

asongroup



# School Transport Plan

Hastings Secondary College

16 Owen Street, Port Macquarie

12/04/2024

P1600r03v03

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## Document Control

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# Glossary

Acronym	Description
AGRД	Austrоads Guide to Road Design
AGТМ	Austrоads Guide to Traffic Management
CC	Construction Certificate
Council	Port Macquarie Hastings Council
DA	Development Application
DCP	Development Control Plan
DoS	Degree of Saturation
DPE	Department of Planning and Environment
FSR	Floor space ratio
GFA	Gross Floor Area
HRV	Heavy Rigid Vehicle (as defined by AS2890.2:2018)
LEP	Local Environmental Plan
LGA	Local Government Area
LoS	Level of Service
MOD	Section 4.55 Modification (also referred as a S4.55)
MRV	Medium Rigid Vehicle (as defined by AS2890.2:2018)
NHVR	National Heavy Vehicle Regulator
OC	Occupation Certificate
RMS Guide	Transport for NSW (formerly Roads and Traffic Authority), Guide to Traffic Generating Developments, 2002
S4.55	Section 4.55 Modification (also referenced as MOD)
S96	Section 96 Modification (former process terminology for an S4.55)
SRV	Small Rigid Vehicle (as defined by AS2890.2:2018)
STP	School Transport Plan
TDT 2013/04a	TfNSW Technical Direction, Guide to Traffic Generating Developments – Updated traffic surveys, August 2013
TfNSW	Transport for New South Wales
TIA	Transport Impact Assessment
TIS	Transport Impact Statement
veh/hr	Vehicle movements per hour (1 vehicle in & out = 2 movements)

# 1 Introduction

## 1.1 Background

Ason Group has been commissioned by School Infrastructure NSW (SINSW) on behalf of the Department of Education (DOE) to prepare a School Transport Plan (STP) in response to the SSD-11920082 conditions of consent, Condition D21, for proposed upgrades to Hastings Secondary College, Port Macquarie (the School).

Hastings Secondary College consists of two campuses, being Hastings Secondary College, Westport campus and Hastings Secondary College, Port Macquarie campus. This report has been prepared for Hastings Secondary College located at 16 Owen Street, Port Macquarie (the Site), legally described as Lot 111 DP 1270315.

This STP covers aspects of transport and traffic related items associated with the School only. These items include relevant transport amenities, existing conditions, provision of measures to encourage sustainable travel modes, and operational management of access, pedestrian access and circulation arrangements, car park access, service vehicle arrangements, and “Kiss and Ride” arrangement. This is discussed in further detail below.

For context, the Site in which the School is located at is illustrated below.

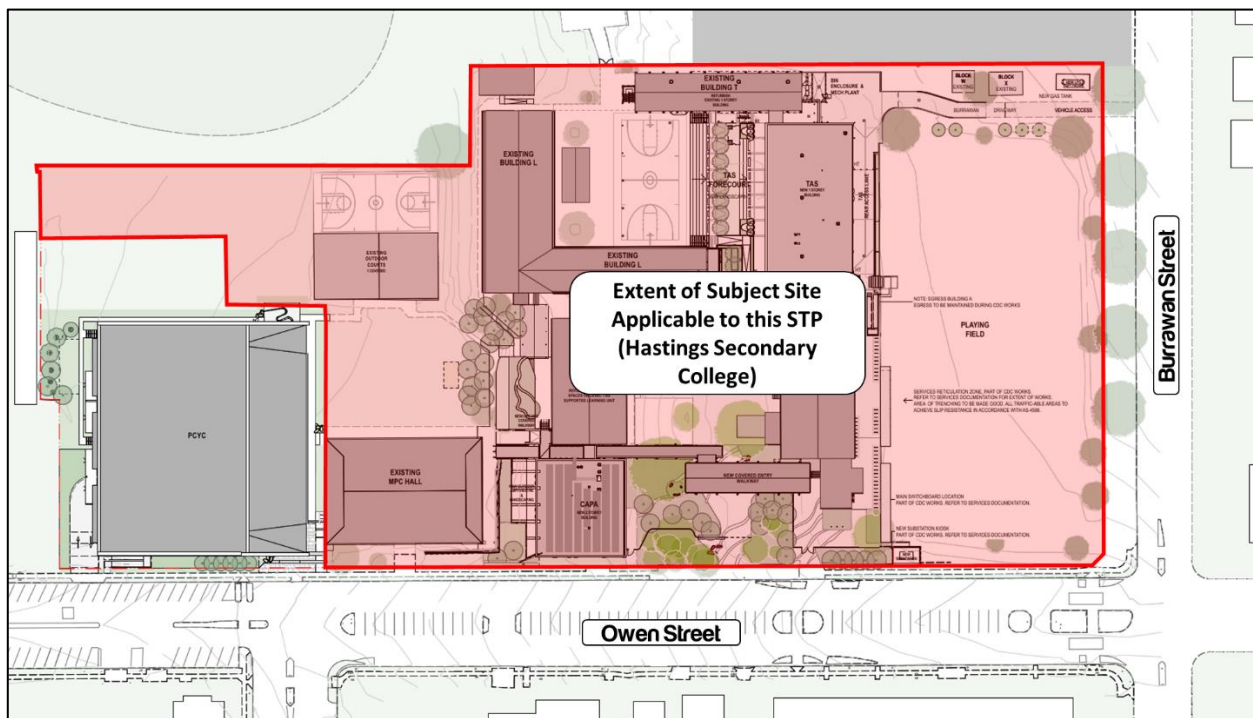


Figure 1: Subject Site (Source: FJMT)

### 1.1.1 Existing Conditions and Catchment Analysis

**Section 2** of this STP details the location and amenities of the Site, i.e., bicycle parking, car parking, access locations, and “Kiss and Ride” areas. A catchment analysis has also been undertaken based on the latest depersonalised student data received on in October 2023 by the NSW Department of Education.

## 1.1.2 School Travel Plan

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**Section 3** of this STP is intended to develop a package of site-specific measures to promote and maximise the use of sustainable travel modes, including walking, cycling, public transport, and carpooling. These strategies will assist in less reliance on the use of private vehicles for travel to and from the School, supporting sustainability initiatives for growth into the future, providing sustainable travel modes that support independent travel of children attending the school and potential health benefits associated with walking, scooter riding and cycling.

The STP sets out objectives and strategies to assist the School in achieving green travel goals to improve sustainability.

It also includes a review of the existing 2023 transport choices and sets targets so that the effective implementation of the STP can be assessed. These targets are intended to be realistic but ambitious enough to initiate substantive behavioural change to achieve the desired outcomes, given existing and future multi-modal transport networks. This is expected to be coordinated with the School or their representatives. It shall be reviewed regularly to ensure it remains relevant and reflective of current conditions.

## 1.1.3 Operational Transport and Access Management Plan

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**Section 4** of this STP is to provide guidance in relation to the traffic management arrangements for the Site. The overall objective is to ensure safe and efficient movement of vehicles, students, visitors, and staff. This section details plans to manage vehicles, pedestrians, and cyclists' access to the Site. In addition, a review of previously proposed traffic management measures outlined in the approved Ason TA has been provided to support the safe access to the Site.

## 1.2 The Proposal

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Upgrades to the School forms part of the original SSD-11920082 (SSD) which was granted approval on 1 December 2021. The original SSD-11920082 includes;

- Refurbishment of parts of 2 existing buildings,
- Provision of a 2-storey Creative and Performing Arts (CAPA) buildings,
- Joint use PCYC facility,
- Covered outdoor learning area (COLA),
- New covered walkways and lift connections,
- Upgrades to the school entrance and walkways and lift connections, and
- Upgrades to the school entrance and signage.

Subsequently, SSD-11920082 modification 1 (SSD MOD 1) was granted approval on 29 November 2023 in relation to amendments to the design of buildings, including a new rooftop mechanical plant above the CAPA building, and landscaping. At the time of preparation of this STP, SSD-11920082 modification 2 (SSD MOD 2) is the latest approved modification and was granted approval on 4 April 2023, which primarily relates to the PCYC building located adjacent to the School.

## 1.3 Authority Requirements

This STP aims to address Condition D21 of the latest SSD-11920082 MOD 2 conditions of consent. Ason Group's responses to each requirement are detailed below.

**TABLE 1 SSD-11920082 MOD 2 – CONDITION D21**

Condition No.	Condition	Ason Group Responses
D21	<i>Prior to the commencement of operation, a School Transport Plan (STP) must be submitted to the satisfaction of the Planning Secretary. The plan must:</i>	Noted. This STP will be submitted to the satisfaction of the Planning Secretary.
a)	<i>be prepared by a suitably qualified consultant in consultation with Council and TfNSW;</i>	Refer to <b>Appendix A</b> .
b)	<i>include arrangements to promote the use of active and sustainable transport modes, including:</i>	Refer to <b>Sections 3.1, 3.2 and 3.3</b> .
(i)	<i>objectives and mode share targets (i.e. site and land use specific, measurable and achievable and timeframes for implementation);</i>	Refer to <b>Section 3.4</b> .
(ii)	<i>specific tools and actions to help achieve the objectives and mode share targets;</i>	Refer to <b>Section 3.2</b> .
(iii)	<i>details regarding the methodology and monitoring/review program to measure the effectiveness of the objectives and mode share targets, including the frequency of monitoring and the requirement for travel surveys to identify travel behaviours of users of the development.</i>	Refer to <b>Section 5</b> .
c)	<i>include operational transport access management arrangements, including:</i>	Noted. Please refer to <b>Section 4</b> .
(i)	<i>detailed pedestrian analysis including the identification of safe route options to identify the need for management measures such as staggered school start and finish times to ensure students and staff are able to access and leave the site in a safe and efficient manner during school start and finish;</i>	Refer to <b>Section 4.1.5</b> .
(ii)	<i>the location of all car parking spaces on the school campus and their allocation (i.e. staff, visitor, accessible, emergency, etc.);</i>	Refer to <b>Section 4.1.8</b> .
(iii)	<i>the location and operational management procedures of the drop-off and pick-up parking, including staff management/traffic controller arrangements;</i>	Refer to <b>Section 4.1.9</b> .
(iv)	<i>the location and operational management procedures for the drop-off and pick-up of students by buses and coaches including staff management/traffic controller arrangements;</i>	Refer to <b>Section 4.1.10</b> .

(v)	<i>the location and operational management procedures for inter-campus transfers and consideration of measures to reduce the frequency of trips and ensure the safety of travel for students;</i>	Refer to <b>Section 4.1.11.</b>
(vi)	<i>delivery and services vehicle and bus access and management arrangements;</i>	Refer to <b>Section 4.1.12</b>
(vii)	<i>management of approved access arrangements;</i>	Refer to <b>Section 4.1.1.</b>
(viii)	<i>potential traffic impacts on surrounding road networks and mitigation measures to minimise impacts, including measures to mitigate queuing impacts associated with vehicles accessing drop-off and pick-up zones;</i>	Refer to <b>Section 4.1.9.</b>
(ix)	<i>car parking arrangements and management associated with the proposed use of school facilities by community members; and</i>	Refer to <b>Section 4.1.8.</b>
d)	<i>measures to promote and support the implementation of the plan, including financial and human resource requirements, roles and responsibilities for relevant employees involved in the implementation of the plan; and</i>	Refer to <b>Section 3.3.</b>
e)	<i>a monitoring and review program.</i>	Refer to <b>Section 5.4.</b>

### 1.3.1 Department of Planning, Housing and Infrastructure (DPHI)

Following the submission of the STP (ref: P1600r03v02) to the Department of Planning, Housing and Infrastructure (DPHI), the Ason Group received DPHI comments on 21 March 2024. As such, responses have been prepared in consultation with the Deputy Principal and SINSW. Input from the Deputy Principal and SINSW was received via email on 8 April 2024 and 9 April 2024, respectively. Refer to the table below for project team responses to DPHI's comments.

**TABLE 2 RESPONSES TO DPHI COMMENTS – RECEIVED 21 MARCH 2024**

Item No.	DPHI Comments	Project Team Responses
1	<p><i>SSD-11920082 received approval on 1 December 2021 for upgrades to Hastings Secondary College Port Macquarie Campus including refurbishment of the existing buildings, new buildings and covered outdoor learning areas, new shared use fitness centre, associated tree removal, landscaping and signage. MOD-1 received approval on 29 November 2022 to amend the design of buildings and landscaping. MOD-2 received approval on 4 April 2023 for a new carpark design, building design changes and landscaping.</i></p> <p><i>To date, the school has been operating separately to the construction site.</i></p> <p><i>Previously, a Staging Report (SR) was approved by the Department on 23 December 2021 under PA-1 for the project with 2 construction and 5 operational stages. The Applicant then submitted a revised SR for 12 occupational stages with a revised timeframe associated with the project, including deferring submitting the final STP prior to Operational Stage 1.C2 (Q3 2024).</i></p> <p><i>Whilst the school has been operating/occupying the new elements of the redevelopment in stages, the students and staff have been using existing arrangements in terms of arriving/departing the school until the final STP can be implemented.</i></p> <p><i>The Applicant has submitted the STP prior to Stage 1.C2 operation on 7 March 2024.</i></p>	<p>As per the matrix of DPHI's comments received on 21 March 2024, this item is considered closed.</p>



	<p>No further comments.</p>	
<p>2</p>	<p><b>DPHI notes:</b></p> <ul style="list-style-type: none"> <li>• The STP has been prepared by Ason Group (AG) by J. Wong (JW) Traffic Engineer, and approved by Dr A. Rasouli (AR), Principal Engineer and J Laidler (JL) Senior Traffic Engineer, all with several years' experience as detailed in the CVs provided at Appendix A.</li> <li>• The STP has been prepared in consultation with TfNSW, Port Macquarie-Hastings Council, Busways, and the School's Deputy Principal, as noted in the Section 1.4. Key issues raised being: <ul style="list-style-type: none"> <li>– <u>Council</u>: "Generally, Port Macquarie Hastings Council are in support of the recommendations. However, a formal submission and approval is required prior to works commencing."</li> <li>– <u>TfNSW</u>: Five (5) matters requiring discussion with AGs response/statement being: "This was a preliminary discussion with no matters to be resolved. Ason Group has undertaken reviews of the suggestions as detailed above."</li> <li>– <u>Busways</u>: Three (3) matters required discussion, where AGs response/statement was "All matters yet to be resolved."</li> <li>– <u>Deputy Principal</u>: One (1) matter required discussion, where AGs response/statement was "All matters yet to be resolved."</li> </ul> </li> </ul> <p><b>DPHI comments:</b></p> <p>18. Whilst not required under the condition, has Council approval been obtained as per the above statement within Section 1.4? Noting the statement by AG: "Traffic plan to be updated and lodged with Port Macquarie Hastings Council for Approval."</p> <p>19. For TfNSW, Busways, and the Deputy Principal consultation and 'specific matters' raised in these meetings, have these matters now been resolved?</p> <p>20. Noting the TfNSW, Busways, and Deputy Principal meetings were held in 2021, and Council meeting in October 2023, and a draft STP was not produced until 22/12/2023, have these Stakeholders,</p>	<ol style="list-style-type: none"> <li>1. The comment was received during a meeting held with Council on 25 October 2023. In response, the STP (P1600r03v01) was updated and issued to Council for their review prior to the Transport Working Group (TWG) meeting held on 19 February 2024. During the TWG meeting, Council expressed that they had no fundamental concerns with the STP and that it was generally supportable. Further, Council was also given the opportunity to provide comments prior to STP (P1600r03v02) submission to DPHI. No further comments were received from Council.</li> <li>2. "Specific matters" recorded as part of TfNSW, Busways, and Deputy Principal meetings during the preparation of the preliminary STP (P1600r02v4) in 2021 have been reviewed but have not been raised again in recent consultation sessions for the STP. Therefore, "specific matters" would be considered closed. The STP has been updated to reflect no outstanding "specific matters".</li> <li>3. We can confirm that the STP (P1600r03v01) dated 15/01/2024 was presented to SINSW and the School Deputy Principal for review. Subsequently, the STP (P1600r03v02) dated 13/02/2024 was issued to SINSW, TfNSW, Council, and bus operators (Busways) for their review prior to the TWG meeting held on 19 February 2024. These stakeholders were all given the opportunity to provide feedback and the STP has been progressively updated to respond to all comments received.</li> </ol>

	<p><i>specifically Council and TfNSW, been provided a draft STP for comment/consultation, as per this sub condition?</i></p>	
3	<p><i>DPHI notes the STP includes several sections outlining the arrangements to promote the use of active and sustainable transport modes.</i></p> <p><i>A total of three (3) scenarios are established for the school with the following corresponding timeframes:</i></p> <ul style="list-style-type: none"> <li>● <i><u>Base</u>: existing mode share obtained from latest survey data (2023).</i></li> <li>● <i><u>Moderate</u>: Up to 5 years of operation of programs/plans that encourage mode share shifts.</i></li> <li>● <i><u>Reach</u>: After 5 years of operation of programs/plans that encourage mode share shifts.</i></li> </ul> <p><i>Further, the STP Tables 14 and 15 detail mode of travel, survey results undertaken in 2021 and updated in Term 4 of 2023 (2023) and future mode share targets (Moderate &amp; Reach) for both Students and Staff.</i></p> <p><i>The surveys have also shown the challenges in reducing private vehicle travel in a regional area being:</i></p> <ul style="list-style-type: none"> <li>● <i>Live too far away or in a location with poor public transport connections.</i></li> <li>● <i>Require car to drop off and pick up children/partner before or after work.</i></li> <li>● <i>Cannot carpool due to arrival/departure clashed with other staff.</i></li> <li>● <i>Convenience of driving to before/after school commitments.</i></li> </ul> <p><b>No further comments.</b></p>	<p>As per the matrix of DPHI's comments received on 21 March 2024, this item is considered closed.</p>
4	<p><i>DPHI notes the STP includes Section 3.2 Implementation Plan that details tools and actions to help to achieve the objectives and mode share targets. These include (Table 12):</i></p>	<p>As per the matrix of DPHI's comments received on 21 March 2024, this item is considered closed.</p>

- *The appointment of a Travel Plan Coordinator (TPC).*
- *Advocate for Council for improved cycle connections in the broader area.*
- *Walking programs & strategies (e.g. walking bus, in-class education, STEPtember, WSTSD, WTWD, Gamification, P & C engagement).*
- *Active promotion of existing cycling network.*
- *Cycling programs & strategies (e.g. Ride2School, Riding Groups, improved wayfinding).*
- *Workplace Walking Group.*
- *EoT facilities for Staff.*
- *SSTS = School Travel Pass.*
- *Improve availability of public transport Info (e.g. Apps, website, TAG).*
- *Advocate for TfNSW to improve public transport services.*
- *Excursion use of public transport to educate students of use/availability.*
- *Carpooling.,*
- *Safety Ed Programs: 'DoE Road Safety Education Program' & 'Safety Town'.*
- *Welcome Packs detailing the above.*
- *TAG (up to date) to be displayed prominently in staff areas, such as lunchrooms and foyer areas, and information boards throughout the school for parents and students. The TAG shall be presented in a form that is reflective of the commitment to achieving positive transport objectives.*

*Table 13 outlines the above tools in terms of action, responsibility, and timeframe, for implementation.*

	<p><i>Note: As above, it is acknowledged that a regional school presents challenges in reducing private vehicle travel mode due to the distances students and staff live from the school, or their closest public transport.</i></p> <p><b>No further comments.</b></p>	
5	<p>DPHI notes the STP includes details regarding the methodology and monitoring/review program to measure the effectiveness of the objectives and mode share targets. Specifically:</p> <ul style="list-style-type: none"> <li>• Review updated de-personalised data from NSW DoE via a GIS analysis.</li> <li>• Travel mode surveys be undertaken annually either online or in person.</li> <li>• Undertake <b>community consultation</b> to gauge feedback.</li> <li>• <b>Periodic on-site review</b> of facilities such as the drop-off/pick-up area, bicycle racks.</li> </ul> <p>Further:</p> <ul style="list-style-type: none"> <li>• It is also recommended that an <b>initial audit be undertaken within 6-months</b> of the works being completed and are operational to establish baseline mode share as early as possible.</li> <li>• Following the actions undertaken as part of the review process, feedback is to be provided to key stakeholders including: the community, TfNSW, Council, and the DoE, detailing the efficacy of the strategies. The strategies and the STP will be adapted accordingly.</li> </ul> <p><b>DPHI comments:</b></p> <ol style="list-style-type: none"> <li>4. Please confirm the timing of the surveys (either online or in person) will be undertaken during times that are representative of the school's typical operations.</li> <li>5. How will the in-person survey happen, at the school gate by teacher(s) or in classrooms by classroom teacher? If not teacher(s), who will be asking the survey questions?</li> </ol>	<ol style="list-style-type: none"> <li>4. Surveys will be undertaken during the School's typical operating times (i.e. during 8:15am – 2:15pm). Based on advice provided by SINSW, surveys shall be typically undertaken outside of the first 2 and last 2 weeks of the School's term end/start dates. Surveys will be undertaken within the first 6 months of operations.</li> <li>5. The student mode share survey will be undertaken in classrooms by the classroom teacher and is consistent with the survey methodology undertaken during the preparation of this STP.</li> <li>6. Online surveys (School Community Questionnaire) will be undertaken via the Survey Monkey platform and will be completed by the wider school community; including the parents/carers, staff, and students.</li> </ol> <p>The Travel Plan Coordinator (TPC) will manage the setting up of online surveys. Questions will be adopted from SINSW's questionnaire templates.</p> <ol style="list-style-type: none"> <li>7. To clarify, wording of question would relate to how the individual travelled to School on the survey day. (i.e. Hands up if you arrived to school this morning by XX.) A sample copy of the "Hands Up Student Travel Mode Survey" questions will be provided in the Appendices of the STP. "Hands Up Student Travel Mode Survey" questions include: <ul style="list-style-type: none"> <li>• Details about the class (to be completed by the teacher)</li> <li>• How did you travel to school on the survey day?</li> <li>• How will you go home this afternoon?</li> </ul> </li> </ol>

<p>6. How will the online surveys happen? By which online platform and to who (e.g. parents/carers, students, staff)? Who will manage the setting up of online survey and the questions asked within the survey?</p> <p>7. Please confirm the wording of questions to ask during the surveys (either online or in person), i.e. “Hands up if you arrived to school this morning by XX”, and “Hands up if you left school yesterday afternoon by XX”</p> <p>8. Who will be responsible for collating the survey data (either online or in person)?</p> <p>9. In reference to above community consultation and as stated in Section 5, how often will this occur, who will undertake this, and by what mechanism (in person meeting, online, etc.)?</p> <p>10. In reference to the ‘periodic on-site review’, what are the periods/frequency of these reviews? Will a monitoring report or similar be produced once data is obtained?</p> <p>11. Please confirm if the initial 6-month audit is to take place, noting it is only recommended by AG (i.e. has school agreed). If it is to take place who is to undertake and will there be a monitoring report or similar produced once data is obtained? If it is not to take place, please explain why it is not needed.</p> <p>12. In terms of the Feedback Framework (Section 5.5) how will this feedback be communicated to Stakeholders? Will a monitoring report or similar be produced once feedback is obtained?</p>	<ul style="list-style-type: none"> <li>• If you transfer to the Westport campus to attend a class, put your hand up if you do so by: <ul style="list-style-type: none"> <li>– Taxi</li> <li>– Mini bus</li> <li>– Chartered bus</li> <li>– Other</li> </ul> </li> </ul> <p>8. Teachers will be responsible for conducting the “Hands Up Student Travel Mode Survey”. The “School Community Questionnaire” will need to be undertaken by the school community on SurveyMonkey. The TPC will be responsible for collating all survey responses via SurveyMonkey.</p> <p>9. Based on the TWG meeting held on 19 February 2024, SINSW expressed that TWG meetings should be undertaken consistently, at least once a quarter or every 6 months. This provides opportunity for community consultation. As per SSD-11920082 Condition E12, the STP must be updated annually and implemented. Community consultation will be undertaken in person or over video conference calls.</p> <p>10. Periodic onsite reviews will be undertaken within the first 12 months once an appointed Travel Plan Coordinator (TPC) and has been formally engaged. The STP would be updated at least once a year to include findings from periodic onsite reviews for the first year of operation.</p> <p>11. It is planned that Ason Group would undertake the initial 6-month audit if Ason Group is formally engaged as a TPC. The School has not raised any concerns about the initial 6-month audit following their review of the STP.</p> <p>Based on Deputy Principal comments received on 9 April 2024, the School has no issue with the planned initial audit being undertaken after 3-6 months of operation.</p>
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		<p>12. Feedback will be communicated to stakeholders (i.e. TfNSW, Council, and the Department of Education) via onsite meetings or videoconferencing surveys and onsite meetings / videoconferencing.</p> <p>Meeting minutes will be prepared following the meeting and sent to relevant stakeholders for record keeping. Relevant updates to the STP will be undertaken to address feedback as required.</p>
6	<p><i>DPHI notes the STP includes several sections outlining the operational transport access management arrangements.</i></p> <p><i>DPHI notes Section 4.1.5 outlines:</i></p> <ul style="list-style-type: none"> <li>- <i>Several existing pedestrian refuges and footpaths to assist with pedestrian access to the site.</i></li> <li>- <i>It is highlighted that the proposed change of footpath width to 2.5m along the Owen St school frontage has now been approved (17 November 2023) and will be constructed. This footpath will be able to accommodate higher volumes of pedestrian traffic.</i></li> <li>- <i>There are 4 pedestrian access points along Owen St. Following liaison with the Deputy School Principal, it is understood that the pedestrian access points are currently not monitored by staff and this would remain unchanged since no safety issues regarding the management of the School's pedestrian access points have been raised.</i></li> </ul> <p><i>Further, advice from the Deputy School Principal received on 23 January 2024 suggests that classes are also conducted in the area indicated in yellow in Figure 20. Students walk to and from this area under teacher supervision. It is evident that there are existing footpaths and pedestrian refuges along Owen St and Burrawan St to assist with access to this area.</i></p> <p><b><u>DPHI comments:</u></b></p> <p><i>13. Please confirm that based on the sufficient capacity of the surrounding pedestrian footpaths/routes (as detailed in the STP), there is no requirement for management measures such as staggered school start and finish times, as per this sub condition.</i></p>	<p>13. Based on the Site visit undertaken on 19 September 2023, it was observed that the surrounding pedestrian footpaths/routes could readily accommodate the pedestrian demand during morning and afternoon peak times. Further, no safety concerns have been identified during the consultation processes in the preparation of this STP.</p> <p>Therefore, staggered school start and finish times are not necessarily required at this point in time, however, will be an item to be reviewed during the review period.</p> <p>14. Based on Deputy Principal comments received on 9 April 2024, science and technological and applied studies (TAS) classes as well as agricultural elective groups are undertaken at the location highlighted in yellow in <b>Figure 20</b>. Approximately 20 classes per week occur in this specific area. Access is via foot as a group under the supervision of a teacher.</p>



	<p>14. As advised by the Deputy Principal what type, how many, classes take place at the other location highlighted yellow in Figure 20? i.e. what is the proposed movement of students to this location (and back) per day/week?</p>	
7	<p>DPHI notes the STP details:</p> <ul style="list-style-type: none"> <li>• Staff may access the public car park to the rear of the site. Ultimately, all personnels of the school who drive will likely park on-street within the surrounding road network or at a nearby car park.</li> <li>• Visitors will utilise on-street parking and access the school via the main gate on Owen St.</li> <li>• Accessible vehicles are likely to park along Owen St where parking is in close proximity to the School gates.</li> <li>• Service vehicle access is located off Burrawan St and from Pacific Drive via the car park.</li> <li>• It is expected that emergency vehicles will be able to access at any time via the access off Burrawan St or via the access to the east of the site through the public car park.</li> </ul> <p><b><u>DPHI comments:</u></b></p> <p>15. Please confirm that there are no onsite staff car park, and no accessible spaces provided on the site for staff and/or visitors?</p>	<p>15. It has been confirmed that there are no dedicated parking spaces for staff and/or visitors within the Site.</p>
8	<p>DPHI notes the STP outlines the drop off and pick up (DOPU) location and process. Specifically:</p> <ul style="list-style-type: none"> <li>• Existing DOPU located on Owen St adjacent to the existing bus zone, along the western frontage of the School on Owen St.</li> <li>• DOPU typically operates under the same conditions as no parking zones, which means parents may stop to drop-off or pick-up children for a maximum of 2min. The driver is also required to remain in, or within 3m of the vehicle.</li> </ul>	<p>16. Confirming the DOPU location is the same as it has been prior to construction, during construction, and now in post SSD operation.</p> <p>17. The School has reviewed the new arrangements of managing the DOPU and is aware that it is the responsibility of staff and council ranger in ensuring that parents/carers do not leave their vehicles during morning drop offs and afternoon pick ups.</p> <p>The School's Principal will be responsible for informing parents/carers about this arrangement via a communication strategy such as via newsletters or the School website utilising the latest Transport Access Guide (TAG).</p>

- *Following conversations with the school, it is understood that staff currently do not manage the DOPU area. As such, the STP makes recommendations:*
  - *During the morning and afternoon peak period, parents using the DOPU will not be permitted to park and escort children into the school. The use of this DOPU will be enforced by the school staff and Council's rangers as necessary.*
  - *For any support learning unit students that require assistance with accessing the School from the DOPU, the student's parent/guardian should discuss access arrangements with the school beforehand so a staff member can be organised to escort the student to and from the School. It is recommended that the access arrangement involves identifying the time the student will be dropped off or picked up so the staff member can be readily available to assist especially if there will be multiple students that require assistance. The arrangement will also help avoid vehicles having to stop longer than min in the DOPU.*
  - *TfNSW has prepared information documentation titled School Drop-off and Pick-up; Organising the Initiative details additional methods that can be adopted to assist in a safe and efficient management system for "Kiss and Ride". This has been attached in Appendix G.*

*It is forecasted that there would be a peak queue of 66 vehicles during the afternoon peak 15 min prior to the school bell. Based on the visit undertaken on 19 September 2023, it was observed that pick up of students took between 20-40 seconds, for an average of 30 seconds. This corresponds to approximately 4 vehicles every 30 seconds. Therefore, the existing provision of 6 spaces is likely able to accommodate the schools DOPU demand following completion and occupation of the redevelopment works. It is noted that SSD-11920082 does not consist of any changes to maximum staff or student numbers.*

**DPHI comments:**

16. *Please confirm that there is no new/altered/extended DOPU as a result of this SSD? i.e. the DOPU location is the same as it has been*

Based on Deputy Principal comments received on 9 April 2024, the Deputy Principal accepts the above communication strategy.



	<p>prior to construction, during construction, and now in post SSD operation?</p> <p>17. Has the school confirmed the new arrangements for safely managing the DOPU, being now the responsibility of staff and council ranger management of parent/carers not to leave their vehicles? Noting this is only a 'recommendation' in the STP and previously there was no staff or council ranger enforcement in place. If the new arrangements have not been adopted, how will the DOPU and parents/carers remaining in cars be enforced?</p>	
9	<p>DPHI notes the STP outlines the bus stop location and process. Specifically:</p> <ul style="list-style-type: none"> <li>- there is an existing bus stop situated to the west of the site located immediately north of the DOPU which currently services school bus routes only. As such, this bus stop is only serviced during the school peak periods.</li> <li>- When students arrive on-site, students exit the bus and then enter the school via the main access point on Owen St.</li> </ul> <p><b><u>DPHI comments:</u></b></p> <p>18. Please confirm that there is no new/altered bus stops as a result of this SSD? i.e. the bus stop location and operation is continuing to operate as it has been prior to construction, during construction, and now in post SSD operation?</p> <p>19. What is the location and operational management procedures for a school excursion requiring coaches, as per this sub condition? Is this the same for normal school bus drop off/pick up operations.</p>	<p>18. At this point in time, there are no new/altered bus stops proposed as a result of this SSD. The bus stop location and bus services will continue as it has been prior to construction, during construction, and now in post SSD operation. It is highlighted that no extension to the bus zone is proposed. Only the change in signage to 24/7 is proposed as part of the STP.</p> <p>19. Based on Deputy Principal comments received on 9 April 2024, the Deputy Principal has confirmed for school excursions, the operational management procedure for coaches will be the same for normal school bus drop off / pick up operations.</p>
10	<p>DPHI notes the STP outlines the location and operational management procedures for inter-campus transfers Specifically the below measures have been proposed:</p> <ul style="list-style-type: none"> <li>- <u>Transfer by taxi</u> - where School Staff book taxis that are supplied by an existing supplier contracted by the school to provide the transfer.</li> <li>- <u>Students self-drive between campuses</u> - Students with P1 License can self-drive between campuses with no passengers. Students with P2 License are allowed to carry passengers. Students who self-drive are responsible for the transfer and finding a suitable on-street parking space as both campuses do</li> </ul>	<p>20. Based on Deputy Principal comments received on 9 April 2024, approximately 25 students for period 1 and period 5 travel between the campuses.</p> <p>21. Transfer by taxi is still recommended as a short term measure while other transport options such as bus travel continue to develop for the medium and long term. As per the Technical Note prepared in 2021 (P1600tn01) which outlines the risk profile of various traffic and transport arrangements, transfer by taxi may be considered safer than self-driving. To manage the safety risk that taxi drivers do not hold Working with Children Checks (WWCC), ongoing regular</p>

not provide on-site student parking. Students who intend to self-drive are required to fill out a form.

- In the short term, the school shall ensure the Taxi service supplier obtains Work with Children Checks for each of the taxi drivers that are involved with the provision of inter campus transfer to provide a level of safety. Furthermore, the school should remove self-driving as a travel option.
- Medium and long term recommendations involves procuring a chartered bus service for inter campus travel requirements and the adoption of a formalised inter campus transfer area. Safety risks associated with taxi use may be reduced using school bus services. However, this would need to be discussed with the Project Team and relevant public authorities to consider providing additional bus services and changes to the existing bus zone operation hours at the school's frontage on Owen St.

**DPHI comments:**

20. How many classes/students approximately are having to undertake inter campus travel? At what frequency per day/week?
21. Referencing Section 4.1.11 and the statement "Based on advice received from SINSW Transport in September 2023, it has been identified that some students were transferring between the Site and the Hastings Secondary College, Westport campus **by taxi which is considered a safety risk.**", why is taxi service transfer still recommended as an option for transfer?
22. Can you please clarify the conflicting statements in Section 4.1.11 being that self-driving by students (P1 & P2) is proposed (bullet point 2) as an option, however in the next paragraph it states: "Furthermore, the School should remove self-driving as a travel option."
23. In terms of self-driving students (P1 & P2) and the statement of "Students who self-drive are responsible for the transfer and finding a suitable on-street parking space as both campuses do not provide on-site student parking.". How will this be documented, educated, the 'responsibility' of this option explained to students, and what are the consequences if they cannot find an on-street space, etc? Is this even feasible to enforce?

monitoring of contractors engaged and spot checks will be undertaken to ensure all taxi drivers that facilitate campus transfers are current holders of WWCC. The Technical Note (P1600tn01) can be provided to DPHI for reference upon request. It is noted that this Technical Note has already been reviewed by SINSW.

Based on Deputy Principal comments received on 9 April 2024, the taxi company provides an initial list of drivers including WWCCs and it has been agreed that each time a new driver starts, their WWCC will be forwarded through to the School. The WWCCs are valid for 5 years so the ongoing monitoring of drivers engaged may be undertaken every 12-18 months to help ensure the safety of students.

22. To clarify, there had been instances where both transfer by taxi and self-driving were options available to students to facilitate inter campus transfer in 2021. Since then, the School has removed self-driving as a travel option. It is understood that inter campus transfers would be undertaken via taxi and bus in the short-medium term.
23. As noted in Item 22's response, self-driving as a travel option for inter campus transfers has been banned based on Deputy Principal comments received on 9 April 2024. The Deputy Principal has confirmed that monitoring systems are in place for any student drivers.
24. As noted in Item 22's response, self-driving as a travel option for inter campus transfers has been banned based on Deputy Principal comments received on 9 April 2024. Hence, the matter of legalities in relation to self-driving may be considered closed from the project team's perspective.
25. The proposed measures for school operation have been reviewed by the School as part of preparation of the STP. Proposed inter campus transfer options would be considered realistic as it considers short, medium and long term context. These transfer options will be discussed with students, parents/carers and stakeholders involved as the context and demand for inter campus transfers evolves.

