



Eileen O'Connor
Catholic School

Preliminary Plan of Management for Eileen O'Connor Catholic School

84 Gavenlock Road (access off Keefers Glen) Mardi NSW 2259

Development and Operation of New School Facilities



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Introduction

This *Plan of Management* has been prepared to accompany documentation submitted as part of a State Significant Development Application (SSDA) seeking consent for the development of the new Eileen O'Connor Catholic School (EOCCS), a purpose-built Kindergarten to Year 12 school for 200 students with a disability and diverse learning needs.

The purpose of this Plan of Management 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 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.
- 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.
 - Takes a proactive role in being a responsible neighbour within the local area.

Site and Locality Details

The proposed new EOCCS site is located within the north-western corner of the existing St Peters Catholic College site at 84 Gavenlock Road, Mardi, Lot 9 Section 4 in Deposited Plan (DP) 3368.

A Plan of Sub-division forms part of the SSDA submission to independently separate the proposed Eileen O'Connor Catholic School site and St Peters Catholic College.

The proposed, sub-divided EOCCS site covers an approximate area of 12,840 square metres and includes 3 existing, steel framed, metal clad sheds currently used for maintenance, bus parking and construction studies by St Peters Catholic College. These 3 structures are proposed to be demolished or relocated as part of the EOCCS development.

Proposed Usage

The proposed development encompasses the construction a part-two, part-three storey school campus including:

- 20 General Learning Areas (GLA)
- Flexible specialist learning areas
- Library
- Multipurpose hall
- Administration facilities
- Staff facilities
- Storage facilities
- Landscaping and associated outdoor play spaces

It is proposed that the building will be used for educating primary and secondary aged school children with provision of all required facilities. Other uses may include staff professional development, parent education and school meetings.

Hours of Operation

The educational establishment will generally be used during the following hours: Monday to Friday between 7.00am and 6.00pm broken down into:

- Between 7.00am and 8:30am staff will use the building for curriculum preparation time.
- Between the hours of 8.30am and 3.00pm the building will be used for teaching students.
- Between 3.00pm and 6.00pm the building will be used for professional development, curriculum preparation time and staff meetings.
- Students may participate in theme days and incursions at ad hoc times during the year e.g. Bike Education or Harmony Day.

	Start	Break 1 Start	Break 1 Finish	Break 2 Start	Break 2 Finish	Finish
Primary	9am	10.20am	11.00am	12.40pm	1.20pm	3pm
Secondary	9am	11.00am	11.40am	1.20pm	2.00pm	3pm

Additional & External Use of the Site, School & Facilities Outside School Operation Hours

- The school building may be used outside of school hours to support:
 - Before and After School Care
 - Vacation Care
 - Family Welcome Nights
 - School Disco
- The school building and external playground areas will not be rented out to community groups.

Parking

The proposed development for the new EOCCS includes the following parking provisions:

- Five (5) designated, onsite pick-up and drop-off bays with onsite queuing for up to 11 vehicles. Outside of pick-up and drop-off times, these stopping bays are proposed to be used as timed, onsite visitor parking.
- A total of 60 staff car parking spaces including two (2) accessible parking bays distributed across the new School campus as follows:
 - 12 car parking spaces including two (2) accessible parking bays to the western carpark
 - 17 car parking spaces to the southern carpark
 - 31 car parking spaces to the eastern carpark
- Two (2) motorcycle parking bays to the eastern carpark



- Six (6) bicycle parking stands

Population

The proposed population of the School will be up to 200 students by 2032, divided across Primary and Secondary school groups as follows:

Primary School:

- Two (2) stream Kindergarten to Year 6
- 10 Students per classroom for a total Primary School capacity of 140 students.

Secondary School:

- Single stream Year 7 to Year 12
- 10 students per classroom for a total Secondary School capacity of 60 students.

Waste Storage

Waste associated with the operation of the site will be consistent with the Waste Management Plan (WMP) that is submitted as part of the SSDA.

To address the operational requirements of the development, an enclosed waste storage room has been located on the lower ground floor of the Western Wing with access to a lift servicing each floor of the building.

A waste vehicle collection zone is located immediately adjacent the waste storage room, accessed via a new, northern-western entry driveway off Keefers Glen.

Waste (both general and recycling) will be collected by Cleanaway Waste collection services up to three (3) times weekly in accordance with the WMP.

Access

As part of the SSDA submission, a new, public pedestrian footpath is proposed on the eastern side of Keefers Glen extending from the south western corner of the EOCCS site up to the northern intersection of Keefers Glen and Brickendon Avenue.

Off the public footpath, a new entrance pathway through an arrival/meeting garden provides pedestrian and wheelchair access from the street frontage on Keefers Glen, directing visitors to the new, main School entry gate and into the campus grounds.

