

## Emanuel School Community Consultative Committee

**Meeting No: 16**

**Date:** 17 July 2023, 6 pm – 7 pm

**Location:** Online, Zoom

<b>Attendees</b>	
<p><b>Community members</b> Justine Hughes (JH) Tara Roach (TR) Derek Pal (DP)</p> <p><b>Randwick Council</b> John Flanagan (JF)</p>	<p><b>Emanuel School</b> Margaret Lowe – Deputy Principal (ML) Mike Tyler – Manager Facilities and Operations (MTy)</p> <p><b>Sandrick</b> Jonathan Lau (JL) Warwick Smith (WS)</p> <p><b>Traffix</b> Ben Liddell (BL)</p> <p><b>Independent chair</b> Professor Roberta Ryan (RR)</p> <p><b>Minute taker</b> Isa Crossland Stone (ICS)</p>
<p><b>Apologies</b> NFP</p>	

<b>Item</b>	<b>Description</b>	<b>Action</b>
<b>1</b>	<b>Welcome and apologies</b>	
	<p>RR welcomes all attendees to the meeting.</p> <p>In accordance with the updated CCC guidelines, RR asks if any members have a change in the status of their pecuniary and non-pecuniary interests.</p> <p>None of the members declare a change of status.</p> <p>TR notes that a community member has recently departed</p>	

	<p>from the CCC. She is interested in recruiting another community member to join the CCC.</p> <p>RR agrees that this is a good idea and will begin the process of recruiting a replacement member.</p> <p>RR notes that in the interests of a wider geographical spread, it would be good to have a member who is a resident of a neighborhood street other than those represented by TR, NFP, DP, and JH.</p> <p>TR suggests that there might be a resident of Stanley Street.</p> <p>RR invites the CCC community members to contact her with any recommendations for potential members.</p> <p>TR would like to discuss DP’s classification in the minutes as a ‘community member’. He is also a parent of the school and is also the chair of the Building Committee at the school, and therefore has a unique interest in the development-related subjects of this meeting. Do these facts complicate his interests and his role on the CCC?</p> <p>RR says that as the chair of this CCC, the official positioning of the members, according to records, is her jurisdiction. She has taken the decision to refer to DP as a ‘community member’.</p> <p>RR says that she has the filed forms and information of each CCC member, and she provides CCC membership lists and meeting minutes to the Department of Planning and Environment (DPE), who has an oversight role of CCCs.</p>	<p>RR to follow up on the recruitment of a new community member for the CCC. RR will be open to suggestions from the members.</p>
<p><b>2</b></p>	<p><b>Matters arising</b></p>	
	<p><b>1. JF to follow up with his supervisor and update the CCC regarding traffic patrol in the afternoons on Avoca St.</b></p> <p>JF has spoken to his supervisor, and the patrols are willing to attend the site as often as the School would like, starting this term (which begins on July 18).</p> <p>ML thanks JF and says that the School would like patrol presence as often as possible; ideally daily, at this point.</p> <p>JF will relay this to the patrol team.</p> <p><b>2. JF to follow up with the Council about whether</b></p>	<p>JF to organise daily/very regular traffic patrol of the Avoca Street ‘drop-off zone’.</p>