	<p>24. <i>Have the legalities, i.e. who is at fault/responsible/liable?, been investigated if there is an accident (and potential injury) involving a self-driving student (P1 &amp; P2) when they are transferring between school campuses for school purposes, especially if they are also taking student passengers? Does this process involve consent of parents/guardians?</i></p> <p>25. <i>All options listed in section 4.1.11 seem to be proposed general recommendations, and not committed to at this point of the final STP. Therefore, how realistic are these proposed measures for school operation? Have they been discussed and agreed as feasible with the relevant students, parents/carers and Stakeholders (i.e. school, taxi service, etc.) involved? Where are these options up to as being confirmed as the measures to satisfy this sub condition of the STP?</i></p> <p>26. <i>Please clarify how the taxi service or the self-driving students (P1 &amp; P2) reduce the frequency of inter campus travel as per this sub condition.</i></p> <p>27. <i>Will the Monitoring and Review program listed in section 5.4 include the monitoring/reviewing/auditing of the inter campus travel options above to ensuring the reduction to the frequency of trips and ensure the safety of travel for students, as per this sub condition? If so, will a monitoring report or similar be produced once this data is obtained?</i></p>	<p>Based on Deputy Principal comments received on 9 April 2024, the School has committed to several travel options. It is noted that both campuses currently have a mini bus that is used for transfers. A further mini bus is being procured for next year (2025) and chartered bus services are used where required. Taxis are still used as required with WWCC in place. Self driving has been banned.</p> <p>26. As per the response to Item 25, it is noted that intercampus transfers are currently being facilitated by maxi taxis with maximum seating capacity and mini bus, with a further mini bus being procured for next year (2025) and chartered bus services are adopted as required. To assist with minimising the frequency of inter campus transfers in the medium to long term, it is encouraged that students attending the same subject line held at the same time utilise the mini bus or chartered bus as opposed to the taxi as buses would have a higher seating capacity.</p> <p>27. The monitoring and review program will include the monitoring/reviewing/auditing of the inter campus travel options. The surveys will include a question to help quantify the number of students that adopt each inter campus travel mode with the aim to minimise taxi use in the medium to long term. The question may be: <i>If you transfer to the Westport campus to attend a class, put your hand up if you do so by:</i></p> <ul style="list-style-type: none"> <li>- Taxi</li> <li>- Mini bus</li> <li>- Chartered bus</li> <li>- Other</li> </ul> <p>Findings from the review will be documented in an STP update as necessary</p>
11	<p><i>DPHI notes the STP details waste collection and other service vehicle movements will occur via the Burrawan St access along the southern boundary of the school. For smaller deliveries such as for the canteen, these currently occur via the front gate on Owen St. Delivery times would be strictly managed to ensure the minimum movements possible, and these occur outside of the school peak periods.</i></p>	<p>28. Based on Deputy Principal comments received on 9 April 2024, the only time a bus (i.e. mini bus) would need to access the school internally would be for storage in the shed on Burrawan Street driveway. The Deputy Principal has confirmed this is within an out of bounds area for students.</p>

	<p><b><u>DPHI comments:</u></b></p> <p>28. Please confirm buses will not access the school internally for any reason? i.e. as above they would utilise the existing bus top locations for an excursion or similar? If they are to access the school internally, what is the management in place for this?</p>	<p>All other buses required to service the Site will not be done on school grounds.</p>
<p>12</p>	<p>DPHI notes the STP summarises the day-to-day operations of travelling to and from the school, including walking and riding, public transport, DOPU, carpark, visitors, deliveries and service vehicles, and Out of Hours Access. Within these categories there is information regarding the management of the access to the school associated with these activities.</p> <p><b>No further comments.</b></p>	<p>As per the matrix of DPHI's comments received on 21 March 2024, this item is considered closed.</p>
<p>13</p>	<p>As above, DPHI notes the STP outlines the existing DOPU process that is to be adhered to, to minimise queuing impacts.</p> <p><b><u>DPHI comments:</u></b></p> <p>29. Apart from what is outlined in Section 4.1.9, are there any other proposed mitigation measures to minimise impacts, including measures to mitigate queuing impacts associated with vehicles accessing drop-off and pick-up zones, as per this sub condition?</p>	<p>29. A queuing analysis has been undertaken following a site visit undertaken on 19 September 2023 and it was calculated that approximately 4 vehicles would be queued at the DOPU during afternoon peak hour. Given the existing DOPU has a capacity for 6 cars, the current arrangement would be considered satisfactory. Therefore, it is unlikely that mitigation of queuing impacts associated with the DOPU in addition to those suggested in <b>Section 4.1.9</b> would be required.</p> <p>However, should there be a need to mitigate queuing impacts at the DOPU that is properly managed, <b>Section 4.2</b> outlines that an extension to the DOPU zone can be considered along the Schools's frontage on Owen Street.</p>
<p>14</p>	<p>DPHI notes the STP references Section 4.1.4 states:</p> <p>"Notwithstanding the above, prior to any larger scale out of school hour activities, an Out of Hours Event Management Plan would be required to address traffic and parking management matters.</p> <p>Staff and visitors of the adjacent PCYC facility will not be permitted to access the School unless in the event of an emergency."</p> <p><i>Note: Conditions E1-E4 require the Applicant to prepare an Out of Hours Event Management Plan for both School and Community Use which includes addressing traffic/parking impacts.</i></p>	<p>No car parking arrangements are proposed onsite. However, as part of the STP, it is proposed that the "Kiss and Ride" along the School's western frontage will be enforced by the School staff and Council's rangers as necessary as per <b>Section 4.1.9</b>.</p> <p>No community out of hours use is proposed at this stage. Based on Deputy Principal comments received on 9 April 2024, there will be no OOSH at the School.</p>

	<p><b><u>DPHI comments:</u></b></p> <p><i>To confirm, there are no measures within the STP to manage car parking arrangements and management associated with the proposed use of school facilities by community members, given no community out of hours use is proposed at this stage?</i></p> <p><i>Is there a before and after school program at site? Noting no OOSH references have been found in the STP. If so, how is the car parking managed for this?</i></p>	
15	<p><i>DPHI notes the STP Section 5.1. and Section 5.2 include:</i></p> <ul style="list-style-type: none"> <li>• <i>Appointment of a TPC with responsibilities listed where “This role does not necessarily require a full-time position; however, it should be clearly designated among the key responsibilities of the building management group.”</i></li> <li>• <i>“Financial incentives for staff to use active transport and public transport to travel to work. However, this is not a mandatory requirement and would be subject to the management discretion.”</i></li> <li>• <i>“It is not anticipated that the maintenance of this STP will have significant ongoing cost implications and shall be reviewed on an annual basis by the TPC in order for the best outcome.”</i></li> </ul> <p><b><u>DPHI comments:</u></b></p> <p>30. Has the TPC been appointed yet? If not, when will this occur?</p> <p>31. <i>Is it known who in the ‘building management group’ will be appointed as TPC, where the TPC is recommended to be appointed from? Are they aware they are to undertake the TPC role and all the responsibilities listed throughout the STP?</i></p> <p>32. <i>Has ongoing budget/funding for the TPC and continual STP development and implementation been secured yet? Noting ‘Section 5.3 Plan Maintenance’ and ‘Section 5.4 Monitoring and Review Actions’ include a raft of ongoing STP review processes which appear to require resourcing and funding to carry out.</i></p>	<p>30. The TPC has not been appointed yet. Based on advice provided by the project team, the TPC role engagement is still under review.</p> <p>31. As noted above, the TPC has not yet been appointed. However, once formal engagement of a TPC has been obtained, details of the TPC can be confirmed. The TPC will be informed of the list of responsibilities outlined within the STP.</p> <p>32. The project team understands and is aware of the ongoing budget/funding requirements for the continual STP development and implementation. This has been discussed with the Principal. Ongoing discussions with the Access Management Utility (AMU) and the SINSW Transport team have been undertaken. Funding will be finalised at a later date to cover the resourcing for ongoing STP review processes.</p> <p>Based on Deputy Principal comments received on 9 April 2024, it has been confirmed that the project will fund the first 12 months and the School will then take over the funding responsibility.</p>
16	<p><i>DPHI notes the STP details the methodology and monitoring/review program to measure the effectiveness of the STP. This has been outlined in the previous section Comment No. 5. The results of these surveys (whether online or in person) will drive improvements to the STP</i></p>	<p>33. Please refer to Items 5 to 13 responses which predominantly relate to details of the methodology and monitoring / review program to measure the effectiveness of the STP.</p>



*initiatives and procedures, including the need for further infrastructure (pedestrian/cycling) to facilitate safe access whilst promoting other modes of travel besides car use.*

*The Applicant will be reminded of their post operation consent conditions, including:*

- *Condition E12: The STP must be updated annually and implemented unless otherwise agreed by the Planning Secretary.*

**DPHI comments:**

33. Please refer to comments 5 to 13 to be addressed.

## 1.4 Stakeholder Engagement

Ason Group has consulted with key stakeholders throughout the preparation of the preliminary STP as part of the original SSD submission, including the following key stakeholders;

- Transport for NSW (TfNSW),
- Port Macquarie – Hastings Council (the Council), and
- the Deputy School Principal (the Deputy Principal)

This report provides details of the consultation undertaken by the Project Team in its preparation of this STP.

### 1.4.1 Port Macquarie Hastings Council

As part of preparation of the approved preliminary STP, the following consultation with Council was undertaken. A summary of the discussion is outlined below.

**TABLE 3 COUNCIL CONSULTATION**

<b>Identify Party to Consult</b>	Port Macquarie – Hasting Council
<b>Consultation Type</b>	Email correspondence and Phone Call
<b>When is consultation required?</b>	Prior to submission
<b>Why?</b>	To organise a meeting between Ason Group and Council. To Discuss existing traffic issues in the surrounding road network and discuss the School Travel Plan.
<b>When was consultation scheduled?</b>	15 February 2021
<b>When was consultation held?</b>	25 February 2021
<b>Identify person and position who were involved</b>	Traffic Consultant – Ason Group Council – Grant Burge Development Engineering Coordinator
<b>Provide the details of the consultation</b>	Discussion regarding shared path and parking arrangement review for School Transport Plan.
<b>What specific matters were discussed?</b>	Discussion regarding shared path and parking arrangement review for School Transport Plan. <ul style="list-style-type: none"><li>• Grant raised no concerns regarding a review into the existing parking arrangement or shared path. It is noted that no shared path is currently proposed to the school.</li><li>• Grant noted that formal feedback would be provided by 26<sup>th</sup> February 2021, with additional queries regarding parking provision and planning items to be forwarded on to the relevant teams at Council.</li></ul>
<b>What Matters Were Resolved?</b>	22 February 2021: this was a preliminary discussion with no matter to be resolved.

As part of preparation of this STP, a meeting was undertaken between the Project Team, the School and the Council to discuss recommendations outlined within the approved traffic report, ref: P1600r01v8 (the Ason TA) for SSD- 11920082 prepared by Ason Group. A summary of the discussion is outlined below.

**TABLE 4 COUNCIL CONSULTATION – 25 OCTOBER 2023**

<b>Identify Party to Consult</b>	Port Macquarie – Hasting Council
<b>Consultation Type</b>	Videoconference
<b>When is consultation required?</b>	Prior to submission of STP
<b>Why?</b>	To organise a meeting between the Project Team and Council. To discuss recommendations outlined within the approved traffic reports, ref: P1600r01v8 (the Ason TA) for SSD- 11920082 prepared by Ason Group.
<b>When was consultation scheduled?</b>	25 October 2023
<b>When was consultation held?</b>	25 October 2023
<b>Identify person and position who were involved</b>	Kyle Stevens - - Manager Planning and Design Strategic Community Infrastructure Planning and Design – Port Macquarie Hastings Council Natali Boskovska – Project Director – School Infrastructure Alexandra Fearnley – Senior Project Manager – RPS Nathan Muggleton – Project Manager – RPS Craig McIlveen – AW Edwards
<b>Provide the details of the consultation</b>	An introduction to the meeting was provided. Stakeholders were introduced and the traffic assessment report was tabled for discussion.
<b>What specific matters were discussed?</b>	Figure 21 of the traffic assessment report ((26/07/2021) was shared on screen. The following was discussed: <ul style="list-style-type: none"> <li>Proposed change of unrestricted parking along Owen Street to kiss and drop facility. <i>Comment: Port Macquarie Hastings Council generally in agreement with any traffic safety recommendations. However, it was acknowledged that formal acceptance would be required through the lodgement of the updated report. It is desirable that the kiss and drop be returned to unrestricted parking outside of school hours.</i></li> <li>Proposed change from unrestricted parking to accessible parking (figure 21). <i>Response: Port Macquarie Hastings Council generally in agreement with any traffic safety recommendations.</i></li> <li>Proposed change of bus zone signage to 24/7. <i>Response: Port Macquarie Hastings Council require a review of the formal submission prior to accepting of change to bus hours.</i></li> <li>Proposed change of footpath width to 2.5m along Owen Street school frontage. <i>Response: Port Macquarie Hastings Council raised that any existing services in the corridor would need to be coordinated with the footpath. Acceptance would be required through a separate council department with Mick Jones Development Engineer.</i></li> </ul>



	<ul style="list-style-type: none"> <li>Proposed discussion on the implementation of a rumble strip on the approach of the school frontage along Owen Street between Gordon and Burrawan Street. <i>Response: Port Macquarie Hastings Council generally in agreement with any traffic safety recommendations.</i></li> <li>Proposed discussion on the implementation of a Zebra crossing on the approach of the school frontage along Owen Street between Gordon and Burrawan Street. <i>Response: Port Macquarie Hastings Council generally in agreement with any traffic safety recommendations. Discussion descended onto the potential need for crossing supervisors and the need to consult with Transport for NSW. It was indicated a pedestrian crossing towards Burrawan street would connect well with existing council path network currently being constructed.</i></li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>Line marking along Owen Street may require upgrade.</li> <li>A desired timeline for works was provided by AW Edwards, indicating if the work are to proceed they would be targeted for January 2024 during school holidays.</li> </ul>
<b>What Matters Where Resolved?</b>	Generally, Port Macquarie Hastings Council are in support of the recommendations. However, a formal submission and approval is required prior to works commencing.
<b>What matters are unresolved?</b>	The Project development team will finalise the traffic recommendations to determine if implementation is needed now. An updated travel plan is to be prepared and lodged outlining the recommendations. This document will be lodged with Port Macquarie Hastings Council as a formal request for its implementation prior to works proceeding.
<b>Any remaining points of disagreement?</b>	Nil identified.
<b>How will SINSW address matters not resolved?</b>	<p>Traffic plan to be updated and lodged with Port Macquarie Hastings Council for Approval.</p> <p>The STP (P1600r03v01) was updated and issued to Council for their review prior to the Transport Working Group (TWG) meeting held on 19 February 2024. During the TWG meeting, Council expressed that they had no fundamental concerns with the STP and that it was generally supportable. Further, Council was also given the opportunity to provide comments prior to STP (P1600r03v02) submission to DPHI. No further comments were received from Council.</p>

## 1.4.2 TfNSW

As part of preparation of the approved preliminary STP, the following consultation with TfNSW was undertaken. A summary of the discussion is outlined below.

### TABLE 5 TFNSW CONSULTATION

<b>Identify Party to Consult</b>	Transport for NSW
<b>Consultation Type</b>	Email correspondence and Video conference
<b>When is consultation required?</b>	Prior to submission
<b>Why?</b>	To organise a meeting between Ason Group and TfNSW. To discuss existing traffic issues in the surrounding road network and discuss the School Travel Plan.
<b>When was consultation scheduled?</b>	15 February 2021 22 February 2021
<b>When was consultation held?</b>	3 February 2021 22 February 2021
<b>Identify person and position who were involved</b>	Traffic Consultant – Ason Group TfNSW – Matt Adams (Team Leader, Development Services   Community and Place   Region North   Regional & Outer Metropolitan) Gregory Aitken (Development Services   Community and Place   Region North   Regional & Outer Metropolitan) Leisa Sedger (Development Services   Community and Place   Region North   Regional & Outer Metropolitan)
<b>Provide the details of the consultation</b>	3 February 2021: Ason Group emailed TfNSW and Busways to make introductions and request a meeting to discuss the existing bus routes and provision. No response was provided from TfNSW. 10 February 2021: Ason Group emailed TfNSW to request a meeting to discuss the existing bus routes and provision. TfNSW was unable to attend the meeting on the 15h February 2021. 11 February 2021: Ason Group emailed TfNSW to commence liaising as required by the SSDA to discuss the Transport Assessment and School Transport Plan. The contact details of Matt Adams were provided. 18 February 2021: Ason Group emailed TfNSW to commence liaising as required by the SSDA to discuss the Transport Assessment and School Transport Plan. Matt Adams confirmed attendance. 22 February 2021: the key items for review and inclusion into the Preliminary School Transport Plan.
<b>What specific matters were discussed?</b>	<ul style="list-style-type: none"> <li>22 February 2021: the key items for review and inclusion into the Preliminary School Transport Plan. This included shared paths, parking, and future bus infrastructure.</li> <li>TfNSW recommended undertaking a review of the central parking row on Owen Street outside of the School. Ason Group undertook a review and determined that the parking can be rearranged however it would require the realignment of Owen Street.</li> <li>TfNSW also recommended that shared paths be provided to the School. This has been included as part of the Action Plan detailed in <b>Section 3.2</b>.</li> <li>Ason Group queried the school zone times noting it does not coincide with the school operating hours. TfNSW said this is unlikely to be changed since as the existing road is 40km/h.</li> <li>TfNSW informed Ason Group that the bus services in Port Macquarie are being reviewed as part of a review of 16 cities in regional NSW.</li> </ul>

<b>What Matters Where Resolved?</b>	<p>This was a preliminary discussion with no matters to be resolved. Ason Group undertook reviews of the suggestions as detailed above.</p> <p>As the time of preparation of this STP update (ref: P1600r04v03), it is noted that “specific matters” mentioned above are considered closed since they have not been raised again in recent consultation sessions.</p>
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### 1.4.3 Busways

As part of preparation of the approved preliminary STP, the following consultation with Busways was undertaken. A summary of the discussion is outlined below.

**TABLE 6 BUSWAYS CONSULTATION**

<b>Identify Party to Consult</b>	Busways
<b>Consultation Type</b>	Email correspondence and Video conference
<b>When is consultation required?</b>	Prior to submission
<b>Why?</b>	<p>To organise a meeting between Ason Group and TfNSW.</p> <p>To discuss existing traffic issues in the surrounding road network and discuss the School Travel Plan.</p>
<b>When was consultation scheduled?</b>	15 February 2021
<b>When was consultation held?</b>	<p>3 February 2021</p> <p>15 February 2021</p>
<b>Identify person and position who were involved</b>	<p><b>Traffic Consultant</b> – Ason Group</p> <p><b>Busways</b> – Julie Ashby Scheduling Daily Operations Manager – School &amp; Route</p>
<b>Provide the details of the consultation</b>	<p>3 February 2021: Ason Group emailed TfNSW and Busways to liaise and request a meeting to discuss the existing bus routes and provision.</p> <p>15 February 2021: existing operation of bus routes and any concerns held by Busways. Potential for bus between the Port Macquarie Campus and the Westport Campus.</p>
<b>What specific matters were discussed?</b>	<ul style="list-style-type: none"> <li>15 February 2021: existing operation of bus routes and any concerns held by Busways. Potential for bus between the Port Macquarie Campus and the Westport Campus.</li> <li>Busways detailed that the buses would be reducing in capacity following the installation of seatbelts.</li> <li>Busways confirmed that there are no capacity issues for the existing services.</li> </ul>
<b>What Matters Where Resolved?</b>	As the time of preparation of this STP update (ref: P1600r04v03), it is noted that “specific matters” mentioned above are considered closed since they have not been raised again in recent consultation sessions.

#### 1.4.4 Hastings Secondary College, Port Macquarie

As part of preparation of the approved preliminary STP, the following consultation with the School's principal was undertaken. A summary of the discussion is outlined below.

**TABLE 7 PRINCIPAL CONSULTATION**

<b>Identify Party to Consult</b>	Deputy School Principal (Acting campus principal)
<b>Consultation Type</b>	Email correspondence and In-person meeting
<b>When is consultation required?</b>	Prior to submission
<b>Why?</b>	To organise a meeting between Ason Group and TfNSW. To discuss existing traffic issues in the surrounding road network, traffic operations of the School and discuss the School Travel Plan.
<b>When was consultation scheduled?</b>	4 February 2021
<b>When was consultation held?</b>	4 February 2021
<b>Identify person and position who were involved</b>	<b>Traffic Consultant</b> – Ason Group <b>School Principal</b> – Jacynta Moylan, Deputy School Principal
<b>Provide the details of the consultation</b>	4 February 2021: Consultation to gain understanding of existing traffic and transport management of the School.
<b>What specific matters were discussed?</b>	<ul style="list-style-type: none"> <li>4 February 2021: School drop-off / pick-up periods, parking provisions, general travel behaviour by staff and students, servicing activities and travel between campuses.</li> </ul>
<b>What Matters Were Resolved?</b>	As the time of preparation of this STP update (ref: P1600r04v03), it is noted that "specific matters" mentioned above are considered closed since they have not been raised again in recent consultation sessions.

As part of preparation of this STP, an onsite meeting with the Deputy School Principal was undertaken on 19 September 2023. A summary of the discussion is outlined below.

**TABLE 8 PRINCIPAL CONSULTATION – 19 SEPTEMBER 2023**

<b>Identify Party to Consult</b>	Deputy School Principal
<b>Consultation Type</b>	In-person meeting
<b>When is consultation required?</b>	Prior to submission of this STP
<b>Why?</b>	To discuss existing traffic issues in the surrounding road network, traffic operations of the School as part of completing the 2023 Principal Questionnaire.
<b>When was consultation scheduled?</b>	19 September 2023
<b>When was consultation held?</b>	19 September 2023

<b>Identify person and position who were involved</b>	<b>Traffic Consultant</b> – James Laidler, Ason Group <b>Deputy School Principal</b> – Geoffrey Duck, Deputy School Principal
<b>Provide the details of the consultation</b>	Consultation to gain understanding of existing traffic and transport management of the School.
<b>What specific matters were discussed?</b>	<ul style="list-style-type: none"> <li>Completion of the 2023 Principal Questionnaire involved discussion on School bell times, access points, parking provisions, end of trip facilities provision, and general discussion on existing operations.</li> </ul>
<b>What Matters Where Resolved?</b>	No matters to be resolved.

Additional consultation with the Deputy School Principal has been undertaken as part of preparation of this STP. Following their review of the STP (ref: P1600r03v01), the STP has been updated to reflect their minor comments. A summary of the comments received is outlined below.

**TABLE 9 PRINCIPAL CONSULTATION – 23 JANUARY 2024**

<b>Identify Party to Consult</b>	Deputy School Principal
<b>Consultation Type</b>	Email correspondence
<b>When is consultation required?</b>	Prior to submission of this STP
<b>Why?</b>	To provide the School an opportunity to give input on the STP prior to submission.
<b>When was consultation scheduled?</b>	Deputy School Principal's comments were issued to RPS on 23 January 2024. Ason Group received Deputy School Principal's comments on 23 January 2024 from RPS Group.
<b>When was consultation held?</b>	Deputy School Principal's comments were issued to RPS on 23 January 2024. Ason Group received Deputy School Principal's comments on 23 January 2024 from RPS Group.
<b>Identify person and position who were involved</b>	<b>Deputy School Principal</b> – Geoffrey Duck, Deputy School Principal <b>RPS Group</b> – Alexandra Fearnley, Senior Project Manager <b>RPS Group</b> – Nathan Muggleton, Project Manager <b>SINSW</b> – Hussein Najdi, Project Director <b>Ason Group</b> – James Laidler, Senior Traffic Engineer <b>Ason Group</b> – Jasmine Wong, Traffic Engineer
<b>Provide the details of the consultation</b>	Consultation to obtain any comments from the Deputy School Principal following their review of the STP (ref: P1600r03v01).
<b>What specific matters were discussed?</b>	<ul style="list-style-type: none"> <li>Inclusion of a separate area to the Site where classes are also conducted.</li> <li>Refinement to mode share targets to align with 2023.</li> <li>Clarification on TPC role and responsibilities.</li> </ul>
<b>What Matters Where Resolved?</b>	No matters to be resolved.

## 1.4.5 Transport Working Group

As part of preparation of this STP, a Transport Working Group (TWG) meeting has been undertaken on 19 February 2024. The STP (ref: P1600r0302) dated 13 February 2024 was issued to SINSW, TfNSW, Council and bus operators (Busways) for review prior to the TWG meeting. These stakeholders were all given the opportunity to provide feedback and this STP has been progressively updated to respond to all comments received. Details on the TWG meeting held on 19 February 2024 are summarised in the below table.

**TABLE 10 TRANSPORT WORKING GROUP – 19 FEBRUARY 2024**

<b>Identify Party to Consult</b>	Port Macquarie – Hasting Council TfNSW Busways
<b>Consultation Type</b>	Video conference (on Microsoft Teams)
<b>When is consultation required?</b>	Prior to submission of this STP
<b>Why?</b>	To provide the stakeholders an opportunity to give input on the STP prior to submission.
<b>When was consultation scheduled?</b>	19 February 2024
<b>When was consultation held?</b>	19 February 2024
<b>Identify stakeholders who were involved</b>	<b>RPS Group</b> – Alexandra Fearnley, Senior Project Manager <b>SINSW</b> – Hussein Najdi, Project Director <b>SINSW</b> – Russell Humble, <b>Transport</b> – Charmaine Blair <b>Transport</b> – Paul Marks <b>Transport</b> – Bradley Crispin <b>Council</b> – Kyle Stevens <b>Ason Group</b> – James Laidler, Senior Traffic Engineer <b>Ason Group</b> – Jasmine Wong, Traffic Engineer
<b>Provide the details of the consultation</b>	Consultation to obtain any comments from stakeholders following their review of the STP (ref: P1600r03v02).
<b>What specific matters were discussed?</b>	Ason Group presented some slides to the group which summarises key components of the STP (ref: P1600r03v02) consisting of a catchment analysis summary and proposed recommendations outlined in <b>Section 4.2</b> .
<b>What Matters Were Resolved?</b>	No matters to be resolved.

## 1.5 Reference Documents

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In preparing this STP, the following key documents have been referenced.

- Transport for NSW (TfNSW), Public Transport Service Planning Guidelines, Rural and Regional NSW, October 2015
- TfNSW, Future Transport Strategy 2056, March 2018
- NSW Government, Planning Guidelines for Walking and Cycling; November 2019
- Port Macquarie – Hastings Bike Plan; May 2015
- NSW Department of Education, Master planning guidelines for schools, October 2020
- NSW Department of Education, SINSW Community of Practice Architects + Transport Planners, 29<sup>th</sup> October 2020
- Standards Australia – AS1742.10-2009, Manual of Uniform Traffic Control Devices, Part 10: Pedestrian Control and Protection, version 2009
- Ason Group, Transport Assessment; State Significant Development Application; Hastings Secondary College – Port Macquarie Campus; dated 26 July 2021. ref: P1600r01v8 (the Ason TA)<sup>1</sup>
- Ason Group, Preliminary School Transport Plan, State Significant Application; Hastings Secondary College – Port Macquarie Campus; dated 20 May 2021, ref: P1600r02v4 (the Preliminary STP)<sup>2</sup>
- Ason Group, Hastings Secondary Campus Inter Campus Transfer; dated 15 June 2021, ref: P1600tn01 (the Technical Note)

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<sup>1</sup> <https://majorprojects.planningportal.nsw.gov.au/prweb/PRRestService/mp/01/getContent?AttachRef=EXH-19249149%2120210913T051533.331%20GMT>

<sup>2</sup> <https://majorprojects.planningportal.nsw.gov.au/prweb/PRRestService/mp/01/getContent?AttachRef=SSD-11920082%2120210524T064412.137%20GMT>



## 2 Existing Transport Conditions

### 2.1 Site Location

The Site is located approximately 1.2km southeast of the Port Macquarie town centre, with access from Owen Street to the east, and Burrawan Street to the south.

As shown in **Figure 2**, the 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.

Scattered vegetation is located throughout the Site, with a small area of vegetation concentrated towards the pedestrian access area.



Figure 2: Site Location (Source: NearMaps)

### 2.2 Site Transport Facilities

As it relates to travel planning, the Site and its immediate surroundings will provide the following transport facilities:

- “Kiss and Ride” between Gordon Street and Burrawan Street which can accommodate 6 cars;



- Bus bay capable of holding 3 buses on Owen Street along the School frontage (eastern side) between Gordon Street and Burrawan Street;
- Constructed concrete footpath along Owen Street, frontage of the School;
- Existing pedestrian refuges along Gordon Street, Owen Street, and Burrawan Street; and
- Bicycle spaces (adjacent to the Deputy School Principal's office at the southern end of the School).

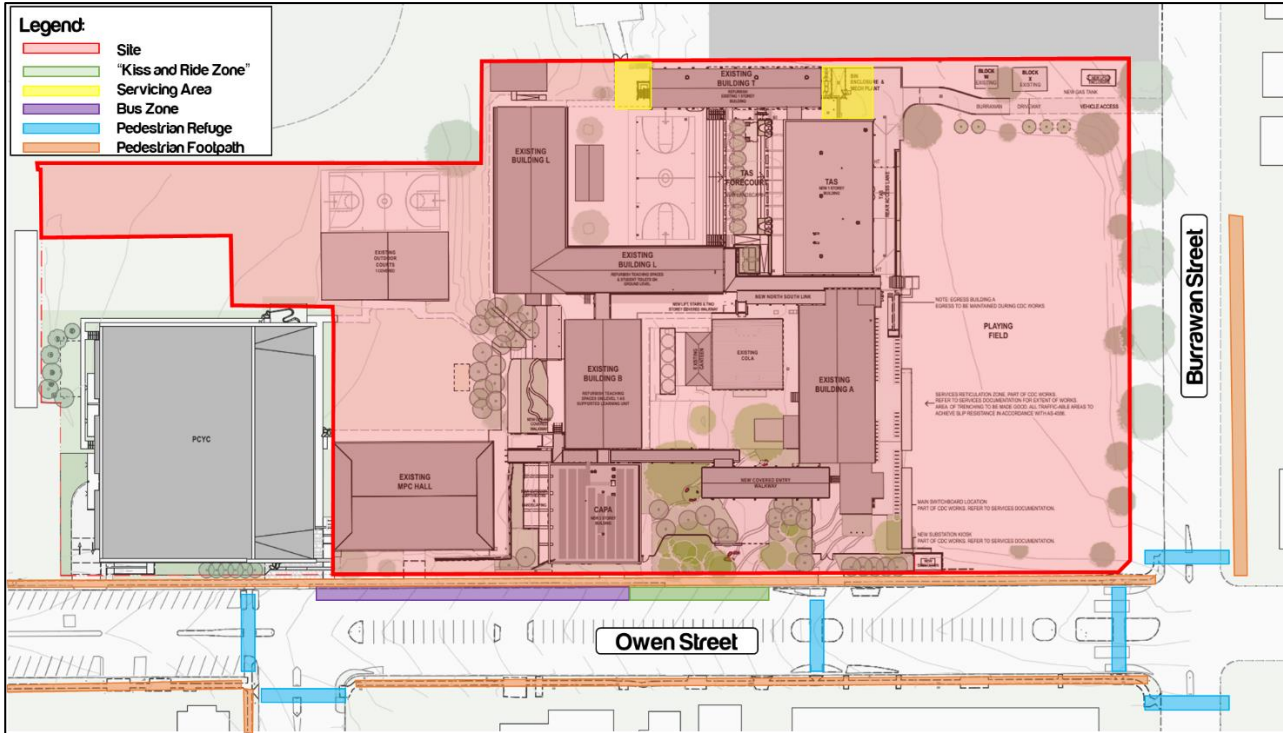


Figure 3: Site Transport Facilities (Source: Site Plan revision B dated 25 February 2022 prepared by FJMT)

## 2.3 Public Transport

### 2.3.1 Bus Services

With reference to existing bus services for the area, a total of 10 bus stops are located within 400m distance of the Site as shown within the green circle in **Figure 4**. Currently, there are 27 existing school bus routes and 2 existing public bus routes which can service the School.

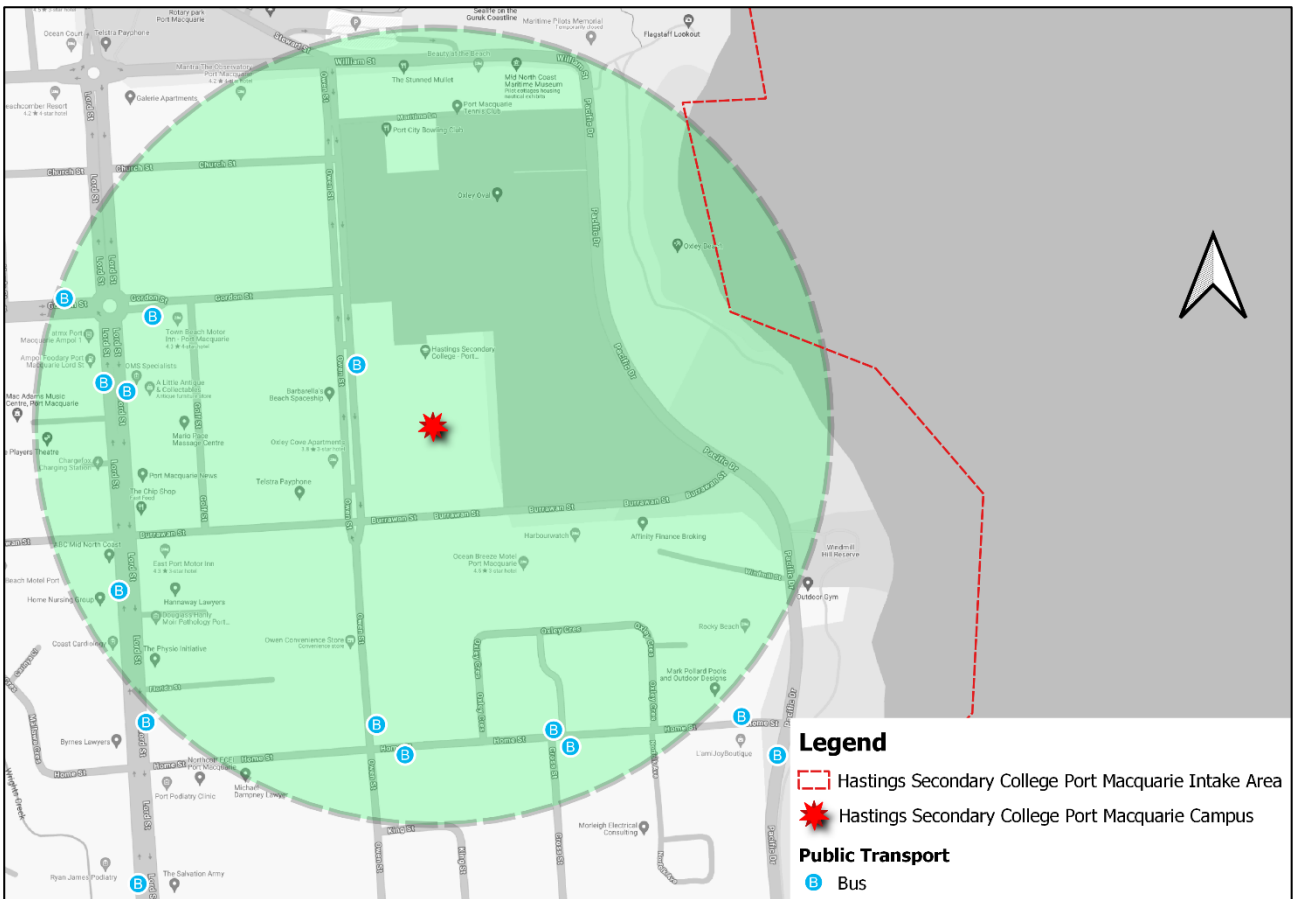


Figure 4: Existing Public and School Bus Stops  
 (Source: Base Maps from Google Maps December 2023 – prepared in QGIS)

### School Bus Routes

The 27 existing school bus routes are summarised in **Table 11**.

