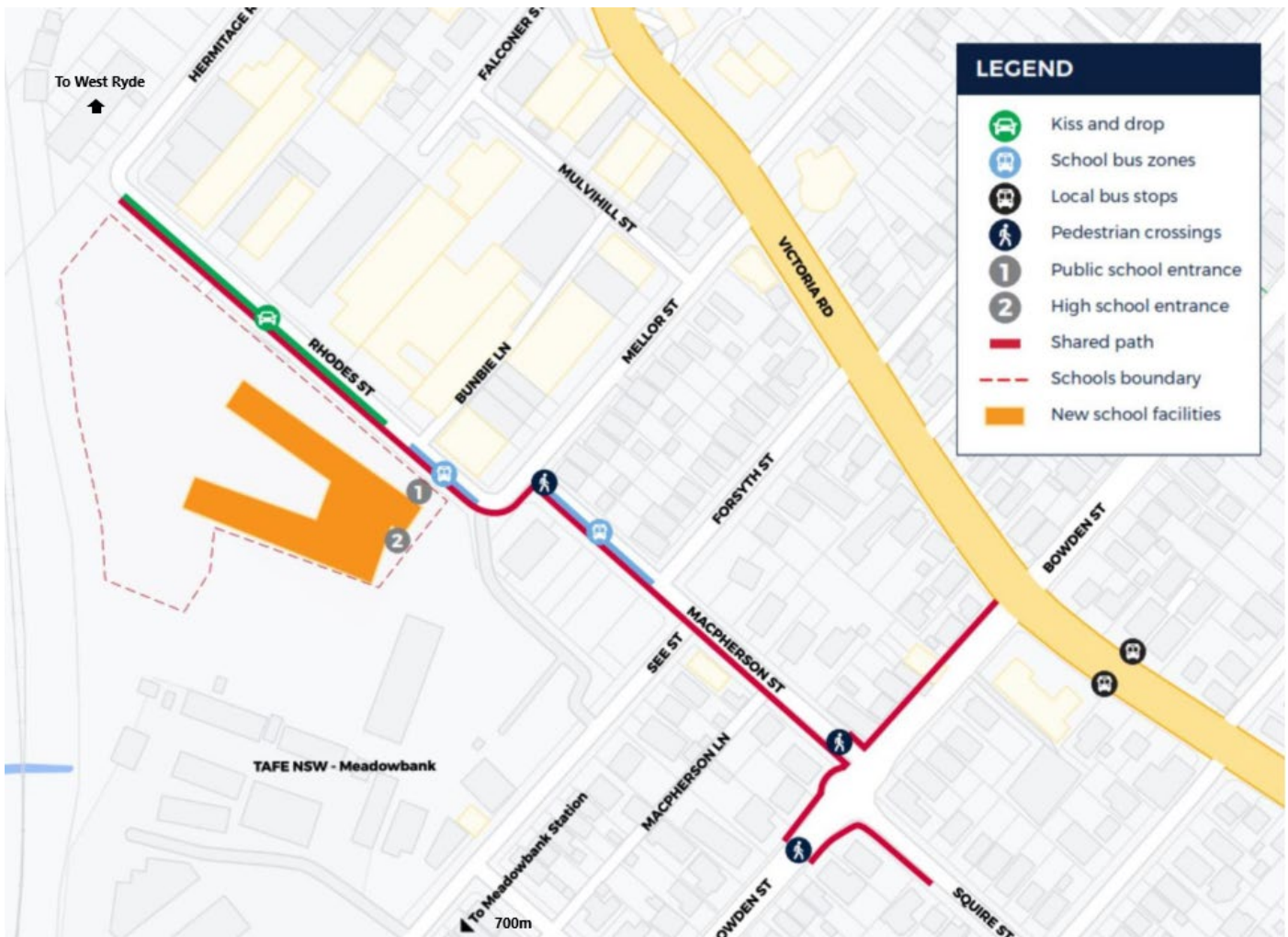
- An Out of Hours Event Management Plan must be prepared for any event that involves 100 people or more
- The Community use of school facilities is limited to the communal hall and gymnasium. There is to be **no use** of outdoor courts/fields for community or competitive sports.
- If the event includes the use of amplified music, singing or powered tools, all windows shall be kept closed.
- The operation of the communal hall and gymnasium for communal use is restricted to 10.00pm.