	<p><b>the accessible parking spot which has been involved in the work area on Stanley Street will be maintained.</b></p> <p>JF does not yet have an answer on this matter. He will follow up with the Council and email the group with an update.</p> <p><b>3. The School to clarify the role and identity of the 'travel coordinator' described in the OTMP.</b></p> <p>MTy explains that he is the traffic coordinator. It is a role that makes sense for him, to take on, given that he is the advocate for cycling at the School. This role involves overseeing the team of traffic wardens.</p> <p>MTy has instructed the Emanuel School traffic wardens to direct parent traffic to flow all the way to the end of the pickup line on Avoca Street. Stopping at the gate is not accepted and parents must use the entire length of the 'go with the flow' area.</p> <p>This will begin from Term 3 (July 18 onwards).</p> <p><b>4. MTy to ensure that the preschool bin is put out in the morning, rather than in the afternoon hours.</b></p> <p>MTy notes that there is a no-stopping zone in operation from 7:20-9:30am at the gate.</p> <p>They are not able to put the bin out in the morning, as they are not able to have the gates opened in the morning.</p> <p>MTy has asked the maintenance team to put the bins not onto the road but onto the grass next to the curb.</p> <p>TR says that it was not requested that the bins be put out in the morning. The issue is the bins being left near the exit point of the preschool gates, which further obstructs vision which has been raised as an issue in relation to the exit. Further, daily pick-ups early in the morning is a noise disturbance issue.</p> <p>MTy says that he will arrange to have the bins placed more centrally at the gate to avoid this issue of obstruction.</p>	<p>JF to email to group with an update about whether the accessible parking spot which was absorbed by the construction on Stanley Street will be returned.</p> <p>MTy says that he will arrange to have the bins placed more centrally at the gate to avoid this issue of obstruction.</p>
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	<p><b>5. MTy to review the preschool waste management plan to assess waste volumes and follow up about the potential of an additional bin.</b></p> <p>MTy says that cutting back on bins is not an option, as they are generating a lot of waste.</p> <p>They were interested in moving the bins to the other side of the School, to Avoca Street at the Kornmehl section. MTy says he will approach the Council again with this request, but he does not expect them to be supportive.</p> <p>He will approach the Council on this matter and update the CCC at the next meeting.</p> <p>JF says that he can assist in communication. MTy will contact JF with this matter.</p> <p>6. NFP would like to discuss pedestrian safety.</p> <p>NFP is an apology for this meeting. This action will be carried over to the next meeting.</p>	<p>MTy (with JF's support) to follow up with the Council about moving the bins to the Kornmehl section of Avoca Street, and report back to the CCC.</p> <p>NFP would like to discuss pedestrian safety.</p>
<b>3</b>	<b>School Update - ML</b>	
	Following the school holidays, ML has little to report in the way of School activity.	
<b>3.1</b>	<b>Summary of complaints received, including parking complaints</b>	
	<p>ML says there was only one complaint in the past term.</p> <p>The complaint was reported by a community member who lives on Astolat Street. She was concerned about parent driving behaviour, after witnessing a parent perform a U-turn on Stanley Street. She expressed concern at parents' unsafe driving around the neighbouring streets.</p> <p>ML says that the School has also been concerned by this kind of behaviour, and when identified parents are seen engaging in risky driving they are dealt with directly by the School.</p> <p>ML adds that the community member also thanked the School for their communication with the community regarding school events.</p>	
<b>4</b>	<b>OTMP draft discussion</b>	
	JL explains that following the changes made after the last CCC meeting, any further changes requested in this meeting will be followed up between the school and the traffic engineers.	

