



Operations Plan
St Matthew's Catholic School Mudgee – Secondary Campus

Operations Plan



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1. Introduction

1.1 Overview

This Operations Plan has been prepared by TSA Management on behalf of the Catholic Education Diocese of Bathurst.

The SSD DA seeks consent for the construction of a new multi-purpose secondary education facility within the Mudgee Region that meets future demands for the developing region.

The new secondary school to be known as St Matthews Catholic School Mudgee – Secondary Campus will cater for 680 secondary school students (4-Stream Year 7-12) and will comprise of a cluster of five low-rise school buildings (1-2 storeys) including;

- Block A - Professional Hub (office and administration)
- Block B - Spiritual Hub (Chapel)
- Block C - Community Hub (Multi purpose hall, Music/Dance Studio and canteen)
- Block D – STEM Research Hub (teaching spaces)
- Block E - Knowledge and Learning Hubs (General Teaching spaces)
- Yarning Circle (Outdoor learning area)
- Outdoor Student Assembly Area and COLA
- Student free play area
- Staff and student amenities
- Associated site landscaping and public domain improvements
- On-site parking and access arrangements off Bruce Road, including:
 - On-grade car park for staff, students and visitors (82 spaces – including 2 accessible spaces)
 - A 25 bay student drop-off and pick-up area
 - A 3-bay bus drop-off and layover area
 - Bus turning area and servicing access
 - Dedicated separate driveway for service vehicles
 - Bicycle parking for 30 bicycles
 - Associated earthworks, civil works, perimeter roadworks, fencing, services and utilities connections and augmentation, including:
 - Roadworks to Broadhead Road and Bruce Road to the full extent of the site frontages
 - Roadworks to the Broadhead Road and Bruce Road intersection to cater for bus movements
 - Footpath along the site frontage of Broadhead Road and suitable pedestrian crossing to connect to existing footpath.
 - Stormwater infrastructure upgrades adjacent to and within the site, including new culverts and drains, levee, and bioswale.
 - Connection to existing sewer line within the site
 - Electrical and water connections into the site

The purpose of this Operations Plan is to provide detail of the future state of St Matthews Catholic School Mudgee – Secondary Campus. It is noted as a preliminary plan that will be revised over time to meet the operational requirements of the school and address any legislative changes or development application requirements as they occur.

1.2 Response to SEARS

The Operations Plan is required by the Secretary’s Environmental Assessment Requirements (SEARs) for SSD 9872. This table identifies the relevant SEARs requirements and corresponding references within this report.

3. Operation	
SEARs Requirement	Report reference
Provide details of the existing and proposed school operations, including staff and student numbers, school hours of operation, and operational details of any proposed before/after school care services and/or community use of school facilities.	Section 1 and Section 4
Provide a detailed justification of suitability of the site to accommodate the proposal.	EIS & Urban Design Report
Provide details of how the school will continue to operate during construction activities of the new primary and secondary school, including proposed mitigation measures.	Section 6 and Construction Management Plan

Table 1 – SEARs and Relevant Reference

2. Site Location

St Matthews Catholic School Mudgee is currently located in the town centre of Mudgee, on Lewis Street. The proposed new campus is located at 48 Broadhead Road, Spring Flat (Mudgee). The campus is set amongst the new development area to the south of Mudgee town centre.

3. School ethos and Code of Conduct

St Matthews Catholic School Mudgee – Secondary Campus, is committed to making a difference in the lives of children, in the community and to transforming education. The St Matthews Way is committed to providing learning opportunities where all students are able to achieve and are rewarded for doing so.

The school vision and mission are outlined here: <https://stmatthewscs.schoolzineplus.com/vision-and-mission>

4. Hours of operation

4.1 School operating hours

St Matthews Catholic School Mudgee – Secondary Campus is set amongst the new development area to the south of the town centre. With the current site in the town centre operating as per the below;

Office Open 8.30am till 4.15pm

Primary classes 9.00am till 3.20pm

Secondary Classes 8.50am till 3.20pm

It is anticipated that the new campus will run classes between 8:35am – 3:05pm with office hours open between 8.00am - 4.00pm. As the school navigates the management of two sites with staff and bus timetabling these hours might deviate slightly however, there is no immediate plans for before and after school care on site.

St Matthews are open to the possibility of managed after core school hours community use or hire of facilities for the below listed activities. Typically these hours would be between 3:00pm to 10:00pm Monday to Friday and from 8:00am to 10:00pm Saturday and Sunday.