Meadowbank Primary School	
Address:	6 Rhodes Street, Meadowbank NSW 2114
Telephone:	02 9809 3648
Email:	meadowbank-p.school@det.nsw.edu.au
Marsden High School	
Address:	8 Rhodes Street, Meadowbank NSW 2114
Telephone:	02 9874 6544
Email:	marsden-h.school@det.nsw.edu.au
SITE DETAILS	
After Hours Security:	1300 88 00 21
After Hours Maintenance:	Facilities First Australia 1800 551 002
Site Details:	Meadowbank Public School and Marsden High School are located on a shared precinct with NSW TAFE, accessible via Rhodes Street, Meadowbank. The primary and high school are separated from the TAFE by an internal fence which, during school hours, is usually left open to allow open passage/thoroughfare for students. Pedestrian entry points are located on Rhodes Street. To the site's north is a well-established industrial block featuring, for example, automotive, pool, furniture and printing businesses. To the site's east are low density residential blocks. To the site's south is a Scout Hall, Preschool and Italian bilingual school. The site's west is a rail line.
Local Government Area:	Ryde City Council
Car Parking:	There are 60 on-site parking spaces available for staff and parents/community members requiring accessible parking close to the school facilities, including one (1) disabled car space. Limited on-street parking is available in surrounding residential streets.

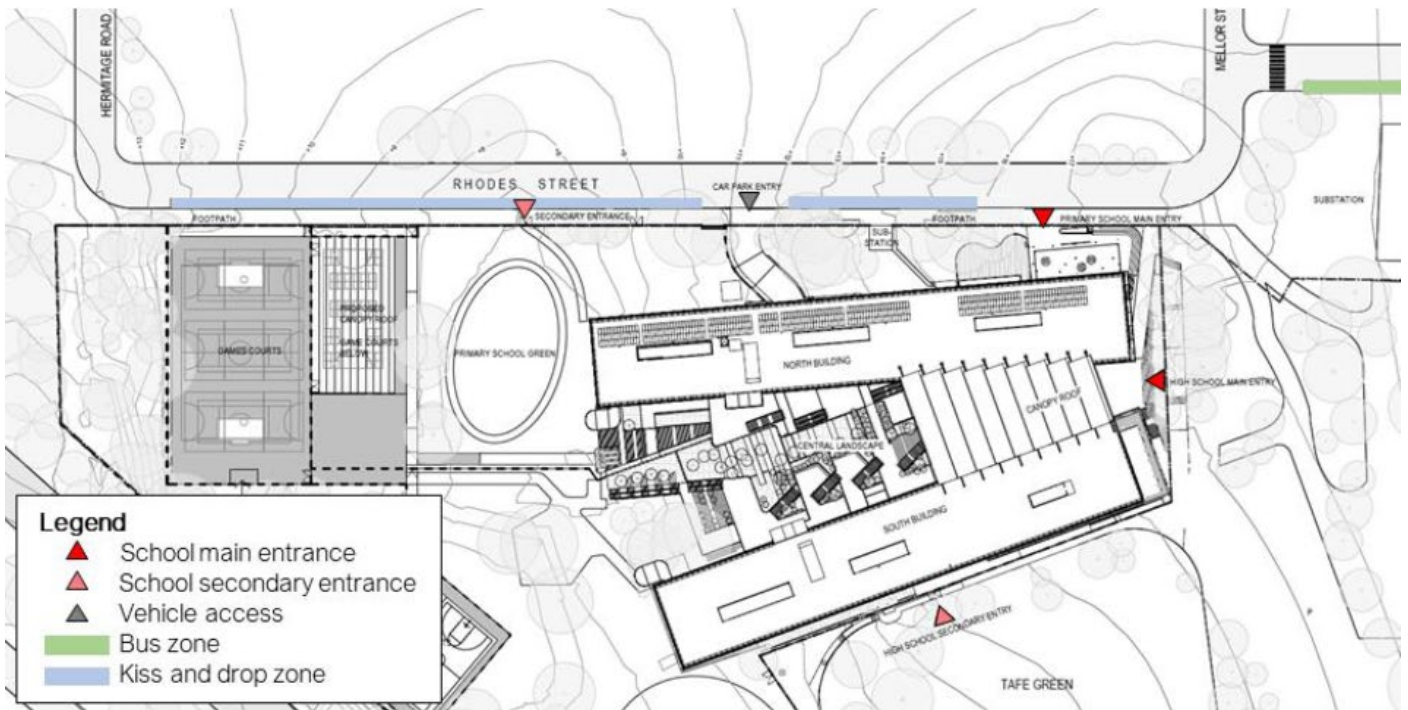
<p>Public Transport Accessibility:</p>	<p>Meadowbank Station is a 700 metre walk to the school, estimated to take 8-10 minutes, via See Street.</p> <p>There are bus stops located on either side of Victoria Road, servicing the local area. The closest bus stop on Victoria Road is at the Bowden Street intersection. There is a Shared User Path along Bowden Street, Macpherson Street and Rhodes Street that provides direct access to the school facilities. The walk is estimated to take 8-10 minutes.</p>
<p>Walking Accessibility:</p>	<p>Most streets surrounding the school have continuous concrete footpaths, facilitating a safe walking route for visitors. There are a number of driveways on Hermitage Road, which service the local industrial area. A safer walking path to the school facilities from Victoria Road is from Bowden Street.</p>