Morning		
Route	Description	Service
S424	Gum Scrub Rd to Telegraph Point PS	1 service in the morning
S426	Upper Rollands Plains Rd to Telegraph Point PS	1 service in the morning
S446	Port Macquarie Marbuk Ave to Hastings Secondary	1 service in the morning
S448	Settlement Point to Hastings Secondary via Lady Nelson Dr	1 service in the morning
S461	King Creek Rd to Hastings Secondary via Wauchope	1 service in the morning
S464	Port Macquarie Koala St to Hastings Secondary	1 service in the morning
S466	Bonny Hills to Hastings Secondary	1 service in the morning
S468	Kundabung Rodeo Dr to Hastings Secondary	1 service in the morning
S470	Sancrox Billabong Dr to Hastings Secondary via Lake Innes Dr	1 service in the morning
S471	Port Macquarie Pacific Dr to Hastings Secondary	1 service in the morning

<b>S640</b>	Port Macquarie John Oxley Dr to Port Macquarie HS	1 service in the morning
<b>S641</b>	Port Macquarie The Point Dr to Port Macquarie HS	1 service in the morning
<b>Afternoon</b>		
<b>Route</b>	<b>Description</b>	<b>Service</b>
<b>S520</b>	Hastings Secondary to Bonny Hills	1 service in the afternoon
<b>S537</b>	Wauchope Young St to Wauchope King Creek Rd	1 service in the afternoon
<b>S548</b>	Telegraph Point PS to Port Macquarie Depot	1 service in the afternoon
<b>S553</b>	Hastings Secondary to Telegraph Point PS	1 service in the afternoon
<b>S555</b>	Hastings Secondary to Upper Rollands Plains Rd	1 service in the afternoon
<b>S556</b>	Hastings Secondary to Port Macquarie Marbuk Ave	1 service in the afternoon
<b>S559</b>	Hastings Secondary to Port Macquarie Jonas Absalom Dr	1 service in the afternoon
<b>S564</b>	Hastings Secondary to Port Macquarie Pacific Dr	1 service in the afternoon
<b>S572</b>	Hastings Secondary to Port Macquarie Major Innes Rd	1 service in the afternoon
<b>S575</b>	Hastings Secondary to Port Macquarie Sherwood Rd	1 service in the afternoon
<b>S579</b>	Hastings Secondary to Sancrox Rawdon Islands Rd	1 service in the afternoon
<b>S584</b>	Hastings Secondary to Settlement Point via The Jib	1 service in the afternoon
<b>S600</b>	Hastings Secondary to Port Macquarie Koala St	1 service in the afternoon
<b>S635</b>	Telegraph Point PS to Gum Scrub Rd via Cooperabung	1 service in the afternoon
<b>S654</b>	Port Macquarie HS to Port Macquarie Koala Rd	1 service in the afternoon

Figure 5 depicts the existing morning school bus routes which travel to the School.

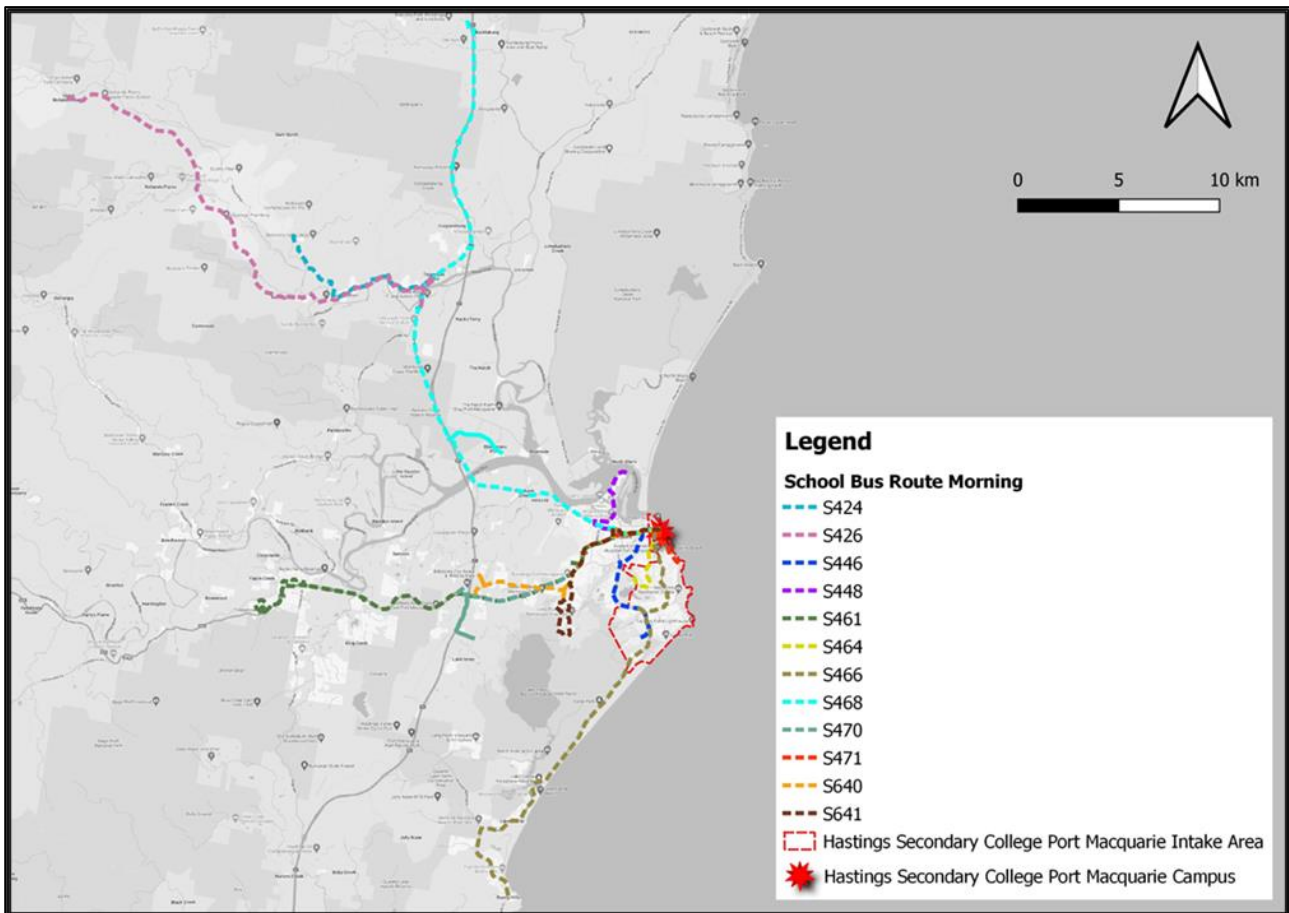


Figure 5: Existing School Bus Routes – Morning (Source: Base Maps from Google Maps February 2024 – prepared in QGIS)

Figure 6 depicts the existing afternoon school bus routes which travel from the School.

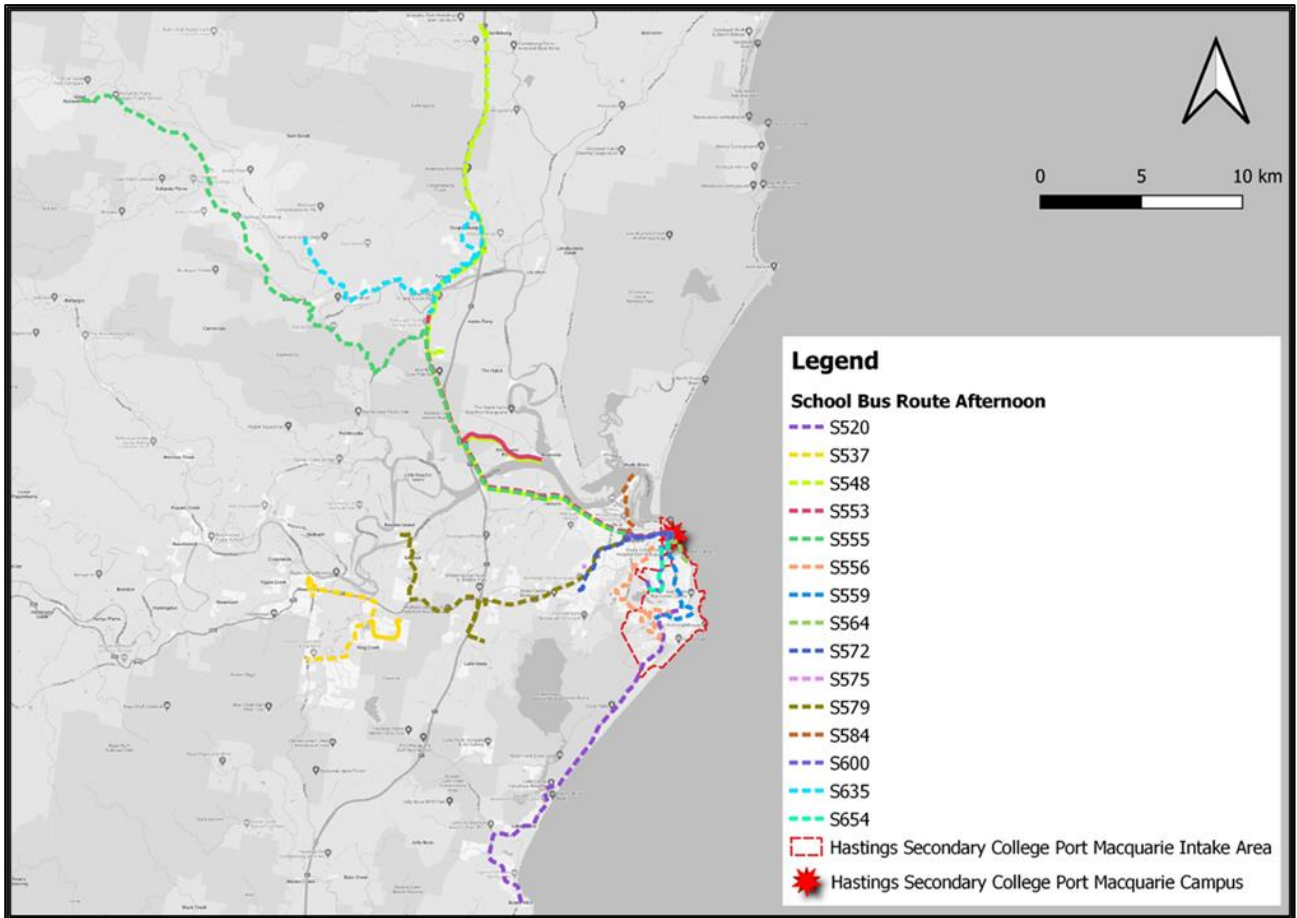


Figure 6: Existing School Bus Routes – Afternoon (Source: Base Maps from Google Maps February 2024 – prepared in QGIS)

### Public Bus Routes

Surrounding public bus routes which are accessible by the Site are summarised in **Table 12** and depicted in **Figure 7**.

TABLE 12 PUBLIC BUS SERVICES		
Route	Description	Service
322	Lighthouse Plaza to Port Macquarie via Pacific Dr	2 services in the AM school peak 1 services in the PM school peak
322	Port Macquarie to Lighthouse Plaza via Pacific Dr	2 service in the AM school peak 1 services in the PM school peak
323	Port Macquarie to Lighthouse Beach (Loop Service)	Does not operate during school AM and PM peak hours.

Notes: 1) As per the approved Ason TA, the AM road network peak is 07:45 – 08:45 which is similar to the AM school peak. Meanwhile, the PM school peak is 13:00 – 14:00 and the PM road network peak is 16:00 – 17:00.



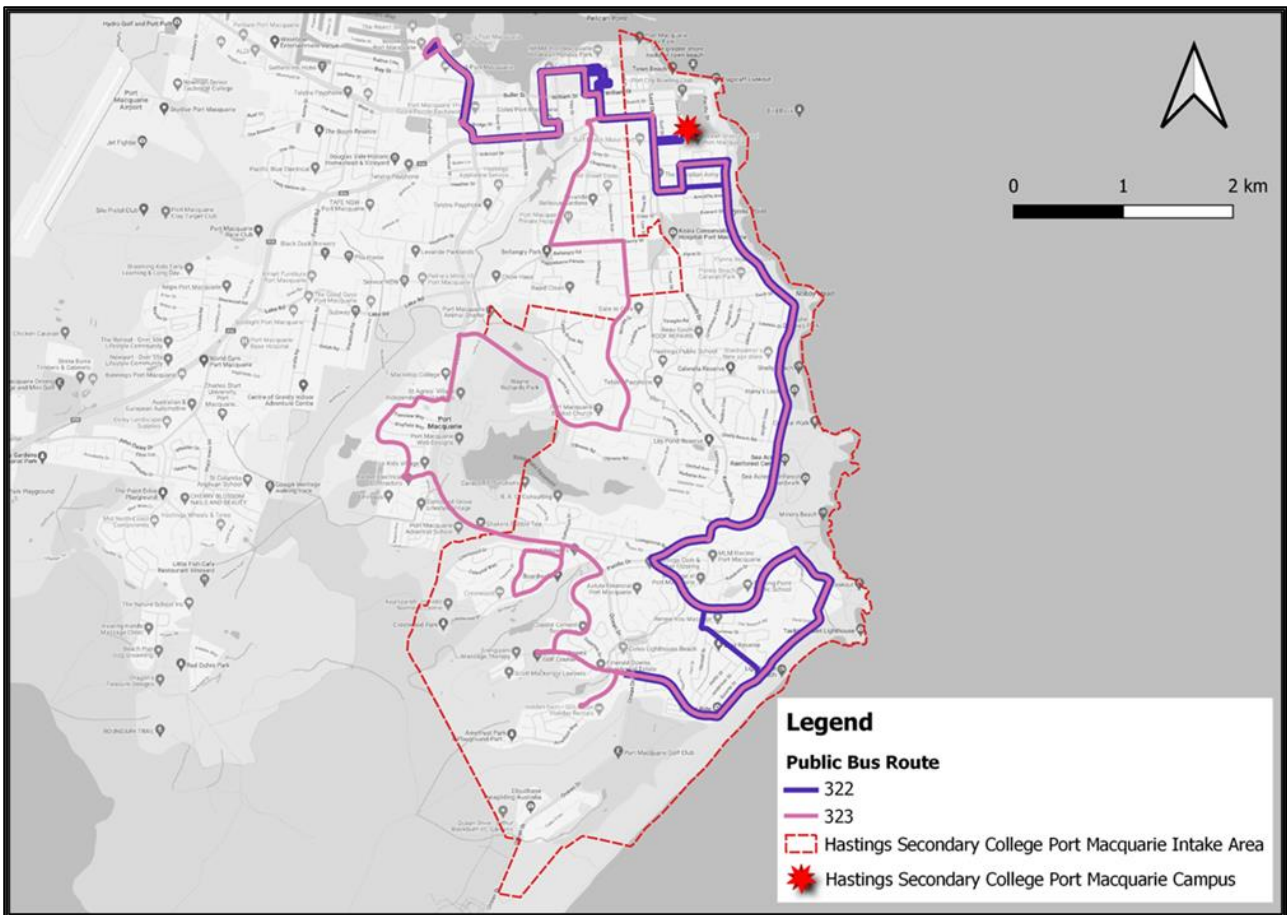


Figure 7: Public Bus Route Extents which are Accessible by the Site (Source: Base Maps from Google Maps February 2024 – prepared in QGIS)

Reference should be made to **Figure 8** which illustrates that the majority of students live within 400m of a bus stop and therefore, reflects the high patronage of buses as identified in the mode share results in **Section 3.4.1**.



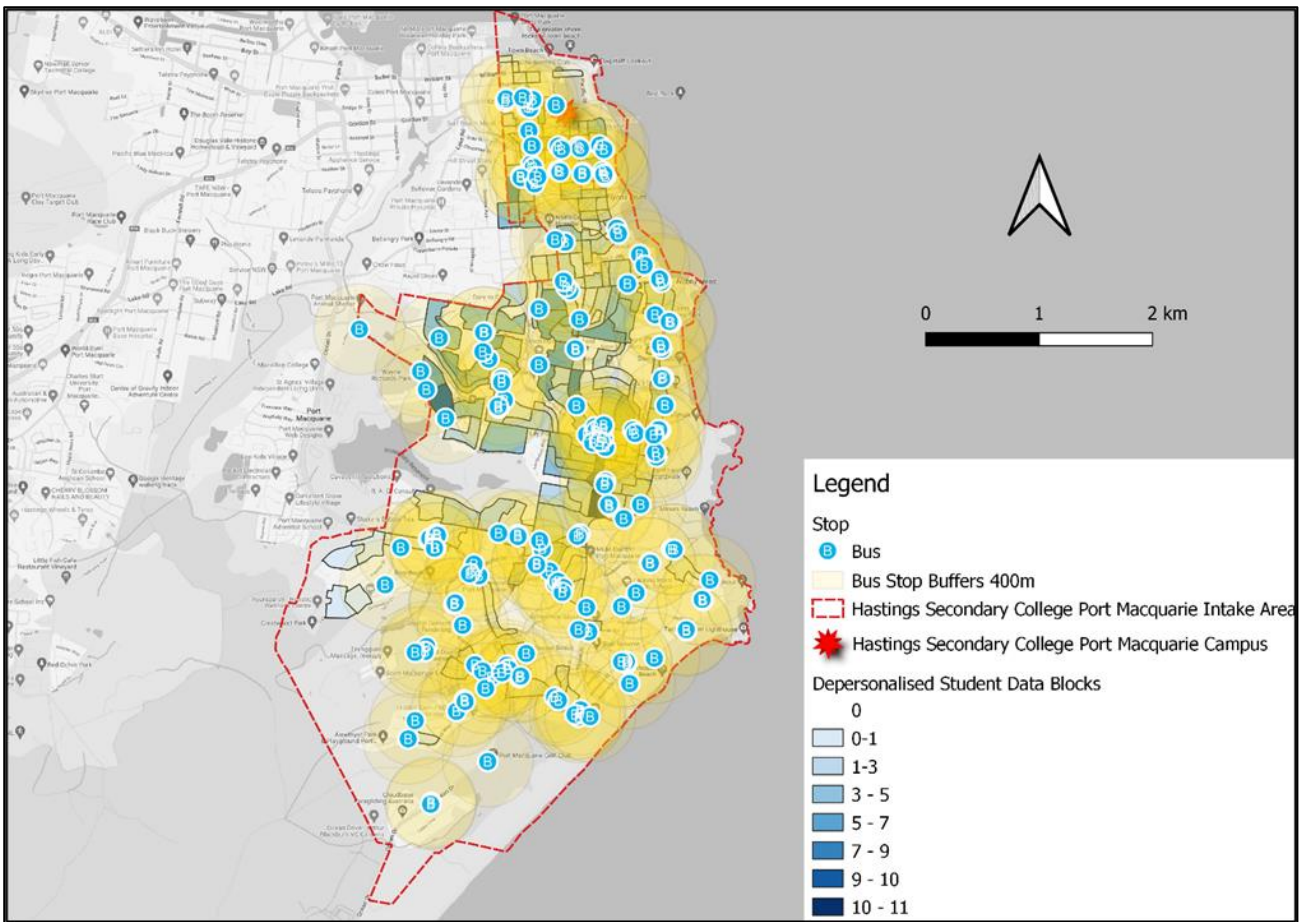


Figure 8: Bus Stop 400m Service within School Catchment Area (Source: Base Maps from Google Maps February 2024 – prepared in QGIS)

## 2.4 Active Transport Connectivity

### 2.4.1 Pedestrian Accessibility

To facilitate pedestrian access from the surrounding road network to the Site, there are existing footpaths along both sides of Owen Street, as well as pedestrian refuges along Owen Street and Gordon Street. In addition, there are some footpath sections generally located on either side of Burrawan Street, and Gordon Street which can provide pedestrians access to the Site. Refer to **Figure 9** which illustrates the key existing footpaths and pedestrian refuges with respect to the Site.

At the time of preparation of this STP, it is highlighted that a 2.5m wide footpath along Owen Street fronting the western boundary of the Site has been approved. The approved plans for the footpath can be referenced in **Appendix I**.

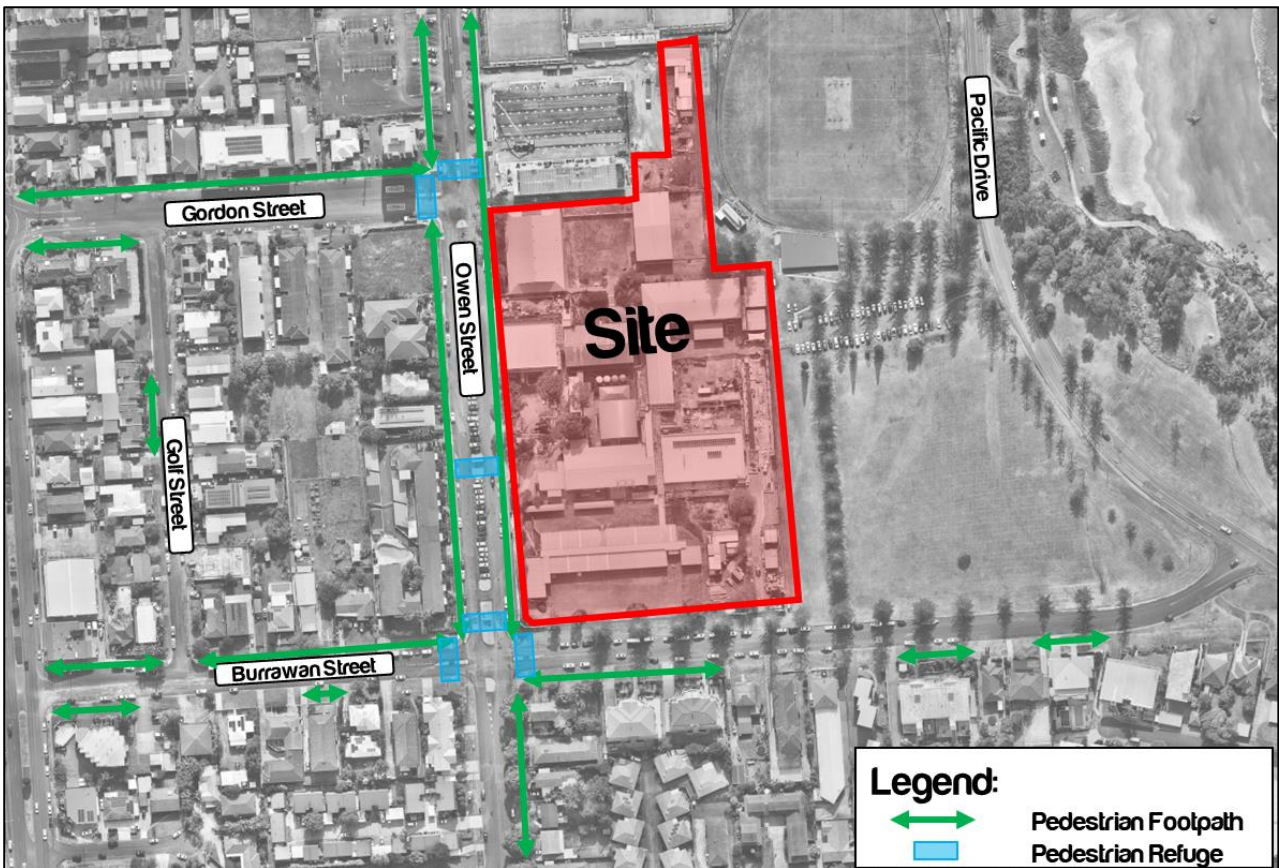


Figure 9: Surrounding Pedestrian Infrastructure

## 2.4.2 Cyclist Accessibility

Council's Bike Plan<sup>3</sup> prepared in May 2015 details the existing bicycle network and proposed upgrades to the broader LGA. The proposed and existing bicycle network within Port Macquarie is shown in **Figure 10**.

The Bike Plan proposes new shared paths and road shoulders that would improve the accessibility and safety of cycling within Port Macquarie. The routes primarily connect residential areas within existing on-road cycle paths and shared paths linking the town centre, and with the sub-regional and regional cycle network. The bicycle network primarily consists of road shoulder bike paths as well as off-road shared paths.

Of relevance to the Site, the Bike Plan's vision includes proposed shared paths along Home Street and a proposed road shoulder along Stewart Street to facilitate bicycle accessibility. However, a desktop review of Home Street and Stewart Street shows that these upgrades have not been undertaken to date.

<sup>3</sup> [https://www.pmhc.nsw.gov.au/files/assets/public/v/1/document-files/your-council/publications/plans/bike-plan\\_final-report\\_may-15.pdf](https://www.pmhc.nsw.gov.au/files/assets/public/v/1/document-files/your-council/publications/plans/bike-plan_final-report_may-15.pdf)



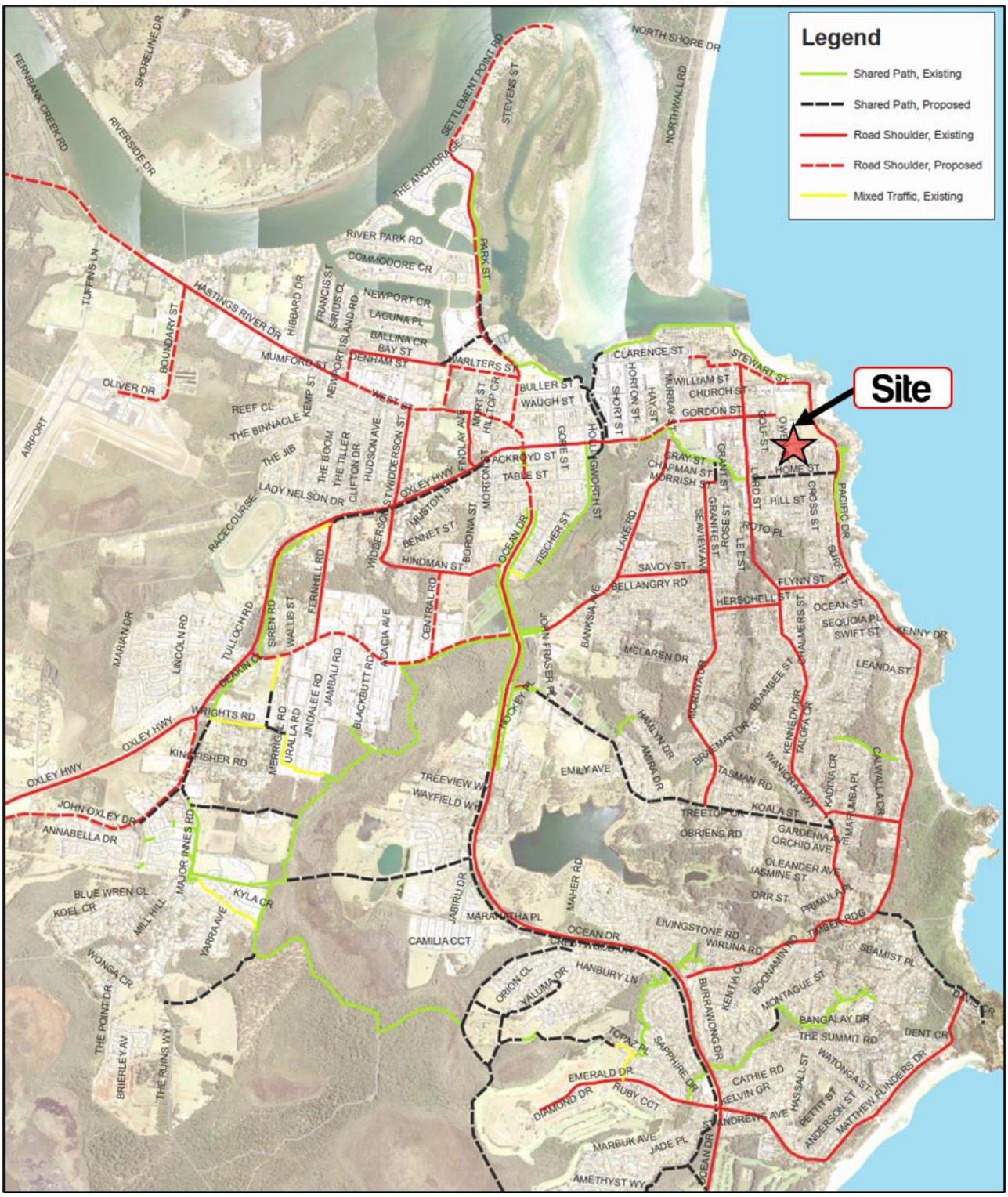


Figure 10: Proposed Cycle Routes as per Council's Bike Plan 2015

At the time of preparation of this STP, Home Street, Lord Street and Gordon Street are general roads which can facilitate cyclist access. In addition, there is a bicycle trail located along Mallawa Crescent. Further, a bicycle lane is located along a section of Pacific Drive and William Street as illustrated below in **Figure 11**.

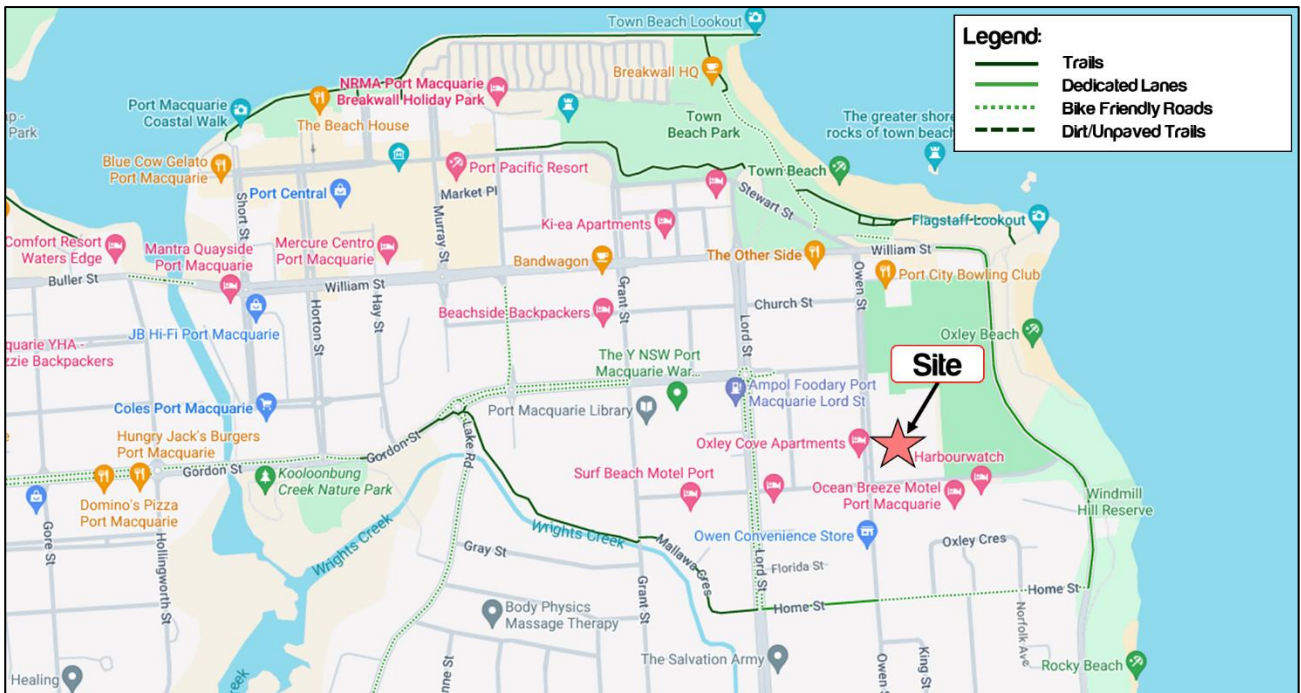


Figure 11: Existing Cycle Routes (Source: Obtained from Google Maps on 19 December 2023)

## 2.5 Catchment Analysis

**Figure 12** demonstrates that the Hastings Secondary College, Westport campus intake area (shown in purple) is the only public high school that borders the School’s catchment boundary. The intake areas of Hastings Secondary College, Westport campus and Hastings Secondary College, Port Macquarie campus have been extracted from the NSW Public School Finder website.



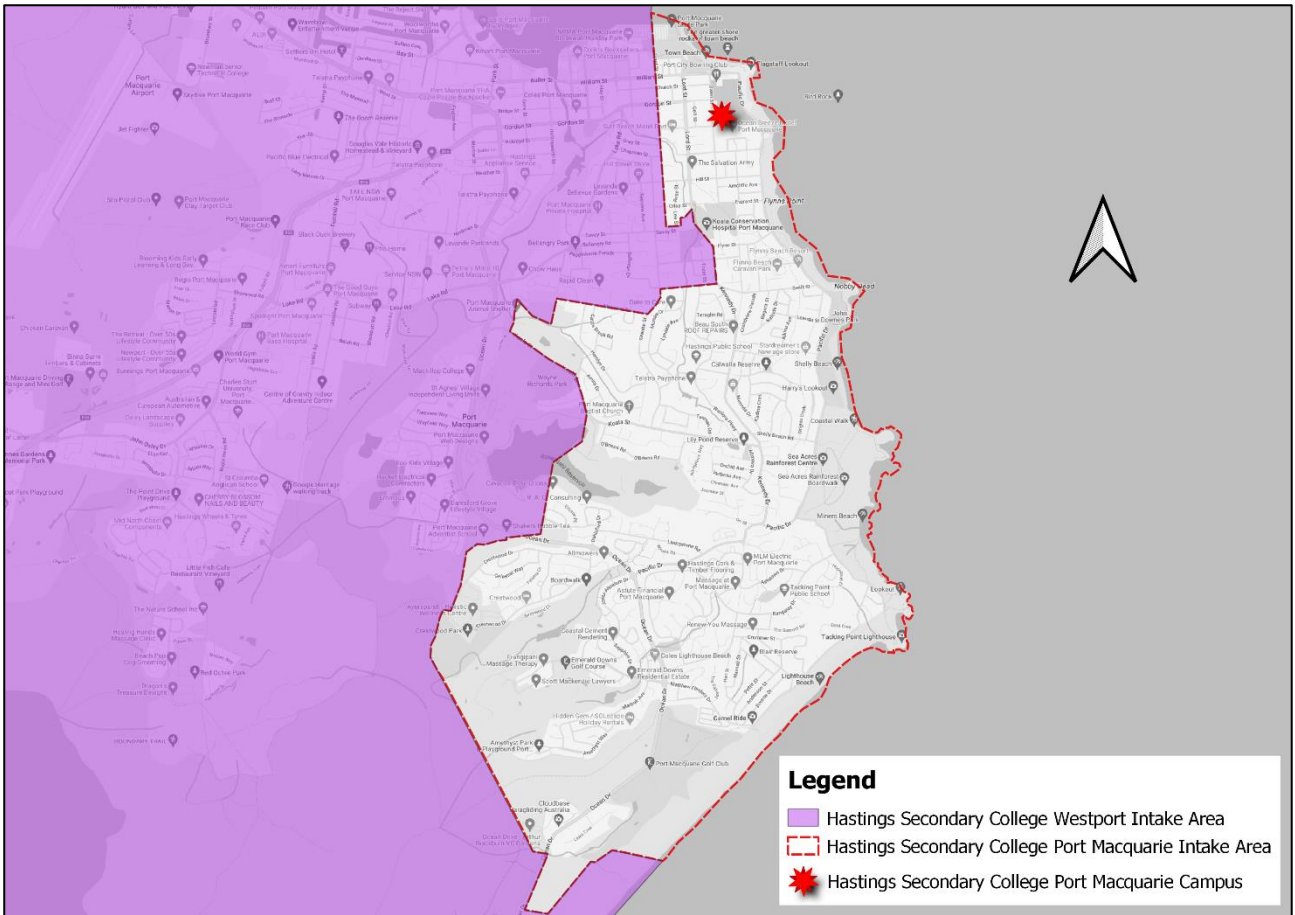


Figure 12: Surrounding Public School Catchment 2024 (Source: Base Map from Google Maps, December 2023 – prepared in QGIS)

### 2.5.1 Student Enrolment Map

Analysis has been undertaken on the depersonalised school data provided by the SINSW in October 2023 for enrolments at Hasting Secondary School for Term 3, 2023. Hence, a revised catchment analysis has been undertaken by Ason Group.

For the purposes of reporting, information relating to student location and identity has been anonymised for analysis. **Figure 13** demonstrates the density of student locations within the enrolment intake area of the School with reference to the School’s catchment area.