Within the campus, accessibility is provided throughout the building and outdoor playground areas through a combination of ramps, walkways and lifts in accordance with the relevant building codes and Australian Standards and as per the Accessibility Report prepared by Vista Access Architects.

Deliveries

Deliveries to the site are minimal and will be limited to materials for educational use, canteen supplies, as



well as minor kitchen and bathroom products. Delivery vehicles will use the existing driveways. All deliveries will be undertaken between the hours of 8.00am and 5.00pm, Monday to Friday. No deliveries will be accepted outside of these hours.

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.

Noise Management

A Noise and Vibration Impact Assessment Report has been prepared by Acoustic Logic.

The acoustic assessment has considered the proposed uses of external playground areas and potential noise sources including the PE court and Dance/Stage area.

The assessment has determined that the noise impact from the use of the PE court has been deemed to be reasonable noting the use of the court would generally be during break times and during school hours with no expected use outside of operational school hours or on weekends.

Equally, it is noted that activities associated with the Dance/Stage Area will be undertaken during normal school hours, including use for imaginative play during recess hours and drama lessons. It is expected that music may be played during these sessions. The acoustic assessment has recommended a separate noise emission assessment be undertaken in the future, in the event the space is used outside of normal school hours or for community use.

In addition, an internal noise impact review has been undertaken based on assessment of typical internal activities and prediction of worst-case scenario noise levels at the surrounding properties and whether these noise emissions are likely to exceed background noise level by more than 5db(A). The acoustic assessment has concluded that the predictions identify potential noise emissions to the surrounding properties do not exceed the noise targets.

Controls and mitigation measures have been proposed with regards to any public address systems and school bells, maintenance activities, non-school uses and after-hours activities.

It is proposed that all outdoor plant areas are to be contained within a secure, acoustic screened enclosure to minimise any noise outbreak.

School and School Staff Responsibilities

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

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

Emergency Procedures

Catholic Schools Broken Bay (CSBB) has emergency procedures in place and will devise a plan of action for emergency procedures relating to this building. Staff will be trained in the use and implementation of this plan. This will be prepared and implemented in accordance with the CSBB current plans and procedures.



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

Emergency services will have access to the building via Keefers Glen. The building company will also be provided with the Business Manager and Principal mobile phone numbers on record for internal emergency use.

In the event evacuation is required due to bushfire or flooding, CSBB has arranged for evacuation from the site to a location that is accessible for parents and carers to collect students, enables suitable space and access to seating, toilet facilities and water.

Evacuation Location

- Westfield Tuggerah at 50 Wyong Road, Tuggerah NSW 2259

How Students will get to the Evacuation Location:

- Parents notified to begin pick up of students from EOCCS site.
- School evacuation procedure will outline the order of movement from EOCCS to evacuation location.
- Two 10–12 seater buses will begin the drop off and return loop between EOCCS and evacuation location.
- Senior students with permission to be transferred using staff vehicles will be driven by car to the evacuation location.
- No students will be walking to the evacuation location.

Responsibilities whilst occupying Evacuation Premises

Nominated staff and carers will be responsible for the following tasks whilst at the evacuation location:

- Roll call of students on arrival at evacuation location.
- Notifying parents of students evacuated to evacuation location.
- School evacuation procedure will outline the requirements for occupying the evacuation location.
- Supervision of evacuated students.
- Facilitating access to toilet facilities.
- Provision of and area of adequate size for students and any mobility aids.
- Access to water as / if required.
- Transfer of students from evacuation location to parent / carers collecting students.

Complaints process

Eileen O'Connor Catholic School as part of Catholic Schools Broken Bay has an established community complaints process. Any comments or complaints can be directed to the school through the system email address CET@dbb.catholic.edu.au. CSBB has a Complaint Management and Resolution Policy and accompanying Complaint Management and Resolution Process document that will be followed for Eileen O'Connor Catholic School.



In addition, promotional flyers delivered as part of the consultation with community include a QR code link to a feedback form that will be responded to by a member of the Eileen O'Connor Catholic School leadership team.

Performance Assessment and Review

This Plan of Management 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 Plan of Management is to be used as a general guide to the day-to-day operations of the school. It is anticipated that the Plan of Management will be refined by the development application process, and then further refined by Eileen O'Connor Catholic School Tuggerah to suit the specific needs of the community and internal policies. For this reason, the detail and contents of this Plan of Management should be considered adaptable.

Eileen O'Connor Catholic School Tuggerah shall give consideration to a review of the Plan of Management every six (6) months to determine whether the objectives of the Plan of Management have been achieved. This is considered necessary to assess the effectiveness of the operational management plans and ensure its ongoing relevance to the day to day running of the site.

The Plan of Management 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 Plan of Management require amendments, a new operational management plan must be prepared.