

Operational Management Plan

Registered Office:
Pacific Hills Christian Education Limited
9-15 Quarry Rd Dural NSW 2159

Educational Establishment.
Pacific Brook Christian School – 72-74 Maitland Street, Muswellbrook
SSD - 16858710

13 October 2021



1.0 Introduction

This Operational Management Plan has been prepared to accompany a State Significant Development Application in accordance with issued SEARs SSD - 16858710.

The purpose of this Operational Management Plan is to:

- Detail the operational specifics of the site which are referenced within the Environmental Impact Statement and other relevant documentation that has been submitted to DPIE to support the proposal,
- Provide guidelines and management practices for the day-to-day operation of the site,
- Ensure that the ongoing operation of the subject site will not adversely affect the amenity, safety and wellbeing of staff and students, surrounding neighbours, or the wider community and
- Communicate the proposed use of the educational establishment, and to ensure that its operation:
 - Is well managed.
 - Is undertaken with regard to the surrounding area; and
 - Takes a proactive role in being a responsible neighbour within the local area.

2.0 Site and Locality Details

The subject site is located at 72-74 Maitland Street Muswellbrook NSW 2333 across the road from the McDonalds. The site presently consists of a gravel entry and exit driveway, a nursery, office, large metal shed out the back, and a glasshouse. There is also a cottage with a separate driveway entrance. Subsurface infrastructure consists of stormwater drains, septic tanks, sewerage and electrical.

The proposed educational establishment has a masterplan, completed by NBRS Architects. It is planned that the future site, will house both single and double storey classrooms and the normal facilities of a school for over 656 students including a multi-purpose centre.

2.1 Proposed Usage

It is proposed that the site be used for an educational establishment and will accommodate a mainstream Kindergarten to Year 12, as well as a special needs school (Hope School), before and after school care, and other normal activities associated with schooling, including musical rehearsal spaces, school meeting spaces, indoor basketball (for the school and the community) and other school activities. The pedagogy of the school includes making connections within the local community and we also plan on strong connections with the local Aboriginal population and as such will include a yarning circle on site.

Built form on the site will replace the existing structures/improvements in order to support the use of the site for a school.

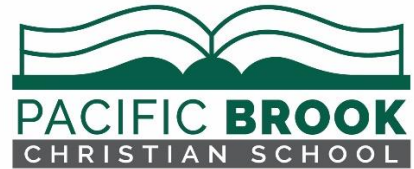
2.2 Hours of Operation

2.2.1 Operating Hours

The educational establishment will be used during the following hours:

- Monday to Friday - 7.30am to 6.30pm
- Saturday - 8.30am to 4.00pm
- Sundays and Public Holidays - Nil

A breakdown of these hours is listed below.



2.2.2 Before and after School Care

The school operates a before and after school care program which operates in the following hours:

- Monday to Friday - 7.30am – 8.50am
- Monday to Friday – 2.50pm – 6.30pm
- Sunday and Public Holidays - Nil

2.2.3 School class operating hours

- Mon – Fri 8.35am to 3.10pm
- Saturdays and Public Holidays – Nil

2.2.4 Extra-Curricular Activities

Monday to Friday – 3.10pm – 6.30pm.

Saturday, Sunday, and Public Holidays - Nil

2.2.5 Bell times

A staggered bell time system will be implemented to reduce traffic congestion. The bell times are listed below:

Bell time 1

- Devotions – 8:50am
- Class 1 - 9:10am
- Class 2 - 10:00am
- Recess - 10:50am (40 minutes)
- Class 3 - 11:30am
- Class 4 - 12:20am
- Lunch - 1:10pm (20 minutes)
- Class 5 - 1:30pm
- Class 6 - 2:20pm
- Finish - 3:10pm

Bell time 2

- Devotions - 8:35am
- Class 1 - 8:55am
- Class 2 - 9:45am
- Recess - 10:35am (40 minutes)
- Class 3 - 11:15am
- Class 4 - 12:05pm
- Lunch - 12:55pm (20 minutes)
- Class 5 - 1:15pm
- Class 6 - 2:05pm
- Finish - 2:55pm

