

asongroup



## **PCYC Operations Plan**

Hastings Secondary College Upgrade (SSD-11920082)

16 Owen Street, Port Macquarie

6 February 2024

P1600Ar01v02

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## Document Control

<b>Project No</b>	P1600A
<b>Project</b>	PCYC Operations Plan
<b>Client</b>	A W Edwards
<b>File Reference</b>	P1600Ar01v02_SSD PCYC Operations Plan, Port Macquarie

## Revision History

Revision No.	Date	Details	Author	Approved by
-	30/10/2023	Draft	J. Wong	J. Laidler
01	19/12/2023	Issue I	J. Wong	J. Laidler
02	06/02/2024	Issue II	J. Wong	J. Wong

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## APPENDICES

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# Glossary

Acronym	Description
AGRD	Austrroads Guide to Road Design
AGTM	Austrroads Guide to Traffic Management
CC	Construction Certificate
Council	Port Macquarie-Hastings Council
DA	Development Application
DCP	Development Control Plan
DoS	Degree of Saturation
DPIE	Department of Planning, Industry 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)
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 Purpose

Ason Group has been engaged by A W Edwards to prepare a PCYC Operations Plan (the Operations Plan) for the Police Citizens Youth Club (PCYC) building located at 16 Owen Street, Port Macquarie.

The purpose of this Operations Plan 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, staff, and visitors. In particular, this Operations Plan details the following:

- A pedestrian access plan; and
- A vehicle access plan; and
- Car parking plan; and
- Servicing plan; and
- Details on the governance and administration of the Operations Plan.

## 1.2 Authority Requirements

In response to Condition D22 of the latest Development Consent SSD-11920082 MOD 2 which was issued on 4 April 2023, the following table provides details of the conditions and Ason Group's correlating response.

**TABLE 1: SSD-11920082 MOD 2 CONDITIONS**

Condition No.	Condition	Ason Group Response
<b>D22</b>	<i>Prior to the commencement of operation of the PCYC, a PCYC Operations Plan must be submitted to the Certifier. The plan must:</i>	Noted.
<b>(a)</b>	<i>be prepared by a suitably qualified consultant in consultation with Council, TfNSW and Hastings Secondary College;</i>	This Operations Plan has been prepared by suitably qualified consultants from Ason Group. Consultation with Council, TfNSW and Hastings Secondary College has been undertaken. Please refer to <b>Section 2</b> .
<b>(b)</b>	<i>detail proposed operations including:</i>	-
<b>(i)</b>	<i>hours of operation;</i>	The PCYC building's operation hours will align with those approved under Condition E5 of SSD-11920082 MOD 2. The PCYC will operate between 6am to 10pm Monday to Sunday. <div style="border: 1px solid black; padding: 2px;"><b>PCYC Hours of Operation</b> E5. The PCYC may only operate between the hours of 6am to 10pm Monday to Sunday.</div> Please refer to <b>Section 5.1.3</b> for further details on proposed operating hours throughout the week.
<b>(ii)</b>	<i>expected staff and volunteer attendance levels;</i>	PCYC have indicated the expected staff attendance levels throughout the day would