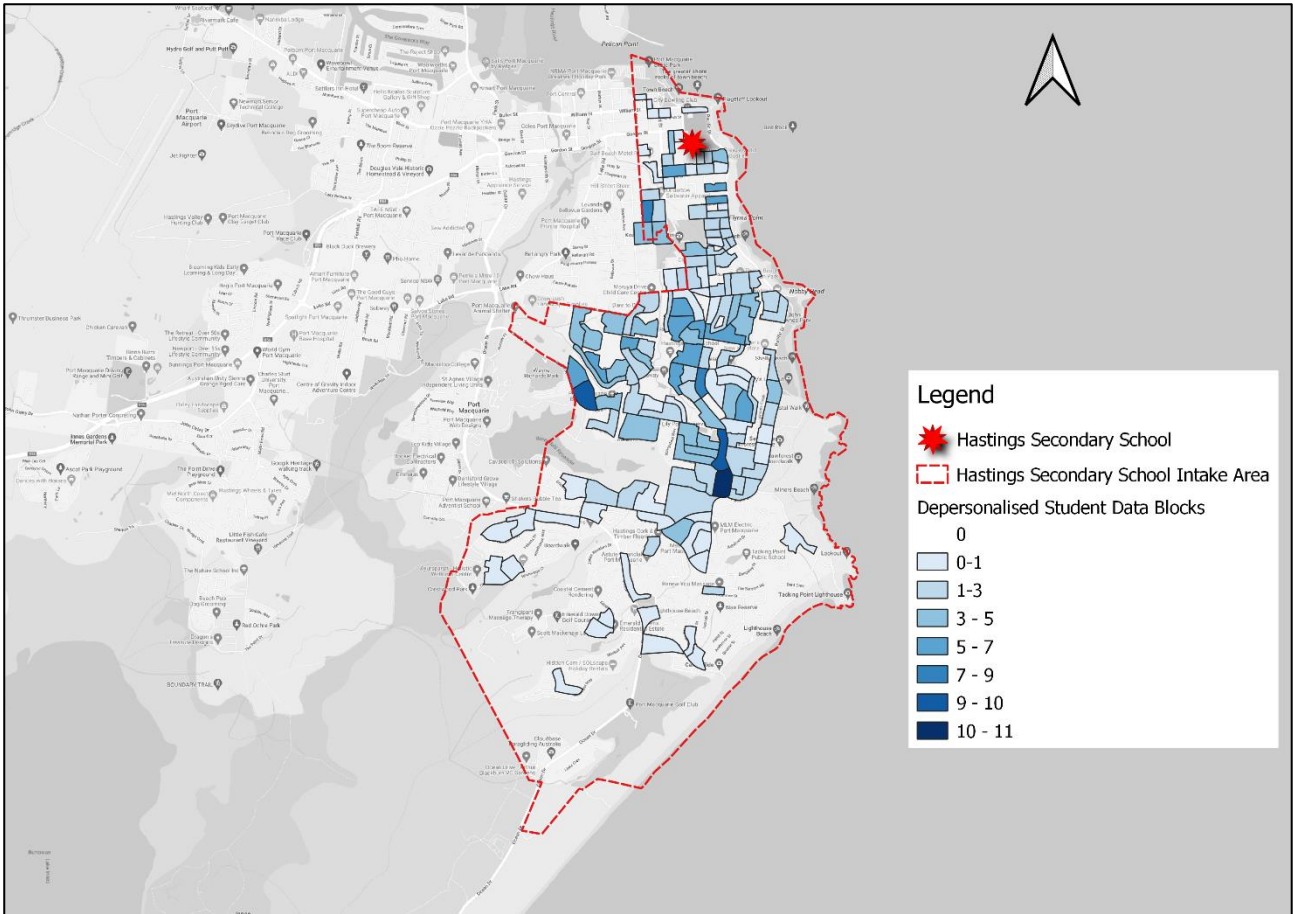


Figure 13: Depersonalised Student Enrolment Location (Source: October 2023, SINSW)

Figure 13 demonstrates moderate to high student densities predominantly concentrated around the centre of the School’s intake area.

### 2.5.2 Public Transport Catchment

In line with guidelines outlined by the NSW Government and TfNSW, the School Student Transport Scheme (SSTS) provides catchment guidelines to provide eligibility for school public transport.

For a secondary student (Year 7-12), the following eligibility criteria applies:

- They are a resident of NSW, or an overseas student eligible for free government education.
- The straight-line distance from their home address is more than 2km.
- The walking distance from home to school is 2.9km or further.

As defined above, **Figure 14** demonstrates the SSTS exclusion zones within the School’s enrolment catchment boundary for Years 7-12 with reference to the proposed School’s location.



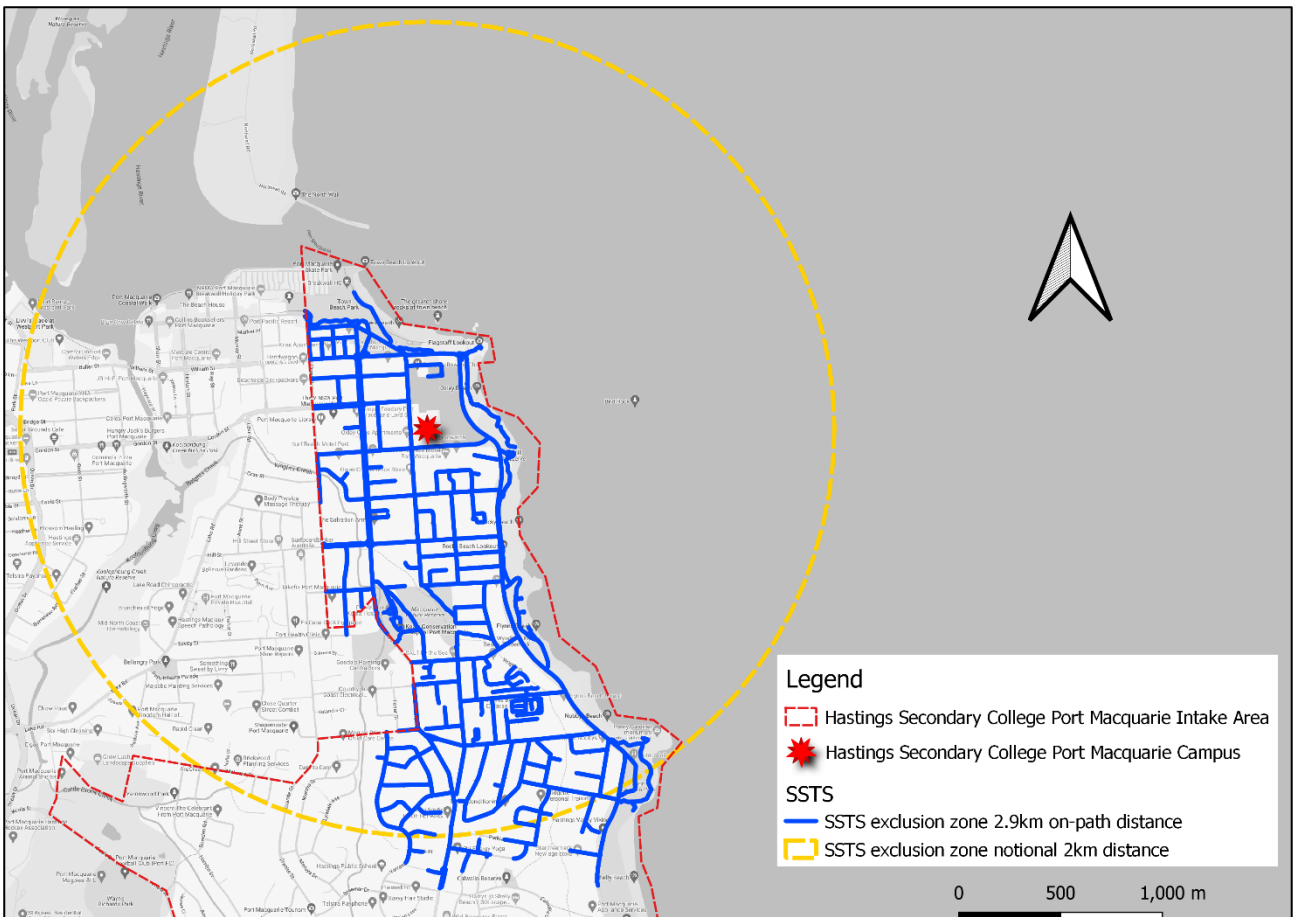


Figure 14: SSTS Exclusion Zones – trimmed to school catchment boundary (Source: Base Maps from Google Maps, November 2023 – prepared on QGIS)

The exclusion zones above demonstrate that both the 2km radius and 2.9km walking distance capture only the northern portion of the School catchment’s area.

### 2.5.3 Active Transport Catchment – Pedestrian Catchment

SINSW characterises the walking catchment of the School within 5-, 10-, and 15-minute walking distance increments of the School, representing desirability for the catchment area. **Figure 15** demonstrates the walking distance isochrones relative to the Site.

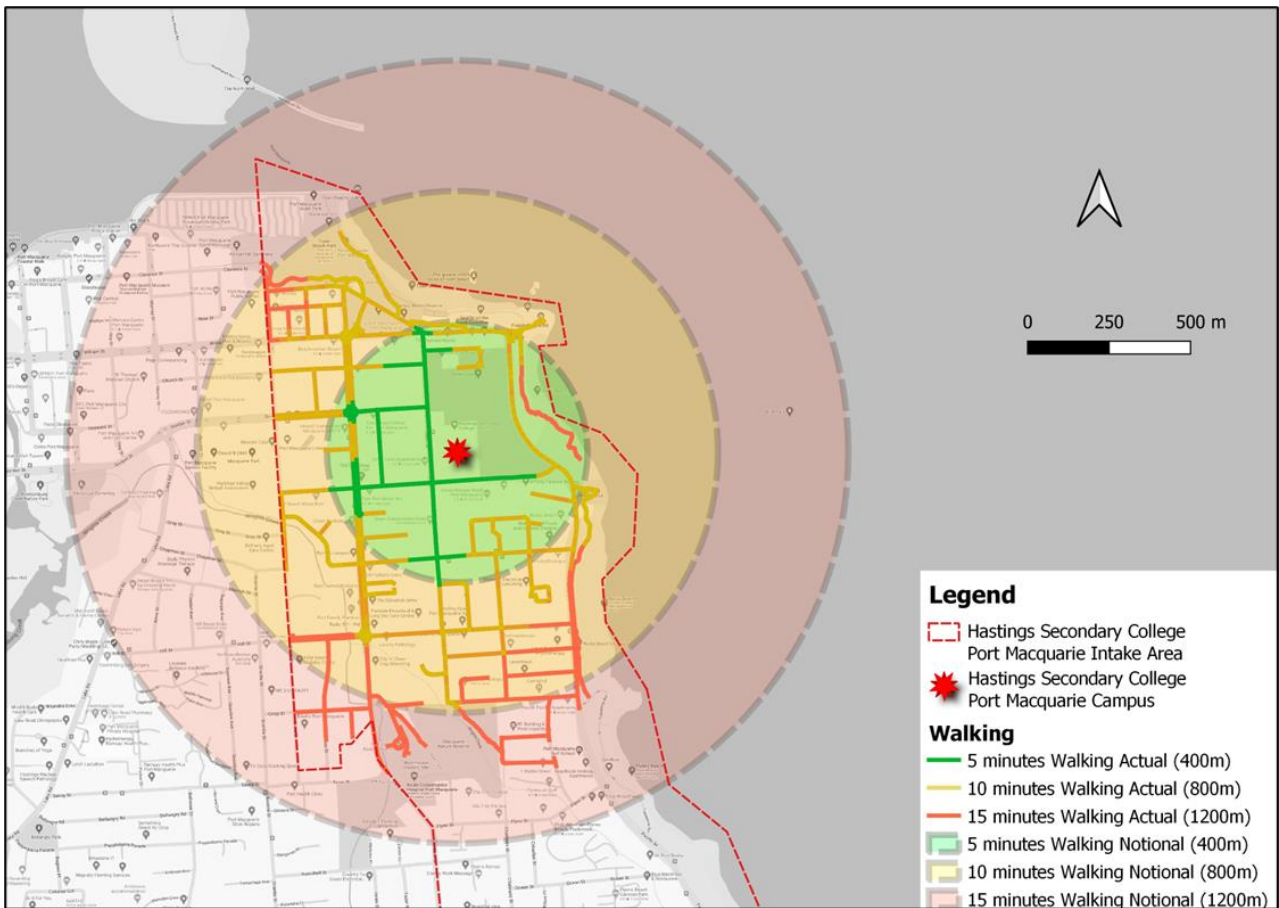


Figure 15: Walking Catchment Zone (Source: Base Maps from Google Maps, February 2024 – prepared on QGIS)

Based on the figure above, the walking catchment generally demonstrates coverage for only the northern portion of the School's enrolment catchment boundary.

#### 2.5.4 Active Transport Catchment - Cycling Catchment

In addition to the pedestrian catchment guidelines described by SINSW, the catchment areas for bicycle rides are defined in a similar format of 5-minute increments (approximately 1.2km increments). **Figure 16** illustrates the maximum extent of the cycling catchment.

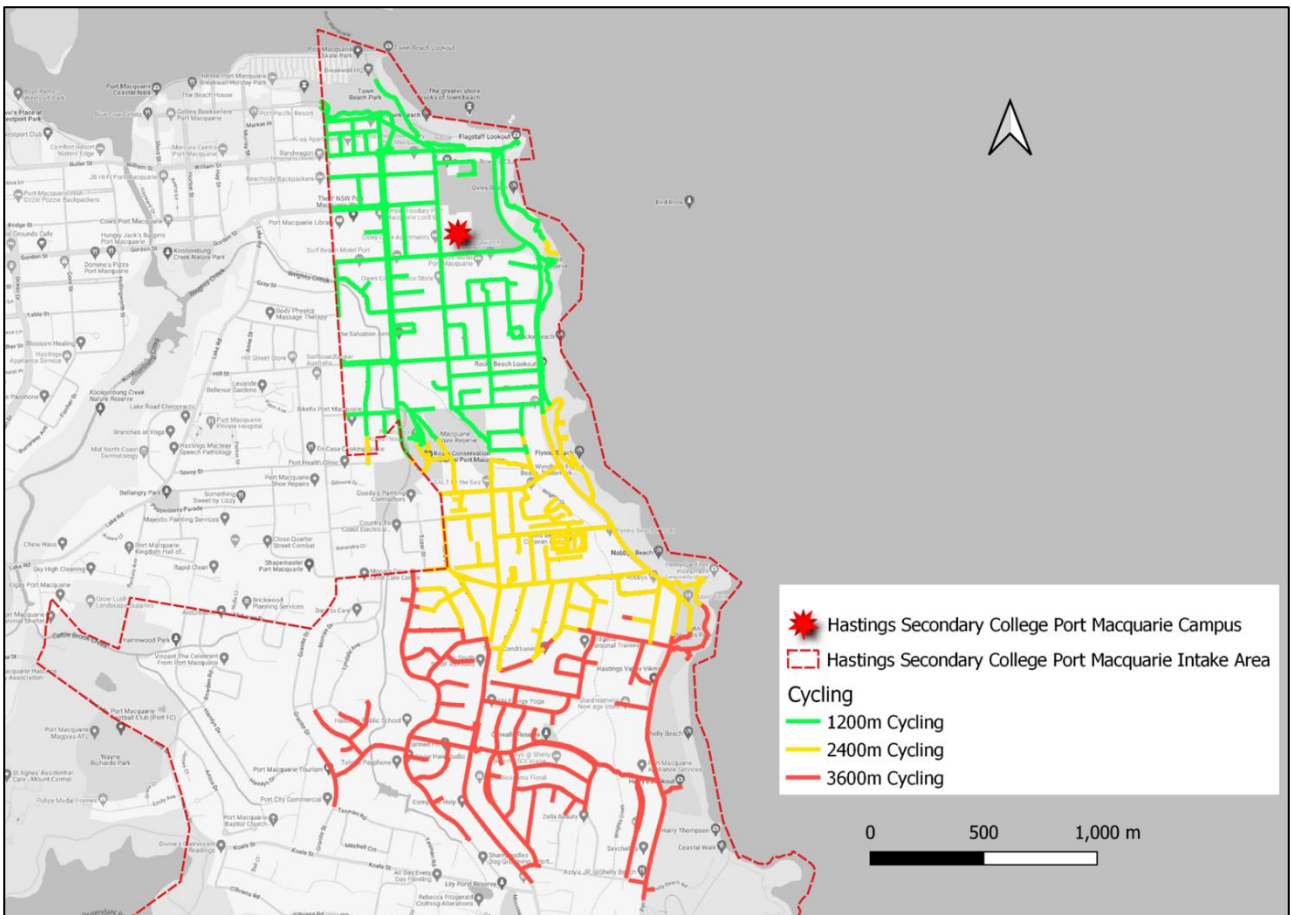


Figure 16: Bicycle Catchment Zone (Source: Base Maps from Google Maps, December 2023 – prepared on QGIS)

The cycling catchment for the School demonstrated above capture the entirety of the northern portion of the School catchment.

### 2.5.5 Catchment Summary

An assessment of the student catchment information provided by SINSW in the context of public and active transport catchment areas has been conducted and is captured in **Table 13**. As with the above assessments, the information in **Table 13** captures information located within the indicative enrolment intake boundary. As such, the results of the table can be considered indicative for the School catchment.

**TABLE 13: CATCHMENT ANALYSIS**

Catchment Analysis	Notional (within crow flies)		Actual (on path / using road network as a proxy)	
1-400m (5-min walk)	28	7%	11	3%
401m-800m (10-min walk)	35	8%	32	8%
801m-1200m (15-min walk)	31	8%	37	9%
<b>Total number of students within walking distance to school</b>	94	23%	80	19%
1201m-2000 crow flies / 2900m on path (excl from SSTS)	69	17%	83	20%
<b>Total number of students not eligible for free SSTS</b>	163	39%	163	39%
1-1200m (5-min cycle)	-	-	80	19%
1201m-2400m (10-min bicycle ride)	-	-	57	14%
2401m-3600m (15-min bicycle ride)	-	-	105	25%
<b>Total number of students within bicycle riding distance to School</b>	-	-	242	59%
<b>Within 400m of a school bus service</b>	410	99%	354	86%
<b>Within 800m of a school bus service</b>	413	100%	409	99%
<b># outside SSTS zone, with no PT option</b>	3	1%	52	13%
<b># outside SSTS zone, with PT access</b>	247	60%	198	48%
<b>Total student enrolment (2023)</b>	413 students within intake area, 689 total student enrolment			

Notes: Catchment analysis based on student location data received from SINSW in November 2023. Percentages are based on total students within intake area.

# 3 School Transport Plan Frameworks

## 3.1 Transport Objectives

The primary objectives of this STP are to:

- Reduce the environmental footprint of the school,
- Promote the use of 'active transport' modes such walking and cycling, particularly for short-medium distance journeys,
- Promote the use of 'public transport' modes such as bus utilisation,
- Reduce reliance on the use of private vehicles for travel to / from the School, and
- Encourage a healthier, happier, and more active social culture.

Having regard for the above, this STP adopts the following movement hierarchy with priority given to active transport followed by mass public transport and lastly the use of cars and other private vehicles. This hierarchy is reflected in the recently released *Road User Space Allocation Policy, January 2021* prepared by TfNSW and is shown in **Figure 17**.

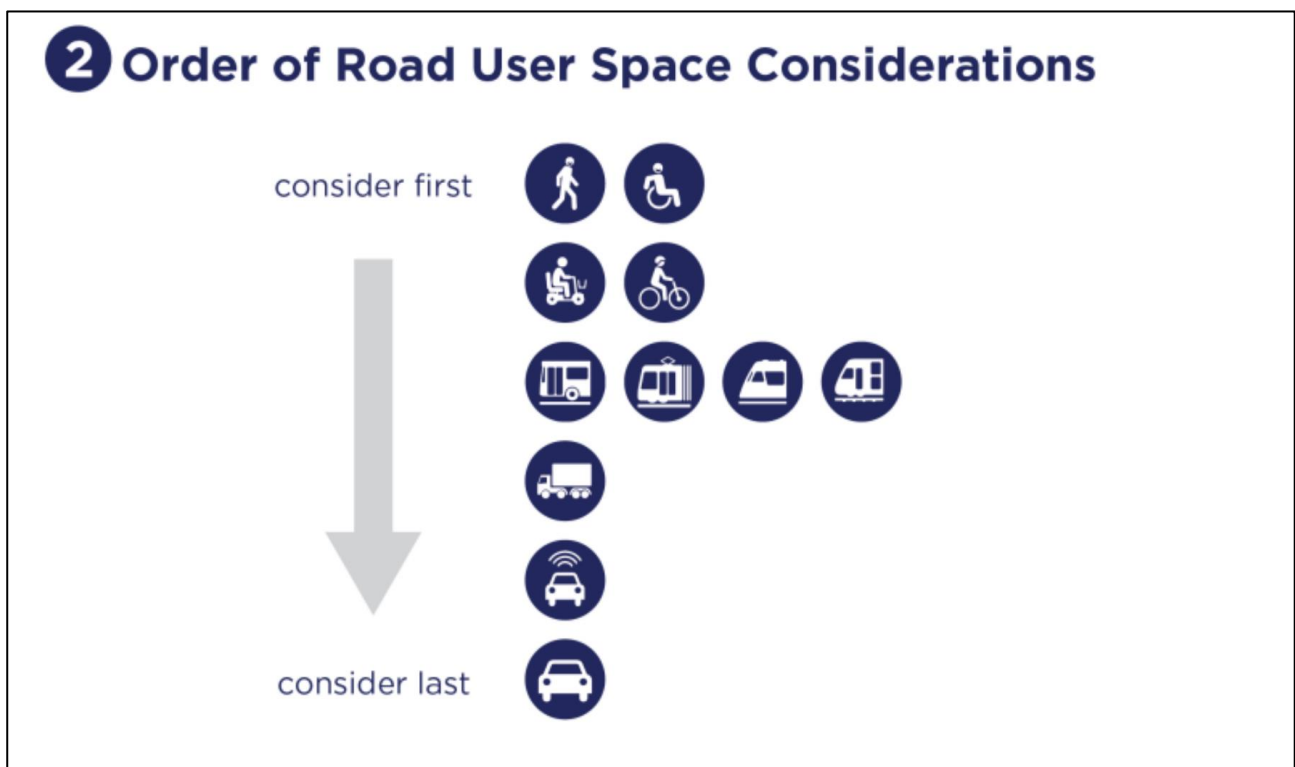


Figure 17: Road User Space Considerations Hierarchy (Source: TfNSW's Road User Space Allocation Policy, January 2021)

In a broad sense, this STP is intended to encourage the use of active transport thereby reducing the overall distance travelled by private vehicles.

## 3.2 Implementation Plan

The following specific actions have been identified to aid achievement of the STP targets. These identified strategies include promotion of some event or day-specific activities. The key objective of this Action Plan is to reduce the dependency on single occupancy vehicles. In isolation, these may not dramatically alter the day-to-day travel of staff. However, there are benefits of such activities whereby participation can increase awareness of alternative modes of travel that can then form the basis of future travel patterns, and therefore reduce the reliance on private vehicles.

It is noted that the action plan measures have considered the 2023 School Community Survey's responses regarding measures needed to promote active transport, public transport, and carpooling.

**TABLE 14 ACTION PLAN MEASURES**

Item No.	Action / Description	Responsibility
<b>1. General</b>		
1.1	Establish a centralised Travel Plan Coordinator (TPC) which is to take responsibility for the ongoing review and monitoring of this Plan. This person(s) shall also provide direction to staff / parents in relation to -specific requirements arising from the Plan.	DoE / School
1.2	Provide 'Travel Welcome Pack' for newly employed staff, highlighting alternate modes of transport other than use of a private vehicle.	TPC
1.3	Review of STP as a regular item on the agenda of staff / management meetings.	TPC
1.4	Encourage flexible work hours. Whilst not reducing mode share, this can permit travel outside of peak periods which has other positive benefits.	Employers
1.5	Preparation of a Transport Access Guide (TAG). This has been provided in <b>Appendix F</b> .	TPC
<b>2. Walking and Cycling</b>		
2.1	Lobby Council / DPE for improved cycle connections in the broader area. Specifically, the eastern side of Owen Street between William Street to Everard Street, and improved connectivity to existing shared paths	TPC / DoE
2.2	Promote participation in the community activities and events, such as: <ul style="list-style-type: none"> <li>National <a href="#">Ride2Work</a> Day</li> <li><a href="#">Walk to Work Day</a>, and</li> <li>Other similar events</li> </ul>	School / TPC
2.3	Develop further school-specific activities designed to get people moving with a reward participation. For example, a competition to see which staff and/or student in each year can get the most 'steps' in a given time period; similar to <a href="#">September</a> activities.	School / TPC
2.4	Provide and maintain clearly signposted bicycle parking within the Site.	School / TPC
2.5	Encourage a 10% cycling mode share target, sufficient secure parking spaces and end of trip facilities shall be provided and maintained.  (NOTE: this can be staged to reflect realised demand)	School / TPC



2.6	Encourage volunteers to organise a 'walking school bus'. This allows students to travel to school in an organised group guided by two (2) adults. This would require liaising with the TPC.	School / TPC
<b>3. Public Transport</b>		
3.1	Display route maps and timetables (for services within 10 minutes walking distance) on noticeboards, regular flyers, emails, and social media.	School / TPC
3.2	Advocate for TfNSW to improve public transport services in response to increased development within the surrounding area.	TPC
3.3	Update this STP and TAG to reflect changes to any bus routes and service times.	TPC
3.4	Undertake review of bus capacity as necessary. Reduced capacity may require additional bus services.	School / TPC
3.5	Undertake a review to promote initiatives for staff using public transport. This may include a review of potential tax incentives for Government employees that use public transport.	TPC
3.6	Undertake a review of bus waiting areas at School and at home to identify opportunities for improvement.	School / TPC
3.7	Advocate for amendment to the existing bus zone fronting the Site along Owen Street to operate 24/7. This is to assist with inter-campus transfers by bus.	School / TPC
3.8	If the existing bus zone fronting the Site along Owen Street obtains approval to operate 24/7, consider providing further school bus services to assist with inter campus transfers by bus and therefore alleviate the use of taxis.	School / TPC
<b>4. Shared Vehicles</b>		
4.1	Review initiatives for staff to promote car-pooling. This may include (but not limited to) the provision of online services or forums to facilitate ease of finding carpooling scheme participants.	TPC
4.2	Potentially introduce and enforce parking restrictions around the School. This is to be discussed and implemented in collaboration with Council's Road Safety Officer	TPC
4.3	Liaise with Staff to discuss the feasibility of a parking management scheme which would discourage the use of single-occupant car travel to the Site while incentivising employees to travel by alternative modes of transport.	TPC
4.4	Encourage parents to discuss with other parents about the possibility of carpooling their child(ren) to School particularly if families involved already know each other.	School / TPC
<b>5. Taxis</b>		
5.1	In the short term, ensure Taxi service providers which facilitate inter campus transfers between Hastings Secondary College campuses at Hastings and Westport obtain a Work with Children Checks for each of the taxi drivers that are involved in the provision of inter campus transfer.	School
<b>6. Car</b>		
6.1	Monitor "Kiss and Drop" area at the School's frontage on Owen Street to ensure it is operating as intended as necessary.	School

### 3.3 Communication Strategy

With consideration to the above measures, a communication strategy has been developed that can be adopted by the future school administration and TPC to communicate the measures detailed above. It should be noted that this communication strategy is subject to review following further discussions with the School administration.

**TABLE 15 COMMUNICATION STRATEGIES**

What	When	Method	Target	Responsibility
<b>Share objectives and goals with the student body and staff</b>	Prior to school opening and every term during operation	<ul style="list-style-type: none"> <li>– Welcome packs to new staff and families.</li> <li>– Social media.</li> <li>– Website.</li> </ul>	Staff, Students, Parents	School / TPC
<b>Provide information regarding transport options to and from the school, and on-site end-of-trip facilities.</b>	Prior to school opening. This information is to be available always and presented every term	<ul style="list-style-type: none"> <li>– Welcome packs to new staff and families.</li> <li>– Website.</li> <li>– Information boards within school grounds.</li> <li>– TAG.</li> </ul>	Staff, Students, Parents	School / TPC
<b>Provide details regarding school promoted initiative that encourage alternative modes of transport, such as: Ride2School Day, Walk-To-School Day, September, etc.</b>	Annually prior to the event	<ul style="list-style-type: none"> <li>– Social Media</li> <li>– Website.</li> <li>– E-newsletters.</li> <li>– TAG.</li> </ul>	Staff, Students, Parents	School / TPC
<b>Provide details regarding the safety and volunteer process to manage a walking school bus</b>	This information is to be available always and presented every term	<ul style="list-style-type: none"> <li>– Welcome packs to new families.</li> <li>– Website.</li> <li>– E-newsletters.</li> </ul>	Students and Parents	School / TCP
<b>Provide details regarding availability of student bus passes</b>	Prior to, and at school opening. This information is to be available always and presented every term	<ul style="list-style-type: none"> <li>– Welcome packs to new families.</li> <li>– Website.</li> </ul>	Students and Parents	School / TCP
<b>Liaise with parents regarding the education programs provided by the school that encourage alternative transport modes</b>	Prior to school opening. This information is to be available always and presented every term	<ul style="list-style-type: none"> <li>– Welcome packs to new families.</li> <li>– Website.</li> </ul>	Students and Parents	School / TCP

<b>Link key resources regarding operation of school zones, road safety, and parking restrictions within the local area.</b>	Prior to, and at school opening. This information is to be available always and presented every term.	<ul style="list-style-type: none"> <li>– Welcome packs to new families.</li> <li>– Social Media</li> <li>– Website.</li> <li>– E-newsletters.</li> </ul>	Parents	School / TPC
<b>Detail information regarding operation of drop-off / pick-up area.</b>	Prior to, and at school opening. This information is to be available always and presented every term.	<ul style="list-style-type: none"> <li>– Welcome packs to new families.</li> <li>– Social Media</li> <li>– Website.</li> <li>– E-newsletters.</li> </ul>	Parents	School / TPC
<b>Detail information on signing up for SSTS.<sup>1)</sup></b>	At the start of every term.	<ul style="list-style-type: none"> <li>– Welcome packs to new families.</li> <li>– Social Media</li> <li>– Website.</li> <li>– E-newsletters.</li> </ul>	Students and Parents	School / TPC
<b>Promote the utilisation of the “Snap Send Solve” website or app to inform the correct authority about any transport network issues.<sup>2)</sup></b>	At the start of every term.	<ul style="list-style-type: none"> <li>– Welcome packs to new families.</li> <li>– Social Media</li> <li>– Website.</li> <li>– E-newsletters.</li> </ul>	Students and Parents	School / TPC

Notes: 1) It is noted that travel may be free if certain conditions are met such as if a secondary school student lives more than 2km from the Site. Further, applying for SSTS even if there may not be a bus service in close proximity to the student’s home is important as TfNSW will consider this information when planning changes to bus routes and the addition of bus services. To sign up, the student and/or parent should visit the Service NSW website<sup>4</sup>.

2) The app directs the concern to the correct authority based on the information entered on the app to remove the need to understand the complex web of responsibilities. The app allows the user to take a picture of the issue, then report it using a few simple phrases<sup>5</sup>.

### 3.3.1 Welcome Packs

As detailed above, new staff and families shall be provided with a ‘welcome pack’ as part of the on-site induction process which includes the STP and other information in relation to sustainable transport choices. This pack shall include a copy of the STP as well as general information regarding the health and social benefits of active transport. Advice on where to find further information should also be included.

<sup>4</sup> <https://www.service.nsw.gov.au/transaction/apply-for-a-school-travel-pass>

<sup>5</sup> [snapsendsolve.com](https://snapsendsolve.com)

### 3.3.2 Accurate Transport Information

In addition to these ‘welcome packs’, a TAG shall be provided to all staff.

A copy of the TAG should also be displayed prominently in staff areas, such as lunchrooms and foyer areas, and information boards throughout the school for parents and students. The TAG shall be presented in a form that is reflective of the commitment to achieving positive transport objectives. This TAG is presented in **Appendix F**.

## 3.4 Mode Share

There have been mode share surveys undertaken in 2021 and updated in Term 4 of 2023. Student and staff target mode shares have been identified with consideration for the public transport and active transport coverage, catchment analysis and existing and future residential occupancy within the catchment area. A total of 3 scenarios are established for the School with the following corresponding timeframes:

- Base: existing mode share obtained from latest survey data
- Moderate: Up to 5 years of operation of programs/plans that encourage mode share shifts
- Reach: After 5 years of operation of programs/plans that encourage mode share shifts

### 3.4.1 Student Travel Mode Share and Targets

Survey Monkey surveys were distributed to the School to complete in classrooms during October Term 4 2023. A total of 358 student responses were recorded. With reference to **Table 16** below, it is understood that public transport patronage is the greatest compared to other travel modes surveyed.

**TABLE 16 STUDENTS MODE SHARE AND TARGETS**

Travel Mode	Survey Monkey Results		Mode Share Targets	
	2021 <sup>1)</sup>	T4 2023 (Base %)	Moderate %	Reach %
Car (as passenger) <sup>3)</sup>	30%	35%	27%	18%
Car (as driver)	8%	3%	3%	3%
Public Transport	41%	40%	44%	48%
Walking	19%	17%	20%	23%
Bicycle / Scooter (non-motorised)	1%	4%	6%	8%
Other	1%	1%	0%	0%

Notes: 1) Percentages for 2021 mode share align with those shown in the Preliminary STP.

2) “Other” category may include motorcycle/motorscooter, taxi/uber etc. May also include responses that indicated 2 transport modes.

3) Decrease in percentages for “Car (as passenger)” assuming mode share shift towards active and public transport modes overtime.

### 3.4.2 Staff Travel Mode Share and Targets

As shown in **Table 17**, the surveyed responses received from the School’s staff across Term 4 2023 indicated staff relied predominantly on private car for travel to and from the School.

**TABLE 17 STAFF MODE SHARE AND TARGETS**

Travel Mode	Survey Monkey Results		Mode Share Targets	
	2021 <sup>1)</sup>	T4 2023 (Base %)	Moderate %	Reach %
Car (as passenger) <sup>3)</sup>	0%	0%	3%	5%
Car (as driver)	94%	96%	89%	80%
Public Transport	0%	0%	3%	6%
Walking	2%	0%	2%	4%
Bicycle / Scooter (non-motorised)	0%	2%	3%	5%
Other	5%	2%	0%	0%

Notes: 1) Percentages for 2021 mode share align with those shown in the Preliminary STP.

2) “Other” category may include motorcycle/motorscooter, taxi/uber etc. May also include responses that indicated 2 transport modes.

3) Increase in percentages for “Car (as passenger)” assuming staff adopt carpooling overtime.

Shown in **Figure 18**, approximately 17% of respondents live outside of Port Macquarie and the immediately adjacent suburbs; with several staff residing in suburbs with poor public transport connections to the School such as Upsalls Creek, Byabarra, Cooperabung, and West Kempsey.

