



SANTA MARIA COLLEGE  
A YEAR 7 TO 12 CATHOLIC GIRLS' COLLEGE

**TENDER PREPARATION OF A MASTER PLAN**  
*April 2021*

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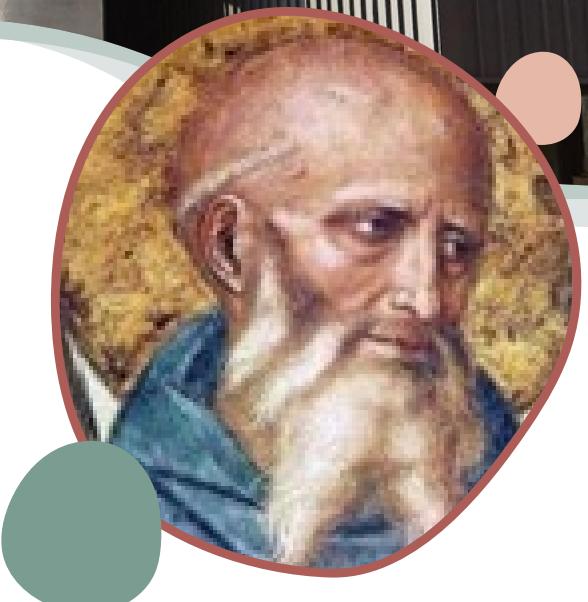
# 1. INTRODUCTION TO *Santa Maria College*

## 1.1 OUR COLLEGE VISION

Santa Maria College is a Catholic School in the Benedictine tradition. Our students will be strong, compassionate and independent women who are critical thinkers and who seek to live out Scriptural values with compassion, love, justice and Hope.

## 1.2 OUR MISSION STATEMENT

Santa Maria College is a Catholic Secondary College for girls, founded by the Sisters of the Good Samaritan, in 1904. Our educational endeavours seek to nurture a search for truth, a spirit of inquiry and a deep love of learning. The life and teachings of Jesus energise our community and permeate all that we do. The parable of the Good Samaritan with its spirit of welcome, love, service and compassion gives a particular emphasis to the way we live out our Gospel challenge in this community. We celebrate our diversity by developing critical social awareness and a reverence for and responsibility towards all creation. In this educational environment we strive to nurture an atmosphere of trust and hope where our students are accepted, affirmed, encouraged and challenged to grow to their full potential.



## 1.3 COLLEGE VALUES

Good Samaritan Education by its nature provides educational experiences that kindle a passion and honouring for:

- Social Justice
- A life of prayer
- Integrity
- Service
- Educational Excellence
- Personal Responsibility
- Balance
- Human Dignity
- Respect



## 2. SANTA MARIA College Profile

### 2.1 COLLEGE HISTORY

Santa Maria College was founded by the Sisters of the Good Samaritan of the Order of St Benedict in 1904. Good Samaritan schools were established so that young girls could be educated and have a say in their future. The first school was known as Good Samaritan High School, Northcote.

In September 1904 the secondary school began in the servant's quarters of Maesbury. This building is still in use today and is used as the student run coffee shop, Benedict's. In 1906 the Sisters moved to South Yarra purchasing a property in Caroline Street, naming the school Santa Maria. As so many students were travelling to the school from the Northern suburbs it was decided to close South Yarra and to build a new College in Northcote. On October 29, 1933 the new school was opened. In 1934 the school had 84 students. Today we have approximately 900 students at the College.

### 2.2 COLLEGE OVERVIEW

Santa Maria College is a girl's Catholic school situated on a 2.5-hectare single campus, in the heart of suburban Northcote, 7kms north of Melbourne CBD. Established in 1904, the College has undergone much change, and yet remains true to its Good Samaritan, Benedictine charism. The college DMI is 100 which in part reflects the increasing gentrification of the Northcote area. The student population is 900.

Santa Maria College is a welcoming school that has dynamic, determined, cohesive and innovative leadership and a committed staff. It is increasingly highly regarded in the community as a school that cares deeply for its students: one that seeks to promote student life that enables girls to become strong, compassionate and independent women who are critical thinkers and who seek to live out Gospel values with integrity, hope and joy. In recognising the importance of working in partnership with parents, the College is endeavouring to provide a holistic education to the young women it serves. In doing so, it is wholeheartedly embracing the



challenges of the rapidly changing educational, social and spiritual landscape.

The College successfully gained authorisation from the International Baccalaureate as a global school in 2014 and as such is an official provider of the Middle Years Program (MYP: Years 7-10). This recognition has placed the College on an international platform as a global school for innovative learning.