		range from 2 to 10 staff depending on the combination of intended group activities occurring simultaneously. Please refer to <b>Section 5.1.4</b> for details of anticipated staff numbers for a typical day.
(iii)	<i>schedule of use and intended group activities;</i>	Schedule of use and intended group activities are discussed in <b>Section 5.1.5</b> .
(c)	<i>include arrangements to promote the use of active and sustainable transport modes and reduce demand for parking, particularly during peak school operations, including:</i>	-
(i)	<i>objectives and mode share targets (i.e. site and land use specific, measurable and achievable and timeframes for implementation);</i>	Mode share targets for the Site are discussed in <b>Section 4.4</b> . Staff mode share targets have been developed with consideration to the implementation of specific action measures and communication strategies. Mode share targets for the students/youths is expected to be identified once operations commence and travel mode share surveys are conducted to establish the baseline.
(ii)	<i>specific tools and actions to help achieve the objectives and mode share targets;</i>	Action measures and communication strategies will assist with achieving indicated mode share targets. This is further discussed in <b>Section 4.2</b> and <b>Section 4.3</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>	Monitoring of the efficacy this Operations Plan will be undertaken every 6 months and will comprise of users of the PCYC facility undertaking a travel questionnaire to determine the distribution of mode shares. A comparison of results can illustrate shifting mode shares and the efficacy of the methods outlined within <b>Section 7</b> .
(d)	<i>include operational transport access management arrangements, including:</i>	-
(i)	<i>the location of all car parking spaces on the site and their allocation (i.e. staff, visitor, accessible, emergency, etc.);</i>	Car spaces will be located at the rear of the Site and comprises of 19 car spaces (inclusive of 2 accessible spaces). The car park will be utilised by staff and authorised people. Refer to <b>Section 3.2</b> and <b>Figure 2</b> .
(ii)	<i>delivery and service vehicle and bus access and management arrangements;</i>	It is expected that delivery, service vehicle and bus access will be undertaken on Owen Street only. There will be approximately 3 deliveries per week. Please refer to <b>Section 5.1.6</b> which outlines the proposed vehicular access.
(iii)	<i>management of approved access arrangements;</i>	Site management will be responsible for coordinating pedestrian and vehicle movements to ensure the safety of all users within the PCYC, while maintaining efficient operations. <b>Section 5.1.1</b> and <b>Section 5.1.2</b> outlines management's key responsibilities. Further, please refer to <b>Section 5.1.6</b> for details on access arrangements for pedestrians/cyclists and vehicles.

<b>(iv)</b>	<i>potential traffic impacts on surrounding road networks and mitigation measures to minimise impacts, including measures to minimise impacts during school hours; and</i>	Please refer to <b>Section 5.1.7.</b>
<b>(e)</b>	<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>	Please refer to <b>Section 6.</b>
<b>(f)</b>	<i>a monitoring and review program.</i>	Please refer to <b>Section 7.</b>

## 1.3 Reference Documents

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In preparing this Operations Plan, Ason Group has referenced the following key planning documents, guidelines, and reports.

- Transport for NSW (TfNSW), Integrated Public Transport Service Planning Guidelines, Sydney Metropolitan Area, December 2013.
- Ason Group, Transport Assessment, State Significant Development Application, Hastings Secondary College – Port Macquarie Campus, dated 13 May 2021, ref: P1600r01v7<sup>1</sup>.
- Ason Group, Preliminary School Transport Plan, Hastings Secondary College – Port Macquarie Campus, 16 Owen Street, Port Macquarie, dated 20 May 2021, ref: P1600r02v4<sup>2</sup>.

<sup>1</sup> <https://majorprojects.planningportal.nsw.gov.au/prweb/PRRestService/mp/01/getContent?AttachRef=SSD-11920082%2120210524T064411.281%20GMT>

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



## 2 Stakeholder Consultation

Over the course of the development of this Operations Plan, the project team has consulted with key stakeholders including Transport for New South Wales (TfNSW), Port Macquarie-Hastings Council (the Council), and the Hastings Secondary College school principal (the School Principal).

### 2.1 TfNSW

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Consultation with TfNSW on this Operations Plan has been undertaken. No comments were received during the TfNSW consultation period as advised by A W Edwards on 6 February 2024. Refer to **Appendix C**.

### 2.2 Council

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Consultation with Council on this Operations Plan has been undertaken. Endorsement on the Operations Plan from Council was received on 11 January 2024 and can also be found in **Appendix D**.

### 2.3 Hastings Secondary College

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Consultation between the project team, PCYC, and Hastings Secondary College has been undertaken as part of preparation of this Operations Plan following the submission of the draft Operations Plan (ref: P1600Ar01). Comments were received on 11 December 2023 from RPS Group and the draft Operations Plan was subsequently updated. Comments received predominantly relate to clarification on who will be responsible for establishing the TPC, clarification on waste collection details, and confirmation on who will be funding the monitoring of this Operations Plan.

Any further consultation undertaken with Hastings Secondary College will be documented in this section.

## 3 Site Details

### 3.1 Site Location

The PCYC building (the Site) is located approximately 1.2km south east of the Port Macquarie town centre, with access from Oxley Highway (Gordon Street) via Owen Street to the centre, William Street via Owen Street to the north and Burrawan Street via Owen Street to the south. A maintenance access road exists to the east of the Site along Burrawan Street.