2.2.6 Multi-Purpose Hall

The Multi-Purpose Hall will be available for community use upon prior written agreement with the school in the following hours:

- Monday – Friday 6.30pm – 10pm (activities to cease at 9.30, with half hour to pack down/ clean)
- Saturday – 8.30am – 10pm (activities to cease at 9.30, with half hour to pack down/ clean)

Community members utilising the community hall will be responsible for cleaning of the hall at completion of use and sorting of waste into general and recyclable for transfer to the waste storage area.



Where activities in the multi-purpose hall involve amplified music or competitive sporting activities, doors and other large ventilation openings will be closed after 6pm. Activities will cease by 9.30pm.

2.3 Parking

2.3.1 Stage 1

Stage 1 works proposed for 2022, will comprise 15 bitumen car parking spaces (Inclusive of one (1) accessible space) near the entry way at the existing western crossover. School staff will park here, and there will be overflow parking towards the Junior School.

Stage 1 will comprise entry via the north-western crossover and exit via the south west crossover.

Kiss and drop area will be operational within the school boundary, accommodating 20 vehicles.

2.3.2 Ultimate masterplan

Upon completion of the school masterplan, the carpark will comprise 67 car parking spaces, inclusive of one (1) accessible space.

A kiss and drop area will be operational within the school boundary, accommodating 37 vehicles. Vehicles will que within the carpark and back along the kiss and drop.

The parking and traffic arrangement will comprise a single entry and exit point via the south-western crossover.

The north-western cross over will be retained and opened for deliveries, waste collection and emergency services. The entry is to remain locked at all other times.

Pedestrian access points are located to the north and south of the carpark with a pedestrian crossing also located mid-way through the carpark for students traveling by bus.

All students will access this site by walking into the main spine of the school at 72-74 Maitland Street and walk across the raised internal pedestrian crossing. Public transport will drop students at the front of the site in the dedicated bus bay.

The bus bay will be constructed as part of Stage 1 works at the frontage of the site towards the north-western crossover.

2.4 Population & Access

2.4.1 Stage 1

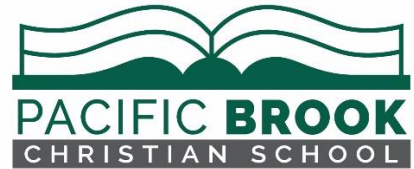
Maximum student capacity: 140

Maximum staff capacity: 16

2.4.2 Ultimate masterplan

Maximum student capacity: 656

Maximum staff capacity: 65



2.5 Waste Storage

Waste bins will be located throughout the school and collected by Pacific Brook Christian School staff before being transferred to the waste storage area located in a secure area near the junior school.

Waste collection will occur twice weekly by a private waste contractor. Vehicular access will be via the car park and reversing into the waste storage area. The waste vehicle will then exit the site in a forward direction. Waste collection will occur outside of peak child drop off and pick up times.

All staff will be trained on collection and transfer of waste from individual bins to the waste storage area, including the separation of general waste and recyclable material.

Waste/recyclables from the building will be collected on a daily basis by building cleaners and transported to the main waste storage area.

Cleaners will be responsible for emptying bins into the 1100 litre (Mobile Garbage Bins) MGB's.

Bins are proposed as follows:

2.5.1 Stage 1 – Bin allocation

- General waste – 2 x 1,100L MGB collected twice weekly
- Recyclable – 1 x 1,100L MGB collected twice weekly
- Organic – reused onsite where possible. Other organic waste to be removed from site by school staff.

2.5.2 Overall Masterplan Bin Allocation

- General waste – 6 x 1,100L MGB collected twice weekly
- Recyclable – 5 x 1,100L MGB collected twice weekly
- Organic – reused onsite where possible. Other organic waste to be removed from site by school staff and taken to composting facility and not to landfill.

A copy of the Operational Waste Management Plan will be kept in an available place for all staff to review and access.