The College has a true multicultural profile with no one particular nationality dominating the ethnic mix with many students representing third and fourth generation migrant families. Added to this great richness to our College is the enrolment of a small number of Aboriginal students and a growing intake of students of refugee background (South Sudan, Iraq and Syria). This provides a wonderful learning opportunity for considered dialogue, growing relationships leading to the development of mutual respect.

Our College aims to provide a holistic learning experience for each student. Offering opportunities that engage and ignite a passion for learning within a nurturing community, as part of our vision of 'One Community, Three Villages' model held within the framework of our Catholic, Benedictine/Good Samaritan tradition. Knowing each student's story, so that she can learn in community is our intent.

Santa Maria College is conveniently located in Northcote and well serviced by public transport. Our student population is often drawn in by transport services with many students coming from areas north on the South Morang train line. Our intake also includes students from local suburbs (Northcote, Fairfield, Thornbury, Preston) as well as students coming from Brunswick and Brunswick West (which is well serviced by transport networks).

### 3. FUTURE *Directions*

We continue to plan for our future by upgrading current facilities. We know that fees alone cannot fund development in this ever-changing educational landscape. To ensure we are providing for the future we are progressing our master plan and creating community partnerships. A focus on opportunities to engage the local community and create spaces that are beneficial for the College and the community should be a consideration in the Master Plan.

#### 3.1 SITE DEVELOPMENT

Marian House is a residential site for Good Samaritan Sisters within the envelope of the school grounds. In 2023 the current residents will vacate the property and it will become available to the College for development. The use of this parcel of land should be considered in the development of the Master Plan. The Benedictine Offices are also a site that futuristicly will become part of the College grounds. An understanding of how this area could be incorporated into the school as part of the Masterplan should be considered in any proposal.

#### 3.2 COMMUNITY CONNECTIONS

With a vibrant community on our doorstep a key focus of the College is to create connections and become more engaged with the community. Santa Maria is hoping to actively seek strategic partnerships with individual and community organisations which support and extend our own learning programs. We believe this offers a significant 'stretch' opportunity where goals and objectives can be shared to ensure our students gain valuable exposure to real life learning communities.

#### 3.3 SUSTAINABILITY

As part of our Strategic Plan, Santa Maria is committed to building sustainable spaces that minimises greenhouse gas emissions and maximises renewable energy sources. This includes both design and construction that considers our environmental impact and promotes sustainability. A focus on reduction of energy and water use, LED lighting, waste reduction, recycling, ventilation, natural lighting and sustainable building materials are crucial to the Master Plan. Alongside building for minimal impact the natural environment and outdoor spaces are areas where our attention is on sustainability. Future opportunities for outdoor spaces that could be used for recreation, shade, food production or revegetation with local indigenous plants align with the College's vision towards a more sustainable school environment.



## 4. SANTA MARIA COLLEGE *Learning Philosophy*

Santa Maria College is a learning community. We are committed to providing a challenging, enriching and supportive education in which all students are encouraged and supported to maximise their potential and develop into confident and articulate young women. The learning program is designed to cater for the interests, needs and collaborative ways in which girls learn, encouraging students to pursue their interests in any given field.

Santa Maria College has learning distinctions that will form part of any build.

### 4.1 VILLAGE STRUCTURE

The Village Structure is a wraparound model of care for young people. Students are cared for across a two-year span by Village Leaders who have expertise in learning, faith and wellbeing. In each Village a student is known and their specific adolescent needs are catered for in the two years.

Three Village Leaders facilitate the faith, learning and wellbeing of every student, and the Victorian Curriculum informs all subjects delivered within the IB/MYP framework.

Knowing girls and understanding how they grow and learn is at the heart of the Village Structure.



## 4.2 INTERNATIONALBACCALAUREATE-MIDDLE YEARS PROGRAMME

The IB Middle Years Programme is a globally recognised program built on inquiry and collaboration. It is the learning framework for our students in Years 7-10.

The MYP has 4 foundational elements:

- Global Contexts: real world learning linked to students' lives.
- Concepts: 'big ideas' that challenge us at an international level.
- Approaches to Learning: guidance in 'learning how to learn'.
- Action and Service: learning expressed through community engagement.

The MYP incorporates all elements of the Victorian Curriculum but situates this within a global context.

