



SINSW

**Hastings Secondary College
Port Macquarie Campus
Operational Management Plan (Version 6.0)
118937**

21 April 2021

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Version Control

Version	Prepared by	To	Details	Date
1.0	Matthew Lorrimer	SSDA submission	First draft	8 April 2021
2.0	Matthew Lorrimer	SSDA submission	Updated enrolments data	13 April 2021
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Introduction

This operational management plan has been prepared by Currie & Brown on behalf of Hastings Secondary College Port Macquarie Campus for School Infrastructure NSW (SINSW) on behalf of the Department of Education (DOE) to accompany a development application (SSDA) to the NSW Department of Planning, Industry and Environment (DPIE) for proposed upgrades to Hastings Secondary College (Port Macquarie Campus), previously known as Port Macquarie High School.

Hastings Secondary College consists of two campuses, being Westport and Port Macquarie. This report has been prepared for proposed works at the Port Macquarie Campus, which consists of two properties, the main campus and the Ag Plot.

The works subject to this proposal are to be carried out on the main Port Macquarie campus which is located at 16 Owen Street, Port Macquarie (the site). The site has a secondary street frontage to Burrawan Street and adjoins Oxley Oval along the eastern boundary.

On 23 December 2020, the Secretary of the DPIE issued Secretary's Environmental Assessment Requirements (SEARs) for SSD Application No. 11920082. This report has been prepared in accordance with the SEARs requirements.

Location and Site Description

The site is located approximately 1.2km south east of the Port Macquarie town centre, with access from Oxley Highway (Gordon Street) via Owen Street to the centre, William Street via Owen Street to the north and Burrawan Street via Owen Street to the south. A maintenance access road exists to the east of the site along Burrawan Street.

The site is located at 16 Owen Street, Port Macquarie and is legally known as Lot 111 in DP 1270315. The Port Macquarie Campus site is located within a coastal setting (east), with residential (single two storey and residential flat buildings) located to the west and south and Port Macquarie Bowling Club to the north. The surrounding street network provides on-street parking. Maintenance vehicular access is located off Burrawan Street.

No natural watercourses are mapped as traversing the site. Scattered vegetation is located throughout the site, with a small area of vegetation concentrated towards the pedestrian access area.

The Port Macquarie Campus site is gently sloping downwards in three general 'platforms' towards the north, with distinct views out towards the ocean and the Hastings River. It also has a distinct view line to the row of Norfolk pine trees along the coastline.

The siting of the campus provides many opportunities for ongoing cultural connection to Country. Current built form has an established language of two (2) story, face brick, low pitched metal roof buildings.

Proposed Development

The upgrade to Hastings Secondary College will support high-quality educational outcomes to meet the needs of students within the local community and deliver innovative learning and teaching spaces as follows:

- Demolition works to accommodate new works;
- Upgrade to school entry;
- Construction of new two (2) storey Creative and Performing Arts (CAPA) building;
- Construction of new Police Citizens Youth Club (PCYC);
- Partial refurbishment of Building L;
- Partial refurbishment and alteration to Building B;
- Removal of Building S and demountable buildings;
- New lift connections, covered outdoor learning area (COLA) and covered walkways;
- Associated earthworks, landscaping, stormwater works, service upgrades; and
- Tree removal/ tree safety works.

No change to current staff or student numbers is proposed.

Operations

| Existing and proposed use

Essentially the proposed upgrade leaves the site's use unchanged except with the addition of the new Police Citizen's Youth Club at the north end of the site. The PCYC is being negotiated as a joint use facility in accordance with the Heads of Agreement between NSW Department of Education and Police Citizen's Youth Clubs NSW.

Nevertheless, Hastings Secondary College will have exclusive use periods for the PCYC as defined in the Heads of Agreement.

| School population

Based on data received from Eagle Eye, dated 4 February 2021, the current school population is as follows:

- 754 enrolments
- 47 Teaching Staff
- 58.8 FTE Teaching Staff
- 16 Non-Teaching Staff
- 12.9 FTE Non-Teaching Staff
- 14 Indigenous enrolments
- 9 Non English Speaking Backgrounds

| Hours of Use – school bell times

- 08:15 to 14:15 - Monday

- 08:15 to 14:15 - Tuesday
- 08:15 to 14:15 - Wednesday
- 08:15 to 14:15 - Thursday
- 08:15 to 14:15 - Friday

| Hours of Use – including school pre- and post-bell times

- 07:30 to 16:30 - Monday
- 07:30 to 16:30 - Tuesday
- 07:30 to 16:30 - Wednesday
- 07:30 to 16:30 - Thursday
- 07:30 to 16:30 – Friday

These hours account for Extension Classes as well as band, dance and choir rehearsals.

| PCYC capacity

Operational details, including overall capacity of the PCYC facility, and detailed scheduling of likely activities within PCYC are being developed and subject to further operational coordination between the Department of Education and PCYC.

| PCYC - Hours of Use

Detailed hours of operation associated with the facilities of the PCYC shall form part of the operations plan:

- 06:00 to 22:00 - Monday
- 06:00 to 22:00 - Tuesday
- 06:00 to 22:00 - Wednesday
- 06:00 to 22:00 - Thursday
- 06:00 to 22:00 - Friday
- 06:00 to 22:00 - Saturday
- 06:00 to 22:00 - Sunday

| Cleaning and waste management

The facility will be cleaned twice daily (a.m. and p.m.) as is current practice. The College has cleaning contractors managing the whole site and they will be responsible for all public areas, change rooms, bathrooms, workshops and classrooms.

PCYC will be responsible for the total management and operations of the PCYC including cleaning. The cleaning of any dedicated College spaces in the PCYC, such as the Clontarf space, will be the subject of negotiation and agreement with the PCYC management.

The College cleaning contractors also clean and maintain the external areas twice daily (including garbage service and sweeping). In addition, the College's General Assistant is responsible for grounds maintenance including lighting, gardening and mowing. The General Assistant will also report any service issues such as drainage and contact the AMU accordingly.

Waste is collected twice a day from internal and external areas. It is collected from the purpose build waste storage area.

Separate receptacles for the safe disposal of hazardous waste types (i.e. light bulbs, batteries, etc) will also be provided where applicable.

Where possible, additional bins will be provided in common areas for the collection of commingled recyclables such as beverage containers (glass, plastic, aluminium), paper products, recyclables food containers, etc.

| Emergency egress

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 facility with the appropriate training provided to staff who work in this area taking into account the new works. The PCYC's Emergency Response Procedures and Emergency Evacuation Plans will be integrated with the College's Plan.

| Car parking

There is no parking provided on the College site except at the new PCYC where limited basement car parking will be provided for police vehicles and emergency vehicles.

| Complaint management

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

| Incident register

Hastings 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 reviewed and revised as required to incorporate the new PCYC facility.