## Meeting No: 14

Date: 20 March 2023, 6 pm - 7 pm
Location: Zoom

| Attendees |  |
| :---: | :---: |
| Community members NFP <br> Justine Hughes (JH) <br> Tara Roach (TR) <br> Derek Pal (DP) <br> Randwick Council <br> John Flanigan (JF) | Emanuel School <br> Margaret Lowe - Deputy Principal <br> (ML) <br> Mike Tyler - Manager Facilities and Operations (MT) <br> Sandrick Construction <br> Jonathan Lau - Project Manager (JL) <br> Warwick Smith (WS) <br> Grindley Construction <br> Michael Packman (MP) <br> Independent chair <br> Professor Roberta Ryan (RR) <br> Minute taker <br> Isa Crossland Stone (ICS) |
| Apologies <br> Nicole Birbas (NB) |  |


| Item | Description | Action |
| :--- | :--- | :--- |
| $\mathbf{1}$ | Welcome and apologies |  |
|  | RR welcomes everyone to the $14^{\text {th }}$ Emanuel School CCC <br> meeting. <br> RR welcomes MT to his first meeting. <br> MT introduces himself; he is the Facilities and Operations <br> Manager at Emanuel School. <br> The remaining attendees introduce themselves for the <br> benefit of the new company. |  |


| $\mathbf{2}$ | Matters arising |  |
| :--- | :--- | :--- |
| 1. ML to update on the potential of employing <br> wardens for evening events. |  |  |
|  | ML says they have investigated this option, but it is <br> currently not feasible for various reasons. <br> Recently the school has not held any very large events. <br> There have been smaller events with parents, but in those <br> instances, staff who are traffic wardens have left the <br> premises. <br> These smaller events have functioned smoothly without <br> warden presence. |  |
|  | ML adds that warden presence would only be necessary <br> for approximately half an hour in an evening, but warden <br> shifts must be a minimum of 3 hours according to <br> employment rules. On this basis, employing wardens for <br> an evening is not a financially viable choice. | ML says that if the school does plan a very large event, <br> they may revisit the idea. |

2. ML to provide an update on whether the bus can fit in the pre-school car park.
ML says it can, but not when there are cars parked in the car park.

ML says the school has added more cars to the carpark to have in order to avoid taking up excess space on the street and alleviate the parking problems.

TR notes that 'No Parking' signage on the street indicates that vehicles can only stand for 2 minutes.
TR suggests that having the school bus parked there for long periods is in breach of the 'no parking' rule and sends the wrong message to the community who we are asking to abide by those rules themselves.

NFP asks ML to clarify the problem with moving the cars from the car park.

ML clarifies that the only issue is that the school would be taking up more space on the street. The school has been asked to minimise street parking for their cars. Moving the cars from the car park would mean that they have one less strategy for achieving this.

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ML says they will park cars on the street when the bus is in
use.
NFP asks how often the bus would need to enter the car
park.
ML says it is infrequent. The preschool does not often take
excursions.
NFP suggests that on these infrequent occasions the cars could be asked to leave the car park to accommodate the bus.
ML says that since the cars belong to staff, it will not be possible to have them moved for short periods within a day. Teachers are not able to leave the children in their care. Rather, teachers would be asked not to use the car park on days when excursions are scheduled.
NFP asks ML to confirm that teachers will be informed of the days when the car park will be reserved for the bus.
ML confirms that they will.
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## 3. ML to communicate to parents that they should not leave their cars idling during pick-up and drop-offs.

ML confirms that the school has asked parents to avoid idling at these times.

ML says that ultimately the school has no jurisdiction to enforce this as a rule. To enforce a rule like this is beyond the scope even of the Council, ML believes. ML reiterates that the school is trying their best in this matter.

RR confirms that there has been some communication on the point, which was the original action request from the previous meeting.

ML says yes. There has been communication with the parents regarding many issues raised in the meetings, including this one.

TR says that she understands that this is a problem not just for Emanuel school but for many schools in general.