**Why IB is different:**

Our students discover the learning style that best suits them. They use the latest in digital technology. They

acquire 21st century skills and they learn independence. These skills are summarised in the MYP Learner Profile. The MYP aligns wonderfully with the ethos of Good Samaritan Education and with the values and vision of the Santa Maria community. It creates a platform from which our students confidently launch into their senior years of schooling. They are future ready and work ready.

## 4.3 SENIOR PATHWAYS

Because of their grounding in the Middle Years Program our senior girls are proficient in the transferable skills that are essential for success in future industries and professions.

Knowing how to think creatively and critically, being digitally literate, being able to problem solve, to communicate effectively, and to work as part of a team are the skills needed for a complex future.

Our senior students are able to apply these skills to chosen pathways in VCE, VET and VCAL.

## **5. KALAYA STUDENT Resource Centre**

The Kalaya Students Services Centre enables the development of knowledge, collaborative skills and open-minded, critical thinking in an environment where students are challenged to push the boundaries. Kalaya is a single level building that provides flexible spaces for individual work, group work or class lessons.

Students have access to both traditional resources as well as a significant library of online resources through the College Learning Management System (SIMON). Digital learning is a feature of the Kalaya centre and students can access IT support as well as the Makerspace (located in the Library).

The Kalaya building also houses our IT server room and the following staff offices:

- IT staff
- Careers Leader
- Cultural Advocate
- Koorie Education Worker
- Learning Diversity Leader
- College Chaplain
- College Counsellors

## **6. LEARNING and Technology**

Santa Maria College provides a technology rich learning environment with a wireless network throughout and robust infrastructure to support both the BYOD program. Televisions are installed in every classroom and allow a seamless and effective integration of the Google suite into the curriculum.

Studies in Visual Arts and Design are enhanced through access to iMac computers/laptops and the latest industry standard software.

The Professional Learning program and Staff Growth leader supports the College's commitment to be a learning focused school. It is designed to support ongoing staff development of skills, knowledge and understanding, as well as greater self-awareness through collaboration and sharing of best practice, leading to sustained improvement in professional practice and student learning.

Teaching staff regularly engage in cross faculty, evidence-based research to inform their teaching practice. Staff work together collaboratively to investigate, trial, analyse, evaluate and finally to make recommendations regarding our pedagogical direction and subsequent future teaching practice.

At Santa Maria access to quality professional learning provides all staff with the opportunity to reflect, evaluate and improve their professional practice to enhance educational outcomes for students. The strategic goals are supported by targeted and ongoing professional learning.