The Site is located at 16 Owen Street, Port Macquarie and is legally known as Lot 111 in DP 1270315. The Site sits adjacent to the Hastings Secondary College and 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. There are several on-street parking on the surrounding street.



Figure 1: Site Location

### 3.2 Transport Amenities

Onsite transport amenities for the Site include the following:

- 19 onsite car spaces (including 2 accessible spaces) (for staff and authorised people only); and
- 2 onsite minibus spaces; and
- 6 onsite bicycle spaces positioned at the entry point.

These facilities are detailed in **Figure 2**.

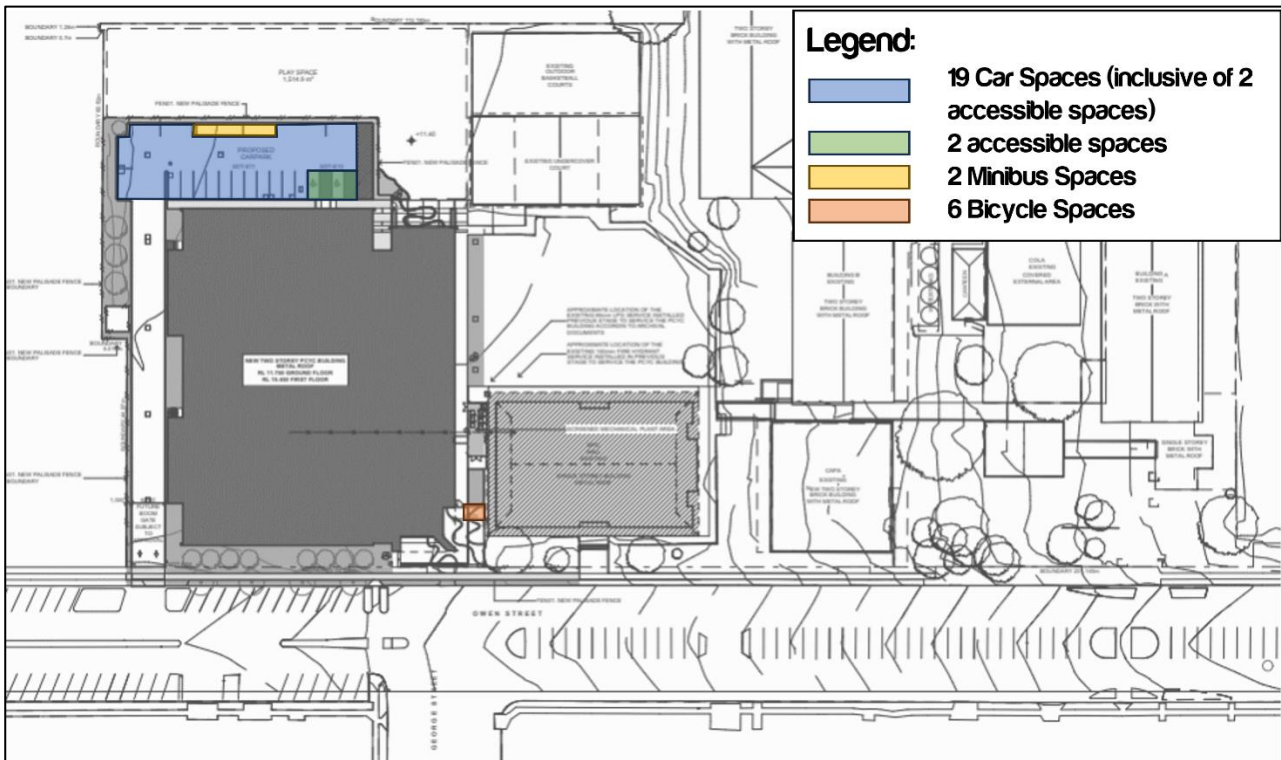


Figure 2: Site Amenities

Nearby transport amenities for the Site include the following:

- Bus zones and bus stops along Owen Street, Lord Street and Home Street which service bus routes 322 and 323.
- Bicycle infrastructure facilitated by general roads such as Home Street, Lord Street and Gordon Street. Further, a shared path is located along Mallowa Crescent while a bicycle lane is located along Pacific Drive and William Street.
- Pedestrian footpath along both sides of Owen Street. There are also some footpath sections on Burrawan Street, Gordon Street, Church Street and William Street.
- A total of 5 pedestrian refuges are located along Owen Street between William Street and Burrawan Street.
- Existing on-street public parking along Owen Street and on surrounding local streets.