TR notes that stationary running cars have been identified as a health risk for young children. Some schools have found that parents are more likely to take note of these health-related implications than of concerns related to noise and community disturbance.
TR suggests that the school target this aspect of the matter in their communications to parents.

RR agrees that this is an issue which is being identified more broadly. RR recently came across a program on Radio Sydney which discussed this problem around schools, and which noted that some Councils were getting involved by conducting air quality monitoring.

NFP asks ML if she would please provide the CCC with a copy of the school's correspondence with the parents on the issue of idling.

ML says that there are many ways in which the school has made requests of the parents. There is no single correspondence which contains the request.

ML says that requests have been communicated verbally at the parent information nights which occur at the start of the year for each year group.

ML says that the school newsletter also contains information about parking and includes such requests.

ML says that information has also been communicated by the school principal Andrew Watt, as well as by ML herself. These communications include specific interactions.

ML shares, as an example, that this morning (Monday 20 March) she had a phone conversation with a parent who had taken a wrongful U-turn. This issue was reported to ML by a neighboring resident.

NFP asks that the written correspondence to parents be shared with the CCC.

ML says that this correspondence is in the school newsletter. She asks if NFP would like a copy of the newsletter to be shared.

RR asks if the newsletter is available on the website.
ML says she believes the newsletter is not public.

| NFP requests on behalf of the community that the newsletter be shared with the group. <br> 4. ML to provide a table showing the total number of staff and students (total and FTE). | ML to provide this newsletter to RR, who will distribute it to the CCC members. |
| :---: | :---: |
| ML updates the group that she has reviewed the relevant numbers in detail. She has reviewed the recorded numbers from 2014 until 2023. |  |
| ML explains that there is a significant complication to the presentation and interpretation of these numbers. The numbers which she has reviewed are from the My School website and from the Annual Report. ML notes that from the year 2017, the recorded numbers from these two sources differ. |  |
| ML explains that the My School website uses data based on staff who teach NESA courses. On the other hand, the Annual Report since 2017 has included full staff numbers, including staff who work off-site. |  |
| ML says that this has introduced an issue as the numbers reported in the Annual Report have exceeded the maximum numbers specified in the school's DA. |  |
| The number of students at the school has been approved to rise. In 2017, when the two reports first began to vary, the student count was 867 . <br> The current maximum is 920 students and currently the student count is 911 |  |
| ML says in this period of student increase the increase in staff has occurred at a similar rate, as to be expected. The staff-to-student ratio is therefore essentially the same. |  |
| ML says that she imagines that the staff cap specified in the DA may have made their calculation based on the My School website, rather than the Annual Report. ML supposes that this calculation did not account for the approved increase in the student numbers, which necessarily requires an increase in staff numbers. |  |
| This discrepancy has created challenges as the school manages their adherence to the DA rules. ML acknowledges that on paper, the staff number is above the maximum. However, the school is managing its staff in order to ensure that the actual number of staff |  |

on-site is not above the maximum on a given day.
ML says that many sport staff meet students at a separate venue and do not spend time on school premises. A number of staff work remotely from home.

ML says that on the day of the recent traffic audit, she performed a head-count of staff on site. The day was a Friday. Her audit showed an actual total was 130.

RR asks ML to clarify the official maximum staff number.

ML says she believes it is 138.6 .
RR thanks ML and invites further questions.

NFP asks ML how many casual music teachers attend the school on Fridays.

ML says that her audit took place on a Friday and showed a total of 130 teachers. ML says that from memory she cannot clarify how many of those were casual teachers. ML says that she can refer to her records and provide a clearer response in future.

NFP says that her concern is that on Fridays there may be fewer casual or excess teachers on-premises. Perhaps the audit on a Friday did not accurately represent the general numbers on other weekdays.

ML says that there is no bias on the part of the school towards any day. There are limited music rooms, so lessons are spread quite evenly across the week.

TR asks ML if she will provide the CCC with a copy of this table for review and attachment as an Appendix to the minutes. She asks for this table to include updated data for the 2023 year and include total staff, FTE staff, students K-12 and preschool students.

ML says yes, she will provide the table to RR for distribution.