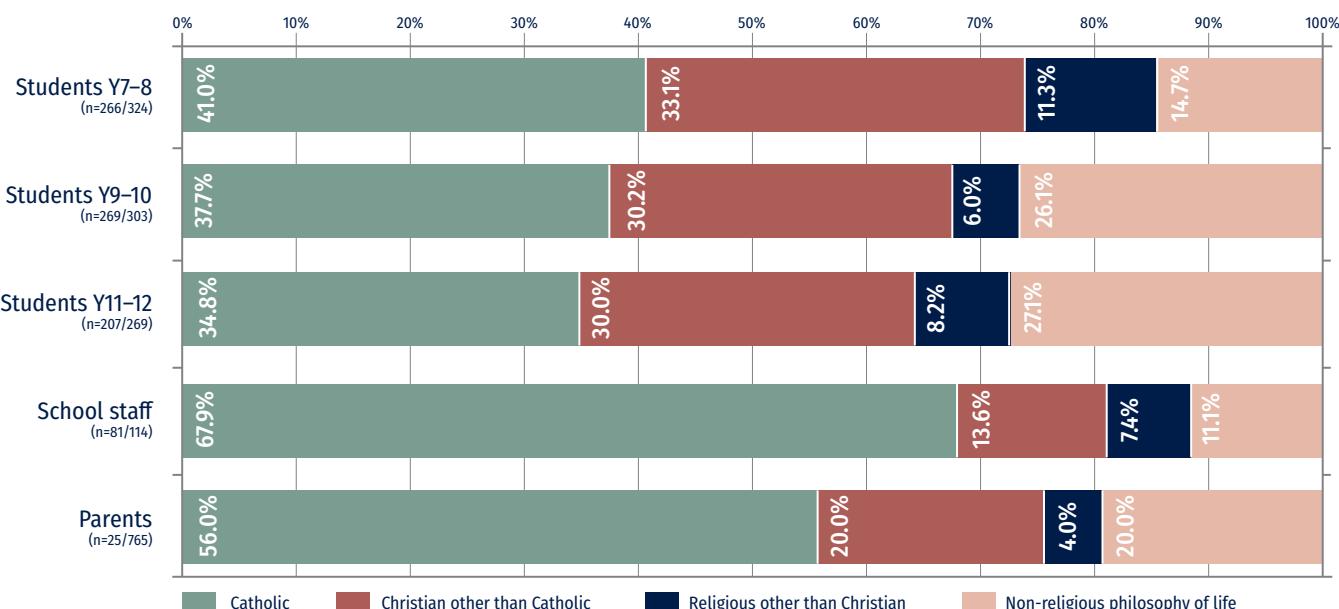
## 7. ENROLMENTS

It should be noted that the College is located in a geographical area with other Catholic girls schools in very close proximity. School options for the finite pool of eligible girls residing in the catchment area are many and varied and as such features that distinguish Santa Maria College from other Catholic Girls' Schools are essential.

Over the past six years Santa Maria College has experienced consistent enrolment numbers. In 2021 we have 900 students from Year 7 to 12. Data from Catholic Education Melbourne (October 2016) indicates that our projected enrolments increase to above 1000 in 2025 however the College is more conservative in their projections.

It should be noted that the 2022 numbers are forecast numbers and subject to change. At the time of preparing this document (March 2021) acceptances for Year 7 were 122. Historically student numbers have been in the range of 890-920 students.

### CATHOLICITY OF STUDENT ENROLMENTS (FROM 2016 ENHANCING CATHOLIC IDENTITY SURVEY)



The College continues to see an increase in 'repeat business' with many alumnae and generational families selecting Santa Maria College for their daughter's education.

# **8. ARCHITECTURAL SERVICES**

## *Master Plan*

The Architectural firm is required to provide a managed service for the development of a new ten year Master plan. In 2016 Law Architects prepared a revised College Master plan in consultation with Santa Maria College which set out the preferred direction for development. This Master Plan was updated by Law Architects in 2016. This Master Plan is available on request.

### **8.1 PROJECT BRIEF / BREAKDOWN**

The development of a new College Master plan is required to ensure the future development of Santa Maria College in meeting its strategic and educational objectives.

The Santa Maria College Master Plan will:

- Provide the planning and design framework for the future delivery of Year 7 to 12 girls' education within a fully integrated environment.
- Be developed through a consultative community process that engages all stakeholders.
- Include staged preservation, redevelopment, demolition and acquisition of new buildings.
- Ensure the redevelopment supports the goal of 'best practice' and will incorporate contemporary and international trends in the delivery of education services.
- Facilitate the design of spaces which promote and enable creativity, self direction, critical thinking and inspired learning.
- Have a focus on sustainability through use of natural resources, considered building materials, consideration of green spaces and building structures that support sustainable practices.
- Include as part of its scope a review of existing infrastructure with detail about possible rejuvenation of current buildings to meet current and future needs.

### **8.2 MASTER PLAN SCOPE**

The Master Plan will need to be constructed within the context of Santa Maria College's strategic goals and to maintain responsiveness to changing patterns of education delivery. It will create a strategic framework for the College in its ongoing decision making with respect to physical assets, future development and funding strategies.

The scope of the Master Plan will address:

- A proactive, planned and staged approach to facility and spatial redevelopment.
- The disconnect that currently exists between contemporary learning and our school buildings.
- The need to be an environmentally sustainable school.
- Continued growth and development in technology
- The desire to create contemporary learning spaces that complement existing buildings.
- The evolution of twenty-first century education which recognises that society has entered an era which demands learning skills, unique approaches, non-linearity and intentional application of knowledge.
- The acknowledgement of the College's commitment to Benedictine values and traditions.
- The development of a plan providing a vision recognising the opportunities that may take ten years to implement.
- Development of strategies to enable the College to respond to future growth requirements.
- The need for a visually appealing streetscape from Separation St, that is invitational for the local community and adds to the visual landscape of the Northcote community.
- Documentation of the College's vision in a manner that provides a practical tool in the long term.



- Identification of opportunities that will enhance educational outcomes.
- Address and identify creative green spaces for sporting, learning and recreational opportunities.

### **8.3 WORKS PROGRAM: MASTER PLAN**

It is envisaged that the review of the Master Plan will be completed between six and ten months from the time of appointment.

### **8.4 CONSULTATION**

Santa Maria College works within the philosophy of conversation and consultation. It is expected the successful consultant will continue this consultation as part of the development of the Master Plan.