	<p>Following this stage, the report will be submitted to the Council via the usual submission process. JF will be CC'd in this submission.</p> <p>If there are matters rising from the road safety audit that involve intervention or signage changes, they will go through the traffic committee and be recorded in the document.</p> <p>JF says that he will refer the current draft, which includes track changes, to the Integrative Transport Team at the Council for review. Any updates or edits will be provided and sent through as they are made.</p> <p>TR asks: if the CCC is in internal disagreement on any subject matter of the OTMP, what is the process for resolution?</p> <p>JF says that differences of opinion could be brought to him. He would arrange a meeting with the Integrative Transport Team. They would consider the disagreement from their point of view. JF is hopeful that this process will not be necessary.</p> <p>TR asks about the validation process at the Council. Does the Integrated Transport Team review the document? What work is carried out to independently verify the information included in the report?</p> <p>JF says that the team has previously signed off on the original document. They will review the updated version and would review any suggested changes and will have to sign off on them as well.</p> <p><i>BL presents the updates OTMP draft. The updates included in this draft have been demarcated in red text. They are updates that resolve the proposed changes raised at the previous CCC meeting, as recorded in the meeting minutes.</i></p> <p><i>This updated draft was circulated to the CCC members last week on July 12.</i></p> <p>TR raises a concern about the FTE data in Table 4.1. Is this data from the 2022 Annual report? There is an inconsistency between this data and the annual report.</p> <p>Whereas the annual report states 106 teaching staff which includes a 98.32 FTE, this table only records the FTE, and not the total teaching staff numbers.</p>	
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<p>TR would also like to know why these numbers differ from those previously advised to this CCC recently which was an FTE of 154.</p> <p>ML says that the recorded numbers change throughout the year, depending on when a record is taken. The numbers in this most recent annual report derive from the August census date. They do not represent the numbers on the date of the annual report.</p> <p>RR asks: what is the basis of these numbers, if not the census date? Were they recorded on the date of the report?</p> <p>ML says that the data does not change significantly. The census date data could be used if that is a preference.</p> <p>TR says that the OTMP is consistent with the annual report data, except that the annual report notes that the teaching staff have a total of 106 and the FTE is 98. It reports that the non-teaching staff have a total of 59 and the FTE is 48.</p> <p>The OTMP states 157 total staff, whereas the annual report has 165 total.</p> <p>TR also asks about the discrepancy between the FTE of 154 recently advised to the CCC and the annual report which states FTE of 144. TR asks which of these is the most up-to-date.</p> <p>ML says that the annual report data that was just published is from the census date of August 2022.</p> <p>The data presented by ML in the last meeting was representative of that date but may not have been the same even a week later.</p> <p>ML says that these numbers are very changeable. Student enrolment numbers and staff numbers tend to be dynamic.</p> <p>Currently, for example, the student enrolment. Numbers are 912, whereas the cap is 920.</p> <p>RR clarifies that the data in the OTMP was derived from the Annual Report.</p> <p>ML asks TR what her concern is about these numbers. Is she concerned that they are too high?</p> <p>TR says that the OTMP states that the school has met</p>	
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<p>their target reduction in staff driving and parking. The differences in these numbers impacts whether the school has in fact already reached the (2027) reduction target set by Council.</p> <p>ML explains that the School monitors their numbers every day to ensure that they meet their target and that a number of staff work from home to ensure that the on-site staff do not exceed the maximum.</p> <p>They also take into consideration staff on School excursions or overseas trips to Israel.</p> <p>RR asks: what is the best way to represent the School capacity? Should they rely on the annual report numbers? ML says yes, as it is a public document.</p> <p>BL will ensure that this is made consistent.</p> <p>TR asks about the Stanley Street frontage drop-off and pick-up zone only being used by Years 7-12, noted in Section 4.4.1 . From what TR has observed this is not the current usage.</p> <p>MTy says that this is how it should be when Stanley Street has been opened according to the plan.</p> <p>RR asks if it would be correct to include this as a footnote in the OTMP, clarifying that those operating hours pertain to the area in its finalised state.</p> <p>BL says there is no need, as the OTMP functions to discuss the operation of the area when development has been completed. The document will be aligned with its completed subject.</p> <p>MTy says that the traffic team is currently trying to identify and correct people who are doing the wrong thing in this 'go with the flow' section.</p> <p>Regarding Figure 15, TR says that it has not been updated per last meeting's discussion, the Kornmehl pedestrian entry is actually located at the first entry gate on the very corner of Stephen and Chepstow Streets.</p> <p>MTy confirms that the pedestrian entry is on the other side of the driveway. BL will move the blue arrow to reflect this correction in the OTMP.</p> <p>TR says that she would like to understand the school's holistic understanding of the permitted pedestrian access through the gates at Kornmehl pedestrian gates.</p>	<p>BL to update the total staff and FTE data in the OTMP to be consistent with the Annual Report data.</p> <p>BL to move the blue arrow on the map of Figure 15 of the OTMP.</p>
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	<p>MTy says that Kornmehl staff, students and siblings of Kornmehl students are permitted after 8am.</p> <p>TR asks for confirmation that the only staff who have access to these gates are Kornmehl staff.</p> <p>MTy says that this is the message to all staff and parents. There will be some exceptions for maintenance staff and for common-sense purposes.</p> <p>TR says that she believes the wording needs to be stronger in the OTMP. It should make clear that there is no pedestrian access permitted through the Kornmehl gates for students, staff and visitors to the Emanuel School aside from students in years K-2 with siblings attending Kornmehl preschool who are permitted to be walked through the gate with their parents to Emanuel School via the Kornmehl side gate.</p> <p>It does not make it clear that Year 3-6 students of Emanuel School who have siblings at Kornmehl preschool are still required to enter and exit via the Avoca Street or Stanley Street gates.</p> <p>TR says that she has noticed some non-Kornmehl staff members using the gate.</p> <p>ML suggests that the issue is more about staff compliance than the clarity of the documentation. ML invites TR to report to the school the exact staff members who are involved in this breach.</p> <p>TR is concerned that the document does not state in enough detail who can enter the gates.</p> <p>TR would like the OTMP to use the wording: "Kornmehl gates are not to be accessed by the K-12 students, staff and visitors except for in instances when parents walk their year K-2 Kornmehl students through the Kornmehl garden as stated in the OTMP</p> <p>ML suggests the following wording: "Kornmehl gates will not open until 8 am for Kornmehl vehicles or Kornmehl pedestrians."</p> <p>The second part of the current sentence, regarding use of alternative gates, can be removed. It is an unrelated point.</p> <p>BL agrees to make it clearer in the OTMP document who is included in the definition of 'Kornmehl pedestrians'.</p>	<p>BL to ensure that the OTMP is specific in its notation of Kornmehl gate opening, and in its definition of "Kornmehl pedestrians" (and who is included in that group). The sentence in question to read simply: <i>"Kornmehl gates will not open until 8am for Kornmehl vehicles or Kornmehl pedestrians."</i></p> <p>BL to ensure that the OTMP specifies that families with children 3-6 will continue to pick up from the side gate on Avoca Street.</p>
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	<p>BL shares that the bus routes have been updated in the OTMP draft, following NFP's notes at the previous meeting. NFP is an apology this evening.</p> <p>BL shares that the exact years of the 5-year and 10-year 'targets' have been specified, as per TR's request at the last meeting.</p> <p>Regarding Section 11, TR asks that the OTMP clarify that while there is a total student maximum of 920, there is a cap of 60 preschool students. BL will make this update.</p>	
<b>5</b>	<b>Construction Update - JL</b>	
	<p>JL updates that they are now in the final stages of development.</p> <p>Construction zoning and scaffolding will stay operating until approximately September. At that time, the 'go with the flow' area will return to usual operation and the car spots absorbed by the construction zone will be returned.</p> <p>JL says that there will be an increase in vehicles and trays on site as construction finishes. After ramping up, they will phase out.</p>	