TR says that her main interest is in the numbers for the current year. The priority for the community is understanding the specifics of the current situation in order to avoid future issues.

ML to provide the table of updated student and staff numbers, including preschool numbers.

ML says she understands TR's perspective. ML says she has spent a lot of time reviewing this issue because it has been a particular concern of TR's and ML. ML now has a clear understanding of the data, where is has come from and why it varies across different documents.

TR says that there should be more clarity and detail in the written conditions of the DA.
TR says that from the community perspective, the issue here is one of impact. The community is impacted by the real numbers of people who attend the premises on a given day.

ML says she understands. It is with this in mind that she has performed a head count to confirm that the real numbers are being managed. ML believes that her audit is representative of the general numbers.

ML reiterates that the school is conscious of keeping real, on-premises staff numbers below 138.

## 5. JF to update on the Council's review of this table.

JF confirms that when ML has provided the aforementioned table, the Council will review it.

JF suggests that the figures recorded in the DA would have been drawn from those specified in the Statement of Environmental Effects (SEE) that was provided to the Council for the DA.

JF says the Council will compare the numbers in ML's table to the original SEE.

DP asks JF if the numbers in the consent and the SEE relate to the number of staff on-site in each day, rather than the total number of full-time employees at a given time.

JF says the Development Consent should clarify this point.

TR says that the Development Consent specifies that it relates to the FTE.
$T R$ says that this is an issue, given that the school

JF to update on the Council's review of the table provided by ML. This will include a comparison of its numbers to the original SEE.
cannot provide the community with any guarantee of real staff numbers daily.
TR notes that these numbers are not easily measurable on a regular basis.

ML adds that staff numbers are measurable to the school; for example, the school is aware of the number of sport teachers who are working off-site at any given time.
ML notes that sport staff don't even attend general staff meetings on-site.
ML reiterates that the school can categorically state that a significant portion of the staff recorded in the FTE are known to be off-site on particular days, and on which days.

ML says that she understands that the community may find it difficult to rely on this account. TR clarifies that her concern is that while the school may have their own methods of measurement, the numbers are not measurable to the community. The community could more easily rely on data represented in an Annual Report, or some similar validated record.

DP says that he understands TR's preference for data which is externally validated.
DP acknowledges that since that the Development Consent deals with the school property at Randwick, school activity and staff on other premises complicates the relationship between the FTE and the Development Consent.

DP says that he also agrees with ML's point that validating the discrepancy between FTE numbers and actual numbers is difficult.

ML says that she understands TR's attention to the Annual Report as an official measure. However, ML says that there is no single government document which states the location of each staff member.

TR says that she understands.
TR says it has taken an extended period to have the School agree to provide the table, and TR is glad that it will be provided for the CCC's review.

## 6. Discussion of the pre-school and 2008 DA

 documents circulated by JF after the last meeting.JF reminds the group that these documents included the original DA for the preschool, the 2008 DA, and the masterplan DA 181 of 2009.

JF notes that DA 181 of 2009 called for a traffic management plan to be submitted for approval.

JF notes that in the original Development Consent for the preschool discusses the approval for the preschool. The traffic and parking impact study included in this approval mentions that the school will direct pedestrian activity off Avoca St. The study notes that the preferred pedestrian entry point is off Avoca St. JF clarifies that these points are not official as a Development Consent.

IF says that in the 2008 DA, there was a specific condition which prohibited the use of the gate on Chepstow St.

IF discusses the 2009 OTMP he provided the group. JF says that these plans state that the gates at the preschool may be used for preschool activity only.

JF adds that the most current OTMP has similar guidelines.

RR thanks JF for his clarifications.
RR invites questions and comments on JF's updates.
TR says that she had repeatedly requested this documentation at previous meetings. She had hoped that it be provided prior to the draft OTMP was finalised.