LOCATION

Local Map



Site Map



Community Use Event Plan

Plan Prepared By:	Rachael Heggerty	Organisation:	Energy Express Eisteddfod
Contact Telephone:	0419410920	Contact Email:	studiorsd@gmail.com
DOE Community Use Agreement Completed?		Insurance Details Supplied?	

Addressing Conditions of Consent		
Condition E1 (a)	Considerations	Event Manager Comments
number of attendees	Complete if more than 100, including children	500
time	Must not commence before 7:00am or conclude after 10:00pm	9am - 6pm
duration	Include time needed for set up and clean / pack away	13hrs
Condition E1 (b)	Considerations	Event Manager Comments
arrival and departure times	Seek to avoid peak hour traffic/transport	8.30am - 8.30pm
modes of transport	Include car, car pool, public transport and walking. Consider chartered bus if large event.	car, car pool, public transport
Condition E1 (c)	Considerations	Event Manager Comments
a schedule of all annual events	Ensure event does not clash with events planned by the school	Event is a one off event that does not clash with school events
Condition E1 (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. Bus route 501 to/from Parramatta, route 507 to/from Gladesville.	Programme sent out to families will encourage car pooling and bus transportation. Programme will communicate the limited parking available
Condition E1 (e)	Considerations	Event Manager Comments
use of the communal hall and gymnasium (no use before 7:00am or after 10:00pm)	Identify the facilities being used, inclusive of any need to use change rooms. Adhere to time constraints.	Gymnasium, stage, changerooms, 1x entry gate
Condition E1 (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.	Promotion of green travel options through programme.
Condition E1 (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.	Audio music system will be used and sound will be monitored to ensure neighbours are not disturbed.
Condition E2	Considerations	Event Manager Comments
the Out of Hours Event Management Plan 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)	The final plan is endorsed and shared with all staff of the event.

Condition E3 (a)	Considerations	Event Manager Comments
community use is limited to the communal hall and gymnasium, no use of outdoor courts/fields	Identify the facilities being used, inclusive of any need to use change rooms.	outdoor courts/fields will not be used. Change room facilities and communal hall will be used.
Condition E3 (b)	Considerations	Event Manager Comments
if the operation of the communal hall for community use includes the use of amplified music, singing or powered tools all windows shall be kept closed	Windows must be kept shut if amplified music, singing or power tools are involved. Users should seek training in use of school PA system, if required, including how to maintain appropriate volume control.	Windows will be kept shut to maintain an appropriate volume. Audio music system will be used.
Condition E3 (c)	Considerations	Event Manger Comments
the operation of the communal hall and gymnasium is restricted to 10pm	Must not commence before 7:00am or conclude after 10:00pm, including time needed for set up and clean / pack away	Pack up and clean up of event will be concluded by 10pm.