### 3.3 Port Macquarie East Travel Mode Share

An analysis of the 2021 census data has been undertaken to determine the mode share of how employees travel to work at Port Macquarie – East with a destination zone ID: 116190002. This destination zone with respect to the Site is shown in **Figure 3**.



Figure 3: Destination Zone with Respect to the Site

The identified travel mode shares for the Site is presented in **Table 2**.

**TABLE 2: 2021 PORT MACQUARIE – EAST TRAVEL MODE SHARE**

Travel Mode	2021 Mode Share (from 2021 Census Data)
Car, as Driver	83%
Car, as Passenger	9%
Walk	5%
Bus	1%
Cycle	1%
Ferry	0%
Train	0%
Other <sup>1)</sup>	1%

Notes: 1) This category includes those who “Worked at home”, “Did not go to work”, and “Not stated” categories based on the 2021 ABS Census data.

For the purpose of this report, it is assumed that the identified mode shares have not, and will not, materially change the operation of the PCYC.

## 3.4 Public Transport

### 3.4.1 Train Services

The Site is located some 17.5km east of Wauchope Station. Hence, any access to Wauchope Station will be provided by buses running between Port Macquarie to Wauchope (i.e. bus route 336).

Given the distance to Wauchope Station, it is not anticipated that youth or staff would access the Site via train services.

### 3.4.2 Bus Services

Having regard to the standard bus travel, the *Integrated Public Transport Service Planning Guidelines* state that bus services include the travel mode choices of site within 400 metres (approximately 5 minutes walking distance for adults) of a bus stop. **Figure 4** depicts Port Macquarie’s bus network with respect to the Site.

It is noted that there are bus stops along Owen Street, Lord Street and Home Street which service bus routes 322 and 323. A summary of bus routes 322 and 323 is shown in **Table 3**.