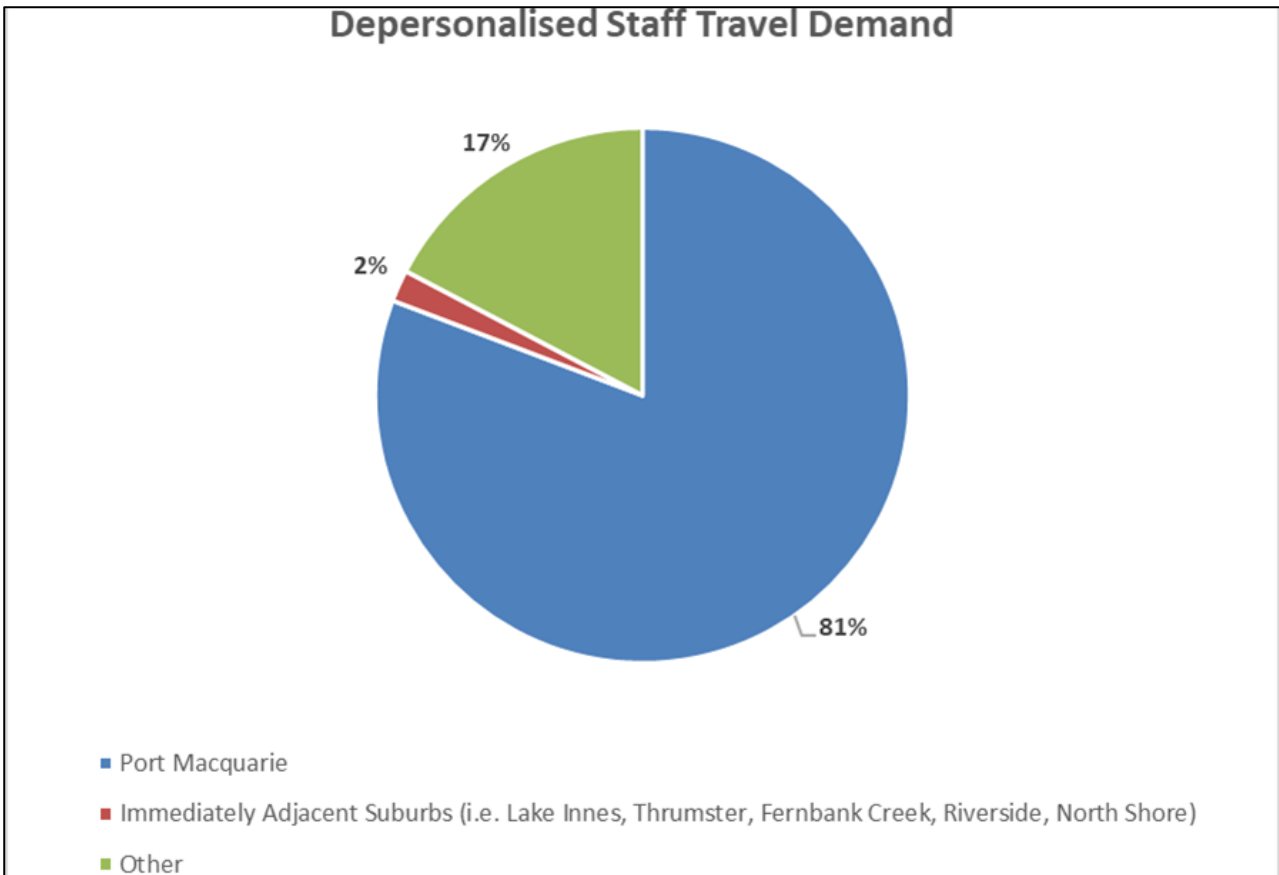


Figure 18: Depersonalised Staff Travel Demand – Term 4 2023

The SurveyMonkey Survey revealed the following primary reasons for travelling to / from school by driving:

- Live too far away or in a location with poor public transport connections,
- Require car to drop off and pick up children/partner before or after work,
- Cannot carpool due to arrival/departure clashed with other staff,
- Convenience of driving to before/after school commitments

Refer to **Table 14** for opportunities and measures which can be implemented by staff throughout their day-to-day travel to exercise alternative, sustainable travel options, especially for the staff that are currently residing near the School in Port Macquarie.



# 4 School Transport Operations and Access Management Plan

## 4.1 Operational Access Management Measures

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### 4.1.1 Plan of Management

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The School is responsible for coordinating pedestrian and vehicle movements on-site and within the local road network to meet operational requirements and ensure the safety of students while maintaining an efficient road network.

The following management measures are proposed.

### 4.1.2 Key Responsibilities of Management

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Management shall:

- Ensure all staff are provided with sufficient training to undertake the required tasks. This includes responsibility for measures to ensure that all staff, parents/carers, visitors, and students are familiar with site specific rules through appropriate site induction procedures.
- Be familiar with and address their respective duty of care requirements in accordance with the applicable state Work Health and Safety legislation.
- Ensure WHS Incident logbooks are maintained and undertake necessary action(s) in relation to any reported issues.

### 4.1.3 Hours of Operations

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The School gates will open from 7:30AM – 4:30PM on weekdays with restricted access outside of these hours.

Bell times are as follows;

- Morning bell time is 8:15am, and
- Afternoon bell time is 2:15pm.

These school bell times are generally considered outside the normal School Zone bell times and may be a safety risk that would require management. In response, it is highlighted that a request for changes to school zone times has been previously submitted to TfNSW. Subsequently, a letter received from TfNSW was received dated 3 August 2020 which did not show support to this request, **Appendix B**. TfNSW's reasoning are as follows:

- The School start and finish times are 8:15am and 2:15pm which falls within the school zone hours for the Site. Changes to school zone times may only be granted in exceptional circumstances. TfNSW does not consider the School's bell times to be an exceptional circumstance.
- The School zone is not located on a high-speed road and therefore, the safety risk is lower.

- The start and finish times for the School have not changed and the school zone is in place when student arrive and depart the School (noting the School is already located within a 24/7 40km/h speed zone).
- Other reasons include promoting the standardisation of school zone operating times to reinforce its effectiveness, existing signage/line marking, and the existing implementation of fines/demerit points when a road transport offence is committed.

#### 4.1.4 Out of Hours Access

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Access is restricted at these times:

- Weekdays: before 7:30am and after 4:30pm
- Weekends and public holidays: No access permitted.

No community out of hours use is proposed at this stage. Based on Deputy Principal comments received on 9 April 2024, there will be no OOSH at the School.

Notwithstanding the above, prior to any larger scale out of school hour activities, an Out of Hours Event Management Plan would be required to address traffic and parking management matters.

Staff and visitors of the adjacent PCYC facility will not be permitted to access the School unless in the event of an emergency.

#### 4.1.5 Pedestrian Access

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There are 4 pedestrian access points along Owen Street as shown in **Figure 19**. It is noted that the southernmost pedestrian access point is the School's main access. Following liaison with the Deputy School Principal, it is understood that the pedestrian access points are currently not monitored by staff and this would remain unchanged since no safety issues regarding the management of the School's pedestrian access points have been raised.

Based on the Site visit undertaken on 19 September 2023, it was observed that the surrounding pedestrian footpaths/routes could readily accommodate the pedestrian demand during morning and afternoon peak times. Further, no safety concerns have been identified during the consultation processes in the preparation of this STP.

Therefore, staggered school start and finish times are not necessarily required at this point in time, however, will be an item to be reviewed during the review period.







Figure 20: Area which would Facilitate Classes in Addition to the Site

As discussed in **Section 2.4.1**, there are several existing pedestrian refuges and footpaths to assist with pedestrian access to the Site.

Based on advice provided by A W Edwards, it is highlighted that the proposed change of footpath width to 2.5m along the Owen Street school frontage has now been approved (17 November 2023) and will be constructed. This footpath will be able to accommodate higher volumes of pedestrian traffic along Owen Street. **Appendix I** illustrates the latest plan for the approved 2.5m wide footpath along the Owen Street School frontage. The extents of the approved 2.5m wide footpath is shown in **Figure 21**.



Figure 21: Approved 2.5m Wide Footpath

## 4.1.6 Cyclist Access & Parking

Students that ride to School by bicycle/scooter will be required to dismount from their bicycle/scooter at the School's main access on Owen Street before walking it to the bicycle racks as shown in **Figure 22**.

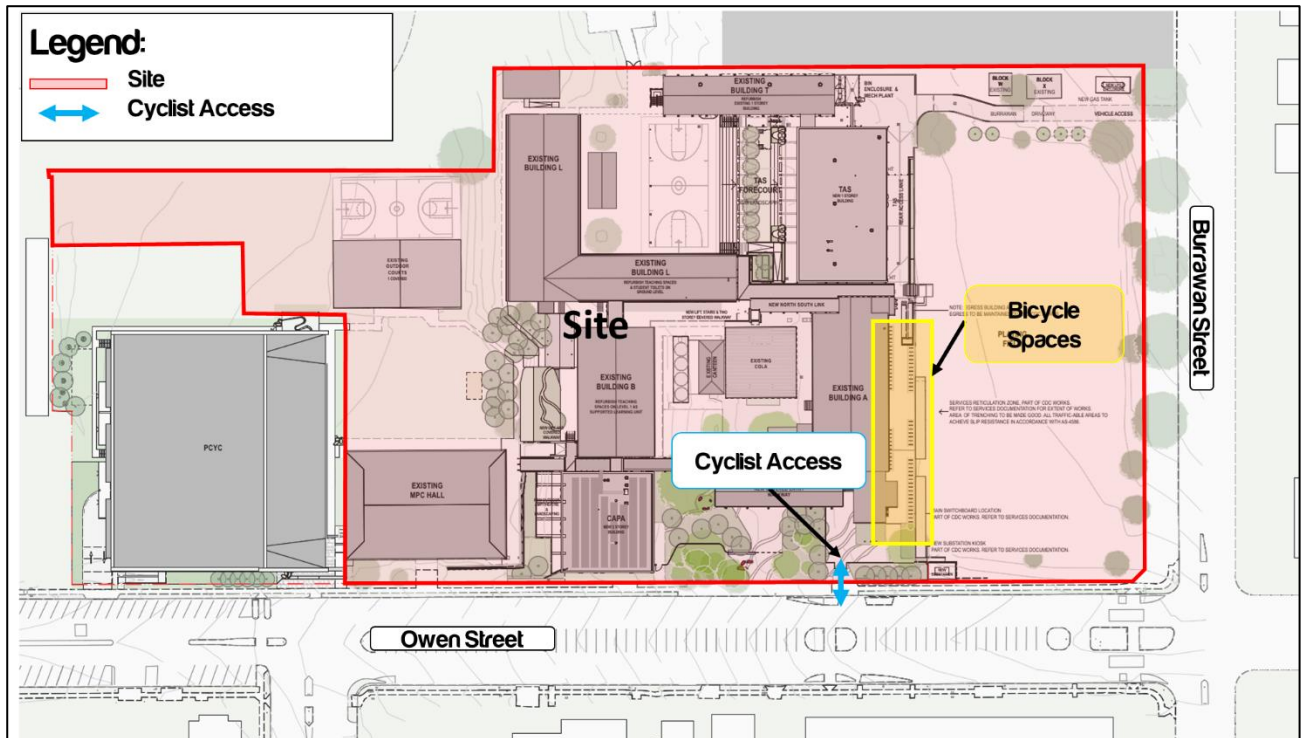


Figure 22: Cyclist Access and Bicycle Parking (Source: Site Plan revision B dated 25 February 2022 prepared by FJMT)

## 4.1.7 Visitor Access

Visitor access to the School will be via the main access gate on Owen Street. In summary:

- Visitors to the School will utilise on-street parking and access the School via the main gate on Owen Street.
- Visitors are required to travel to the main office and sign-in prior to travelling within School grounds.

## 4.1.8 Vehicle Access

Vehicle access points are shown in **Figure 23** and will be mainly used by service vehicles. These accesses are located off Burrawan Street and from Pacific Drive via the car park.



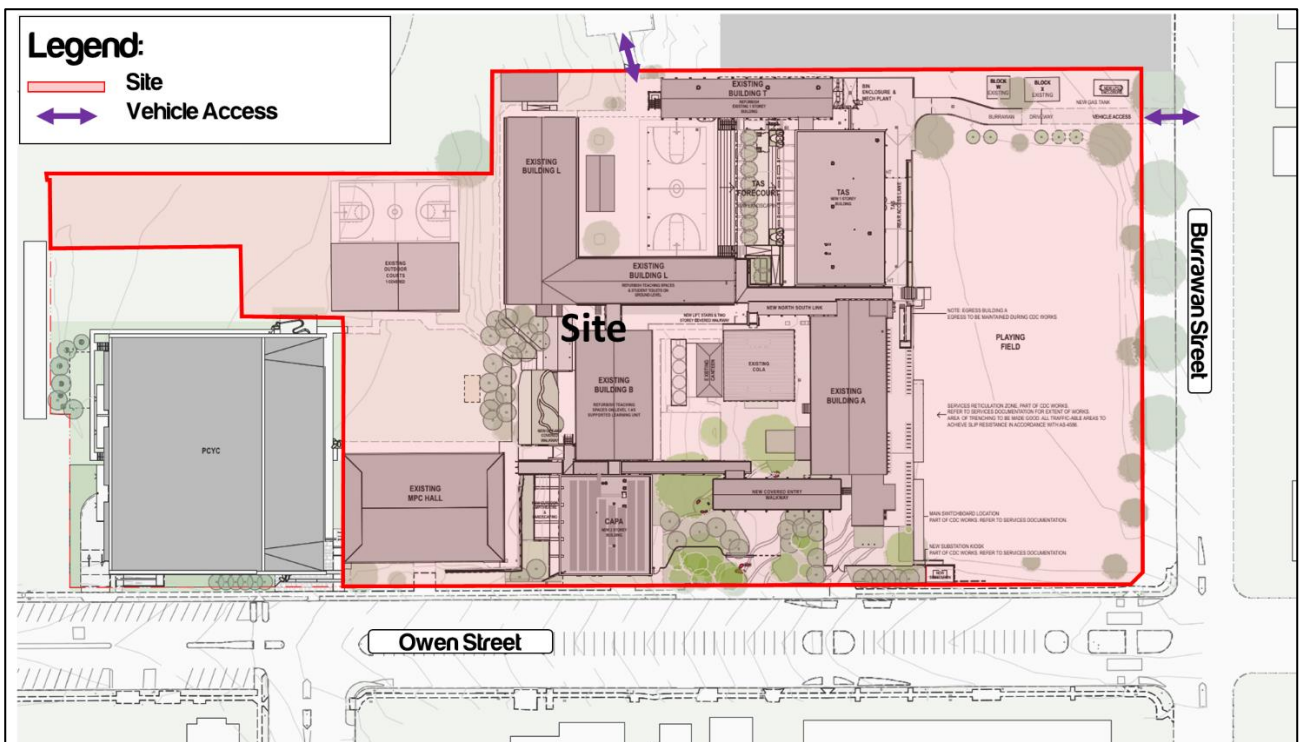


Figure 23: Vehicle Access Points (Source: Site Plan revision B dated 25 February 2022 prepared by FJMT)

Given the nature of the Site, different vehicle types will be required to access the School. Parents/students will predominantly utilise the existing “Kiss and Ride”, and on-street parking from Owen Street. Staff may access the public car park to the rear of the Site. Ultimately, all personnels of the School who drive to access the Site will likely park on-street within the surrounding road network or at a nearby car park.

Refer to **Figure 24** which identifies location of all existing car parking spaces which are accessible by the School.





Figure 24: Existing Public Parking

It is expected that emergency vehicles will be able to access the Site at any time via the access off Burrawan Street or via the access to the east of the Site through the public car park.

Accessible vehicles that will access the Site are likely to park along Owen Street where parking is in close proximity to the School gates.

#### 4.1.9 Kiss and Ride

The School currently has an existing “Kiss and Ride” along the Site’s frontage on Owen Street adjacent to the existing bus zone. Support Learning Unit students will utilise the “Kiss and Ride” as well for drop-off / pick-up. The “Kiss and Ride” location is the same as it has been prior to construction, during construction, and now in post SSD operation.

Currently, the “Kiss and Ride” is located along the western frontage of the School on Owen Street. It is noted that this zone typically operates under the same conditions as no parking zones, which means parents may stop to drop-off or pick-up children for a maximum of 2 minutes. The driver is also required to remain in, or within 3m of the vehicle.

The School has reviewed the new arrangements of managing the “Kiss and Ride” and is aware that it is the responsibility of Staff and Council Rangers in ensuring that parents/carers do not leave their vehicles during morning drop offs and afternoon pick-ups. The School's Principal will be responsible for informing parents/carers about this arrangement via a communication strategy such as via newsletters or the School website utilising the latest Transport Access Guide (TAG). Based on comments received on 9 April 2024, the Deputy Principal accepts the communication strategy.

As per the approved preliminary STP, it is forecasted that there would be a peak queue of 66 vehicles during the afternoon peak 15 minutes prior to the school bell. Based on the visit undertaken on 19 September 2023, it was observed that pick up of students took between 20-40 seconds, for an average of 30 seconds. This corresponds to approximately 4 vehicles every 30 seconds. Therefore, the existing provision of 6 spaces is likely able to accommodate the School's “Kiss and Ride” demand following completion and occupation of the School's SSD-11920082 upgrades including the refurbishment of existing buildings and provision of a 2 storey Creative and Performing Arts (CAPA) building). It is noted that SSD-11920082 does not consist of any changes to maximum staff or student numbers.

Following conversations with the School, it is understood that staff currently do not manage the drop-off / pick-up area. As such, the following recommendation for the management of the “Kiss and Ride” are recommended:

- During the morning and afternoon peak period, parents using the “Kiss and Ride” will not be permitted to park and escort children into the School. The use of this “Kiss and Ride” will be enforced by the School staff and Council's rangers as necessary.
- For any support learning unit students that require assistance with accessing the School from the “Kiss and Ride”, the student's parent/guardian should discuss access arrangements with the School beforehand so a staff member can be organised to escort the student to and from the School. It is recommended that the access arrangement involves identifying the time the student will be dropped off or picked up so the staff member can be readily available to assist especially if there will be multiple students that require assistance. The arrangement will also help avoid vehicles having to stop longer than 2 minutes in the “Kiss and Ride”.

Transport for NSW has prepared information documentation titled *School Drop-off and Pick-up; Organising the Initiative* details additional methods that can be adopted to assist in a safe and efficient management system for “Kiss and Ride”. This has been attached in **Appendix G**.

#### 4.1.10 Bus Access

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**Figure 25** demonstrates the existing operational bus stops located in close proximity to the School and also includes service provision and approximate walking distance to each bus stop.



Figure 25: Existing Bus Stop Locations

It is highlighted that there is an existing bus stop situated to the west of the Site located immediately north of the “Kiss and Ride” which currently services school bus routes only. As such, this bus stop is only serviced during the School peak periods to allow students to travel to and from the School. Refer to **Appendix D** for the school bus timetable which provides a list of school bus routes that service the School.

When students arrive on-site, students exit the bus and then enter the School via the main access point on Owen Street.

The bus zone only applies during School peak hours. Hence, vehicles may park within it outside of School peak hours.

At this point in time, there are no new/altered bus stops proposed as a result of this SSD. The bus stop location and bus services will continue as it has been prior to construction, during construction, and now in post SSD operation. It is highlighted that no extension to the bus zone is proposed. Only the change in signage to 24/7 is proposed as part of the STP.

Based on Deputy Principal comments received on 9 April 2024, the Deputy Principal has confirmed for school excursions, the operational management procedure for coaches will be the same for normal school bus drop off / pick up operations.



### 4.1.11 Inter Campus Travel

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Based on advice received from SINSW Transport in September 2023, it has been identified that some students were transferring between the Site and the Hastings Secondary College, Westport campus by taxi which is considered a safety risk.

It is highlighted that a technical note, ref: P1600tn01 (the Technical Note) has previously been prepared in 2021 by Ason Group to address possible improvement to the 2021 inter campus transfer arrangements which include:

- Transfer by taxi - where School Staff book taxis that are supplied by an existing supplier contracted by the School to provide the transfer.
- Students self-drive between campuses - Students with P1 License are able to self-drive between campuses with no passengers. Students with P2 License are allowed to carry passengers. Students who self-drive are responsible for the transfer and finding a suitable on-street parking space as both campuses do not provide on-site student parking. Students who intend to self-drive are required to fill out a form.

Since then, self-driving for intercampus travel has been banned. Based Deputy Principal comments received on 9 April 2024, the School has been utilising maxi taxis, and mini buses for inter campus travel. The School has committed to procuring an additional Mini bus for 2025 and a chartered bus service is used where required. Currently, approximately 25 students for period 1 and period 5 travel between the campuses.

To assist with minimising the frequency of inter campus transfers in the medium to long term, it is encouraged that students attending the same subject be held at the same time, utilise the mini bus or chartered bus as opposed to the taxi as buses would have a higher seating capacity.

To manage the safety risk that taxi drivers do not hold Working with Children Checks (WWCC), ongoing regular monitoring of contractors engaged and spot checks will be undertaken to ensure all taxi drivers that facilitate campus transfers are current holders of WWCC. Based on Deputy Principal comments received on 9 April 2024, the taxi company provides an initial list of drivers including WWCCs and it has been agreed that each time a new driver starts, their WWCC will be forwarded through to the School. The WWCCs are valid for 5 years so the ongoing monitoring of drivers engaged may be undertaken every 12 – 18 months to help ensure the safety of students.

Medium and long term recommendations can be found in the Technical Note which involves the adoption of a formalised inter campus transfer area. This would need to be discussed with the Project Team and relevant public authorities to consider providing additional bus services and changes to the existing bus zone operation hours at the School's frontage on Owen Street.

The Technical Note (ref: P1600tn01) can be provided upon request.

### 4.1.12 Servicing

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Waste collection and other service vehicle movements will occur via the Burrawan Street access along the southern boundary of the School. Based on Deputy Principal comments received on 9 April 2024, the only time a bus (i.e. mini bus) would need to access the school internally would be for storage in the shed on Burrawan Street driveway. The Deputy Principal has confirmed this is within an out of bounds area for students. All other buses required to service the Site will not be done on school grounds.

For smaller deliveries such as for the canteen, these currently occur via the front gate on Owen Street.

Delivery times would be strictly managed to ensure the minimum movements possible, and these occur outside of the school peak periods.

#### 4.1.13 Driver Code of Conduct

All drivers are to operate in a manner consistent with the requirements of applicable Work Health and Safety (WHS) legislation and other business specific policies.

All commercial vehicle drivers are to be familiar with the Driver Code of Conduct before attending the Site. A copy of the Code is included in **Appendix H**.

## 4.2 Review of Previously Proposed Recommendations

As per SINSW’s instructions following the meeting held on 25 October 2023, A W Edwards requested Ason Group on 27 November 2023 to provide responses to the items shown in **Table 18** before this STP is lodged with the Council.

The items shown in the table below were previously outlined in the approved Ason TA and the Preliminary STP.

**TABLE 18 ASON GROUP RESPONSES TO PREVIOUSLY PROPOSED RECOMMENDATIONS**

Item No.	Description of Previously Proposed Recommendations (originally outlined in the Ason TA and the Preliminary STP)	Ason Group Responses
1	Installation of a pedestrian crossing to replace the pedestrian refuge midblock on Owen Street between Burrawan Street and Gordon Street.	<p>With reference to the approved Preliminary STP, a reduced warrant for a pedestrian (zebra) crossing was undertaken adopting TfNSW Supplement to AS1742-2009 Pedestrian Control and Protection. This assessment was undertaken to improve pedestrian safety along Owen Street noting it is a high pedestrianised zone. The assessment utilised intersection and pedestrian survey results obtained in 2021. It was found that warrants for a pedestrian (zebra) crossing were not met. This assessment can be found in Section 2.4.1 of the approved Preliminary STP.</p> <p>It is assumed that pedestrian and traffic volumes have not increased significantly since 2021 noting there have not been any significant infrastructure upgrades near the Site. As such, it is expected that a pedestrian (zebra) crossing is still not warranted.</p> <p>Nonetheless, this item can be readily reviewed in future revisions of this STP. Should future revisions deem any pedestrian crossing for the Site is required, the Council would be able to design and implement such works following TfNSW’s temporary delegation of its powers in 2023 to give Councils an alternative approval pathway. Further information on this</p>

		change in delegation and on specified low-risk works can be found on the TfNSW website <sup>6</sup> .
2	Extension of “Kiss and Ride” further south along Owen Street towards Burrawan Street.	<p>The extension of the “Kiss and Ride” further south along Owen Street towards Burrawan Street outlined in the approved Ason TA as a recommendation would help minimise the likelihood of on-street queuing during morning and afternoon School peak hours.</p> <p>A queuing analysis has been undertaken following our Site visit in 19 September 2023 and it was calculated that approximately 4 vehicles would be queued at the “Kiss and Ride Zone” during afternoon School peak hour. Given that the existing “Kiss and Ride Zone” already has a capacity for 6 cars, an extension of the “Kiss and Ride Zone” would not necessarily be required. Refer to <b>Section 4.1.9</b> further details on this queuing analysis assessment.</p> <p>Nonetheless, this item can be further reviewed in the future as necessary.</p>
3	Change of Bus Zone Signage to 24/7 for the bus stop along the western boundary of the Site on Owen Street.	<p>Based on the approved Ason TA, the change of bus zone signage to 24/7 was recommended to provide an opportunity for improving accessibility by bus for residents and developments in the wider locale. This is important noting the PCYC facility located adjacent to the Site will be accessible by the public during and outside of school peak times.</p> <p>In addition, the amendment of bus zone signage to 24/7 would provide opportunity to deliver bus services outside of School peak hour to assist with inter campus transfers between Hastings Secondary College campuses, between Port Macquarie and Westport. This will help reduce the dependence on taxis and provide students a safer way to transfer. Furthermore, this amendment would help address SINSW Transport’s concern about the safety of taxi use by students for inter campus transfers.</p> <p>Hence, further discussion with Council and the Project Team will be undertaken to consider amending the existing bus zoning scheme between 07:30 – 09:00 and 13:30 – 15:00 to 24/7.</p>
4	Change of unrestricted parking to an accessible parking space on Owen Street to the west of the Site.	<p>As discussed in the approved TA, there are currently no on-site accessible parking spaces for the School. Hence, it was recommended to convert an on-street parking space into an accessible parking space.</p> <p>Accordingly, further discussion with Council and the Project Team will be undertaken to consider delineating an existing on-street space for an accessible space.</p>
5	Installation of rumble strips along Owen Street between Gordon Street and Burrawan Street.	<p>With reference to the Ason TA, it was recommended that a rumble strip on approach to the school frontage along Owen Street, between Gordon Street and Burrawan Street be provided to aid with providing further awareness of the presence of potential hazards. Further, it is noted that this item was originally raised during consultation undertaken with stakeholders as part of the Ason TA which identified that there were safety concerns over pedestrian movement from the School to the centre of Owen Street. Hence, rumble strips were proposed to help improve the safety of vulnerable road users.</p> <p>At this point in time, rumble strips are not proposed along Owen Street between Gordon Street and Burrawan Street. However, this may be reviewed again at a later stage with the project team and Council.</p>

<sup>6</sup> <https://www.transport.nsw.gov.au/operations/roads-and-waterways/committees-communities-and-groups/committees-and-groups-0>



6	Change of unrestricted parking to dedicated service vehicle area	<p>The Ason TA notes that occasionally, vehicles that service the School canteen and ambulances that attend the School rely on the main access gate on Owen Street, whereby School staff assist with the management of pedestrians.</p> <p>To assist with efficient service vehicle access to the Site, further discussion with Council and the Project Team will be undertaken to consider amending some unrestricted -on-street parking to an on-street service vehicle area to provide for occasional small deliveries, as well as ambulance parking should the need arise. It is noted that larger deliveries will be undertaken via Burrawan Street.</p>
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Ultimately, the proposed items discussed above are illustrated in **Figure 26**.



Figure 26: Proposed Items Discussed in the Meeting with Council on 25 October 2023 (Source: NearMaps)

# 5 Governance and Support

## 5.1 Travel Plan Coordinator

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To assist with the management of the STP, a person(s) shall be nominated as the Travel Plan Coordinator (TPC) and be responsible for:

- Engagement with the staff and parent bodies,
- Implementation and promotion of the STP actions,
- Monitoring the effectiveness and ongoing maintenance of the STP (i.e. manage the setting up of online surveys. Questions will be adopted from SINSW's questionnaire templates),
- Provide advice in relation to transport-related subjects to staff, management, and visitors, as required, and
- Liaise with external parties (i.e., Council) in relation to STP matters.

This role does not necessarily require a full-time position; however, it should be clearly designated among the key responsibilities of the building management group.

This may include financial incentives for staff to use active transport and public transport to travel to work. However, this is not a mandatory requirement and would be subject to the management discretion.

## 5.2 Resourcing

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It is not anticipated that the maintenance of this STP will have significant ongoing cost implications and shall be reviewed on an annual basis by the TPC in order for the best outcome.

Based on Deputy Principal comments received on 9 April 2024, it has been confirmed that the project will fund the first 12 months and the School will then take over the funding responsibility.

## 5.3 Plan Maintenance

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This STP shall be subject to ongoing review, every year as required by SSD-11920082 Condition E12 (post occupation), and will be updated accordingly. Regular reviews will be undertaken by the TPC, as required.

Key considerations regarding the review of the STP shall be:

- Updating baseline conditions to reflect any changes to the transport environment in the vicinity of the site such as changes to bus services, new cycle routes, new roads, etc. In this regard, review of the STP – and associated Travel Access Guide (TAG) in particular – may be undertaken on a more frequent basis,
- Tracking progress against proposed travel mode targets,
- To identify any shortfalls and develop an updated action plan and operational traffic measures to address issues, and
- To ensure travel mode targets are updated (if necessary) to ensure they remain realistic but also ambitious.

## 5.4 Monitoring and Review Actions

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To assess the efficacy of the Plan strategies, the following actions are to be undertaken by the TPC:

- Review updated de-personalised data from the NSW Department of Education via a GIS analysis.
- Conduct travel mode surveys to determine the proportion of persons travelling to/from the site by each transport mode. This will be in the form of travel mode questionnaire surveys to be completed by all persons attending the site, as far as practicable. This survey may be undertaken online or in-person at the discretion of the TPC.
  - The student mode share survey (“Hands Up Student Travel Mode Survey”) will be undertaken in classrooms by the classroom teacher and is consistent with the survey methodology undertaken during the preparation of this STP.
  - Online surveys (School Community Questionnaire) will be undertaken via the Survey Monkey platform and will be completed by the wider school community; including the parents/carers, staff, and students.

Surveys will be undertaken during the School’s typical operating times (i.e. during 8:15am – 2:15pm). Based on advice provided by SINSW, surveys shall be typically undertaken outside of the first 2 and last 2 weeks of the School’s term end/start dates.

- Review information regarding participation in active travel programs.
- Undertake community consultation to gauge feedback regarding implemented operational management strategies, action plan initiatives, and areas for improvement to further encourage use of alternative modes of transport and improve traffic conditions.
- Periodic on-site review of facilities such as the drop-off / pick-up area, bicycle racks.

It is recommended that an initial audit be undertaken within 6-months of the works being completed and are operational to establish baseline mode share as early as possible. Based on Deputy Principal comments received on 9 April 2024, the School has no issue with the planned initial audit being undertaken after 3-6 months of operation.

Following the review process, the STP would be updated with consideration for the findings and resubmitted to DPE. The review of the STP shall be updated annually post occupation and implemented unless otherwise agreed by the Planning Secretary as per SSD-11920082 Condition E12.

## 5.5 Feedback Framework

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Following the actions undertaken as part of the review process, feedback is to be provided to key stakeholders including: the community, TfNSW, Council, and the Department of Education, detailing the efficacy of the strategies. The strategies and the STP will be adapted accordingly.

Feedback will be communicated to stakeholders (i.e. TfNSW, Council, and the Department of Education) via onsite meetings or videoconferencing surveys and onsite meetings / videoconferencing.

Meeting minutes will be prepared following the meeting and sent to relevant stakeholders for record keeping. Relevant updates to the STP will be undertaken to address feedback as required.

## 5.6 Complaint(s) Handling Protocol

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The School will establish a spreadsheet as part of the complaint(s) handling protocol.

Any person who wishes to make a complaint will be requested to send it to School via the school general email with any supporting documents. All complaints will be listed in the School's Complaints Register.

The email will be monitored by the School's administrative staff, and they will liaise with the Deputy School Principal and TPC in addressing the complaint(s). Any actions undertaken will be captured in the School's Complaints Register.

# Appendix A. CVs

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Ali is a specialist in traffic engineering and transport modelling, with more than 12 years of experience across the full spectrum of traffic and parking assessments, and detailed macro meso, and micro-simulation models for both private and public sector clients.

Ali holds a Bachelor of Engineering (Civil) and a PhD in Civil Engineering (Traffic and Transportation discipline) and continues to explore new learning and technological opportunities. Ali has worked for private consulting firms in Iran, Western Australia and New South Wales.

Ali has undertaken dozens of traffic and transport assessments for all types of development, from airports to industrial estates, mixed use to residential, providing both clear analysis and detailed technical advice.

## QUALIFICATIONS & EDUCATION

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- Doctor of Philosophy in Civil Engineering
- Bachelor of Civil Engineering
- Chartered Professional Engineer & National Engineers Australia (MIEAust CPEng NER)
- Member AITPM (MAITPM)
- Member Transport Australia Society (MTAS)

## KEY SKILLS

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- Meso, macro and micro-simulation traffic modelling.
- Traffic and transport planning.
- Car parking assessments and design.

## PUBLICATIONS & PHD THESIS

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- Rasouli, Cheginizadeh, Nikraz: [Investigating a Deterrence Function for Work Trips for Perth Metropolitan Area](#) 2017  
(Approved for the 19th International Conference on Civil, Environmental and Structural Engineering in Barcelona.)

Ali is an effective communicator and a skilled user of many traffic modelling software packages, including SIDRA, EMME, DYNAMIQ and AIMSUN. He has also specifically developed the necessary knowledge to effectively and efficiently utilise different mathematical software products relevant to the field of traffic and transport, including SPSS and GIS packages such as ArcGIS and QGIS.

Ali is fully conversant with the application of design-based software packages including AUTOCAD, AUTOTRACK and AUTOTURN, which has been invaluable in providing clients with expedient and accurate advice across all design issues.

Ali's broad work experience, paired with his extensive academic background, make him one of the most accomplished engineers in the traffic and transport industry.

## PROFESSIONAL BACKGROUND

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- Current           Ason Group Principal Traffic Engineer
- 2012 – 2018    Transcore Traffic Engineer
- 2010 – 2011    Khak Pey Azma Engineer
- 2008 – 2009    PMG Traffic Engineer

- Multi-disciplinary transport infrastructure projects.
- Management of traffic modelling projects.
- Strategic modelling and planning.

- Rasouli, Cheginizadeh, Nikraz: [EJGE, A Critical Review of Current Transport Models](#) 2017
- Rasouli: [Calibrating the Distance-Deterrence Function for the Perth Metropolitan Area](#) 2018



## KEY PROJECTS

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### Traffic Modelling

Ali has a wide range of experience with Traffic and Transport modelling using Aimsun, EMME, SIDRA and Dynameq. A summary of some of Ali's modelling projects includes:

#### City of Mandurah Strategic Transport Model

Ali was as part of the EMME modelling team responsible for developing a strategic transport model for the entire City of Mandurah and broader Peel Region in Western Australia. Ali's primary responsibility was to undertake necessary data acquisition, network coding existing model calibrating and future scenario options testing based on different land-use and infrastructure upgrade assumptions.

#### Town of Bassendean Mesoscopic Model

Ali was the project modeller responsible for the Bassendean Town Centre mesoscopic modelling. The project was undertaken in Dynameq platform with the objective being to assess different land-use options as part of the Town Centre growth options.

#### City of Karratha Macro and Mesoscopic Model

As part of the Karratha expansion study, Ali has undertaken strategic modelling using EMME software for the wider Shire of Roebourne (now City of Karratha) including travel demand modelling for Wickham, Point Samson, Dampier and Cossack. The study was down narrowed down to a development of a mesoscopic model for the Karratha Town Centre of which Ali was the modeller of that project in Dynameq platform.

#### Oakdale West Industrial Estate

The Oakdale West Industrial Estate (OWE) consists of 154 hectares of land within the Western Sydney Employment Area (WSEA).

Having completed many of the traffic assessments (which delivered an approval for the initial rezoning of the OWE for industrial development) using SIDRA Network modelling, Ali is currently managing the development of an Aimsun model to investigate the potential impacts associated with a change of use in Precinct 1 of the OWE from a warehouse to a higher trip generating distribution facility for a national retailer.

The model includes a detailed internal road network and different options for access to the road network, which itself is undefined to some degree at this stage with key future links – such as the Southern Link Road and M12 Motorway – still in preliminary planning.

#### Mamre West Estate

The Mamre West Industrial Estate provides some 220,000m<sup>2</sup> GFA within the Western Sydney Employment Area. Development has been undertaken in stages across the Estate, with each stage requiring the preparation of a new transport assessment, each of which has necessarily addressed potential traffic impacts, but had also been required to update and validate (to the extent possible) traffic forecasts along the Mamre Road corridor.

Ali has undertaken the required detailed planning and analysis in consultation RMS and Transport for NSW to ensure that upgrades provide not only for the high traffic demands of the Estate itself, but also the for the significant growth expected in the sub-region, particularly now further to the widening of the WSEA to the Broader WSEA.

