



Plan of Management for **St Mary's Catholic Primary School**

458-468 Main Road, Noraville
NSW, Australia 2263

Construction of General Learning Areas

Introduction

This Plan of Management has been prepared to accompany documentation submitted to Central Coast Council as part of a development application seeking consent for the construction of a classroom building and other alterations and additions to support the St Mary's Catholic Primary School Toukley.

The purpose of this Plan of Management is to:

- ☐ Detail the operational specifics of the site which are referenced within the Statement of Environmental Effects and other relevant documentation that has been submitted to Council 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.

Site and Locality Details

The subject site is located at 458-468 Main Road, Noraville and has existing school buildings and Parish buildings. The site is 53580m².

Proposed usage

The proposed classroom building (known as Block J) will be a two-level building to house general learning areas, student withdrawal rooms, storage and toilets.

It is proposed that the building will be used for educating primary aged school children with provision of all required facilities. Other uses may include staff professional development 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 8:55am staff will use the building for curriculum preparation time.
- Between the hours of 9am and 3.15pm the building will be used for teaching students.
- Between 3.15pm and 6.00pm the building will be used for Professional Development curriculum preparation time and staff meetings.

Parking

Currently on site, there are 133 formal car parking spaces, inclusive of 5 accessible spaces.

Population

The current total student population for St Mary's Toukley, is 540 students. Current staffing level is 49 plus 4 ASPECT staff with a variety of full-time, part-time teaching, support and admin staff.

The proposed population of the school may be up to 630 students with 54 staff members by 2025.

Waste Storage

Waste associated with the operation of the site will be consistent with the Waste Management Plan that is submitted as part of the DA. Waste will continue to be collected by Cleanaway Waste collection services via the carpark on Main Road, each Tuesday and Friday.

Access

Pedestrian and wheelchair access will primarily be provided through the pedestrian gate from the main carpark.

Disability access will be provided into the proposed building from the carpark via a walkway and ramp. Refer to the provided access report.

Deliveries

Deliveries to the site are minimal and will be limited to materials for educational use and minor kitchen products. 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

There has been an acoustic assessment prepared by JHA Engineers as part of the DA submission. This report concludes that 'Based on the information presented in this report, relevant objectives will be satisfied and therefore compliance with relevant guidelines is expected.' Refer to this report for further information.

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

St Mary's Catholic Primary School Toukley 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 school's 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 site via Main Road and Pandora Parade. The Building Company will also be provided with the Building/Property Managers and Principal's mobile phone numbers on record for internal emergency use.

Complaints process

St Mary's Catholic Primary School Toukley has an established community complaints process, and this will be maintained for this site. Any comments or complaints can be directed to the school through the following email address: smt@dbb.catholic.edu.au The school's Principal will manage and respond.

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 DA process, and then further refined by St Mary's Catholic Primary School Toukley to suit their specific needs and internal policies. For this reason, the detail and contents of this Plan of Management should be considered adaptable.

St Mary's Catholic Primary School Toukley 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 Plan of Management must be prepared in consultation with Central Coast Council.