<b>6</b>	<b>AOB</b>	
	<p>TR notes that the Emanuel School CCC webpage should be updated regarding the names of representatives. For example, MTy should be added as a representative of the school.</p> <p>MTy will oversee this update.</p> <p>JH asks about the timeframe for the conclusion of the CCC, once construction has finished.</p> <p>RR says that this is stipulated in the CoC.</p> <p>TR says that she understands it will be ongoing to discuss traffic matters and staff and student numbers.</p> <p>WS confirms that the DA does not specify a date. He says that the requirement as per the Condition 21 of the DA is for the CCC to meet at least quarterly, including after the construction completion.</p> <p><b>This section of the DA is attached to the minutes in PDF form.</b></p>	<p>MTy to ensure that the Emanuel School CCC webpage is updated to reflect School representative changes.</p>

<b>7</b>	<b>Meeting Close, Next Meeting Date and Thanks</b>	
	<p>RR raises the subject of the next meeting date. It should be scheduled before the next school holidays.</p> <p>JL suggests early September.</p> <p>RR suggests Monday September 11. There are no objections.</p> <p>ICS will send the meeting hold.</p> <p>RR thanks the attendees for their presence at the meeting.</p>	<p>ICS to arrange the 17<sup>th</sup> Emanuel CCC meeting for Monday, September 11, 2023.</p>

- 21. Community Engagement**
- The applicant/owner must establish and operate a Community Consultative Committee (CCC). The CCC must be established prior to the issuing of a Construction Certificate. The CCC is to be made up of representatives of the school, local residents and Council. The CCC is to be administered by the Emanuel School. The aim of the CCC is to provide a means of formal communication

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between the school and local community to consider and address issues in association with the operation of the school. The CCC must:

- a) be operating prior to the issue of any Construction Certificate;
- b) meet at least quarterly, and;
- c) review any ongoing issues in association with the school, including but not limited to:
  - i. the construction process and management of the development;
  - ii. traffic and parking impacts, independent audit reports;
  - iii. the implementation and effectiveness of the Operational Transport Management Plan including the results of monitoring conducted under the plan; and
  - iv. Student numbers.

With regards to the above, the CCC will aim to reduce the use of private vehicle trips to the school and parking of private vehicles in streets surrounding the school. The CCC will also aim to improve all pick-up / drop-off activities along the school's street frontages.

The School is to maintain a 'Register of Complaints' and the action taken to resolve issues as they occur. The register is to be available for Council inspection at any time.