



Monte
Scientia
Project

KNOWLEDGE. ENTERPRISE. INNOVATION.

Scientia Project

Operational

Management Plan

Monte Sant' Angelo Mercy College
As at February 2020

1. INTRODUCTION

The following summarises the Operational Management Plan for Monte Sant' Angelo Mercy College ('the College') located at 128 Miller Street, North Sydney.

This Operational Management Plan has been prepared specifically for the construction of the College's new Science, Sports Science and Sports building as part of the 'Scientia Project'. The primary objective of the proposed development is to enhance Monte's teaching and learning spaces for Science, Personal Development Health and Physical Education (PDHPE) and Sports Science through the construction of a future focused and purpose-built facility.

The new facility will improve the current College facilities by addressing the need for sports facilities and replacing outdated teaching facilities with contemporary learning spaces. The College is not intending on increasing the student or staff capacity as a result of the new proposed facilities.

The proposed State Significant Development (SSD) comprises works adjacent to the eastern boundary of the College fronting Miller Street. These works comprise:

- Demolition of two existing sports courts and associated undercroft staff carpark;
- Construction of a new 4-storey Science, Sport Science and Sports Building, including partial underground dual court sport facility with basement carpark, rooftop sports court and three levels of teaching and creative spaces; and
- New landscaped open space area to the west of the new building.

Specifically, the new facility will include:

- Two basement sports and PDHPE practical courts;
- 13 Science laboratory teaching spaces spread over three levels;
- Innovation Hub;
- Social / enterprise area;
- Staff facilities and meeting rooms.

This Operational Management Plan is provided in support of the Environmental Impact Statement and accompanies a State Significant Development Application to the Department of Planning, Industry and Environment for Approval for the development.

The Operational Management Plan provides details of the College's current operations, adaptations to operations during construction and the post construction operations. Primarily operations of the new building once complete will operate under the College's existing frameworks and management plans like any other building on the campus.

2. THE COLLEGE

The College is an independent day school for girls from Years 7 to Year 12 and is located at 128 Miller Street, North Sydney.

The current (February 2020) College population is as follows:

- 1,172 students
- 171 full-time equivalent permanent staff members; and
- Approx. 80 casual staff (mainly casual teachers, sports and co-curricular coaches)

The proposed SSDA comprises a new building within the existing College campus and located adjacent to the Miller Street frontage. The site can be accessed directly from Miller Street and be isolated from the remainder of the campus during construction. The site is currently the location for two outdoor sports courts and an existing staff car park that is required to be demolished.

3. DURING CONSTRUCTION

Safety of the students, parents, staff and general public is a key consideration of the College during construction and the College will work closely with its head construction contractor to ensure a safe environment for all parties.

The College is required to continue its operation during the construction period and therefore noise, vibration, dust etc. are all key considerations and concerns for the College to ensure a continuous operating environment. To reiterate, the College will be working closely with its head construction contractor to ensure management plans are developed to mitigate construction impacts on the College's operations. This aligns the College's interests with its direct neighbours and the surrounding community.

Access and entry to the existing McQuoin building will be impacted and the College will have alternate access plans in place during the new building construction.

Traffic management during construction forms part of the Construction Traffic Management Plan appended to the State Significant Development Application which will be updated from time to time during construction.

Construction management processes are also dealt with in detail in the Construction Management Plan appended to the State Significant Development Application which will also be updated from time to time during construction.

In undertaking the works, it is acknowledged that the College will remain operational during the program of works. The site is isolated to a section of the College campus so impact to general day-to-day educational activity will be minimal, except for the usual construction inconveniences of noise, access etc.

As part of the construction management plan, we will have strict requirements directed by the Department to control any noise and dust coming from the site.

Staff will be actively encouraged to utilise public transport to avoid driving to the campus during the construction period.

As there is no dedicated sport oval space on the existing campus, the College currently utilises the two outdoor courts for PDHPE practical lessons and sports training (these two courts will be demolished as part of the construction process) as well as a limited variety of offsite local venues. The activities normally accommodated on the existing two courts will be catered for internally (utilising alternate spaces on the College campus as well as in the College's multi-purpose hall space) and at offsite venues that we already have existing arrangements with. The College will negotiate with management staff of these offsite venues to increase our use during the construction phase if required.

Some timetable consolidation will be made to ensure efficiencies around the need for adjusted onsite and offsite activities.