#### Kemps Creek Warehouse and Logistic Hub (KCWLH)

The KCWLH – also known as the Mamre South Estate – provides for the development of 11 warehouses and more than 800 car parking spaces in Kemps Creek. Ali was the nominated Engineer at Ason group to manage the project from the fee proposal stage through to the final delivery of the project in early 2019.

As part of assessment, Ali completed detailed traffic modelling and capacity assessments for a number of key roads and intersections within the study area to evaluate the likely traffic impact of the site. Ali has undertaken a comprehensive review of other Council DCPs to ensure that the key planning controls adopted for the Site were compliant with the underlying Council technical requirements.

During the course of the State Significant Development Application, Ali was continuously in contact with the project stakeholders and the assessing authorities to ensure that the project moved forward in an efficient manner.

Further to the detailed traffic impact assessment, Ali has also undertaken detailed design reviews for the individual warehouses including number of swept path analysis for the largest size vehicles (B-Doubles) accessing the site to evaluate compliance with all relevant guidelines and Standards.

### **Enfield Intermodal Logistics Centre**

The Enfield ILC development has been the subject of a Major Project assessment and approvals under the previous Part 3A process (now State Significant Development), including a number of subsequent modifications.

More recently, NSW Ports in conjunction with Goodman now seek to modify the current approval to extend 24/7 operating hours across the site; and increase in industrial floor area, and the provision of truck-to-truck movements with no direct interface with the rail sidings.

For Ali, the project has required not only traffic and transport modelling of both on and off site vehicle movements, but detailed design work for each warehouse / industrial precinct within the Enfield ILC, and indeed in many cases individual buildings within those precincts. Ali has prepared all necessary construction certificate documents including Construction Traffic Management Plans (CTMP) and Design Statements for almost all warehouses within the Enfield ILC. These documents must consider safety and risk assessment reviews for the construction phase of the project. Accordingly, Ali had to provide recommendations on how to best manage the construction team when working on site which included preparation of a Driver Code of Conduct for each specific warehouse.

Furthermore, as part of Ali's involvement with Enfield ILC, he prepared a Local Area Traffic Management Plan (LATM). The LATM objectives include detailed review of the adequacy and efficiency of the existing signage and line-marking within the Estate and provision of design advice in accordance with Australian Standards and Austroads Guidelines to improve the traffic operations and safety for the Estate users. As part of this project Ali undertook detailed review of the existing geometries of the key intersections and provided design advice for NSW Ports on how to improve the

intersection design. Recommendations included were classified as:

- "Do Minimum" i.e. no infrastructure changes but to just implement further signages or line-markings, OR
- Upgrade the intersection to other configurations, i.e. roundabouts. Accordingly, Ali had to test the feasibility for the roundabout intersection within the existing land and to test number of design option to justify the design.

Enfield ILC projects are great examples of Ali's fantastic traffic modelling, design ability and communication process within a team of specialist.

### **Jandakot Airport Model**

Jandakot Airport is one of the major general aviation airports in WA, and one of the busiest airfields and largest aviation training basis in Australia.

Transcore was commissioned to develop a macroscopic model using the EMME platform to examine the potential impacts of the expansion of the airport in 2016. The model was successfully calibrated for a base scenario, and subsequently used to determine the required road and infrastructure upgrades in the road network providing primary Site access.

Ali was included in the modelling team working with experienced modellers, and was in charge of data acquisition, traffic generation and distribution assessment, and assisting in model development.

### **Traffic & Transport Impact Assessments**

Ali has undertaken more than 150 Traffic & Transport Impacts Assessments examining Development Applications, State Significant Developments, Planning Proposals, Subdivision and Rezoning. For most projects, this involves close collaboration with a broader Project Team, which has given Ali essential experience in team work, and more importantly, outstanding client communication and liaison skills with Government Authorities (from Local Authorities to State Government). A summary of some of Ali's assessment projects includes:

#### **St Marys Town Centre Study**

Ason Group was commissioned by Elton Consulting Group in late 2018 to undertake a Planning Proposal for a proposed expansion of a shopping centre within the Town Centre. Ason Group was tasked with developing a SIDRA Network model for the Town Centre for 10 and 20 year future base scenarios, which were then used to assess future infrastructure upgrades throughout the Town Centre.

Ali acted as Project Manager from fee proposal stage through the final assessment delivery; this included managing the traffic engineers and modelling team assigned to the project, and direct liaison with RMS and Penrith City Council in regard to future growth forecasts and land use projects; and the scope of the modelling required.

### **Bakehouse Quarter Planning Proposal**

Ason Group was commissioned to undertake a Planning Proposal for the development of the Bakehouse Quarter in North Strathfield. Ali was nominated as the Project Manager and was responsible for the delivery of the project in a very tight timeframe. Key assessment components and objectives included:

- Demonstration of consistency with the Parramatta Road Corridor Urban Transformation Strategy, and specific compliance with the Traffic and Transport Requirements for assessment within the Corridor.
- Demonstration of the strategic importance of the Proposal from a 30-minute City perspective.
- Demonstration that the Proposal had been developed in accordance with Transit Oriented Development (TOD) principles.
- Development of a Traffic Demand Management Plan, a set of design principles incorporated into the Master Plan and future measures that are intended to maximise Vehicle Kilometres Travelled (VKT) reduction opportunities.
- Preparation of a pedestrian generation assessment to establish future traffic volumes, as well as the demand for other travel modes such as public transport, walking and cycling.
- A comprehensive review of the latest statutory requirements and major regional civil works (such as WestConnex project).

- Establish that the Proposal would deliver a public benefit.
- Development a package of infrastructure works that not only offset the anticipated impacts of the Proposal, but also extend benefits to the wider community.

During the course of this project Ali was in near daily contact with the Project Team and managed a team of Ason Group Traffic Engineers to assist with the project delivery. Perhaps most importantly, the project was delivered on time in accordance with the requirement of the client and the Project Team.

### **Melrose Park Urban Renewal Precinct**

Ason Group was commissioned by Payce to undertake traffic impact study for the Melrose Park Urban Renewal Project Master Plan in 2016. The assessments completed by Ali his project team included detailed traffic modelling of the surrounding road network; public and active transport studies; and parking demand vs. supply analysis.

Following the successful submission of the Master Plan transport assessments, three sub-precinct development applications were also submitted to Parramatta City Council for Stages 1 – 3 of the Master Plan.

Ali's continued involvement with the Project includes ongoing liaison with the broader Project Team; technical advice in regard to traffic modelling; and detailed design advice in accordance with the Australian Standards (AS series) in regard to parking and access. Specifically, for Stages 2 and 3, Ali had undertaken detailed design review in accordance with AS series which included:

- Access design aspects: sight distance assessment, access width and configuration according to the category of access,
- Detailed review of the car parking modules including ramp assessment, aisle dimensions, car parking spaces and blind aisle extension reviews.
- Headroom clearance assessment.
- Light and heavy vehicle simulation.

### **Shell Service Station in Belmont WA**

Ali was commissioned to undertake a Development Application (DA) for a Shell service station in Belmont area

in WA. The DA process included a detailed assessment of the intersection of Great Eastern Highway / Fautleroy Avenue for an existing and future scenario (10 years post construction of the development). Ali was able to provide a quick turnover of the assessment in close liaison with Main Roads WA and Belmont City Council.

As part of the subsequent community consultation period, Ali addressed a number of traffic related issues raised by local residents, as well as for specialised Transcore engineers.

The project was finally approved, and the service station operating safely and efficiently.

### **Retail Development Applications**

While working in Transcore, Ali was the lead Project Engineer assessing many well-known retail developments, including petrol stations, fast food restaurants and shopping centre in WA, including:

- **Service Stations:** Caltex Australia, 7- Eleven, Shell, Coles Express, BP and Puma.
- **Fast Food Restaurants:** McDonalds, Hungry Jack's and KFC.
- **Shopping Centres:** ALDI, Coles, Woolworth and IGA.

These traffic assessments necessarily considered factors such as the percentage of traffic generated from passing trade; traffic distribution analysis; and SIDRA intersection performance analysis. They also required detail design reviews in regard to car parking layouts and the local road network access options.

### **Other Traffic Assessment Projects include:**

- Granville mixed-use development Planning Proposal.
- Frasers Industrial Development in Eastern Creek.
- North Coogee (WA) residential development.
- Malaga (WA) Industrial Estate.

### **Parking & Design Assessments**

With an extensive knowledge of the Australian Standards (AS 2890 series) and Austroads design guidelines – and moreover the knowledge of the appropriate application of those guidelines – Ali provides the highest quality advice in regard to not only parking requirements for different

developments; but the necessary technical advice to ensure design compliance. A summary of some of Ali's parking and design projects includes:

### **Murrumbateman Mixed-use Development**

Ali was commissioned to prepare a change of use application for an expansion of an existing mixed-use development in Murrumbateman, Yass Valley NSW. The site a variety of uses including a childcare centre and number of retail / commercial tenancies with varying parking demand across different times of the day.

The key issue for assessment was that the number of parking bays provided were not strictly compliant with Council requirements, and there was little scope to provide additional spaces. As such, Ali undertook a detailed assessment of the available parking to maximise the parking supply for the whole shopping centre, focusing on different demand peaks for the different land uses.

Once a viable solution was determined, it was present to Council and the local community, and Ali was required to address comment received (negative and positive) to the satisfaction of all parties. The development was subsequently approved.

### **Newman Town Centre Parking Study**

As part of the engineering team, Ali commissioned and reviewed detailed parking inventory surveys for a typical weekday and weekend conditions for the Newman Town Centre (approximately 1,100 kilometres to the north of Perth in WA). The assessment also included a breakdown of the data for smaller tenancies to determine the different characteristics of difference retail types. The parking surveys were undertaken (by Ali) over 8 – 12 hours a day for more than 1,000 spaces with varying parking restrictions and usage patterns. Detailed analysis were done conducted to establish the parking characteristics within the Town Centre.

### **Bassendean Town Centre Parking Study**

The parking utilisation and duration of stay within the Town of Bassendean was identified as a potential issue further to local (rail) commuters using the courtesy parking area provided by the Council for visitors to the Town Centre.

Ali was tasked with undertaking a detailed parking assessment and providing technical advice and strategies to alleviate this issues. This included the commission and review of comprehensive surveys in regard to the type of parking demand and parking occupancy; number plate recognition surveys to determine parking duration; and general observations of parking conditions.

#### **Other Parking Assessment Projects include:**

- Wembley mixed use development parking review.
- Harrisdale Shopping Centre car parking review.
- Rivervale residential car parking review.

#### **Data Collection and Analysis**

Ali has been responsible for organising and reviewing significant scale surveys including traffic counts, parking surveys, number plate surveys, observation surveys and others. Ali has been continuously updating his knowledge with the latest traffic survey methods, from Bluetooth-based surveys for Origin / Destination assessments to drone surveys, by attending relevant seminars and reviewing publications and liaison with large companies conducting such surveys in large scales. A summary of some of Ali's data collection and analysis projects includes:

#### **St Marys Town Centre**

Ali has led the Project Team liaison process to develop an appropriate methodology for surveys, including briefings with survey staff in regard to the best way to undertake simultaneous surveys at a total of 10 intersections. The detailed analysis of the data was essential to validate the

data prior to incorporating traffic flows in the modelling assignment.

#### **Lenz V. Shire of Serpentine, Jarrahdale**

Ali was responsible for analysing the results of traffic counts and establishing the site-related traffic generation for application to the future case traffic assessment.

#### **Swanbourne Residential Development**

Ali was responsible for organising traffic counts in the area and analysing the results of the survey and establishing the traffic profile for 6 key intersections within the proximity of the site.

#### **Caltex Forrestdale vs Champion Lakes**

Responsible for organising two days of traffic surveys entailing 12 hours of survey in each day, analysing the results of the survey and establishment the percentage traffic passing Armadale Road and Ranford Road.

#### **ALDI Western Australia**

Responsible for organising number of different traffic surveys in different proposed site locations.

#### **Crown Perth Tower**

Responsible for organising the traffic count surveys and analysing the results of the surveys.

#### **City Beach Surf Club**

Undertaking parking inventory and analysing the results of the parking utilisation surveys.

#### **Other Data Collection and Analysis Projects include:**

- Les Hansman Community Centre (WA).
- Caltex Oakford (WA).
- Carin Glades Shopping Centre (WA).
- West Perth Hotel Development.



James has a Bachelor of Civil Engineering and has been working as a traffic engineer in the transport planning and transport construction industries for over 11 years.

During this time, James has been involved in numerous projects for both private organisations and government agencies, including CPB Samsung John Holland Joint Venture (WestConnex M4 Extension Joint Venture) and The Hills Shire Council.

Past projects have ranged in size from detailed design advice in relation to intersection upgrades, the preparation of reviews and due diligence advice, to the preparation of Construction and Operational Traffic Management Plans, Traffic Guidance Schemes, Pre-and post-construction Design Statements, and

Traffic Impact Assessments for a large forward planning municipality infrastructure upgrade strategy for Council.

James has undertaken internal road safety inspections post major road works and has experience dealing with the Transport Management Centre to obtain Road Occupancy Licenses.

James has been trained in and worked with transport planning models and control plans, and this experience allows him to give specialist advice on transport planning and construction issues. These models and programs include AutoCAD Vehicle Tracking, SIDRA and Rapid plan.

## QUALIFICATIONS & EDUCATION

- BE Civil Engineering (University of Technology, Sydney)
- Diploma in Engineering Practice (University of Technology, Sydney)
- SafeWork NSW 'Prepare a Work Zone Traffic Management Plan'
- WorkCover Occupational Health and Safety Construction Induction Card.
- Conduct Road Safety Audits

## PROFESSIONAL BACKGROUND

- 2021 – current      Ason Group  
Senior Traffic Engineer
- 2017 – 2021:      Ason Group  
Traffic Engineer
- 2016 – 2017:      CPB Samsung John Holland Joint  
Venture (WestConnex M4 East)  
Traffic Engineer
- 2012 – 2016      The Hills Shire Council  
Trainee, Graduate, & Traffic Engineer

## KEY SKILLS

- Traffic Impact Assessments
- Master Planning & Feasibility Studies
- Construction Traffic Management Plans
- Traffic Guidance Schemes (Rapid Plan & AutoCAD)
- Operational Traffic Management Plans
- Sustainable Transport Planning (Green Travel Plans & Transport Access Guides)
- Transportation Modelling Analysis (SIDRA)
- Construction Certificate Design Statements
- Operational Certificate Design Statements
- Australian Standards (AS2890 & AS 1158) Compliance
- Road Safety Assessments

## KEY PROJECTS & EXPERIENCE

### *Residential, Commercial & Mixed-Use Developments*

- *Edmondson Park Town Centre*  
Traffic Impact Assessment providing recommendations to improve traffic management measures resulting from the development of a new suburb, construction of Town Centre and proposed School.
- *168 Walker Street, North Sydney Residential Tower*  
Traffic Impact Assessment, Construction Traffic Management Plan, Construction Certificate Design Statement and Operational Traffic Management Plan for a 386 unit residential building within North Sydney Town Centre.

### *Transport Construction.*

- *Closure of Concord Road Westbound on-ramp to the M4*  
Transport Management Plan with accompanying Traffic Guidance Schemes to support the permanent closure of the Westbound M4 on-ramp at Concord Road to facilitate the construction of the Upgrade to the M4.
- *McPhillamys Gold Mine, Bathurst.*  
Preparation of Construction and Traffic Impact Assessment (combined CTMP and TIA) for the construction of a 90km pipeline between Lithgow and Blayney.



Jasmine has a Bachelor of Civil Engineering from the University of New South Wales and has 2 years' experience in transport engineering and design.

Jasmine has some experience in preparing transport documentation (TAs, GTPs, CTMPs, CC/ OC documentation), design assessment (AutoCAD, swept path

analysis, compliance review, and modelling (M/M/1 queuing modelling, SIDRA intersection modelling). During her time at Ason Group, Jasmine has worked on a range of projects involving both private sector stakeholders and Government agencies, including various Councils and Transport for New South Wales.

## QUALIFICATIONS & EDUCATION

- Bachelor of Engineering (Honours) in Civil Engineering (The University of New South Wales)

## PROFESSIONAL BACKGROUND

- JAN 2023 – Current: Ason Group  
Traffic Engineer
- JAN 2022 – DEC 2022: Ason Group  
Graduate Traffic Engineer
- SEP 2021 – DEC 2021: Ason Group  
Cadet Traffic Engineer

## KEY SKILLS

- Transport Assessments and technical documentation
- Green Travel Plans
- Transport Design – car park design and compliance
- Construction Traffic Management Plans
- Operational Traffic Managements Plans
- Loading Dock Management Plans
- AutoCAD
- Transport modelling – SIDRA
- Australian Standards (AS2890) compliance
- Austroads compliance (traffic related)

## KEY PROJECTS & EXPERIENCE

### Residential

- *Site 5, Edmondson Park North*  
Design review, swept path assessment, vertical clearance assessment to develop a multi-level building in Edmondson Park
- *3 Boambillee Ave, Vaucluse*  
Provision of design advice, swept path assessment, vertical clearance assessment, and preparation of a Technical Note to develop a multi-storey residential development in Vaucluse

### Industrial

- *Yennora Distribution Centre, Yennora*  
Traffic Management and Accessibility Plan for an intermodal industrial redevelopment consisting of multiple multi-storey warehouse buildings located in Yennora.
- *Oakdale West Estate*  
Provision of design advice, swept path assessment, and Transport Assessment documentation for various warehouse developments within the Oakdale Industrial Estate
- *Kemps Creek Industrial Hub*  
Transport Assessment and Green Travel Plan

documentation, design advice, swept path assessment for several warehouses within the Kemp Creek Industrial Hub

### Retail

- *Bakehouse Quarter Precinct*  
Transport Statement and design review for a retail DA.

### Transport Planning/ Traffic Studies

- *Millennium Court, Matraville*  
Transport Statement, site inspection, queuing analysis, SIDRA intersection analysis for a proposed boom gate on Millennium Court.
- *Campbells Street, Artarmon*  
Due diligence assessment on a proposed heavy vehicle access for a multi-storey warehouse located in Artarmon.

### Western Australia Projects

- *37 Abernethy Road, Belmont (Lot 3)*  
Transport Impact Statement on the largest data centre in WA as of 2022

# **Appendix B. TfNSW Letter Regarding Request for Changes to Non-Standard School Zone Times, dated 3 March 2020**



Ms Leanne Jeffery  
Community Liaison Officer  
Hastings Secondary College  
leanne.jeffery1@det.nsw.edu.au

**Re: request for changes to non-standard school zone times**

Dear Ms Jeffery

Thank you for your correspondence requesting changes to the non-standard school zone times for Hastings Secondary College. I apologise for the delay in responding.

School zones are intended to protect children on their journey to and from schools at the times and places where they are most often found in higher numbers. The NSW Government applies a consistent approach to school zone days and times across the State. This policy is in place to reduce motorist confusion and to ensure motorists adhere to the 40km/h speed limit in school zones.

I understand that the purpose of your request is to ensure motorists are not confused by the different times for the school zone and the bus zone, and the school would therefore like to align the school zone times to that of the bus zone. I also note that the start and finish times for Hastings Secondary College are 8.15am and 2.15pm, which fall within the school zone hours for your school.

Exemptions from non-standard school zone times may only be granted in exceptional circumstances, such as where a school operates significantly outside the standard hours of 8am to 9.30am and 2.30pm to 4pm, or where the school zone is located on a high-speed road and is considered high risk. Each request is assessed by the Centre for Road Safety on a case-by-case basis.

As you may be aware, Hastings Secondary College applied for a non-standard school zone time for the Westport campus in 2016, which was subsequently approved to ensure school zones were in place when students leave the campus in the afternoon at 2.15pm

Your request for a variation to the school zone times is therefore not supported, as the start and finish times for Hastings Secondary College have not changed and the school zone is in place when students arrive and depart school (noting the Port Macquarie campus is already located within a 24/7 40km/h speed zone).

In 2012, the NSW Parliament's Joint Standing Committee on Road Safety (Staysafe) report on school zone effectiveness reinforced the view that consistent operation of school zones, including standardised operating times, is a key element of ensuring safety around schools. The report acknowledged that the standard hours of operation provide a consistent message of the 40km/h speed limit in school zones, and minimises motorist confusion.

A number of other road safety measures are also in place targeting safety around schools. For example, signage, pedestrian crossings and dragon's teeth road markings are applied in school zones. Road transport offences such as speeding, double parking and illegal U-turns attract a higher fine and an additional demerit point when committed in a school zone.

In addition, more than 2,400 school zone flashing lights have been installed across NSW since the flashing lights program was established in 2011. A *'Safety Around Schools Guide'* has also been developed for principals, parents and members of the school community, which includes information on dropping children off from a vehicle and general safe driver behaviour around schools. This guide, and further information about school zone safety, is available on the Centre for Road Safety webpage at [roadsafety.transport.nsw.gov.au](https://roadsafety.transport.nsw.gov.au).

Thank you for your interest in road safety.

A handwritten signature in black ink, appearing to read 'M. Eveleigh', written in a cursive style.

3.08.2020

Melvin Eveleigh  
Director, Safer Systems  
NSW Centre for Road Safety

# Appendix C. Evidence of Council Consultation



### Post Approval Consultation Record

Identified Party to Consult:	Port Macquarie Hastings Council
Consultation type:	Teams Meeting
When is consultation required?	During Construction
Why	To discuss the implementation of the Ason Group Transport Assessment (26/07/2021) recommendations
When was consultation scheduled/held	25/10/2023 – 11.00am -11.30am
When was consultation held	25/10/2023 – 11.00am -11.30am
Identify persons and positions who were involved	<p>Kyle Stevens - Manager Planning and Design Strategic Community Infrastructure Planning and Design – Port Macquarie Hastings Council</p> <p>Natali Boskovska – Project Director – School Infrastructure</p> <p>Alexandra Fearnley – Senior Project Manager – RPS</p> <p>Nathan Muggleton – Project Manager – RPS</p> <p>Craig McIlveen – AW Edwards</p>
Provide the details of the consultation	An introduction to the meeting was provided. Stakeholders were introduced and the traffic assessment report was tabled for discussion.
What specific matters were discussed?	<p>Figure 21 of the traffic assessment report ((26/07/2021) was shared on screen.</p> <p>The following was discussed:</p> <ul style="list-style-type: none"> <li>Proposed change of unrestricted parking along Owen Street to kiss and drop facility. <i>Comment: Port Macquarie Hastings Council generally in agreement with any traffic safety recommendations. However, it was acknowledged that formal acceptance would be required through the lodgement of the updated report. It is desirable that the kiss and drop be returned to unrestricted parking outside of school hours.</i></li> <li>Proposed change from unrestricted parking to accessible parking (figure 21). <i>Response: Port Macquarie Hastings Council generally in agreement with any traffic safety recommendations.</i></li> <li>Proposed change of bus zone signage to 24/7. <i>Response: Port Macquarie Hastings Council require a review of the formal submission prior to accepting of change to bus hours. .</i></li> </ul>

	<ul style="list-style-type: none"> <li>Proposed change of footpath width to 2.5m along Owen Street school frontage. <i>Response: Port Macquarie Hastings Council raised that any existing services in the corridor would need to be coordinated with the footpath. Acceptance would be required through a separate council department with Mick Jones Development Engineer.</i></li> <li>Proposed discussion on the implementation of a rumble strip on the approach of the school frontage along Owen Street between Gordon and Burrawan Street. <i>Response: Port Macquarie Hastings Council generally in agreement with any traffic safety recommendations.</i></li> <li>Proposed discussion on the implementation of a Zebra crossing on the approach of the school frontage along Owen Street between Gordon and Burrawan Street. <i>Response: Port Macquarie Hastings Council generally in agreement with any traffic safety recommendations. Discussion descended onto the potential need for crossing supervisors and the need to consult with Transport for NSW. It was indicated a pedestrian crossing towards Burrawan street would connect well with existing council path network currently being constructed.</i></li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>Line marking along Owen Street may require upgrade.</li> <li>A desired timeline for the works was provided by AW Edwards, indicating if the works are to proceed they would be targeted for January 2024 during school holidays.</li> </ul>
<p>What matters were resolved?</p>	<p>Generally, Port Macquarie Hastings Council are in support of the recommendations. However, a formal submission and approval is required prior to works commencing.</p>
<p>What matters are unresolved?</p>	<p>The Project development team will finalise the traffic recommendations to determine if implementation is needed now. An updated travel plan is to be prepared and lodged outlining the recommendations. This document will be lodged with Port Macquarie Hastings Council as a formal request for its implementation prior to works proceeding.</p>
<p>Any remaining points of disagreement?</p>	<p>Nil identified.</p>

How will SINSW  
address matters not  
resolved?

Traffic plan to be updated and lodged with Port Macquarie  
Hastings Council for Approval.

# Appendix D. Busways Bus Routes

## Hastings Secondary College - Port Macquarie Campus

Timetable effective from Monday 12 February 2024

Amended 01/02/2024

(R) Bus Turns Right - (L) Bus Turns Left

### MORNING

Bus Number	Route Number	Time	Locations Serviced	Route Description
S426	-	6:26 AM	Upper Rollands Plains Telegraph Point	Departs Littles Loop Rd via Upper Rollands Plains Rd, Rollands Plains Rd (R)Reids Rd (6:49am) (L)Pembroke Rd (L)Mooney St to Telegraph Point Public School (7:08am). <b>TRANSFER TO BUS S468</b>
S461	-	6:26 AM	King Creek Wauchope Blackbutt Dr Colonial Cct Thrumster Sherwood Rd	Departs King Creek Rd & The Oxley Hwy via King Creek Rd (R)Bago Rd, Cameron St (R)Ellenborough Pl (L)Fairmont Dr (R)Weismantle St (R)Cameron St (L)Tallowood Av (R)Mahogany Wy (L)Blackbutt Dr (L)High St (R)Forest Wy (L)Colonial Cct to Homestead Dr (7:02am), continues Colonial Cct (L)Forest Wy (L)High St (L)Beechwood Rd (R)Cowdery St (R)Johnstone St (L)Mackay St (R)Waugh St (R)Campbell St (L)Young St (R)Cameron St (7:15am) (L)High St, Oxley Hwy (L)John Oxley Dr (West) (R)Oxley Hwy (East) (L)Sherwood Rd (7:34am) (R)Lincoln Rd (L)Marian Dr (L)Lincoln Rd (R)Sherwood Rd (L)Oxley Hwy (L)Findlay Av to Westport High School (7:45am), then to School.
-	333	6:41 AM	Lakewood West Haven Laurieton North Haven	Departs Lakewood Bus Shelter via Sirius Dr to roundabout, turns around & returns Sirius Dr (L)Ocean Dr, Kew Rd (R)Tunis St (L)Lord St (L)Laurie St (L)Bold St to Laurieton Coles (6:50am), continues Bold St (R)Bold St (R)Ocean Dr (R)The Parade (L)Edith St (R)Ocean Dr to Jungara Cres (6:59am). <b>TRANSFER TO BUS S466</b>
S468	-	6:47 AM	Kundabung Cooperabung Telegraph Point Blackmans Point	Departs Rodeo Dr bus shelter via Rodeo Dr (L)Kundabung Rd (R)Pacific Mwy (southbound) (L)Wharf Rd to bus shelter, turns around & returns Wharf Rd (L)Pacific Mwy (L)Telegraph Point Exit (R)Haydons Wharf Rd (L)Telegraph Point Rd (R)Wyndell Wy (R)Cooperabung Dr to Federation Wy, turns around & returns Cooperabung Dr (R)Rollands Plains Rd (L)Telegraph Point Rd (R)Pembroke Rd (R)Mooney St to Telegraph Point Public School (7:08am), continues Mooney St (R)Morse Ln (R)Telegraph Point Rd (L)Blackmans Point Rd to Boat Ramp, turns around & returns Blackmans Point Rd (L)Hasting River Dr (L)Hastings River Dr to Oakes Cr (7:32am), continues Hastings River Dr (R)Widderson St (L)Oxley Hwy (L)Findlay Av (R)Hastings River Dr to School.
S424	-	6:48 AM	Gum Scrub Telegraph Point	Departs Ballengara-Bransdon Rd & Gum Scrub Rd via Ballengara-Bransdon Rd (L)Rollands Plains Rd (L)Telegraph Point Rd (R)Pembroke Rd (R)Mooney St to Telegraph Point Public School (7:08am). <b>TRANSFER TO BUS S468</b>
S470	-	6:50 AM	Sancrox Rawdon Island Lake Innes Thrumster (South) Lake Rd	Departs Billabong Dr & Bushland Dr via (L)Bushland Dr (L)Sancrox Rd (R)Rawdon Island Rd (L)River Downs to end, turns around & returns River Downs (R)Rawdon Island Rd (L)Oxley Hwy (R)Pacific Hwy on ramp (southbound) (L)Lake Innes Dr to the junction of Lake Innes Dr (7:12am), turns around & returns Lake Innes Dr (R)Pacific Hwy (L)Port Macquarie Exit (R)Oxley Hwy (R)Sovereign Dr to Cohen Wy, turns around & returns Sovereign Dr (R)Oxley Hwy (R)Lake Rd (7:32am) (L)Fernhill Rd (R)Oxley Hwy (R)Widderson St (L)Hindman St (L)Ocean Dr (L)Oxley Hwy (R)Findlay Av to Westport High School (7:45am), continues Findlay Av (R)Hastings River Dr (L)Gordon St (R)Owen St to School.
S466	-	7:09 AM	Bonny Hills Lake Cathie Ocean Dr Livingstone Rd	<b>LAST PICK UP KENNEDY DR &amp; KOALA ST</b> Departs Ocean Dr & Jungara Cr via Ocean Dr to Dirah St (7:22am) continues Ocean Dr (R)Dahlsford Dr (R)Livingstone Rd (L)Pacific Dr (L)Kennedy Dr to Koala St (7:35am), then to School.
S640	-	7:16 AM	Thrumster (North) John Oxley Dr The Ruins Wy (North)	<b>LAST PICK UP THE RUINS WY BUS SHELTER</b> Departs John Oxley Dr & Oxley Hwy via John Oxley Dr (L)Chancellors Dr to Diploma Dr (7:20am), turns around & returns Chancellors Dr (L)John Oxley Dr (R)The Ruins Wy to 2nd roundabout, turns around & returns The Ruins Wy to Bus Shelter (7:32am), then to School.
S641	-	7:24 AM	The Point Dr Major Innes Dr John Oxley Dr	<b>LAST PICK UP JOHN OXLEY DR &amp; FOREST GROVE</b> Departs The Point Dr & The Meadow via The Point Dr (R)2nd Wonga Cr (L)The Point Dr (R)The Ruins Wy (L)Major Innes Rd (R)John Oxley Dr to Forest Grove (7:34am), then to School.



S446	-	7:25 AM	Crestwood Dr Greenmeadows Dr	Departs Crestwood Dr & Ocean Dr via Crestwood Dr (R)Crestwood Dr (L)Rowthorne Wy (L)Crestwood Dr (L)Ocean Dr (L)1st Greenmeadows Dr (L)Ocean Dr ( <b>7:34am</b> ) (R)Lake Rd (R)Gordon St (R)Owen St to School.
S448	-	7:29 AM	Settlement Point The Jib	Departs Settlement Point Rd via Settlement Point Rd, Park St (R)Bay St (L)Newport Island Rd (R)Hastings River Dr (L)Mumford St (L)Kemp St (L)The Bulkhead (R)The Boom (R)The Jib (L)Doncaster Av (L)Lady Nelson Dr (R)Clifton Dr (L)Oxley Hwy (L)Findlay Av (R)Hastings River Dr (L)Gordon St (R)Owen St to School.
S471	-	7:30 AM	Shelly Beach	Departs Shelly Beach Rd & Calwalla Cr via Shelly Beach Rd (R)Calwalla Cr (L)Merinda Dr (R)Shelly Beach Rd (R)Kennedy Dr, Lord St (R)Gordon St (R)Owen St to School.
S464	-	7:35 AM	Granite St Lord St	Departs Koala St & Shearer St via Koala St (L)Granite St (R)Hill St (L)Lord St (R)Gordon St (R)Owen St to School.
-	322	7:43 AM	Lighthouse Plaza Bangalay Dr Pacific Dr	Departs Emerald Dr & Ocean Dr via Emerald Dr, Matthew Flinders Dr (L)Lighthouse Rd (L)Bangalay Dr to Burrawong Dr ( <b>7:53am</b> ) continues Bangalay Dr (R)Pacific Dr (L)Home St (L)Owen St (R)Hill St (R)Lord St to Hill St ( <b>8:07am</b> ) continues Lord St (R)Gordon St (R)Owen St to School.

## AFTERNOON

Bus Number	Route Number	Time	Locations Serviced	Route Description
S553	-	2:20 PM	Blackmans Point Telegraph Point	Departs School via Owen St (R)Burrawan St (R)Golf St (L)Gordon St, Oxley Hwy (R)Findlay Av (L)Hastings River Dr to opposite Oakes Cres ( <b>2:36pm</b> ), continues Hastings River Dr (R)Hastings River Dr (R)Blackmans Point Rd to Boat Ramp, turns around & returns Blackmans Point Rd (R)Telegraph Point Rd (L)Pembroke Rd (R)Mooney St to Telegraph Point Public School ( <b>3:00pm</b> ).
S584	-	2:23 PM	Port Macquarie The Bulkhead The Jib Settlement Point	Departs School via Owen St (R)Burrawan St (R)Golf St (L)Gordon St, Oxley Hwy (R)Findlay Av to Westport High School ( <b>2:30pm</b> ), continues Findlay Av (L)Hastings River Dr (L)Mumford St (L)Kemp St (L)The Bulkhead (R)The Boom (R)The Jib (L)Doncaster Av (L)Lady Nelson Dr (L)Clifton Dr (L)Hastings River Dr (R)Newport Island Rd (R)Bay St (L)Park St, Settlement Point Rd to the end.
S555	-	2:25 PM	Rollands Plains Upper Rollands Plains	<b>FIRST SET DOWN PEMBROOKE ROAD</b> Departs School via Owen St, then to Pembroke Rd (R)Reids Rd (L)Rollands Plains Rd, Upper Rollands Plains Rd to Littles Loop Rd ( <b>3:18pm</b> ).
S559	-	2:25 PM	Pacific Dr Lighthouse Beach Emerald Dr Jonas Absalom Dr Marbuk Av	Departs School via Owen St (L)Home St (R)Pacific Dr (L)Bangalay Dr (R)Lighthouse Rd ( <b>2:39pm</b> ) (R)Matthew Flinders Dr, Emerald Dr (L)Marbuk Av to roundabout, turns around & returns Marbuk Av (L)Emerald Dr (R)2nd Sapphire Dr (L)Jonas Absalom Dr to Ocean Dr ( <b>2:54pm</b> ).
S572	-	2:28 PM	The Ruins Wy The Point Dr	Departs School via Owen St (R)Burrawan St (R)Golf St (L)Gordon St, Oxley Hwy (R)Findlay Av (R)Hastings River Dr, Ocean Dr (R)Hindman St (R)Widderson St (L)Oxley Hwy (L)John Oxley Dr (L)The Ruins Wy (R)The Point Dr (R)2nd Wonga Cr (L)The Point Dr (R)The Ruins Wy (L)Major Innes Rd to Forest Grove.
S575	-	2:28 PM	Widderson Rd Sherwood Rd	Departs School via Owen St (R)Burrawan St (R)Golf St (L)Gordon St, Oxley Hwy (R)Findlay Av (L)Hastings River Dr (L)Widderson St (R)Oxley Hwy (R)Sherwood Rd (R)Lincoln Rd (L)Marian Dr (L)Lincoln Rd to Sherwood Rd.
S520	-	2:29 PM	Livingstone Rd Lighthouse Plaza Lake Cathie Bonny Hills	<b>FIRST SET DOWN KENNEDY DR &amp; SHELLY BEACH RD</b> Departs School via Owen St, then to Kennedy Dr & Shelly Beach Rd, continues Kennedy Dr (R)Pacific Dr (R)Livingstone Rd (L)Dahlsford Dr (L)Ocean Dr to opposite Lighthouse Plaza ( <b>2:41pm</b> ), continues Ocean Dr to Third Av ( <b>3:01pm</b> ).
-	336	2:30 PM	Thrumster Wauchope	<b>CATCH BUS S584 FROM SCHOOL &amp; TRANSFER AT WESTPORT HIGH SCHOOL</b> Departs Westport High School via Findlay Av (R)Oxley Hwy (L)John Oxley Dr (East) (R)Oxley Hwy (R)Wallace St (L)Webb St (L)Cameron St to Young St ( <b>3:06pm</b> ) continues Cameron St (R)High St (R)Campbell St (R)Young St (R)Cameron St (L)Ellenborough Cl (L)Fairmont Dr (R)Weismantle St (R)Cameron St (L)Tallowood Av (R)Mahogany Wy (L)Blackbutt Dr (L)High St (R)Forest Wy (L)Colonial Cct (L)Forest Wy (L)High St to Wauchope Showground.
S556	-	2:32 PM	Greenmeadows Crestwood Dr	Departs School via Owen St (R)Burrawan St (L)Lord St (R)Hill St (L)Lake Rd (L)Ocean Dr (R)1st Greenmeadows Dr ( <b>2:40pm</b> ) (R)Ocean Dr (R)Crestwood Dr (R)Crestwood Dr (L)Rowthorne Wy to Crestwood Dr ( <b>2:50pm</b> ).
S579	-	2:32 PM	Thrumster Lake Innes Rawdon Island Sancrox	<b>CATCH BUS S584 FROM SCHOOL &amp; TRANSFER AT WESTPORT HIGH SCHOOL</b> Departs Westport High School via Findlay Av (L)Hastings River Dr (L)Widderson St (R)Oxley Hwy (L)Sovereign Dr to Cohen Wy ( <b>2:44pm</b> ), turns around & returns Sovereign Dr (L)Oxley Hwy (L)Pacific Hwy on ramp (southbound) (L)Lake Innes Dr to junction of Lake Innes Dr ( <b>2:49pm</b> ), turns around & returns Lake Innes Dr (R)Pacific Hwy (L)Port Macquarie Exit (L)Oxley Hwy (R)Billabong Dr (L)Bushland Dr (L)Sancrox Rd (R)Rawdon Island Rd (L)River Downs ( <b>3:02pm</b> ) to end, turns around & returns River Downs (R)Rawdon Island Rd to Oxley Hwy ( <b>3:09pm</b> ).
S564	-	2:34 PM	Kennedy Dr Calwalla Cres	Departs School via Owen St (R)Burrawan St (L)Lord St, Kennedy Dr (L)Shelly Beach Rd (L)Merinda Dr (R)Calwalla Cr to Shelly Beach Rd.

