

MERIDEN SCHOOL

DaCA Out of Hours Event Management Plan

Learning Environments Australia (LEA) and Association of School Business Administrators (ASBA) Meeting

1. Event Details

Item	Details
Event Name	LEA and ASBA Meeting
Event Type	Community Event
Location	Meriden Senior School, 3 Margaret Street, Strathfield NSW 2135
Date	Thursday, 27 August 2026
Time	4:00pm – 7:00pm
Expected Attendance	Approximately 110 attendees
Event Purpose	Learning Environments Australia (LEA) and Association of School Business Administrators (ASBA) professional networking event, including presentations, a building tour and networking activities. The visitors attending will generally be architects, school corporate services managers and other related professionals interested in the design of learning spaces.

2. Event Schedule

Time	Activity	Location
4:00pm	Registration and Meeting	Lecture Theatre
5:30pm	DaCA Building Tour	DaCA Building
6:15pm	Networking Reception	DaCA Outdoor Space
7:00pm	Event Concludes	DaCA Outdoor Space
7:30pm	Site Cleared and All Attendees Departed	Campus

3. Transport and Movement Management

Arrival and Departure

Attendees will begin arriving from approximately 3:45pm and are expected to depart between 7:00pm and 7:30pm.

Transport Arrangements

Attendees will be encouraged to utilise:

- Public transport, including rail and bus services
- Walking from Strathfield Station
- Carpooling where possible and private vehicles

Public Transport Promotion

Event communications and invitations will include:

- Information regarding nearby rail and bus services
- Walking directions from Strathfield Station
- Campus location maps
- Advice regarding limited on-site parking availability

4. Traffic and Parking Management

Parking Arrangements

Parking will be available in designated Meriden off-street parking areas, subject to availability. Additional parking will be available in surrounding public streets where lawful parking exists.

Traffic Management Measures

To minimise impacts on surrounding streets and neighbouring properties:

- Attendance numbers have been limited to approximately 110 people.
- Event arrival and departure times occur outside peak school pick-up periods.
- A school traffic controller will be available to assist with vehicle movements if required.
- School security personnel are onsite until 11pm and they will assist with visitors exiting the site as required.
- Attendees will be encouraged to use public transport.

5. Noise and Acoustic Management

Noise Controls

The event will operate primarily within indoor spaces in the DaCA building. Some limited networking will occur on the DaCA Level 2 outdoor terrace.

The following controls will be implemented:

- No amplified music will be used.
- No public address (PA) system will be used outdoors.
- Networking activities will consist of normal conversation levels only.
- Event organisers will monitor noise levels throughout the event.

Compliance

The event will operate in accordance with:

- Meriden's approved Noise Management requirements.
- The NSW *Noise Policy for Industry (2017)*.

Monitoring

Meriden staff, including the Head of Operations, will supervise the event and respond to any noise concerns immediately should they arise.

6. Outdoor Space Management

The DaCA outdoor terrace space will be utilised for networking activities between approximately 6:15pm and 7:00pm.

The event is planned to conclude by 7:00pm, with all attendees expected to depart the site by 8:00pm.

No activities will occur outside approved operating hours.

7. Crowd Management and Safety

Meriden will implement standard event management and safety procedures, including:

- Staff supervision throughout the event.
- Clearly identified entry and exit points.
- Access to first aid equipment.
- Emergency evacuation procedures in accordance with Meriden's Emergency Management Plan.
- Compliance with all applicable Work Health and Safety requirements.

8. Site Access Management

Throughout the event:

- Driveways, footpaths and emergency access routes will remain unobstructed.
- Vehicle and pedestrian access points will remain operational.
- Attendees will be directed to designated entry and parking areas.

9. Lighting Management

No supplementary lighting is proposed.

10. Communication

Event Notification

Information regarding the event will be communicated to attendees through the event invitation and registration process.

Staff Briefing

Relevant Meriden staff involved in the event will be briefed on:

- Event schedule
- Traffic management arrangements
- Emergency procedures
- Attendee supervision responsibilities

Website Publication

This Event Management Plan will be published on the Meriden website at least one week prior to the event, in accordance with development consent requirements.

11. Assessment of Community Impact

Community Impact Assessment

Meriden School has assessed the potential impact of this event on the local community and considers the event to be **low impact** for the following reasons:

- The event is of short duration, operating between 4:00pm and 8:00pm, with all attendees departing the site by 8:00pm.
- Attendance is limited to approximately 110 professional delegates, representing a modest gathering size for the facility.
- The majority of the event will occur indoors within the Lecture Theatre, with only a short networking session taking place in the DaCA outdoor space.
- No amplified music, outdoor public address systems, entertainment, performances or other high-noise activities are proposed.
- Attendees will be encouraged to utilise public transport, with Strathfield Station located within walking distance of the campus.
- The event is scheduled outside normal school operational periods and peak student pick-up times, reducing traffic and parking impacts on the surrounding road network.
- Existing Meriden staff will supervise the event and manage attendee movements throughout the evening.
- The event will comply with approved noise management requirements, applicable development consent conditions and all relevant safety procedures.

Mitigation Measures

To minimise any potential impacts on neighbouring properties and the surrounding community, Meriden School will:

- Encourage attendees to use public transport and carpooling where practical.
- Monitor vehicle movements and parking demand during arrival and departure times.
- Ensure attendees remain within designated event areas.
- Monitor noise levels during the networking session and address any concerns immediately.
- Ensure all activities conclude within approved operating hours and attendees vacate the site promptly after the event.
- Maintain unobstructed access to footpaths, driveways and emergency access routes at all times.

Conclusion

Based on the nature, duration and scale of the event, Meriden School considers that the proposed LEA and ASBA Meeting will have minimal impact on surrounding residents, traffic conditions, parking availability and neighbourhood amenity. Appropriate management measures have been incorporated into this Event Management Plan to ensure the event is conducted in a safe, orderly and respectful manner.

12. Compliance Declaration

Meriden School confirms that this Event Management Plan has been prepared in accordance with the DaCA Post Occupation Requirements and will be implemented for the duration of the event.

13. Approval

Name	Position	Signature	Date
Richard Arkell	Head of Operations		2 July 2026

14. Contact Person

Lizari Wamback
Senior Operations and Projects Administrator
Meriden School
Email: lwamback@meriden.nsw.edu.au
Phone: +61 2 9752 9426