4. HOURS OF OPERATION

Typical current College operating hours are;

- College hours for students: Mon to Friday - 08:20am to 3:20pm
- College reception operating hours: Mon to Friday - 08:00am to 4:30pm
- College Library hours: Mon to Friday - 08:00am to 5:30pm
- Sports training: Mon to Friday – 6:30am to 6:00pm (noting the aquatics centre opens prior to 6:30am)
- Sports Competition: Saturdays each week - 8:00am to 3:00pm
- Sports Competition: Sundays each week – offsite soccer only
- Sporting facilities are used Monday to Saturday during School terms and term breaks (hours will vary depending on the requirements from term to term, and year to year)

The majority of College activities are during typical College operating hours however special events such as music performances, meetings, exhibitions, theatrical productions, staff functions, information sessions, co-curricular ceremonies, College assemblies and parent teacher evenings will occur periodically throughout the year.

All students are on campus for core College hours, with many students also participating in a range of co-curricular programs before and after school and utilising the campus for after school personal study.

Extracurricular activities and external Community groups use of the campus facilities outside core College hours on weekday evenings, weekends and public holidays.

- Community use of the campus currently operate throughout the year on weekdays and weekends and can operate till 10.30pm.
- Community groups use many facilities and areas of the campus but primarily the O'Regan ACC Theatre, McQuoin Hall and Pool and McQuoin courts. All requests are considered by the College and include other areas not specified above.

There are no proposed changes to hours as a result of construction, although some community group use will be impacted and areas currently hired such as the external courts unavailable for the construction period.

5. PROPOSED USE

A usage schedule profile of the proposed new facility is attached as *Appendix A*.

Usual school sport and curriculum based PDHPE activities (weekdays and Saturday mornings) will utilise the two new indoor multi-purpose sports courts and single outdoor rooftop court. This is no change from current practices.

It is acknowledged that there will be access and use of the facility outside of standard teaching hours with extra-curricular sport training (as there is on the site now) and occasional use by community groups within the College. For example, the P&F and Alumni Associations and other support groups and associations. The new facility once established, and subject to testing and review of operation, will be made available to Community groups on request in a similar manner to current operations and process.

- The Scientia Project is predominantly replacing outdated existing facilities on campus and will be staffed by existing staff members and existing contracted services such as cleaning.
- During co-curricular events, the multi-purpose courts, social enterprise and innovation areas will be resourced according to the nature and capacity of each event proposed. This approach is currently utilised for existing events held within the College. The primary use of the learning and workspaces within this facility will be for teaching and learning.
- It is not envisaged additional staff members will be required to be employed to operate this facility.
- Public access to the new building will be restricted to a dedicated entry via the on-grade pedestrian path leading from the Miller Street entry.

Additionally, we are planning to increase the amount of green space on the College grounds through landscaping so that we can maintain the feel of an oasis in the middle of a busy CBD. We know that the outlook onto the College grounds is very important to many surrounding residents.

6. ACCESS, STAFF AND SECURITY

The College ensures a safe and secure environment for staff and students.

- All employees and contractors are inducted prior to working at the College.
- College has staff representation on site from 6am to 10pm or as required.
- An external security service provider monitors the site after hours.
- Security personnel will be provided on a needs basis for out of hours and certain College activities.
- Appropriate building monitoring systems will be installed throughout the new facility and integrated with existing systems.
- Most College buildings are alarmed and the new facility will be fitted with similar access control. Programmable keys with varied levels of access will be issued to staff members – access permissions will be relative to the performance needs of their roles.
- Statutory and selected discretionary 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 event and requesting consideration of noise when exiting the premises.
- Car park access will be gated and monitored.
- External contractors are at times required on-site for repairs.

There are no proposed changes to security levels or safety processes as a result of construction and existing frameworks will be applied as required.

7. CLEANING

The College has cleaning contractors managing the whole site and they will be responsible for all public areas, change rooms, sports areas, bathrooms and classrooms. In line with current practice, the new facility will be cleaned on a daily basis.

- Cleaning of common areas takes place during and outside of operating hours, as is current operations of College.
- A cleaning register will be maintained and updated daily.

The College has an active waste management program and environmental focus. All College waste is collated and sorted. This framework and process will continue until construction, during construction and be applied to the new facility post construction.

Please refer to the Waste Management report for further details.

8. NOISE

Construction

We will be operating our College during construction, so it is in the College's best interest to keep this noise to a minimum.

There will be periods during the construction phase where noise will increase however, we will be under strict conditions imposed by the Department to limit the level of this noise, and the times of day. While this is yet to be determined, it's standard for this to mean that construction can only occur from 7am-5pm Monday - Saturday.