2.6 Deliveries

Deliveries to the site are minimal and will be limited to materials for educational and trading use. Delivery vehicles will use the Kiss and Drop for Canteen deliveries.

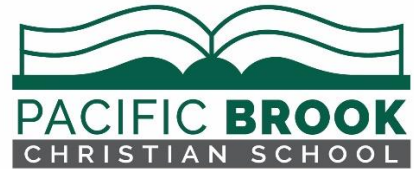
All deliveries will be undertaken in normal operational hours but outside of peak traffic times of pick up and drop off.

2.7 Amenity

The proposed operation of the site will be conducted in such a manner as to not interfere with or materially affect the amenity of the neighbourhood by reason of noise, parking, traffic generation, or otherwise.

2.8 Noise Management

Operation of school and after hour activities is to be limited to those times specified in the Noise and vibration impact assessment. A copy of the Noise and Vibration impact Assessment is to be made available to all staff.



External speakers for PA and bells will be designed to face away from residential properties.

Waste removal is to be scheduled to not interfere with child rest periods or pick up/ drop off peak times.

Ground Maintenance is not to occur before 7am or after 6pm Monday to Fridays or on weekends or Public Holidays.

A 1.8m high imperforate boundary fence will be installed and maintained from the waste area to near the road boundary.

Where activities in the multi-purpose hall involve amplified music or competitive sporting activities, doors and other large ventilation openings will be closed after 6pm. Activities will cease by 9.30pm.

Windows in classrooms will be closed where music practice occurs outside of normal class hours.

2.9 School and School Staff Responsibilities

All school staff shall be made familiar with this Operational Management Plan.

At all times when students are present on site, there will be a Pacific Brook Christian School staff member on site who, in conjunction with other activities, will be responsible for the operation and safety of the site.

2.10 Emergency Procedures

Pacific Brook Christian School will devise a plan of action for emergency procedures and staff will be trained in the use and implementation of this plan. This will be prepared and implemented in accordance with the school's current plans and procedures.

In accordance with fire safety regulations, the fire evacuation plan will be prominently displayed throughout the site.

2.10.1 Emergency Service access

Emergency service access will be provided via the crossover to the north west. Staff will be advised when emergency services are enroute to the school and unlock the access gate.

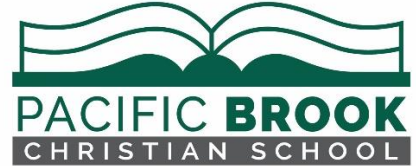
2.11 Complaints Process

Pacific Brook Christian School has a clear complaints management process which is kept within our Complispace Software Management System. Our ability to identify, manage and promptly resolve complaints, received from parents, students, and other key stakeholders, is a key part of our Governance Program.

To manage complaints effectively, we have established a Complaints Handling framework in line with the Australian and International Standard for Complaints Handling (AS ISO 10002-2006). All written complaints will be acknowledged in writing by the School and responded to as soon as possible. Where it is suitable to organise a face-to-face meeting to resolve the complaint, this will occur.

2.12 Performance Assessment and Review

This Operational Management Plan should not be seen as an end point in the planning process, but rather as a flexible document and the basis for ongoing management. This Operational Management Plan is to be used as a general guide to the day-to-day operations of the proposed educational establishment.



It is anticipated that the Operational Management Plan will be refined by the DA process, and then further refined by Pacific Brook Christian School to suit their specific needs and internal policies.

For this reason, the detail and contents of this Operational Management Plan should be considered adaptable.

Pacific Brook Christian School shall give consideration to a review of the Operational Management Plan every twelve (12) months to determine whether the objectives of the Operational Management Plan have been achieved. This is considered necessary to assess the effectiveness of the operational management plan and ensure its ongoing relevance to the day to day running of the site.

The Operational Management Plan must remain consistent with community and Council expectations and the changing requirements of users. If, at any time, it is apparent that the provisions of the Operational Management Plan require amendments, a new operational management plan must be prepared in consultation with Muswellbrook Shire Council.