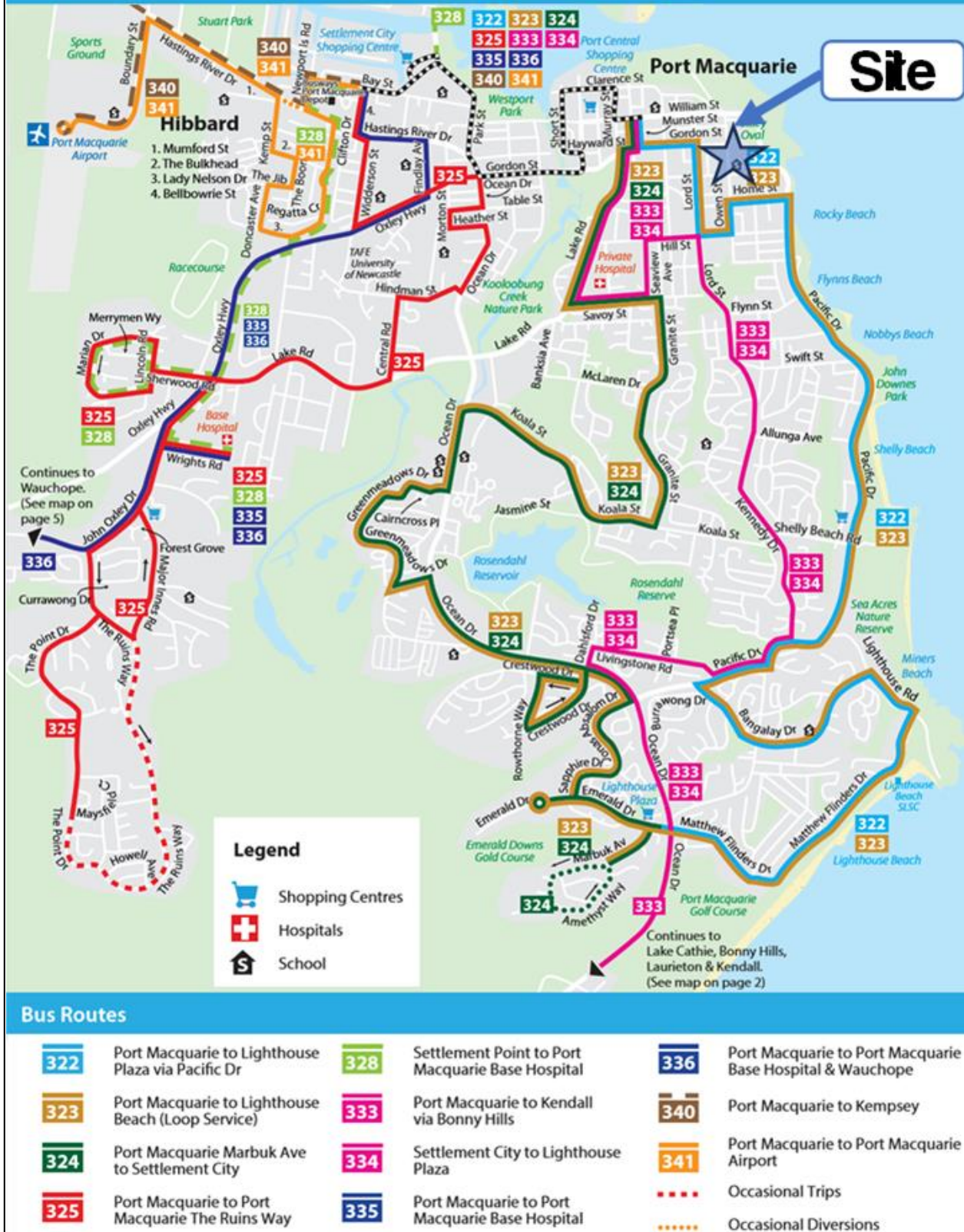


Figure 4: Port Macquarie Bus Network (Source: Busways<sup>3</sup>)

<sup>3</sup> <https://www.busways.com.au/sites/default/files/network-maps/2021-11-25/Port%20Macquarie%20Network%20Map.pdf>

**TABLE 3: PUBLIC BUS SERVICES**

Route	Description	Services (on a typical weekday)
322	Lighthouse Plaza to Port Macquarie via Pacific Drive	1 service in the AM road network peak hour 1 service in the PM road network peak hour
322	Port Macquarie to Lighthouse Plaza via Pacific Drive	1 service in the AM road network peak hour 1 service in the PM road network peak hour
323	Port Macquarie to Lighthouse Beach (Loop Service)	Does not operate during AM and PM road network peak hours

Notes: 1) AM road network peak: 7:45am – 8:45am

2) PM road network peak: 4:00pm – 5:00pm

## 3.5 Active Transport

### 3.5.1 Pedestrian Accessibility

To facilitate pedestrian access to and from the surrounding road network to the Site, pedestrian refuges and footpaths have been provided along both sides of Owen Street. Further, there are also some footpath sections on Burrawan Street, Gordon Street, Church Street and William Street which can be utilised to access the Site.

### 3.5.2 Cyclist Accessibility

To enable cyclist access to and from the broader road network to the Site, the *TfNSW Cycleway Finder* highlights that Home Street, Lord Street and Gordon Street are general roads which can facilitate cyclist access. In addition, there is a shared path located along Mallowa Crescent, and a bicycle lane located along Pacific Drive and William Street.