Noise mitigation strategies outlined in the Construction and Operation noise Report prepared by the acoustic consultant will be implemented to minimise the impact on College operation as well as adjoining residences and the surrounding public domain. The development has been designed such that the majority of the building will be below the ground level of the most sensitive receivers mitigating noise impact.

A register of complaints will be utilised to record the details of any complaints made by a person to staff including time, date and nature of complaint.

Monitoring of the development area will allow College management to ensure compliance with the above stated framework.

Operation

Post construction, the new facility will be an indoor and predominantly underground facility which will provide excellent acoustic attenuation to external receivers. It should be noted that at the date of writing this paper the College does not have any issues or recent complaints with neighbouring residents in this regard.

The facility's designs are considered, controlled, and will meet site specific noise criteria in accordance with EPA guidelines.

The multi-purpose sports space is underground, meaning noise produced will be contained by upper levels of the new building and surrounding earth.

Other activities in the facility will be normal teaching and learning activities; this will not result in changes in noise levels to those currently occurring.

The current design shows two lower enclosed courts and one outdoor court on the facility's rooftop. The one outdoor court will replace the two existing outdoor courts; therefore, resulting in less noise generation.

Also, as nearby residences already have a direct line of sight to the existing two courts, the change in height will not result in a perceptible/significant increase in noise levels.

Additionally, while we are yet to determine the hours of operation for the rooftop court, it is likely that the rooftop court will not be available for regular hire by external community groups. College use for school sport would occur until 6:30pm during term time on the rooftop court.

It is anticipated that the College may use the roof top space on an irregular non frequent basis for College activities, such as a staff or parent event. The number of such occasions would be very limited and not exceed 10 events during the year and conclude at times similar to current operations and other activities on the campus.

Consistent with current practice, all parents and visitors to the College will be encouraged to utilise street parking and the local parking stations nearby the College and to leave the premises in a quiet/orderly fashion.

Any loitering at the front of the premises will be monitored and actively discouraged.

9. ACCESS

PEDESTRIAN

- Miller Street – one main pedestrian access point during the hours 6am to 10pm, during school days
- McLaren Street – one main pedestrian access point
- Angelo Street – Three pedestrian access points
- Berry Street – Restricted pedestrian access.

The addition of the new facility will not change future parking and access locations.

Construction traffic is outlined in the Construction Management Plan but will be contained to Miller Street and direct site access.

VEHICLE (incl. Motorbikes)

Vehicle access is restricted to Miller and Angelo Streets. The main staff car park entry is off Miller Street. The College is bordered by Miller, McLaren, Angelo and Berry Streets and these currently provide access for Student drop off and pick up.

The main delivery and garbage collection access to the College is and will be off Angelo Street via the College Loading Dock.

There are vehicle access points to all plant facilities for emergency services and maintenance on a as required basis.

Other than the inability to enter the main Miller Street carpark during construction, there are no proposed changes to the above and all current operations will resume as currently occurs post construction.

BICYCLE

Provision is made for bicycles in various areas of the campus. There are no proposed changes to this as a result of construction and the new facility.

End of trip facilities are currently available and will remain available.

10. TRANSPORT

Refer to the traffic management report which looks at the potential impacts to traffic on surrounding streets during construction and once the project is finished. Further detailed is contained therein and the traffic management plan will be adhered to.

Currently;

- A significant number of students use public transport (Bus and Train primarily)
- The College has an onsite parking capacity for those staff who drive.
- No student parking is provided, this will remain constant.
- As per current practice, commercial busses are contracted by the College to service students travelling to offsite sporting commitments.
- Chartered Buses operate throughout the day for various excursions, events, offsite sports and activities, when required. The need for these bus services may decrease in future as additional facilities will be provided on site.
- The majority of buses operate from a dedicated bus zone on Miller Street with some operating from bus zones on Pacific Highway.

Consistent with current practice, all parents and visitors to the College will be encouraged to utilise street parking and the local parking stations nearby the College and to leave the premises in a quiet/orderly fashion. Visitor parking for after hour events is made available on-site where possible.

Staff and students are encouraged to use public transport travel on buses and trains which regularly serve North Sydney central business district.

There are no proposed changes to current transport arrangements from the new development, including number of parking spaces available across the campus.

11. SAFETY AND STUDENT MOVEMENT

The College takes the safety of student movement in and out of the College seriously. Staff are allocated to all access points of an afternoon to ensure correct access and exit of the College

Construction heavy vehicle movements in and out of the construction zone will be timed not to coincide with student drop off and pickup times.