Mitigation Strategies (tick all that apply and comment)		
✓	Strategy	Comment
✓	Encourage car pooling	Patrons will be encouraged to car pool
	Hold the event outside peak travel periods (i.e. after 5:00pm)	Event will conclude after peak travel periods.
✓	Stagger the arrival and departure times of attendees	Attendees will be arriving and departing at various times.
	Inform neighbours in advance of the event	
✓	Disseminate the school's Travel Access Guide with information about the event, encouraging walking and public transport, and identifying appropriate parking options	Attendees will be encouraged to walk or use public transport
✓	Make on-site parking available to visitors if staff are not using all spaces to ensure that the car park is used to capacity	Carpark will be utilised by event staff first and then opened to patrons to avoid off-site parking as possible
✓	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	TAFE is closed on date of event
✓	Include in event communications that parking is limited and recommend use of other transport methods	Programme informs attendees of limited parking
	Communicate drop off and pick up locations for the event	
✓	Providing staff members along travel paths to "usher" patrons who are leaving the event	

Acoustic Management Plan	
In managing school events, organisers will:	
Strategy	Comment
Instruct patrons to respect the amenity of surrounding residents by limiting noise	Patrons will be instructed to respect surrounding areas and limit noise.
Include signage throughout building egress points and site access reminding patrons to minimise noise and respect the amenity of residents	Signs will be erected to remind patrons of noise levels
Restrict amplified sound and music to inside buildings	Music will be restricted to inside the building
Stagger exit time so the full crowd does not leave the site at the same time, if appropriate	Crowds will be leaving at staggered times
Provide coordinators to “usher” patrons who are leaving the event, ensuring patrons do not loiter on site or in surrounding streets	Event staff will assist with ushering patrons to avoid loitering
Respond to complaints related to noise using the School Community and Consumer Complaints Procedures	Event staff will respond to noise complaints immediately and use the procedures
Refuse event organisers the right to hold subsequent events, as appropriate, based on community complaints related to noise and conduct	Event organiser understands that future events can be refused

Recurring Events Coordinated by the School/s				
Event Name	Anticipated # of Attendees	Frequency	Time and Duration	Anticipated Mode Share
Parent Teacher Evenings		<input type="checkbox"/> Each week <input type="checkbox"/> Each term <input type="checkbox"/> Each semester <input type="checkbox"/> Each year		Xx car Xx car pool Xx walk Xx public transport
Information Evenings		<input type="checkbox"/> Each week <input type="checkbox"/> Each term <input type="checkbox"/> Each semester <input type="checkbox"/> Each year		Xx car Xx car pool Xx walk Xx public transport
School / P&C Combined Events		<input type="checkbox"/> Each week <input type="checkbox"/> Each term <input type="checkbox"/> Each semester <input type="checkbox"/> Each year		Xx car Xx car pool Xx walk Xx public transport
Performance Evenings		<input type="checkbox"/> Each week <input type="checkbox"/> Each term <input type="checkbox"/> Each semester <input type="checkbox"/> Each year		Xx car Xx car pool Xx walk Xx public transport
		<input type="checkbox"/> Each week <input type="checkbox"/> Each term <input type="checkbox"/> Each semester <input type="checkbox"/> Each year		Xx car Xx car pool Xx walk Xx public transport
		<input type="checkbox"/> Each week <input type="checkbox"/> Each term <input type="checkbox"/> Each semester <input type="checkbox"/> Each year		Xx car Xx car pool Xx walk Xx public transport

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First Aid and Emergency Management	
External event managers are to provide first aid facilities consistent with the number of attendees. Larger events should consider the use of external provider such as St John Ambulance to manage first aid needs. External event managers need to ensure accessibility to the site for ambulance and emergency vehicles, and consult evacuation maps available in all indoor locations throughout the school.	Initial to acknowledge RH
Acknowledgement	
I have read and understood all the terms and conditions stated above for use of Meadowbank Public School and Marsden High 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 <i>Rachael</i>

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

cityofryde@ryde.nsw.gov.au; information@planning.nsw.gov.au