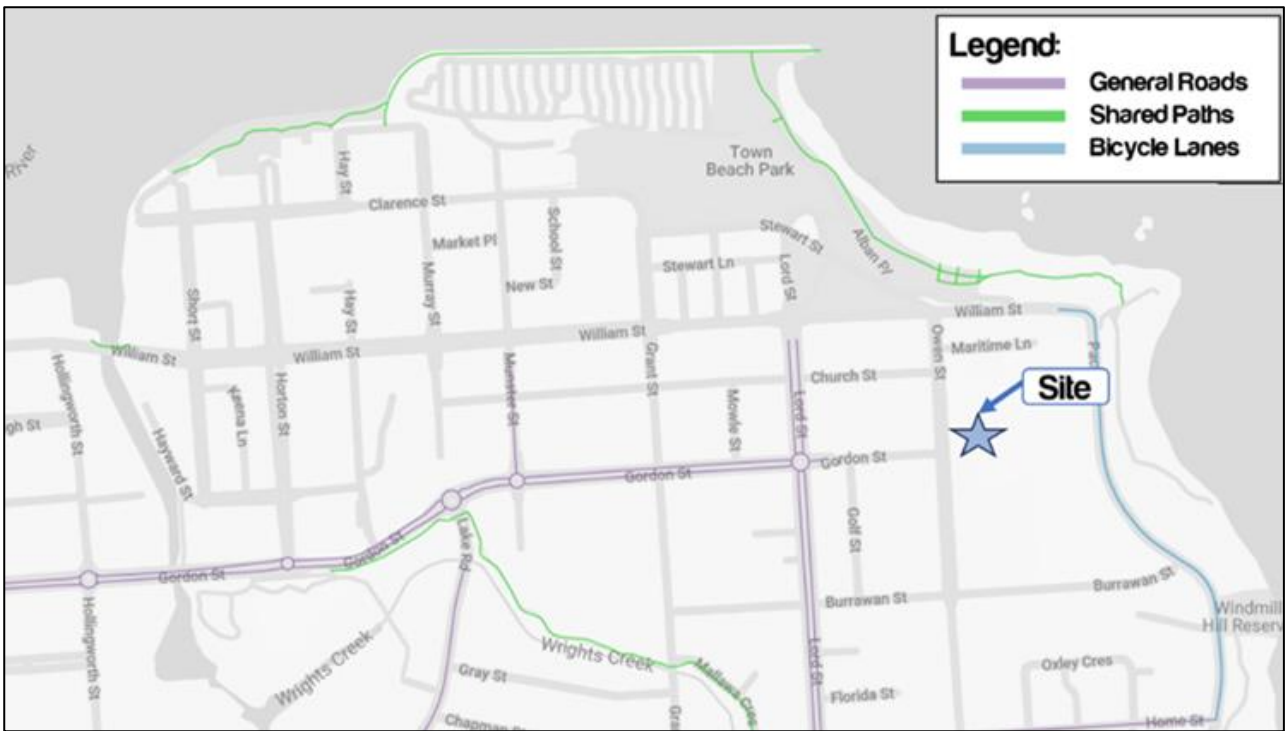


Figure 5: Cycle Routes (Source: TfNSW Cycleway Finder<sup>4</sup>)

<sup>4</sup> <https://maps.transport.nsw.gov.au/egeomaps/cycleway-finder/>



# 4 Travel Plan Framework

## 4.1 Movement Hierarchy

In a broad sense, the Operations Plan is intended to encourage the use of active and public transport thereby reducing the overall distance travelled by private vehicles.

This Operations Plan 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 Road User Space Allocation Policy, January 2021 prepared by TfNSW.