<b>S600</b>	-	<b>2:34 PM</b>	Granite St Koala St	Departs School via Owen St (R)Burrawan St (L)Lord St (R)Hill St (L)Granite St (R)Koala St to Shearer St ( <b>2:44pm</b> ).
<b>S654</b>	-	<b>2:36 PM</b>	Granite St Koala St	Departs School via Owen St (R)Burrawan St (L)Lord St (R)Hill St (L)Granite St (R)Koala St to Shearer St ( <b>2:46pm</b> ).
<b>S548</b>	-	<b>3:00 PM</b>	Telegraph Point Kundabung	<b>CATCH BUS S553 FROM SCHOOL &amp; TRANSFER AT TELEGRAPH POINT PUBLIC SCHOOL</b> Departs Telegraph Point Public School via Mooney St (R)Morse Ln (L)Telegraph Point Rd, Pacific Hwy (northbound) (L)Upper Smiths Creek Rd to bus stop ( <b>3:10pm</b> ), returns Upper Smiths Creek Rd (L)Pacific Mwy (L)Kundabung Rd (R)Rodeo Dr to Bus Shelter ( <b>3:14pm</b> ), returns Rodeo Dr (L)Kundabung Rd (R)Pacific Mwy (southbound) (L)Wharf Rd to bus stop.
<b>S635</b>	-	<b>3:00 PM</b>	Telegraph Point Cooperabung Dr Gum Scrub	<b>CATCH BUS S553 FROM SCHOOL &amp; TRANSFER AT TELEGRAPH POINT PUBLIC SCHOOL</b> Departs Telegraph Point Public School via Mooney St (R)Morse Ln (L)Telegraph Point Rd, Pacific Mwy (northbound) (L)Cooperabung Dr to Rollands Plains Rd ( <b>3:30pm</b> ), continues Rollands Plains Rd (R)Bellengarra-Bransdon Rd to Gum Scrub Rd ( <b>3:48pm</b> ).
-	<b>333</b>	<b>3:11 PM</b>	North Haven Laurieton West Haven Lakewood Kew Kendall	<b>CATCH BUS S520 FROM SCHOOL &amp; TRANSFER AT OCEAN DR &amp; THIRD AV</b> Departs Ocean Dr & Third Av via Ocean Dr (L)Bold St (R)Tunis St (L)Lord St (L)Laurie St (L)Bold St, Kew Rd, Ocean Dr (L)Captain Cook Bicentenary to Laurieton Depot, return Captain Cook Bicentenary (L)Ocean Dr (R)Sirius Dr to Lakewood Bus Shelter ( <b>3:35pm</b> ), continues Sirius Dr to roundabout, turns around & returns Sirius Dr (R)Ocean Dr, Kendall Rd, River St, Graham St (L)Comboybe St (L)Albert St (R)Comboyne St to opposite Kendall War Memorial ( <b>3:51pm</b> ).
<b>S537</b>	-	<b>3:17 PM</b>	Wauchope Sarahs Cr King Creek	<b>CATCH BUS S584 FROM SCHOOL &amp; TRANSFER AT WESTPORT HIGH SCHOOL TO ROUTE 336 THEN TRANSFER AT CAMERON ST &amp; YOUNG ST</b> Departs Cameron St & Young St via Cameron St to Wauchope High School ( <b>3:35pm</b> ), continues Nelson St (R)Campbell St (L)Bain St (L)Hastings St (R)River St (L)Alma St (R)Wallace St (L)Oxley Hwy (R)King Creek Rd (L)Sarahs Cr to Cowarra Cl ( <b>3:51pm</b> ), continues Sarahs Cr (Anti-clockwise Loop) (R)Sarahs Cr (L)Warrew Cres (L)Sarahs Cr to King Creek Rd ( <b>4:02pm</b> ), continues (L)King Creek Rd to Bago Rd ( <b>4:11pm</b> ).

# Appendix E. Sample Travel Mode Survey Questions

Please read the below before starting the questionnaire:

**School Infrastructure NSW are conducting this questionnaire to understand how your students travel to and from school. This should take 5 minutes to complete.**

**All student information provided in this survey is completely anonymous and there is no collection of any personal information or tracking.**

Hastings Secondary College - Hands Up Student Travel Mode Survey - April 2024

**\* 1. About this class:**

Year group:

Name of person completing this survey:

Total students in your class:

Total absent today :

**\* 2. How did you travel to school on the survey day?**

For each option, please ask students to raise their hand if this is how they travelled to school this morning.

Walked the whole trip

Rode a bicycle or other rideable toy (incl ped scooter, skateboard, rollerblades)

Bus

Train

Dropped off (driver did not stay)

Drove a car and parked on-site

Drove a car and parked nearby

Motorcycle / motorscooter



**\* 3. How will you go home this afternoon?**

For each option, please ask students to raise their hand if this is how they will travel home this afternoon.

Walk the whole trip

Ride a bicycle or  
other rideable toy  
(incl. ped scooter,  
skateboard,  
rollerblades)

Bus

Train

Picked up by car

Drive a car

Motorcycle /  
moterscooter

**4. If you transfer to the Westport campus to attend a class, put your hand up if you do so by:**

Taxi

Mini bus

Chartered bus

Other

# Appendix F. Transport Access Guide



# Hastings Secondary College – Port Macquarie

Transport Access Guide

09/02/24

## Project overview

Hastings Secondary College is committed to providing students with safe, easy and sustainable ways of getting to and from School. The options below include walking, cycling, catching public transport or by car.

## Active ways to get to school



### Walking to School

Students living around Port Macquarie could walk to school in 15 minutes or less, saving the need for drop-off and pick-up by car.

The map over the page shows safe and accessible walking trails for your child to travel to and from home and Hastings Secondary College. Footpaths are available on both sides of Owen Street between Burrawan Street and William Street. A footpath is provided on the north of Burrawan Street between Owen Street and Lord Street.

Pedestrian refuges are located at Owen Street to the south of the intersection with Gordon Street, midblock between Gordon Street and Burrawan Street, and north of the intersection with Burrawan Street.



### Cycling to School

Families who live approximately 3km from the school, have the option of cycling to school. Children under 16 and adult riders accompanying and supervising them may ride on the footpath unless there are signs specifically prohibiting cycling.

To facilitate children cycling to school, Lord Street, Gordon Street, and Home Street can be utilised. A shared path is also provided on Mallawa Crescent while a bicycle lane is provided on Pacific Drive.

Children can then secure their bicycle at the school's bicycle parking spaces.

## For more information contact:

School Infrastructure NSW  
Email: [schoolinfrastructure@det.nsw.edu.au](mailto:schoolinfrastructure@det.nsw.edu.au)  
Phone: 1300 482 651  
[www.schoolinfrastructure.nsw.gov.au](http://www.schoolinfrastructure.nsw.gov.au)

## Public Transport



Students may be eligible for a free or discounted transport pass. The School Student Transport Scheme (SSTS)

provides free public travel to and from home for eligible students. Students in Years 7-12 are eligible if the straight line distance is more than 2.0km, or if the walking distance is 2.9km or further.

Families can register students with Transport for NSW via the School Student Transport Scheme (SSTS) portal at <https://apps.transport.nsw.gov.au/ssts/>

There are several public bus services available to students that are within walking distance of the school and within the broader regional area. See overleaf for details of the bus routes, including additional services which run outside of the school peak periods.

There are also numerous school bus services in the morning and afternoon available to students.

More details of public and school bus services available for Hastings Secondary College during the morning and afternoon are detailed on the Busways website at <https://www.busways.com.au/nsw> and the Transport NSW Trip Planner website: <https://transportnsw.info/trip#/trip>

## Tap on and tap off every time

Use your School Opal card every time you catch public transport to school.

It tells us how many people are using public transport to help us plan buses, trains and ferries to suit you.



### Car

Carpooling is a great way to share the daily school drop off. Parents and carers are encouraged to get in touch with each other to make carpooling arrangements that suit them.

For parents who drive their children to school, students can be dropped off or picked up from school along Owen Street.

Families may also be eligible for the School Drive Subsidy which intends to partly offset the cost of using a private vehicle to drive to the eligible student all or part of the way to school. Families can apply for the School Drive Subsidy at <https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel/apply-for-school-drive-subsidy>

## Public Bus Services

ROUTE	DESCRIPTION	SERVICES
322	Lighthouse Plaza to Port Macquarie via Pacific Dr	2 services in the AM peak 1 services in the PM peak
322	Port Macquarie to Lighthouse Plaza via Pacific Dr	2 service in the AM peak 1 services in the PM peak
323	Port Macquarie to Lighthouse Beach (Loop Service)	Does not operate during school AM and PM peak hours

### For more information contact:

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 Email: [schoolinfrastructure@det.nsw.edu.au](mailto:schoolinfrastructure@det.nsw.edu.au)  
 Phone: 1300 482 651  
[www.schoolinfrastructure.nsw.gov.au](http://www.schoolinfrastructure.nsw.gov.au)



# NSW Department of Education – School Infrastructure

## School Bus Services - BUSWAYS

ROUTE (Morning)	DESCRIPTION	ARRIVAL TO SCHOOL
S426	Upper Rollands Plains Rd to Telegraph Point PS TRANSFER TO BUS S468	7:52 (S468 Arrival)
S461	King Creek Rd to Hastings Secondary via Wauchope	7:52
S468	Kundabung Rodeo Dr to Hastings Secondary	7:52
S424	Gum Scrub Rd to Telegraph Point PS TRANSFER TO BUS S468	7:52 (S468 Arrival)
S470	Sancrox Billabong Dr to Hastings Secondary via Lake Innes Dr	7:50
S466	Bonny Hills to Hastings Secondary	7:45
S640	Port Macquarie John Oxley Dr to Port Macquarie HS	7:50
S641	Port Macquarie The Point Dr to Port Macquarie HS	7:50
S446	Port Macquarie Marbuk Ave to Hastings Secondary	7:45
S448	Settlement Point to Hastings Secondary via Lady Nelson Dr	7:52
S471	Port Macquarie Pacific Dr to Hastings Secondary	7:45
S464	Port Macquarie Koala St to Hastings Secondary	7:45
ROUTE (Afternoon)	DESCRIPTION	DEPARTURE FROM SCHOOL
S553	Hastings Secondary to Telegraph Point PS	14:20
S584	Hastings Secondary to Settlement Point via The Jib	14:23
S555	Hastings Secondary to Upper Rollands Plains Rd	14:25
S559	Hastings Secondary to Port Macquarie Jonas Absalom Dr	14:25
S572	Hastings Secondary to Port Macquarie Major Innes Rd	14:28
S575	Hastings Secondary to Port Macquarie Sherwood Rd	14:28
S520	Hastings Secondary to Bonny Hills	14:29
S556	Hastings Secondary to Port Macquarie Marbuk Ave	14:32
S579	Hastings Secondary to Sancrox Rawdon Islands Rd	14:32
S564	Hastings Secondary to Port Macquarie Pacific Dr	14:34
S600	Hastings Secondary to Port Macquarie Koala St	14:34
S654	Port Macquarie HS to Port Macquarie Koala Rd	14:36
S548	CATCH BUS S553 FROM SCHOOL & TRANSFER AT TELEGRAPH POINT PUBLIC SCHOOL Telegraph Point PS to Port Macquarie Depot	14:20 (S553 Departure)
S635	CATCH BUS S553 FROM SCHOOL & TRANSFER AT TELEGRAPH POINT PUBLIC SCHOOL Telegraph Point PS to Gum Scrub Rd via Cooperabung	14:20 (S553 Departure)
S537	CATCH BUS S584 FROM SCHOOL & TRANSFER AT WESTPORT HIGH SCHOOL TO ROUTE 336 THEN TRANSFER AT CAMERON ST & YOUNG ST Wauchope Young St to Wauchope King Creek Rd	14:23 (S584 Departure)

### For more information contact:

School Infrastructure NSW  
 Email: [schoolinfrastructure@det.nsw.edu.au](mailto:schoolinfrastructure@det.nsw.edu.au)  
 Phone: 1300 482 651  
[www.schoolinfrastructure.nsw.gov.au](http://www.schoolinfrastructure.nsw.gov.au)



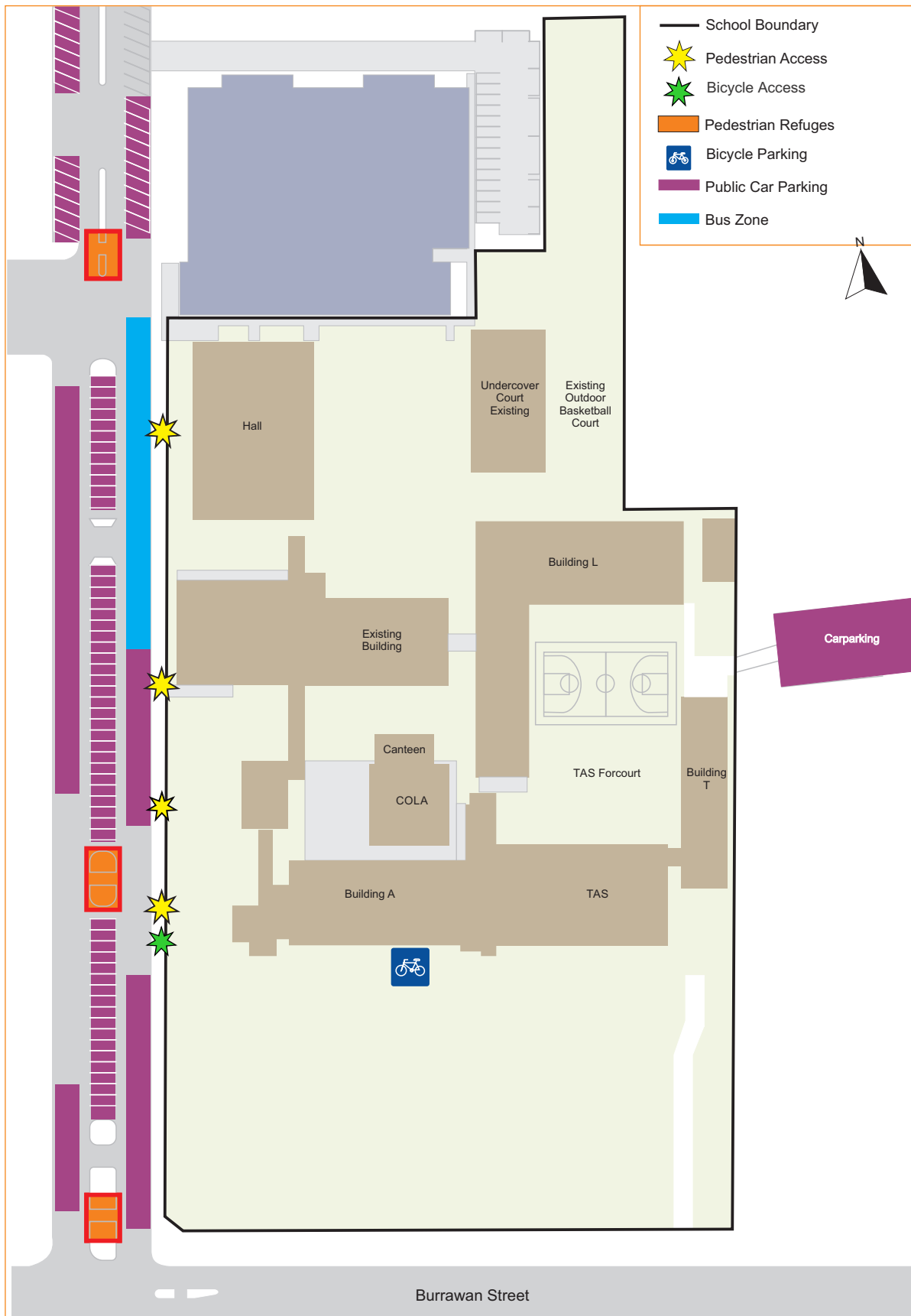


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Phone: 1300 482 651  
[www.schoolinfrastructure.nsw.gov.au](http://www.schoolinfrastructure.nsw.gov.au)

# Starting high school safely

## Never too old to be safe

Starting high school is exciting and can mean lots of new experiences, like how you travel to and from school. As an independent traveller you're never too old to be safe.

Being independent means:

- taking more responsibility and learning how to manage your own safety as well as looking out for others
- focusing on what is happening around you
- not rushing to cross the road, catch a bus or train as that's when unsafe decisions can be made
- always removing your headphones and putting your phone away when crossing the road
- practising how to use a timetable and public transport, if it's new to you.

Plan and practise walking routes:

- identify safe places to cross
- look out before you step out
- use crossings and footpaths, where possible
- if no footpath is available, face oncoming traffic and walk as far away from the edge of the road as possible
- watch out for vehicles entering or leaving driveways, and for cars reversing in car parks
- avoid heavy traffic areas, if possible.

## Have another plan

Discuss with your parents or carer:

- what to do when you're running late, miss the bus or train, lose your travel pass, feel unsafe travelling to and from school, or it's wet weather
- practice a few excuses you could use if encouraged by others to act unsafely. e.g. *"I'm not going to do that, if my parents found out I'd be grounded"*.



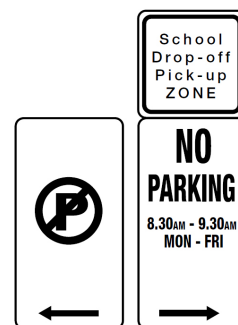
# **Appendix G. TfNSW School Drop-Off and Pick-Up: Organising the Initiative**

# Drop-off and Pick-up zones

## Safety tips

### Safety tips for drivers using a Drop-off and Pick-up zones

- Always drop off or pick up your child from the designated zone and follow the school's procedures.
- Drivers should remain in their vehicles at all times in the Drop-off and Pick-up zone.
- Make sure children use the Safety Door (the rear footpath side door) to get in and out of the car.
- Make sure the handbrake is applied when the vehicle is stationary.
- Always park legally.
- Avoid dangerous manoeuvres such as U-turns and three-point turns.



Kids and Traffic Safety  
Door sticker  
RTA45091021K

### Safety tips for students

- Always get in and out of the vehicle through the Safety Door, the rear footpath-side door.
- Stay buckled up until the vehicle has stopped in the Drop-off and Pick-up area.
- Make sure your school bag and other items are in a safe position, such as on the floor.
- Be ready to get out of the vehicle with your belongings when the car has stopped and you have unbuckled your seatbelt.

### Safety tips for volunteers

- For easy identification, wear a safety item, such as a fluoro vest, sash or hat.
- Remain on the footpath when helping students to exit and enter each vehicle, in turn, in the Pick-up and Drop-off zone.
- Do not attempt to direct traffic and do not enter the road environment.

### More information

[Keeping our kids safe around schools](#) has information for principals, parents and members of the school community.

Order Safety Door stickers from the Centre for Road Safety website [online catalogue](#).

[roadsafety.transport.nsw.gov.au](https://roadsafety.transport.nsw.gov.au)

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Centre for Road Safety

# Appendix H. Driver Code of Conduct

## Drivers Code of Conduct

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Safe Driving Policy for Hastings Secondary College School – Port Macquarie Campus.

## Objectives of the Drivers Code of conduct

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- Minimise conflict with other road users;
- Minimise road traffic noise; and
- Ensure minibus and bus drivers use specified routes.

## Code of Conduct

---

All vehicle operators accessing the Site must:

- Take reasonable care for his or her own personal health and safety.
- Not adversely, by way of actions or otherwise, impact on the health and safety of other persons.
- Notify their employer if they are not fit for duty prior to commencing their shift.
- Obey all applicable road rules and laws at all times.
- In the event an emergency vehicle behind your vehicle, pull over and allow the emergency vehicle to pass immediately.
- Obey the applicable driving hours in accordance with legislation and take all reasonable steps to manage their fatigue and not drive with high levels of drowsiness.
- Obey all on-site signposted speed limits and comply with directions of traffic control supervisors in relation to movements in and around temporary or fixed work areas.
- Ensure all loads are safely restrained, as necessary.
- Operate their vehicles in a safe and professional manner, with consideration for all other road users.
- Hold a current Australian State or Territory issued driver's licence.
- Notify their employer or operator immediately should the status or conditions of their driver's license change in any way.
- Comply with other applicable workplace policies, including a zero tolerance of driving while under the influence of alcohol and/or illicit drugs.
- Not use mobile phones when driving a vehicle or operating equipment. If the use of a mobile device is required, the driver shall pull over in a safe and legal location prior to the use of any mobile device.
- Advise management of any situations in which you know, or think may, present a threat to workplace health and safety.

- Drive according to prevailing conditions (such as during inclement weather) and reduce speed, if necessary.
- Have necessary identification documentation at hand and ready to present to security staff on entry and departure from the site, as necessary, to avoid unnecessary delays to other vehicles.

## Crash or Incident Procedure

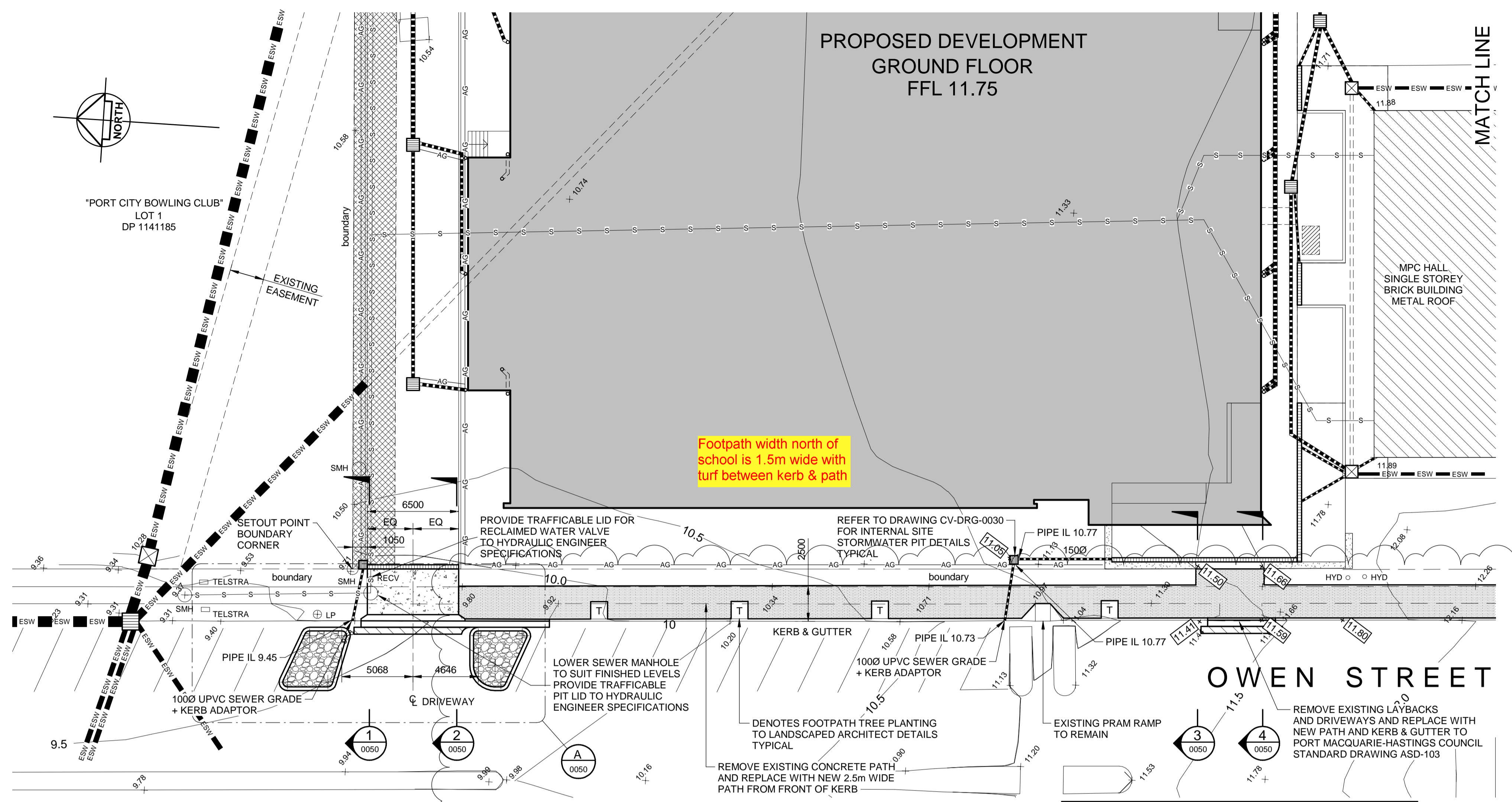
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- Stop your vehicle as close to it as possible to the scene, making sure you are not hindering traffic. Ensure your own safety first, then help any injured people and seek assistance immediately if required.
- Ensure the following information is noted:
  - Details of the other vehicles and registration numbers
  - Names and addresses of the other vehicle drivers
  - Names and addresses of witnesses
  - Insurers details
- Give the following information to the involved parties:
  - Name, address, and company details
- If the damaged vehicle is not occupied, provide a note with your contact details for the owner to contact the company.
- Ensure that the police are contacted should the following circumstances occur:
  - If there is a disagreement over the cause of the crash.
  - If there are injuries.
  - If you damage property other than your own.
- As soon as reasonably practical, report all details gathered to your manager.



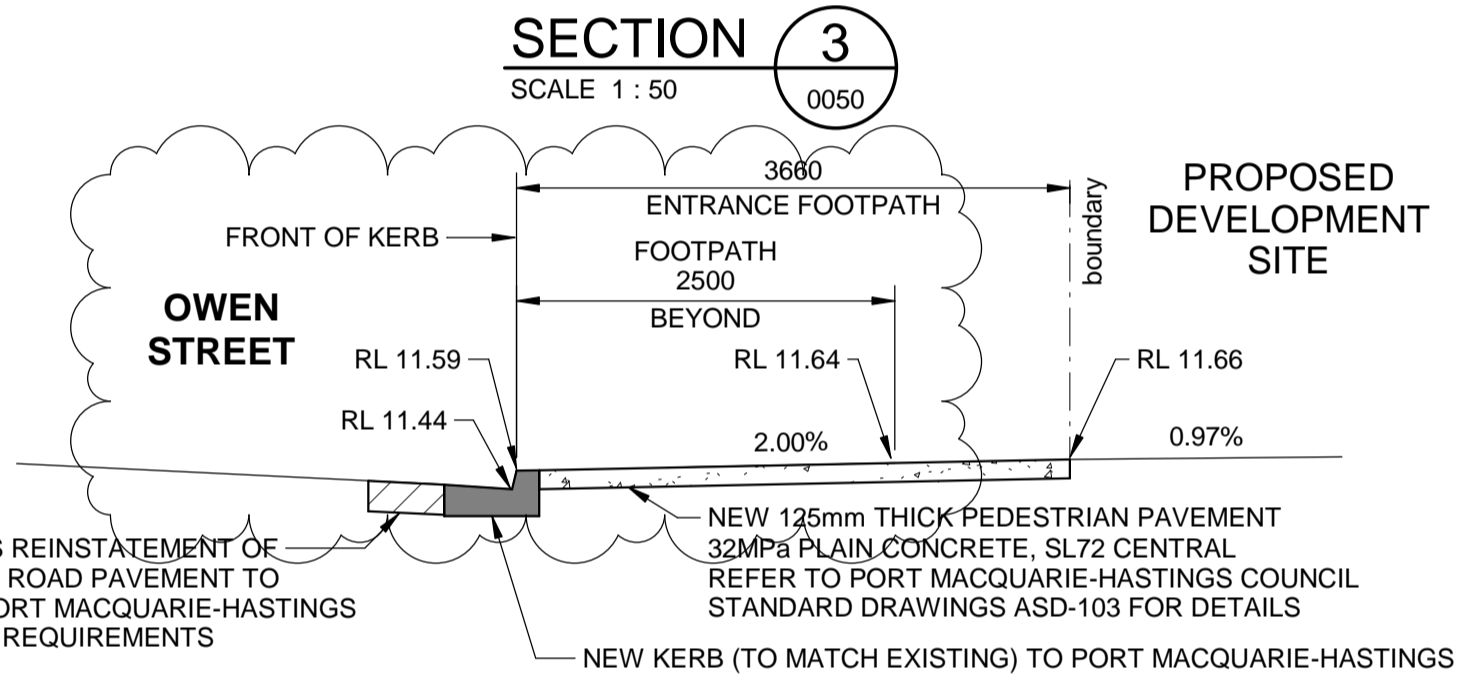
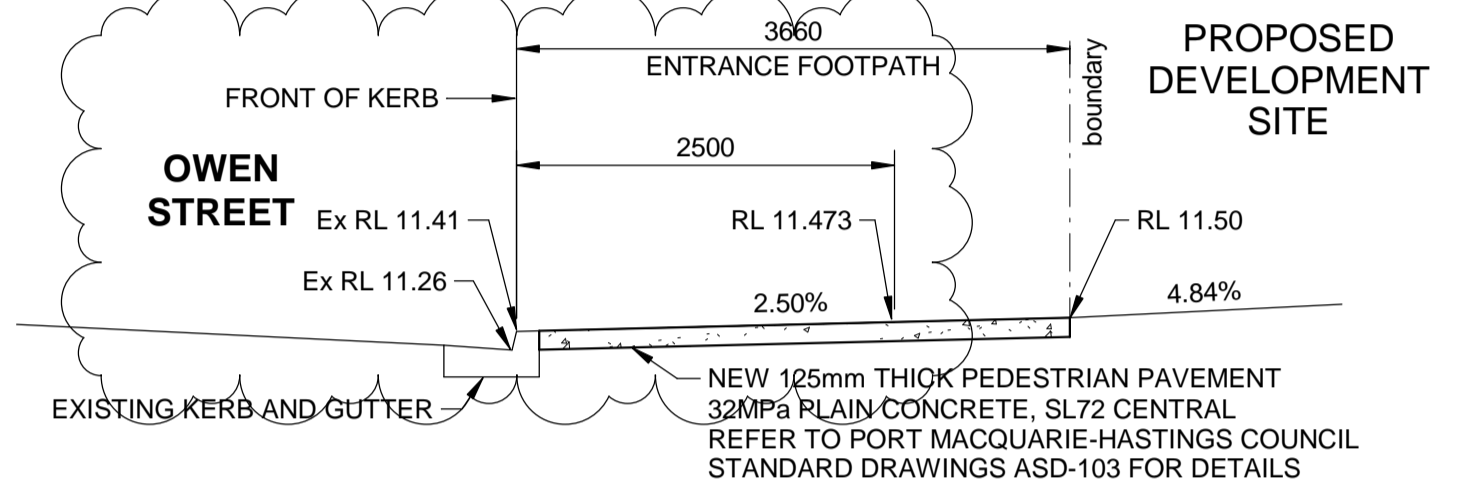
# Appendix I. Approved 2.5m Footpath Along Owen Street



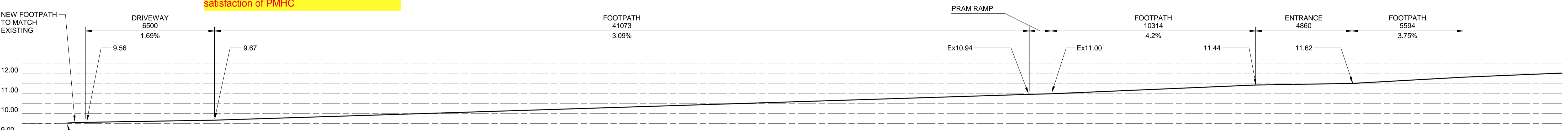


- CONSTRUCTION NOTES**
- CONSTRUCTION IS TO BE CARRIED OUT IN ACCORDANCE WITH THE DRAWINGS, PORT MACQUARIE-HASTINGS COUNCIL CONSTRUCTION SPECIFICATIONS AND AS DIRECTED BY THE SUPERINTENDENT.
  - ALL CONSTRUCTION IS TO BE SET OUT FROM ESTABLISHED SURVEY CONTROL STATIONS AND BENCH MARKS.
  - THESE DRAWINGS ARE A DIAGRAMMATIC REPRESENTATION OF THE WORK TO BE CARRIED OUT AND DIMENSIONS SHALL NOT BE OBTAINED BY SCALING.
  - MAKE A SMOOTH JUNCTION WHERE NEW CONSTRUCTION MEETS THE EXISTING FORMATION.
  - THE LOCATION OF UNDERGROUND UTILITIES SHOWN ON THESE DRAWINGS IS INDICATIVE ONLY AND IS NOT GUARANTEED CORRECT OR COMPLETE. CONSUMER SERVICE LINES AND CROSSINGS ARE NOT SHOWN. ALL UTILITIES AND CONSUMER SERVICES MUST BE LOCATED PRIOR TO COMMENCEMENT OF EARTHWORKS. IT IS THE RESPONSIBILITY OF THOSE PERSONS CARRYING OUT THIS CONSTRUCTION TO CONFIRM THE EXISTENCE, LOCATION AND LEVEL OF UTILITIES AND CONSUMER SERVICES IN CONJUNCTION WITH THE RELEVANT AUTHORITIES. THE SUPERINTENDENT MAY DIRECT ADJUSTMENT, RELOCATION AND/OR PROTECTION OF UTILITIES AND CONSUMER SERVICE LINES AND STORMWATER DRAINAGE PIPELINES AS PART OF THE WORKS. SUCH DIRECTION SHALL BE CONSIDERED A VARIATION TO THE WORKS.
  - THE CONTRACTOR SHALL:
    - DESIGN, CONSTRUCT AND MAINTAIN EROSION AND SEDIMENTATION CONTROL MEASURES CONTINUALLY THROUGHOUT CONSTRUCTION TO SUIT WORK PROGRESS AND SITE CONDITIONS.
    - INSPECT ALL EROSION AND SEDIMENTATION CONTROL MEASURES AFTER EACH RAINFALL EVENT FOR STRUCTURAL DAMAGE AND SEDIMENT BUILD-UP.
    - RESTORE DAMAGE MEASURES AND REMOVE SEDIMENT BUILD-UP TO MAINTAIN EFFECTIVE OPERATION.
  - ANY FOOTPATHS, KERB AND GUTTER OR ROADWAY DISTURBED BY WORKS TO BE REINSTATED TO CURRENT COUNCIL REQUIREMENTS.