The envisaged consultative process will include key stakeholders:

- Santa Maria College Board and Leadership Team.
- Santa Maria College Staff, Students, Parents, Alumnae
- Santa Maria students represented by the College Green Team
- Melbourne Archdiocese of Catholic Schools (MACS)
- Good Samaritan Education
- City of Darebin
- Community/Immediate neighbours

Research material to support the preparation of a Master Plan include:

- Appendix 1: [Site Plan for Marian House \(includes Title\)](#)
- Appendix 2: [School Map](#)
- Appendix 3: [Strategic Plan 2018 - 2022](#)
- Appendix 4: [Facilities Development Plan](#)



SANTA MARIA COLLEGE  
A YEAR 7 TO 12 CATHOLIC GIRLS' COLLEGE

# TENURE SUBMISSION PROCESS

# April 2021



## ARCHITECTURAL SERVICES SUBMISSION

Santa Maria College will both advertise and invite architectural services to submit a quotation and master plan outline. The submission should further expand on the capability and experience of the firm.

These firms will be invited to visit the site and meet key Santa Maria staff to further broaden their knowledge of the College and its expectations. They will be required to detail their Master Planning methodology and processes of stakeholder engagement. Submissions should encompass College charism, heritage and sustainability goals as detailed above.

**The submissions will close at 3:00pm on Tuesday, 1 June.**

Three firms will then be shortlisted and invited to present their submission in a forty-five-minute presentation to the Board Executive and Master Plan advisory group. The successful firms will be advised no later than 14 June. The presentations will be held at the College on 21 June, 2021.

## LODGMENT

Expressions of Interest and, if shortlisted, Master Plan proposals, must be lodged and received before the closing time and closing date. Late tenders will not be considered.

The Master Plan submission proposal must be emailed as an electronic PDF no later than 3.00pm on Tuesday, 1 June to [principal@santamaria.vic.edu.au](mailto:principal@santamaria.vic.edu.au)

Submissions received later than the date/time set out above will NOT be considered.

## DECISION NOT TO SUBMIT

Applicants are requested to advise Leon Nolen, Business Manager in writing via email at [leon.nolen@santamaria.vic.edu.au](mailto:leon.nolen@santamaria.vic.edu.au) as soon as possible after any decision is taken not to submit a proposal.

## PROPOSAL VALIDITY

The proposal shall remain valid for acceptance for a period of sixty (60) days from the date on which submissions close.

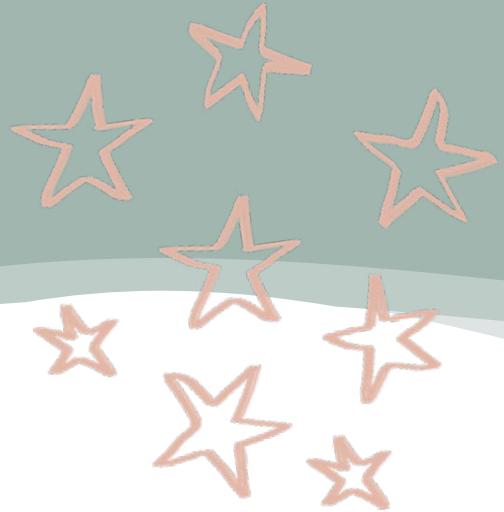
## SITE VISIT

Applicants intending to inspect the site are required to make prior arrangements with:

**Leon Nolen**  
Business Manager, Santa Maria College  
**Phone:** 9488 1600  
**Mobile:** 0400 980 064  
**Email:** [leon.nolen@santamaria.vic.edu.au](mailto:leon.nolen@santamaria.vic.edu.au)

## COPYRIGHT OR OTHER INTELLECTUAL PROPERTY RIGHTS

By submitting a proposal, each applicant grants to the Client a license to reproduce (in whole or in part) any part of its submission, regardless of any copyright or other intellectual property right that may exist in its proposal.



## COSTS AND PAYMENT

Each applicant is responsible for costs incurred in responding to this invitation.

## APPLICANTS EXPECTATIONS

An invitation to submit does not itself give rise to any expectation other than that the Client will:

- Preserve the confidentiality of the applicant's confidential information;
- Afford every applicant the opportunity to compete fairly; and
- Consider a proposal that is submitted in accordance with these instructions by an applicant who has complied with the Client's expectations as to probity.