TR says that the draft OTMP states clearly that non-preschool students should not be accessing the K-12 school via the preschool.
TR says that the previous Facilities Manager, Andrew Delany, previously assured the CCC that there would be no entry or exit by students due to a gate between the preschool and school area at the preschool gate
TR says that since the draft OTMP this gate no longer

| exists. <br> TR says that one preschool parking space has been repurposed as an entry point for students and teachers of the primary and high school. |  |
| :---: | :---: |
| There are now only 6 functioning car spaces available for pre-school parents for pick-up and drop-off. The approved DA plans for the pre-school document that there would be 10 parking spaces. |  |
| TR adds that this is causing significant congestion on the street with cars waiting to access the carpark. She would like to have this issue documented in the final OTMP. |  |
| She notes that often students enter this gate at 7am. The approved hours of operation according to the DA are 8 am until 5 pm . |  |
| TR says that it seems that the gates on Avoca St do not operate until 7:30am. She asks why the Avoca St entrance is not used for early entry, given that the preschool gate has specified hour restrictions. |  |
| TR suggests that the security guard who attends the preschool entrance could be relocated to the Avoca St entrance for early morning hours. |  |
| ML clarifies that the main entrance has security attendance from 6:30am. This is where most students and staff arrive from 7am. |  |
| ML says that she understands TR's perspective. ML says that the issues here are symptoms of the school's organic growth. <br> ML says that in the final OTMP these issues will be addressed. |  |
| ML adds that for families who have multiple children at the school, including preschool students, accessing the preschool gate as a family is an easier option than having parents deliver students to separate entrances. |  |
| TR says she has no objection to this, to the extent outlined in the draft OTMP. <br> TR clarifies that she objects to a more general usage, wherein staff and students and visitors who are not involved in the preschool are using the gate. |  |

TR adds that staff using this entrance absorb all the surrounding street parking from very early in the morning. Community members have had issues with tradespeople who cannot access their property due to lack of parking.

TR adds that it makes more sense for staff to be parking on Avoca St where there is more space and it does not impact residents.
This change would be no extra cost to the school, simply a shifting of the early morning security presence to the Avoca St entrance.

ML thanks TR for being understanding regarding the subject of sibling drop-offs.

JF notes that this detail is included in the draft OTMP.

TR reiterates that the point seems reasonable to her. TR says she understands this need from the school's perspective and says that she would like the school to be more considerate of the needs of the community in return.

NFP discusses the longstanding operation of this CCC, and the role of the community in assisting the school to improve its integration with the community.

NFP expresses disappointment at the general attitude of the school towards compromise with the community. NFP feels as though the school is not upholding the spirit of community compromise which is integral to the CCC. NFP feels as if the school is not generally respectful of the needs of the community.

NFP reiterates TR's concerns about the noise and traffic issues caused at the preschool entrance from 7 am .

NFP notes that the OTMP outlines 2 pedestrian traffic points linked to footpaths alongside the school.
NFP says there are no footpaths alongside the preschool, nor are there pedestrian crossings opposite the preschool gates. This is because the preschool gates are officially identified as 'No Access'

| points. However, as discussed previously, the gate is being used as an access point. |  |
| :---: | :---: |
| NFP emphasises that the OTMP must address the fact that pedestrian access is a primary cause of traffic issues. |  |
| ML responds to NFP. She says that the school is certainly respectful of its responsibility to the neighborhood, and this is evident in her responses to community concerns, in the research involved to provide them information and in the school's commitment to adapting their management strategies. |  |
| ML confirms that the school is reviewing the use of the preschool entrance and says that they are taking these community concerns seriously. |  |
| TR asks ML if she plans to provide an update on this issue in the next meeting. |  |
| ML says that she will revisit this topic with the group at the next meeting. <br> ML adds that she hopes improvements will be evident outside of and prior to the next meeting. | ML to provide an update on the revised management of the preschool access area. This relates particularly to traffic prior to 8 am. |
| 7. Discussion of the draft OTMP and further measures that will be implemented in the Final OTMP. |  |
| TR says that some of the information in the draft OTMP is no longer valid. There should be corrections and additions made following the recent road safety audit. |  |
| TR notes that some actions arising from the audit are the responsibility of the school, while some are the responsibility of the Council. |  |
| An example of an issue raised in the safety audit which should be addressed is in regards to the pedestrian island on Stanley St, which is identified as a safety risk due it is not being highly visible to cars. |  |
| TR says that this risk pertains not only to the Emanuel school students but also to children who live locally and travel to schools nearby. |  |
| Regarding this issue, as well as various other ones, TR says that it would be useful to review the road safety |  |