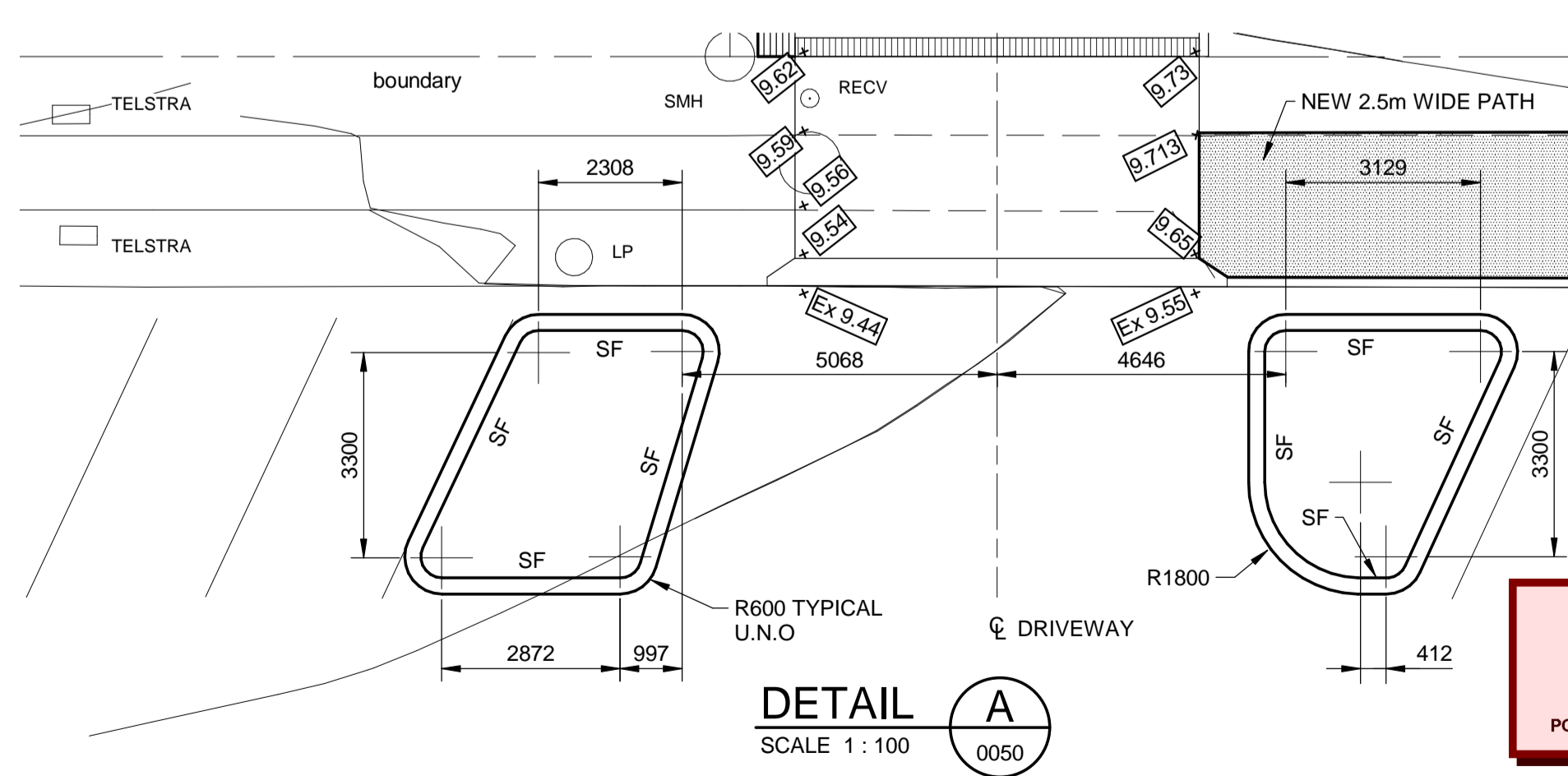
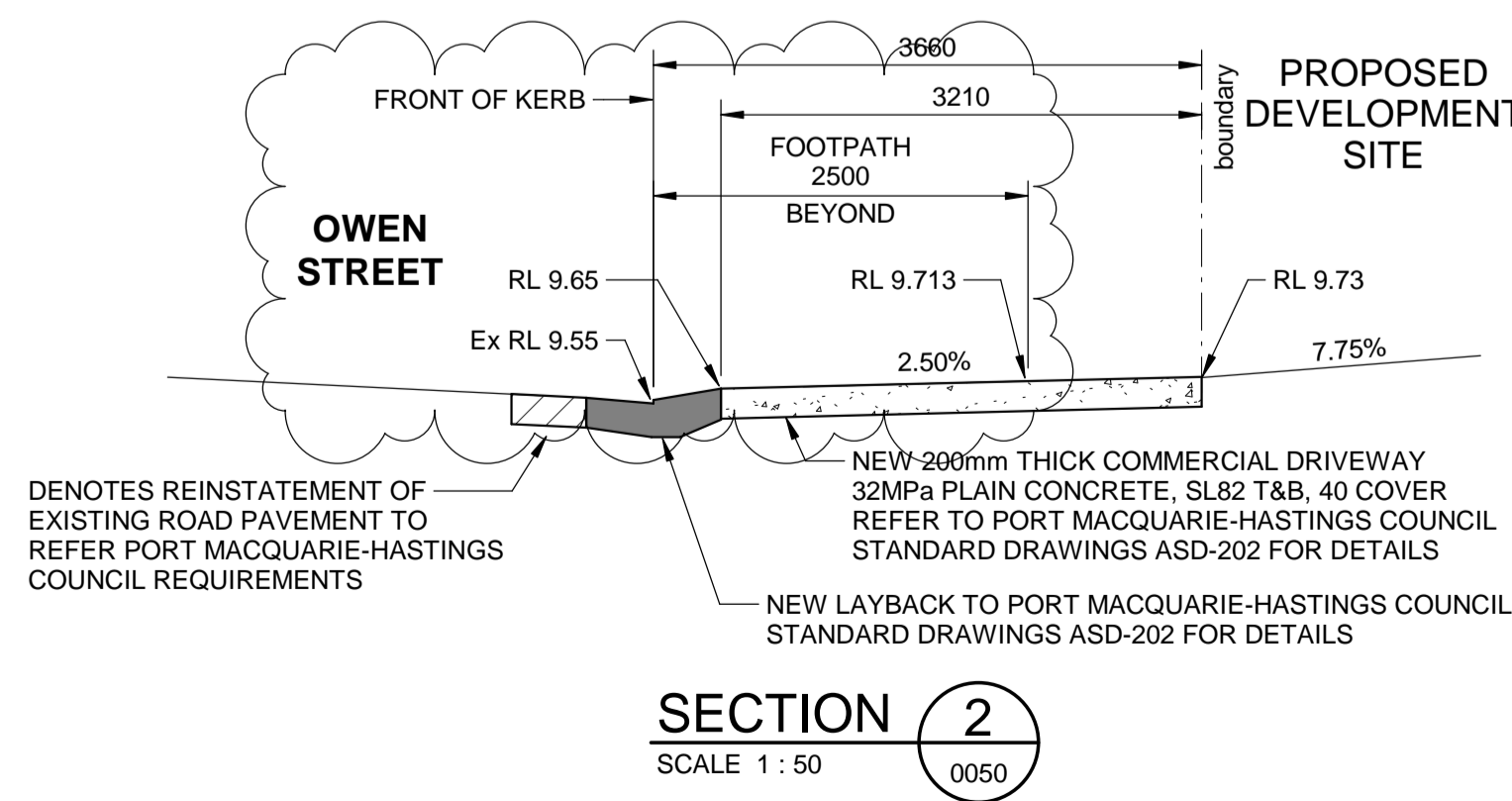
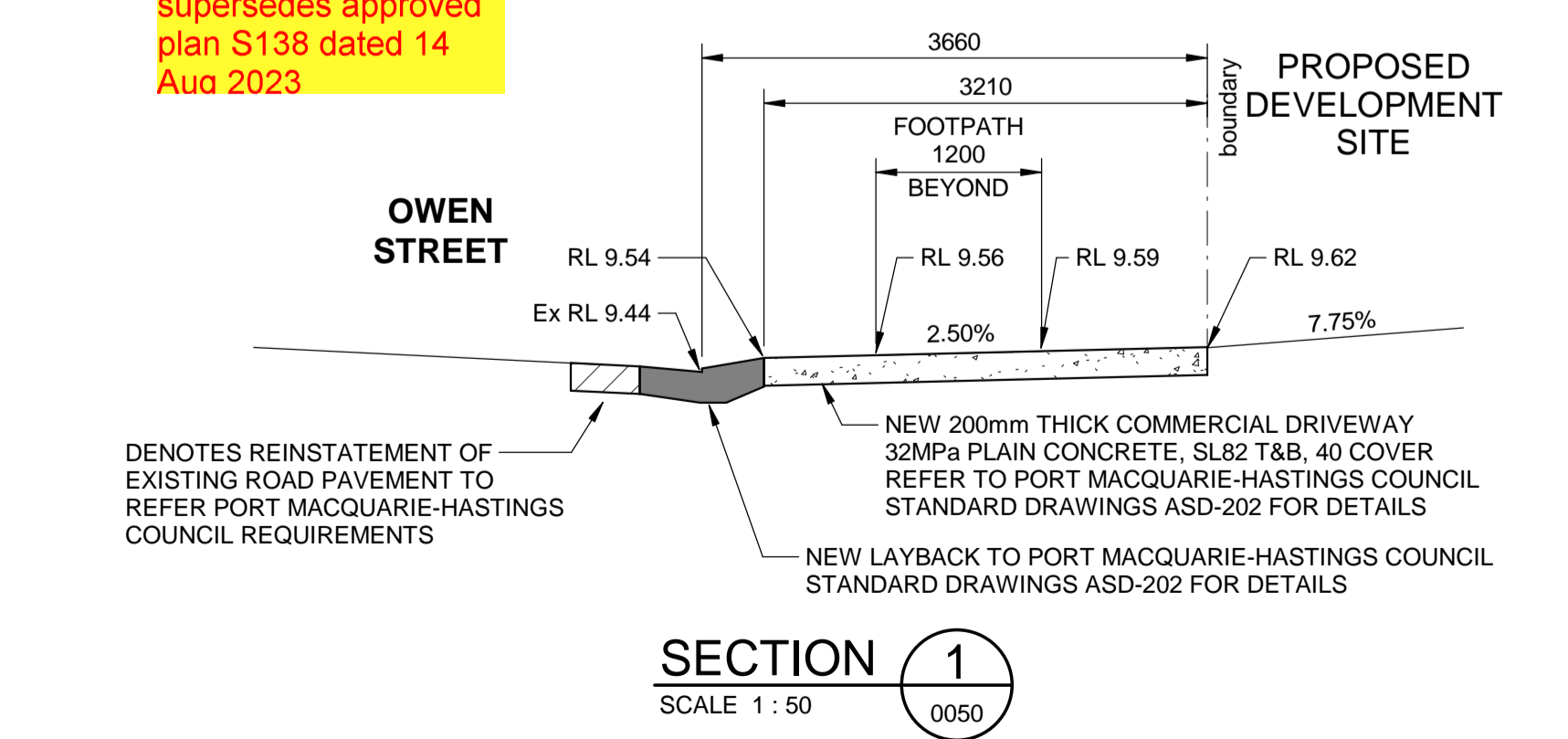
- NEW 125mm THICK CONCRETE SHARED PATH PAVING 25MPa PLAIN CONCRETE, SL72 FABRIC CENTRALLY, REFER TO PORT MACQUARIE-HASTINGS COUNCIL STANDARD DRAWINGS ASD-103 FOR DETAILS
- NEW 200mm THICK INDUSTRIAL DRIVEWAY 32MPa PLAIN CONCRETE, SL82 FABRIC T&B, REFER TO PORT MACQUARIE-HASTINGS COUNCIL STANDARD DRAWINGS ASD-202 FOR DETAILS
- NEW TOPDRESS (MIN 75mm THICK) AND TURF, REFER TO PORT MACQUARIE-HASTINGS COUNCIL REQUIREMENTS
- DENOTES REINSTATEMENT OF EXISTING ROAD PAVEMENT, REFER TO PORT MACQUARIE-HASTINGS COUNCIL REQUIREMENTS



**EXTERNAL WORKS PLAN SHEET 1**  
SCALE 1:200



This plan set supersedes approved plan S138 dated 14 Aug 2023



These are the plans referred to in Section 138 Application No. 710.2023.6104.01 as determined on: 17 Nov 2023 PORT MACQUARIE-HASTINGS COUNCIL

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**AMENDMENTS**

ISSUE	REASON FOR ISSUE	DATE
1	90% SUBMISSION	6.12.22
2	CONSTRUCTION	22.12.22
3	REVISED CONSTRUCTION	18.08.23
4	REVISED CONSTRUCTION	2.11.23

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**SCALE**  
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**STATUS**  
CONSTRUCTION

**PROJECT NAME AND ADDRESS**  
PORT MACQUARIE-HASTINGS PCYC HASTINGS SECONDARY COLLEGE

**DRAWING TITLE**  
EXTERNAL WORKS PLAN SHEET 1, SECTIONS AND DETAILS

**DRAWN**  
R.G.

**APPROVED**  
R.B./D.P.

**PROJ. NO.**  
669

**DRAWING NO.**  
CV-DRG 0050

**REV.**  
2

**CONSULTANTS**

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School Infrastructure NSW

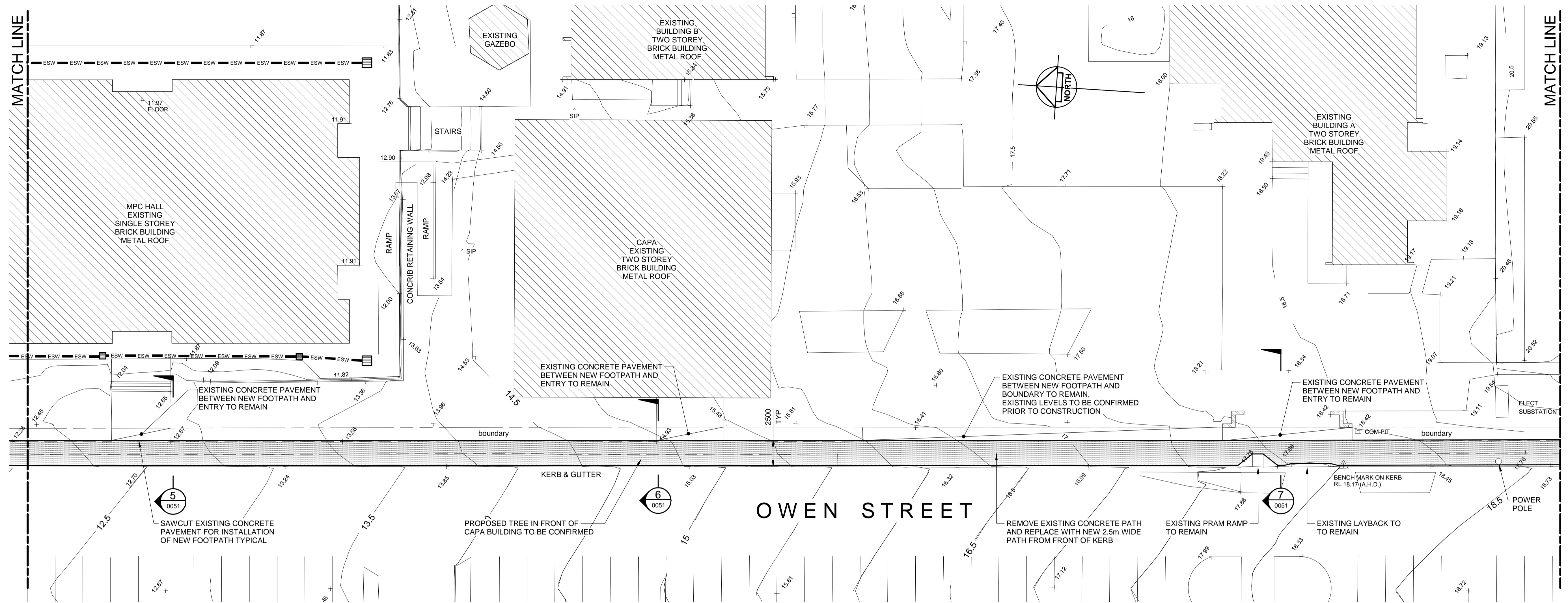
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MPC Project Number: 220319





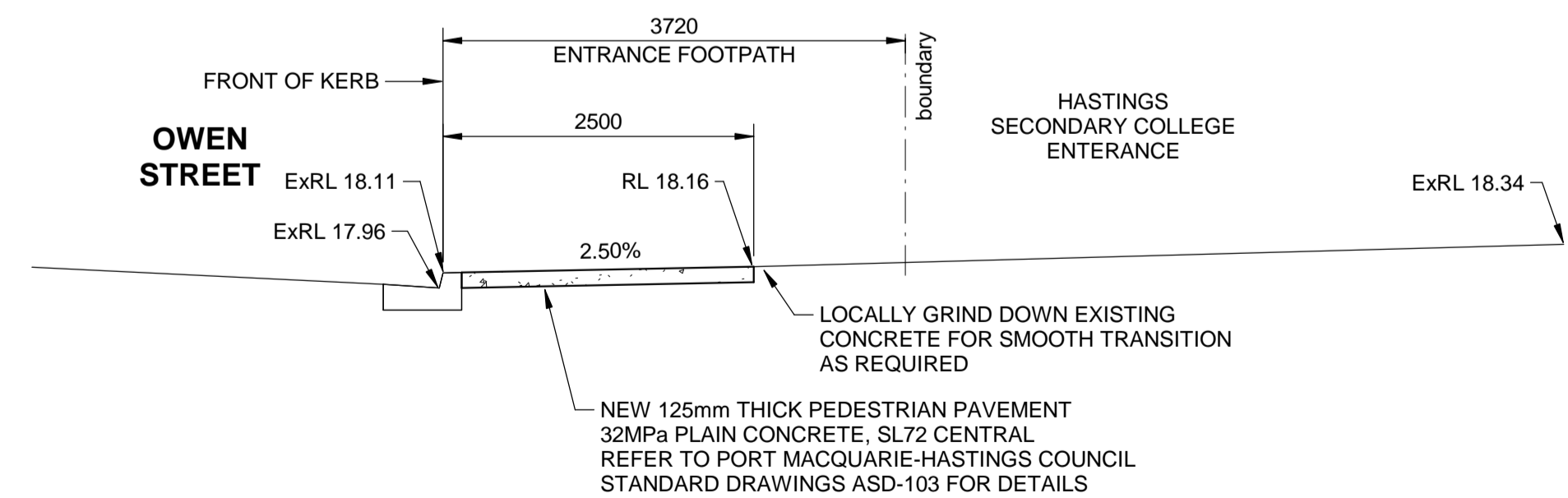
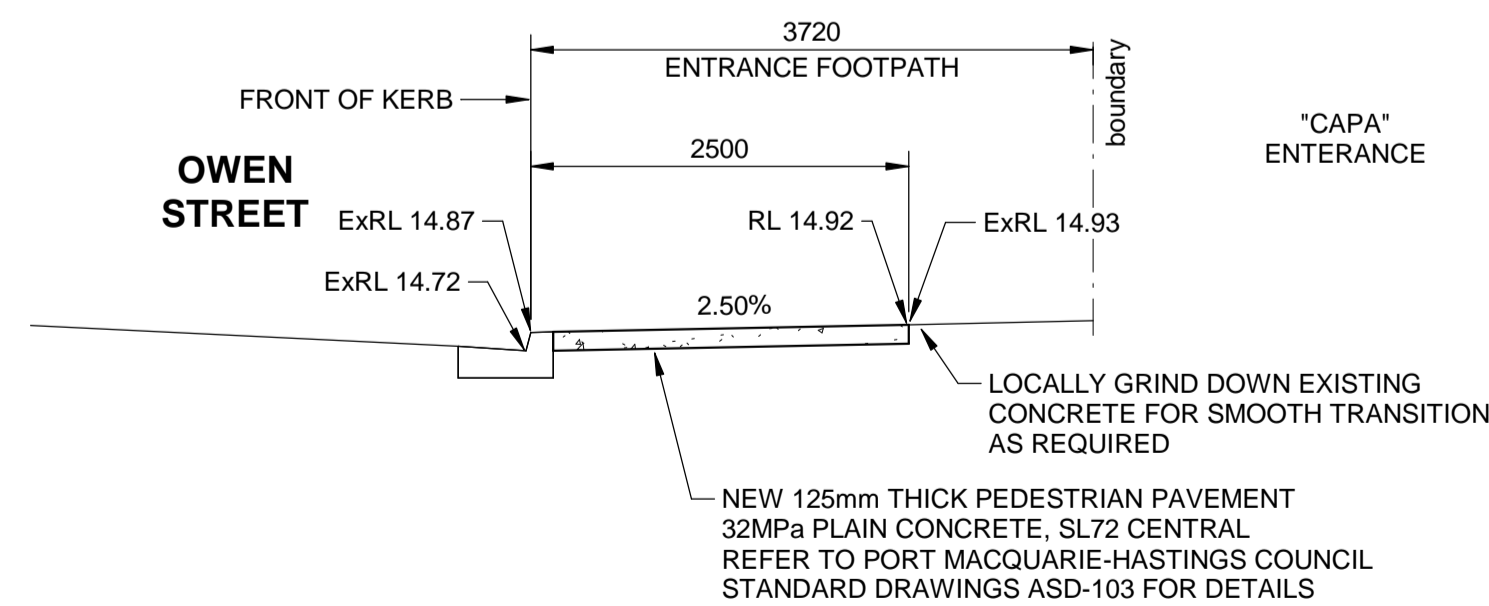
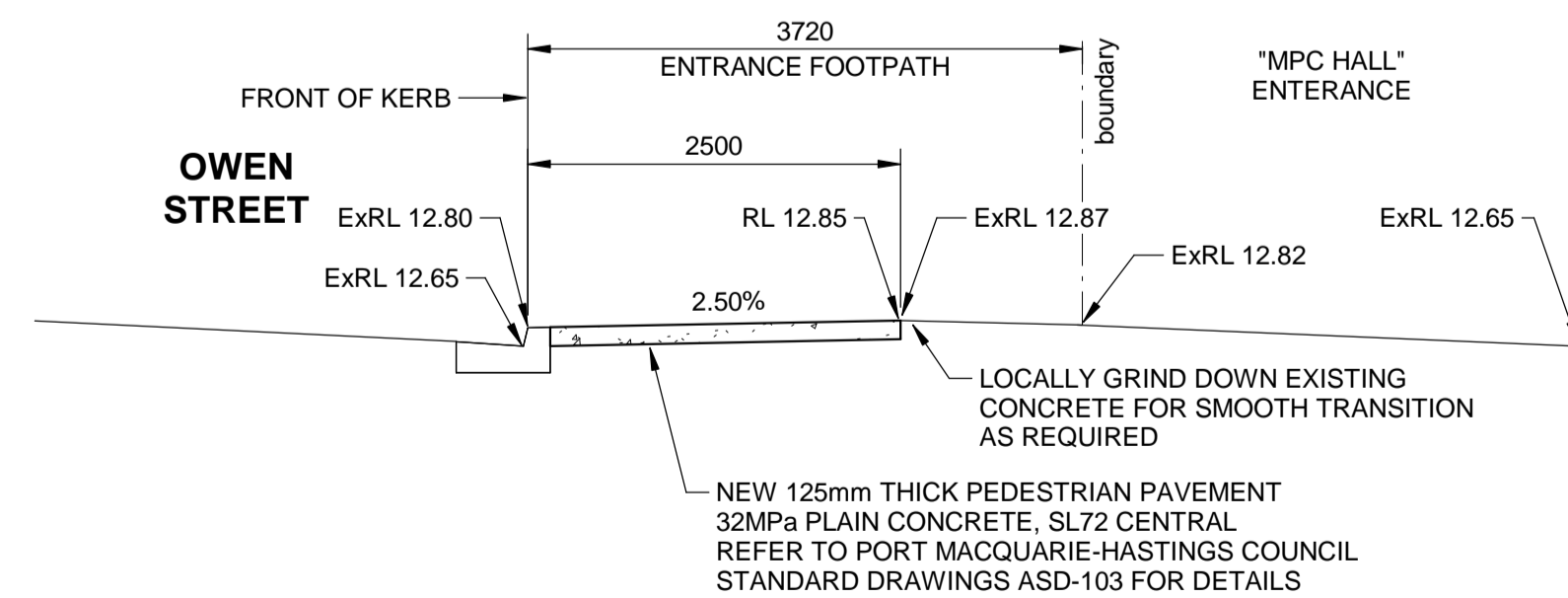
# EXTERNAL WORKS PLAN SHEET 2

SCALE 1 : 200

**NOTES**

1. REFER TO DRAWING CV-DRG-0050 FOR CONSTRUCTION NOTES.

-  NEW 125mm THICK CONCRETE SHARED PATH PAVING  
25MPa PLAIN CONCRETE, SL72 FABRIC CENTRALLY,  
REFER TO PORT MACQUARIE-HASTINGS COUNCIL STANDARD DRAWINGS ASD-103 FOR DETAILS
-  NEW TOPDRESS (MIN 75mm THICK) AND TURF,  
REFER TO PORT MACQUARIE-HASTINGS COUNCIL REQUIREMENTS



These are the plans referred to in Section 138 Application No.:  
710.2023.6104.01  
as determined on: 17 Nov 2023  
PORT MACQUARIE-HASTINGS COUNCIL

<b>CONSULTANTS</b>	<b>MEIROBC</b> Metro Building Consultancy T 4927 5566	<b>terraas</b> Landscape Architecture T 4929 4929	<b>EVC</b> Edwards & Vickerman Consulting Engineers Pty Ltd T 4927 2461	<b>PFCAL</b> McCallum PFCAL T 4946 2633	<b>ELECTRICAL PROJECTS AUSTRALIA</b> T 4967 5999	<b>SHAC</b>	<b>NSW</b>	<b>AW EDWARDS</b>	<b>ARCHITECT</b> Schreiber Hamilton Architecture T 4961 5888	<b>SCHOOL INFRASTRUCTURE</b> School Infrastructure NSW	<b>BUILDING CONTRACTOR</b> AW EDWARDS T 9958 1474
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AMENDMENTS			ISSUE		
ISSUE	REASON FOR ISSUE	DATE	ISSUE	REASON FOR ISSUE	DATE
0	REVISED CONSTRUCTION	2.11.23			

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PORT MACQUARIE-HASTINGS PCYC  
HASTINGS SECONDARY COLLEGE

**DRAWN**  
R.G.

**APPROVED**  
D.P.

**STATUS**

**DRAWING TITLE**  
EXTERNAL WORKS PLAN  
SHEET 2

**PROJ. NO.**  
669

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CV-DRG 0051

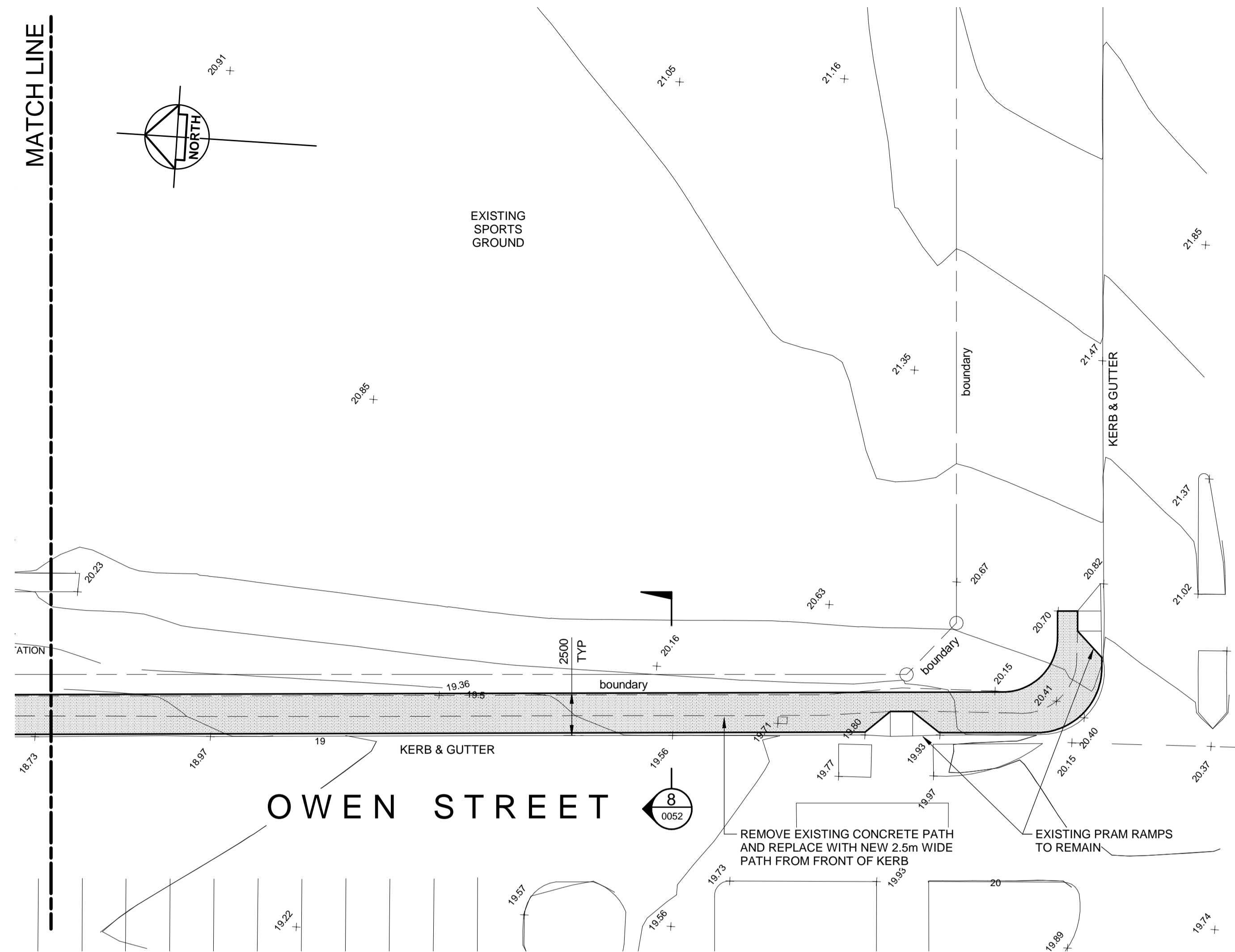
**REV.**  
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**mpc**  
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A.C.N. 098 542 575

MPC Project Number: 220319






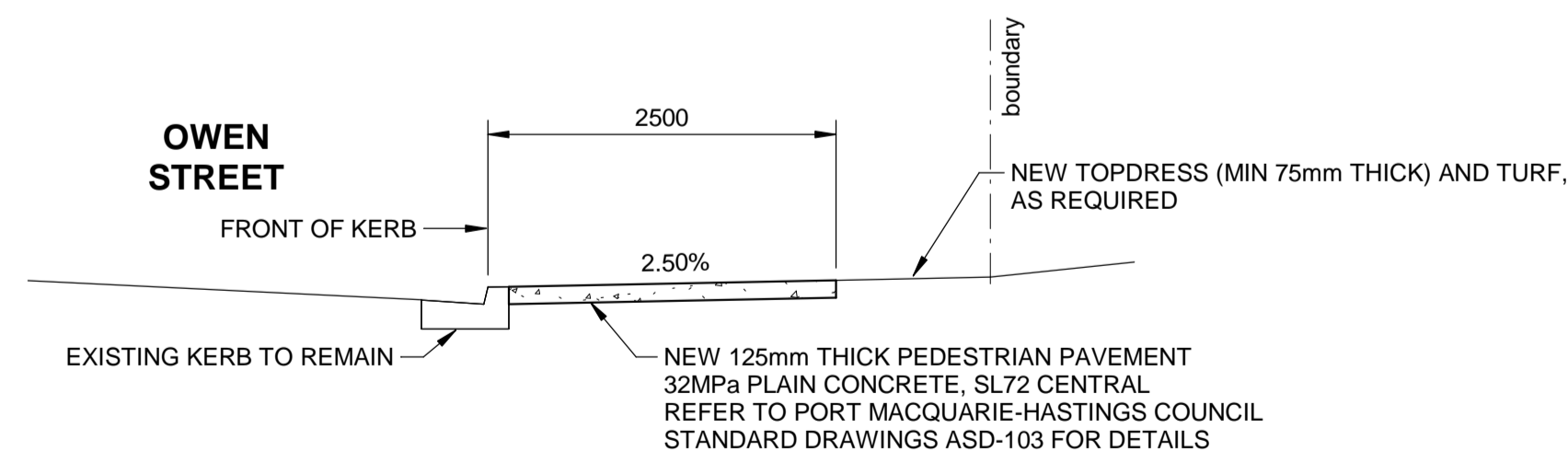
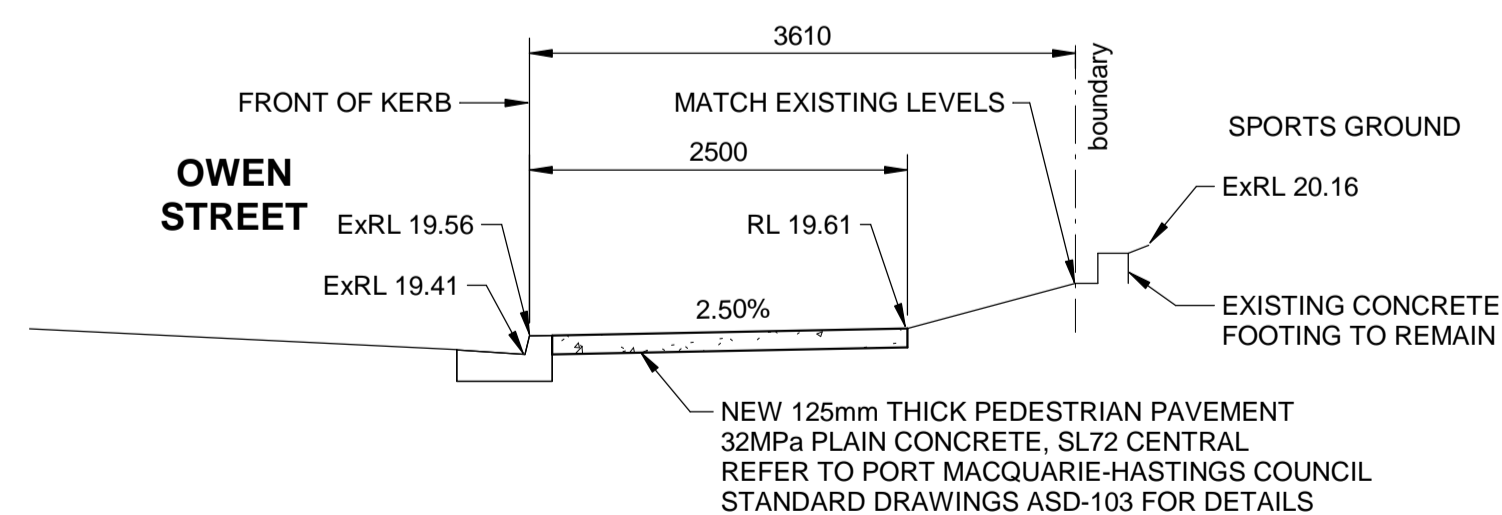
## EXTERNAL WORKS PLAN SHEET 3

SCALE 1 : 200






NOTES

- REFER TO DRAWING CV-DRG-0050 FOR CONSTRUCTION NOTES.

 NEW 125mm THICK CONCRETE SHARED PATH PAVING  
25MPa PLAIN CONCRETE, SL72 FABRIC CENTRALLY,  
REFER TO PORT MACQUARIE-HASTINGS COUNCIL STANDARD DRAWINGS ASD-103 FOR DETAILS



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 ELECTRICAL PROJECTS AUSTRALIA T 4967 5999	 SHAC T 4961 5888
 NSW T 9958 1474	 AW EDWARDS T 9958 1474


AMENDMENTS		
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