## CLIENT EXPECTATIONS

The Client expects that each applicant:

- Has the necessary skills, knowledge and experience to provide the services required for this Project;
- Will fully inform itself of all facts, matters and things relating to the provision of the services;
- Will consider all costs, expenses, freight and insurance charges, applicable in the delivery of the consultancy; and
- Will submit a fixed fee which will include the consultant team time and all general administration costs, telephone calls, facsimiles, courier services, photocopying, presentation material, printing and all similar disbursements including travel and accommodation.

Santa Maria College requires the services to be provided by the Architect to be of the highest standard. The Architect will be expected to respond frequently and directly to the Master Planning Advisory Group and provide advice on matters pertaining to the Project. It is expected that a senior executive within the organisation will be a consistent point of reference.



# THE PROCESS *for appointment*

## INVITATION

An invitation to submit does not give rise or amount to an agreement, whether or not an agreement is awarded subsequent to it. By submitting a proposal, the applicant will be bound by the promises required by the Client regarding probity and publicity. In consideration of that promise, the Client will evaluate the submission. The obligation of the Client will be met by evaluating the submission.

Short listed applicants will be interviewed at a time nominated by the College after the closing date of the submission.

## ACCEPTANCE

The College is not obliged to accept any submission or to accept the lowest price. The College may, at its discretion, consider or accept any submission, or any proposal submitted by an applicant who has not fully complied with these instructions provided no one applicant shall be given any improper advantage over another.

## NOTIFICATION

The College will notify all applicants of the result of this invitation, or if this invitation is withdrawn, without being obliged to give reasons for the result or withdrawal.

## AGREEMENT EXECUTION

The agreement will be awarded when a formal letter of acceptance is forwarded to the successful applicant. The Consultant will commence work upon the receipt of the letter of acceptance. A formal agreement will be executed with the Consultant. The agreement documents will be prepared by the College and forwarded for signature on all copies and returned within fourteen (14) days of receipt for countersigning by the Client. Until the signed copies have been received any payment that falls due may be withheld. A copy of the agreement will subsequently be forwarded to the Consultant for retention.

# SELECTION Criteria

## EVALUATION AND SELECTION

The selection process for applicants seeks to achieve best value for the College in the purchase of consultant services. The process allows both non-price and price criteria to be considered.

The successful Architectural organisation will be selected from but not limited to the following criteria:

- Ability to meet the timeframe as outlined.
- Demonstrate experience in the design and documentation of projects of this type and scale.
- Knowledge of Catholic Education, Benedictine charism and traditions.
- Demonstrated experience, expertise and nominated tasks of the assigned people for the Project.
- Demonstrated appreciation of the site, physical constraints and opportunities for future development.
- A sound understanding of the issues and time constraints surrounding the Project and ability to tailor the sequence of activities to ensure that the desired project outcome is achieved in the predetermined timelines.
- Understanding and incorporation of researched material.
- Understanding of methodology and stakeholder engagement.
- Relevant information additional to that required may be provided.

## PROPOSED PERSONNEL AND PRICE

The submission for services will be in accordance with this brief, including:

- The names of the personnel, including all sub-consultants, who would be assigned to the Project, their roles and responsibilities, qualifications and other professional experience relevant to the provision of this service.
- In your fee proposal please identify the fee as the

Principal Consultant and the applicable fees for all other sub consultants.

- One person is to be nominated as lead agent, and if more than one person is assigned to the Project, a management structure of the team is to be clearly defined.

## OTHER INFORMATION

The Architectural organisation is to provide all the information described in the Project brief. Reference to the Selection Criteria including the following items will assist in this regard:

- Methodology: a description of the way you would provide the services as set out in the Project brief, including a proposed development program and reporting schedule.
- Stakeholder engagement – a description of how you would conduct your consultation process.
- Referees: list a minimum of three clients for whom you have recently carried out similar consultancies, together with a contact for the referee in each instance

## INSURANCE DETAILS

Applicants must maintain Professional Indemnity and Public Liability Insurance to the level of \$10million.

Santa Maria College holds the care, safety and wellbeing of young people as a central and fundamental responsibility. The Child Safe Standards require schools to gather, verify and record a person's history of work involving children. Santa Maria College takes child safety very seriously and for this reason, suppliers and contractors are required to list their entire work history, including any work involving children.

The Working with Children Act 2005 (Victoria) requires that any person engaging in child related work must have a valid Working with Children Check (WWCC). Santa Maria College already requires all suppliers and contractors to have a current WWCC.



## SANTA MARIA COLLEGE

A YEAR 7 TO 12 CATHOLIC GIRLS' COLLEGE

### Santa Maria College

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Northcote VIC Australia 3070

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