| audit to make sure that the Final OTMP reflects its findings and any changes. |  |
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| TR would like an update on whether a travel coordinator has been employed, as per the plans in the draft OTMP. |  |
| TR says that the OTMP also noted targets for a five-year period but was unclear as to when that period began. TR would like some more clarity in the document regarding timelines. |  |
| RR asks if JL or WS can assist with aligning the outcomes of the safety audit with final OTMP, updating the OTMP. |  |
| UL says that they can assist by creating a table which specifies which of these points are the Council's responsibility and which are the school's. | JL to create and provide the members with a table which specifies which items in the safety audit are the responsibility |
| JL says that the data from the recent traffic survey has not yet been processed. This data will be incorporated into the OTMP, and depending on its findings appropriate updates will be made to the OTMP. | of the Council and Emanuel school respectively. |
| RR asks JL to clarify which year the baseline survey data was collected. |  |
| JL says that he believes it was either 2019 or 2020. |  |
| TR says there are two sets of data; one discusses the survey data on the travel of the teachers and parents and the other is a traffic assessment. <br> TR says that the OTMP seems to deal predominantly with the first of these two. |  |
| UL says he believes that they will end up conducting both studies for the OTMP going forward. |  |
| JL notes that because the scope of the surveys has expanded, they will not be able to compare all new data to the baseline data. This year's expanded scope will form the data baseline for next year's survey. |  |
| RR asks JL for a projected timeline for the finalisation of the OTMP. |  |
| JL says that since the data is not yet available, he projects it will have been assessed and ready for |  |


| discussion by early May. |  |
| :---: | :---: |
| $J L$ proposes that the next meeting be scheduled for a time in early May for survey data and OTMP to be discussed. | $J L$ to present traffic survey data and its bearing on the OTMP. |
| $R R$ and TR both agree that this is reasonable. |  |
| 8. Follow up on NB's request for a survey to confirm whether the planned number of $\mathbf{1 0} \mathbf{2 - h o u r ~ c a r ~}$ spaces have been provided in Market Street. |  |
| JF says he has reviewed the traffic committee report and found that it only planned to adopt 9 parking spaces, rather than 10. These 9 spaces have been created. |  |
| JF will provide this report to NB. |  |
| JF will arrange to meet with NB to discuss her queries. | contact NB to discuss th |
| JH says that there is space for 2 car spaces outside her house. However, this space is not divided by a painted line and often cars take up both by parking in the middle. | traffic committee report regarding the number of parking spaces on Market St. |
| JF clarifies that there is currently only signage for 9 car spaces. |  |
| JF says that we will meet with JH to review this issue. | JF and meet with JH to assess the two undivided car spaces out the front of her property. |
| 9. Follow up on NB's query regarding whether there are still wardens operating in Market St. |  |
| MT says that a warden was recently relocated to the top of Avoca St. |  |
| There are no wardens operating on Market St, but they are located directly opposite Market St. |  |
| JH says that without warden management at Market St there is a significant difference. There has been an increase in double-parking as well as congestion by lingering cars. |  |
| MT notes JH's reports. He will review the warden program accordingly. |  |
| TR agrees that warden presence is important for managing Stanley St, and that both areas should |  |