- Music Lessons
- Drama Clubs
- Dance classes and competitions
- Performing arts evenings
- Musical performances and concerts
- Formal dinner functions
- Sporting groups utilising the fields and indoor facilities
- Small scale conferences and events

4.2 Outdoor Spaces

St Matthews Catholic School Mudgee – Secondary Campus is located in a new development area on a greenfield site. Landscaping has been designed in a way to offer varieties in types of outdoors spaces available for both education and play, these include;

- Yarning Circle (Outdoor learning area)
- Outdoor Student Assembly Area and COLA
- Student free play area

Furthermore, the riparian corridor located on the site can provide the opportunities for the study of ecology, biology and geography which will enhance classroom learning.

It is anticipated that these facilities will only be used within core school operating hours where natural light is available.

5. General Operations

5.1 Food storage and preparation

St Matthews Catholic School Mudgee – Secondary Campus be serviced by a canteen which is managed by the school. The canteen will be the main food dispensary for students throughout the day and will operate during core school hours.

5.2 Parking

A detailed assessment of traffic management including parking provisions at the site and surrounds has been undertaken by TTPP. The traffic management plan provides detailed advice on parking and access arrangements for parents, carers, maintenance operators and delivery providers. A staff and visitors car park will be provided to accommodate 82 spaces with kiss and drop facilities bordering the parking bays.

Separate to the carparking a 3 bus lay by and turning bay has been provided with a waste and deliveries off shoot.

Visitor parking for the school is included within the carparking bays available on site which includes out of hours parking.

5.3 Security

St Matthews Catholic School Mudgee – Secondary Campus ensures a safe and secure environment for staff, students, parents and carers. An overview of the security and safety measures in the proposed development is outlined below:

- All employees and contractors are inducted prior to working at the School.
- Security measures operate 24 hours a day, which includes CCTV throughout the campus.
- Buildings will be fitted with access control.
- Site fencing around the perimeter of the site along with controlled access points for pedestrians
- Statutory and wayfinding signage will be erected indicating primary access, prohibited access, emergency egress, location of amenities, waste storage areas etc.
- Temporary signage may be provided identifying hours of an event and requesting consideration of noise when exiting the premises.
- Public use of school facilities will require induction and responsible users will be issued with access control passes, which will limit access to agreed areas.

5.4 General Maintenance and Deliveries

A traffic management plan has been developed to ensure deliveries can be achieved to meet the school requirements.

The typical delivery methods are outlined below. For more detailed information, refer to the Traffic Assessment provided by TTPP.

Access for service vehicles and emergency vehicles would be via the car park using the ingress and egress driveways off Bruce Road. Service/ loading vehicles would undertake relevant activities, including waste collection, in the area north-east of the kiss and drop zone. Services and deliveries would be undertaken using vehicles up to 8.8m in length, namely, medium rigid vehicles.

The following service vehicle and service deliveries are anticipated:

Deliveries to/type	Vehicle type	Frequency
Food Tech and Canteen	Small – Medium Rigid Vehicle	2 x per week
Materials Delivery	Small – Medium Rigid Vehicle	4 x Year
General Maintenance	Small Van / Ute	

5.5 Waste Management

The waste generated by St Matthews Catholic School Mudgee – Secondary Campus will be disposed of by a private contractor. Like much similar size developments in Mudgee, waste collection for the school will be undertaken using a medium rigid vehicle that is 7.9m long.

A preliminary Waste Management Plan based on the staff and student population has been prepared. Please refer this plan for a more detailed assessment of waste storage and disposal practices.

Bin storage is located to the north of the carpark within the school perimeter. The location is positioned suitably for access to the surrounding buildings as required by cleaning staff.

5.6 Noise Management

Wilkinson Murray have prepared an acoustic assessment, which confirms any noise generated the school development meets all regulatory requirements. This report accompanies the State Significant Development Application.

St Matthews Catholic School Mudgee – Secondary Campus will have a dedicated point of contact for any queries or community concerns relating to noise.

5.7 Evacuation

The School will establish required Emergency Response Procedures and Emergency Evacuation Plans specific for the campus. All appropriate training will be provided to staff and students at occupation.

5.8 Complaints

The School will establish a Complaints Policy which covers parents, students and members of the local community.

6. Construction

St Matthews Catholic School Mudgee is currently located in the town centre of Mudgee, on Lewis Street. This location will be maintained during and after the construction of the new campus at 48 Broadhead Road, Spring Flat (Mudgee)

During the construction period for the St Matthews Catholic School Mudgee – Secondary Campus, site access will not be permitted to members of the general public. The construction contractor will be responsible for controlling site access and the overall management of construction site operations.

There will be no disruption to operation of the current school campus during the construction of the new school.

Management plans and procedures for the construction period including a Construction Management Plan, Construction Traffic Management Plan and Construction Environment Management Plan have been prepared in support of the State Significant Development Application. These Plans may be updated from time to time to meet the evolving needs of the project and to address legislative changes.