As with prior construction projects, students, parents and visitors will be encouraged to enter the site from McLaren, Berry and / or Angelo Streets. Miller Street will remain the primary exit at student leaving time for bus services.

Non construction student vehicle pick up and drops off will be via McLaren, Berry and / or Angelo Streets.

12. PARKING

The College provides daily onsite parking for the majority of staff. With the proposed demolition of main car park, the College will maximise other areas on campus to accommodate as many staff as possible during construction.

Streets surrounding the College are short timing paid parking. Staff currently do not utilise street parking and this will remain during construction.

For the construction period when onsite parking is reduced, staff will be encouraged to use public transport, carpool or, if necessary, make use of nearby existing parking stations. A number of options remain under consideration in relation to community, staff and College functions and operation.

Please refer to the Traffic Management Plan for details on both existing and future carparking facilities and arrangements.

Post construction, the number of car parking spaces will remain unchanged, as the project is not increasing student or teaching numbers. The existing carpark currently offers 66 car spaces. Once finished, the new carpark will have 55 car spaces. This difference of 11 car spaces will be supplemented by additional spaces made available across the campus precinct.

- The proposal provides for an underground carpark for 55 spaces that will cater for both staff and visitor parking after hours.
- The volume of visitors on average across the year is not expected to increase, and should there be any increase, these are not in the core operating hours of the College.
- The proposed new car park will accommodate staff and visitor cars, motorbikes and bicycles during weekdays and on weekends. Access to the carpark will be controlled to ensure appropriate use of parking and maintain College site security.
- The underground car park will provide on-site parking provisions for use by staff on weekdays and to assist in accommodating parking demands associated with the new sporting facilities outside typical College hours.

We are proactively working with our staff on varying options regarding supplementing the lost car parking during construction. These include but are not limited by:

- Car Pooling options.
- Public transport usage increase.
- Proactive use of the existing campus for additional parking.

13. ACCESS TO FACILITIES BY THE COMMUNITY

Generally, when considering community and external use the College is limited in its capacity to provide unrestrained public access to facilities as a result of its duty of care to student's safety and the Colleges teaching requirements for these areas. The College is supportive of external groups where possible.

The College hires its theatre, multi-purpose hall, general areas and sporting facilities to a large number of local community groups for out of hours usage. It intends to maintain these relationships after the project is completed, however external hires will cease during the construction period for all areas of the campus other than the Chapel. During construction the hall and pool will remain available for student and internal use.

Via an external provider, the College currently provides public learn to swim classes in its existing 25m pool and these learn to swim classes are proposed to continue post construction but will cease during construction for safety and access reasons.

The College also provides services in its chapel and these are also expected to continue.

Following construction, the College intends to enable access to its venues for occasional hire by external community groups that align with the College values and availability. It is expected that these occasions would be similar to current operations.

14. EVACUATION and LOCKDOWN

The College has Emergency Response Procedures and Emergency Evacuation Plans that cover the whole of the campus. These will be updated before completion and occupation of the new facility with the appropriate training provided to staff who work in this area.

In addition;

- All employees are inducted prior to working at the College.
- All staff and students are part of bi-annual emergency evacuation and lockdown practice drills.
- Evacuation procedures are displayed throughout the College.
- All external visitors are required to sign in at Reception before being accompanied by a staff member through the campus as/if required, ensuring the College maintains an account of a people on the campus
- Emergency procedures in future buildings will be aligned with the College's existing excavation and lockdown policies.

15. COMPLAINTS APPROACH

Complaint Management

The College has a Concerns and Complaints Policy which covers parents, students and members of the local community. This will be reviewed and revised as required to incorporate the new facility.

- Should a complaint be received, the details of the complaint are to be taken by the responding staff member and will include:
 - Full name and contact details of complainant.
 - Date and details of the specific matter of disturbance.
- Explanation to complainant that the matter will be addressed directly by College

Incident Register

The College has an Accident/Incident & Injury Reporting Policy and procedures that apply to all employees, students, volunteers and contractors. The policy and procedures provide a mechanism for reporting and recording incidents in accordance with legislative requirements, analysing the data to implement corrective action, monitor and improve the safety of all who may be impacted on by the business of the College. This policy will be review and revised as required to incorporate the new facility.

The College requires all staff, visitors, service contractors and students to comply with the College's Code of Conduct Policies.

16. CLEANING, MAINTENANCE AND LANDSCAPE

The new facility will be cleaned on a daily basis in accordance with material and manufacturer requirements as is current practice for other College facilities. The College has cleaning contractors managing the whole site and they will be responsible for all public and general areas, change rooms, bathrooms, offices and teaching and learning areas.