|  | continue to be attended. <br> TR says that the current warden on Stephen St is positioned outside the gate and does not have a view down Stephen Street where there are double parked cars. TR has requested via JF for council to continue to do checks. <br> JF confirms that this is being followed up by the Council. <br> TR says that she has witnessed some pushback from parents towards wardens on Avoca St. She recognises that wardens are doing what they can, but that often parents do not comply. <br> TR says that for this reason, Council involvement is important. <br> TR ask JF if the Council's patrol only occurs in the afternoons. She believes it is important that it be in the morning as well. <br> JF says that he will follow this up at the council internally. <br> MT says that the school is also encouraging of Council warden presence as it supports the school's own wardens. | JF to follow up with his supervisor regarding traffic patro in the afternoons on Avoca St. |
| :---: | :---: | :---: |
| 3 | School update and summary of complaints received ML |  |
|  | ML says that there have been two complaints this year. One was referred to by ML earlier in the meeting; it involved a parent performing an unlawful U-turn and was reported by a community member. ML dealt with this issue directly over the phone. <br> ML says that the other complaint was received via email. It involved both a specific complaint and some more general ones. It noted a particular car which was placed in a particularly problematic place. This complaint was also generally concerned with cars idling with their engines running, as well as P -platers around the area. <br> ML says that the school is keen to ensure that there are no disturbances made by P-platers who are students at the school. |  |


|  | The Year-12 coordinator has reinforced this point in <br> communications with the students. |  |
| :--- | :--- | :--- |
| 4 | Construction update - MP |  |
|  | MP says construction has been progressing well. <br> Currently there is construction on the roof of the main <br> building. |  |

They have begun scaffold removal on the top level of the building.

For the next few months there will be construction work on the Stanley St side of the school.

MP notes that there has been an increase in truck movement in the last three months, and this increased number will persist for the next three months as the project is completed.
MP says that there are currently approximately 30-40 workers on-site daily, and these numbers are expected to remain similar until completion.

MP say that the works are scheduled for completion in July.
Regarding upcoming works, MP says that there are landscaping works scheduled on Thursday $6^{\text {th }}$ of April. This project will continue until Friday the $22^{\text {nd }}$ of April.
This project involves the planting of 15 trees along a stretch of Stanley St.

MP notes that car spaces will be occupied by work vehicles on these dates from 7 am to 5 pm .
MP says that all affected neighbors will be informed on this project via a letterbox drop.

TR asks if the trees will be planted inside the school or on the footpath.
MP says that they will be planted on the footpath.
TR asks if they will cover the entire length of the street.
MP says they will.
TR asks if the trees will impede the school drop off zones. MP says they won't.
IF suggests that MP provide the planting detail for the group.

MP says he will provide RR the planting detail to be $\quad$ MP to provide RR with the

|  | attached to the minutes. <br> JL clarifies that this planting was requested by the Council <br> and the detail was approved by Council. <br> NFP asks MP how many trees will be planted on-site. <br> MP says he is not sure. He will count them himself and <br> provide the number to RR via email. | planting detail to be distributed <br> to the members. |
| :--- | :--- | :--- |
| $\mathbf{5}$ | Community items MP to provide RR with the <br> number of trees to be planted <br> on school premises. <br>  NFP says that she appreciates ML's agreement to resolve <br> the issue of students and staff accessing preschool gates <br> prior to 8am. <br> NFP requests that this policy be included in the final OTMP. <br> RR thanks NFP. <br> $\mathbf{7}$ Meeting close and thanks <br>  RR thanks all attendees for their presence at the meeting. <br> RR suggests the 8 ${ }^{\text {th }}$ of May as a tentative date for the next <br> meeting. <br> There are no objections to this date, and RR says that the <br> group will hold the date. <br> Next meeting: 8 May, 2023 RR and ICS to schedule the 15th <br> Emanuel CCC meeting for 8 May, <br> 2023. |  |

## Emanuel School Numbers

Data included in reports for My School and the Annual Report is taken on Census Day which is 4 August. The difference in the data is based on what is requested for each report; My School and the Annual Report have different requirements hence the numbers differ.

|  | Staff FTE 2022 | Students 2022 |
| :--- | :--- | :--- |
| My School | 132 | 850 |
| Annual Report | 153.42 | 911 |

A number of staff are not onsite either permanently or on a day-to-day-basis. Staff numbers have been reviewed and are being kept to 138 or under onsite. Staff numbers were audited on Friday 3 March; there were 130 staff counted. This was not FTE but each person who came and went on the day. The FTE would be 123 on the day of the audit.