- The College adheres to an annual maintenance schedule, as well as procedures for reactive maintenance.
- Due to the size of the campus, there are currently six maintenance staff, with an additional contracted staff assigned to work on the grounds daily, including the existing and proposed landscaped areas, along with contracted specialist trade contractors for tasks as required.
- Facilities staff are qualified with a range of general skills, however there are times when external trade and specialist contractors are required to service areas such as fire safety, pest control, electrical/mechanical/hydraulic systems and lift maintenance.
- Annual WHS inspections are conducted on all College facilities.
- The college has facilities/asset management software to track asset life-cycle as well as providing a work order management system. All college maintenance requests are captured within the software.

Indicative Usage Profile

(Proposed Building & Site Specific - not campus wide)

Event / Activity	Current Area	Current indicative usage profile				Forecast indicative usage profile				
		Day of Week	Frequency (days per year)	Hours	Est current attendance at event (people)	Future Area	Day of Week	Frequency (days p/yr)	Expected Hours	Est attendance at activity (people)
	CARPARK (On Grade)					UNDERGROUND CARPARK				
Staff Parking		Weekdays	40 weeks (Term time)	6:30 AM - 5 PM	63		Weekdays	40 weeks (Term time)	6 AM - 5 PM	55
Staff Parking		Weekdays	10 weeks (non term time)	7:30 AM - 5 PM	40		Weekdays	10 weeks (non term time)	7:30 AM - 5 PM	40
Visitors - Parents / College Functions		Weekdays	As available	As available only after 5pm	60		Weekdays	As available	As available only after 5pm	60
External Community Users - Regular Users (Pool and McQuoin)		All	Hires throughout the year	As available; After 5pm weekdays Saturday 7:00 AM - 3 PM	30		All	Hires throughout the year	As available; After 5pm weekdays Saturday 7:00 AM - 3 PM	30
External Community Users - Hires (Chapel, Theatre, Hall)		All	Irregular - up to 40 per year mostly Weekends	As available and required; After 5pm weekdays Up to 10 PM Weekends	60		All	Irregular - up to 40 per year mostly Weekends	As available and required; After 5pm weekdays Up to 10 PM Weekends	50
	2 x OUTDOOR COURTS					1 x OUTDOOR ROOFTOP COURT				
Student Use - Curriculum / Pastoral Use / Gatherings		Weekdays	40 weeks (Term time)	8 AM - 3 PM	100		Weekdays	40 weeks (Term time)	8 AM - 3 PM	100
Student Use - Co-curricular Before/After School (eg Sport)		Weekdays	40 weeks (Term time)	6:30 AM - 8 AM 3:30 PM - 6 PM	75		Weekdays	40 weeks (Term time)	6:30 AM - 8 AM 3:30 PM - 6 PM	75
External Community Users		Weekdays	Tuesday and Thursday year round	6 PM - 10 PM	250			Rooftop Area not Available for regular external hire		
College Events/Functions		Weekdays	As required & Associated to McQuoin Hall use	As required	450		Weekdays	Irregular (up to 10 events per year)	5 PM - 10 PM	150
Weekend Extra Curricular Activities (School Use)		Saturday	February - December	7 AM - 3 PM	70		Saturday	February - December	7 AM - 3 PM	35
	2 x INDOOR SPORTS COURTS					2 x INDOOR SPORTS COURTS				
Student Use - Curriculum / Pastoral Use / Gatherings		No current space					Weekdays	40 weeks (Term time)	8 AM - 3 PM	60
Student Use - Co-curricular Before/After School (eg Sport)							Weekdays	40 weeks (Term time)	6:30 AM - 8 AM 3:30 PM - 6 PM	70
External Community Users							Weekdays	Hires throughout the year when not in School use	As available and required; After 6pm weekdays Up to 10 PM Weekends	80
College Events/Functions							Weekdays	40 weeks (Term time) as required	7:00 AM - 10 PM	450
Weekend Extra Curricular Activities (School Use)							Saturday	February - December	7 AM - 3 PM	200
	LEARNING LEVELS <i>(Note 1)</i>					LEARNING LEVELS				
Student Use		Alternate areas of campus <i>(Note 1)</i>					Weekdays	40 weeks (Term time)	7 AM - 6 PM	330 (rotational)
College Events/Functions							Weekdays	40 weeks (Term time) as required	7:00 AM - 10 PM	50

Note:

(1) PE/Science Curriculum learning currently in other areas of the campus. Such areas to be repurposed/reallocated to other KLA to meet current deficiencies