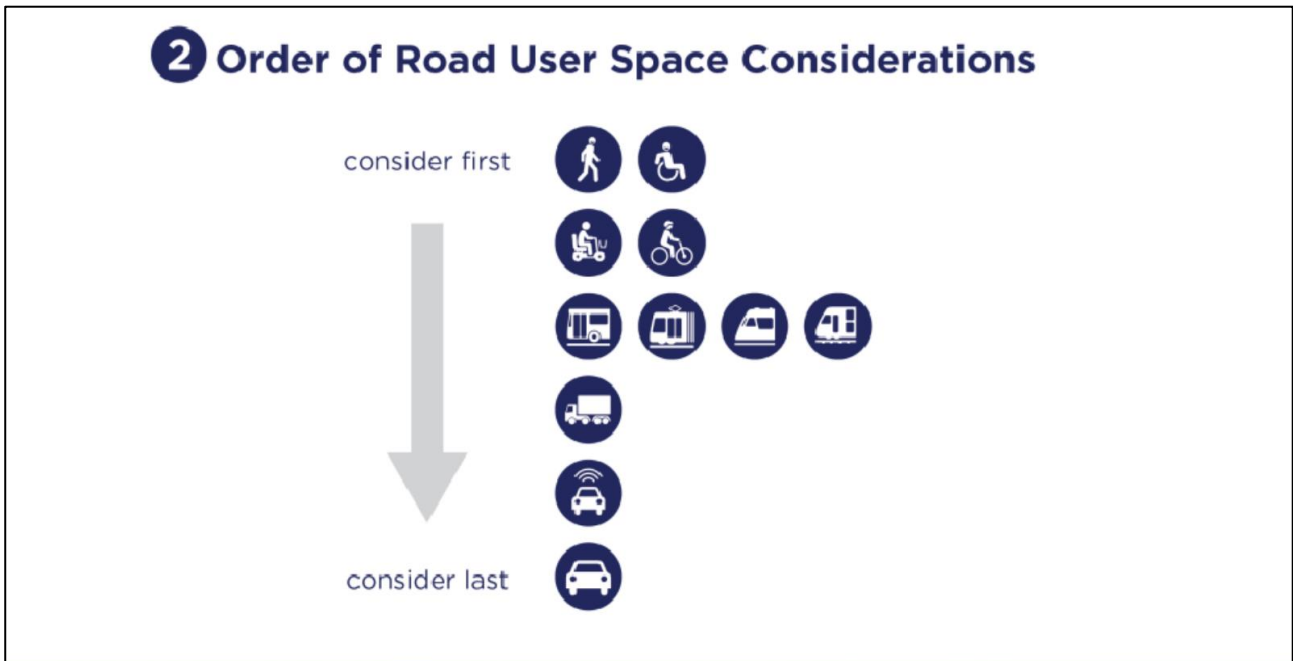


Figure 6: Movement Hierarchy (Source: Road User Space Allocation Policy – January 2021)

## 4.2 Action Plan

### 4.2.1 Action Plan Measures

The following specific actions have been identified to help achieve mode share targets and to satisfy Condition (c)(ii) of SSD-11920082 MOD 2.

**TABLE 4: ACTION PLAN MEASURES**

Item No.	Action / Description	Target	Timeframe	Responsibility
<b>1. General</b>				
1.1	Establish a centralised Travel Plan Coordinator (TPC) who is to take responsibility for the ongoing review and monitoring of this Operations Plan. This person(s) shall also provide direction to staff/parents in relation to specific requirements arising from the Operations Plan.	Site Administration	By operational commencement date	Joint Use Steering Committee (as per license agreement)
1.2	Provide 'Travel Welcome Pack' for newly employed staff, highlighting alternate modes of transport other than the use of a private vehicle.	Staff	By operational commencement date and ongoing	TPC
1.3	Review of Operations Plan as a regular item on the agenda of staff/management meetings.	Staff	Annually	TPC
<b>2. Walking &amp; Cycling</b>				
2.1	Promote National <a href="#">Ride to Work</a> Day in conjunction with Hastings Secondary College to encourage participation. This provides an opportunity for youth, parents, and staff to try riding to school and to the Site as well as celebrating those that currently utilise bicycles.	Staff, Youth and Parents	Annually	TPC
2.2	Promote <a href="#">Walk to Work Day</a> in conjunction with Hastings Secondary College to encourage participation. Similar to the above, this provides an opportunity for youth, parents, and staff to try walking to school and to the Site. Older youth can be paired with younger youth who live close together to walk to school or the Site as a pair or group.	Staff, Youth and Parents	Annually	TPC
2.3	Develop further Site-specific activities designed to get people moving with reward participation. For example, a competition to see which staff and/or youth in each age group can get the most 'steps' in a given time period; similar to <a href="#">September</a> activities.	Staff, Youth and Parents	Annually	TPC
2.4	Advocate, provide, update, and maintain accessible, safe and weather protected pedestrian and bicycle facilities to and from the Site.	Staff and Youth	On-going	TPC / Parents

**TABLE 4: ACTION PLAN MEASURES**

2.5	In accordance with the cycling mode share targets identified, sufficient bicycle parking spaces and end of trip facilities shall be provided and maintained.	Staff and Youth	On-going	TPC
<b>3. Public Transport</b>				
3.1	Display route maps and timetables (for services within 10 minutes walking distance) in high trafficable areas within the Site.	Staff and Youth	On-going	TPC / DoE
3.2	Advocate for TfNSW to improve public transport services in response to any increased development within the surrounding area.	Staff and Youth	On-going	TPC / DoE
3.3	Update this Operations Plan to reflect changes to any bus routes and service times.	Staff and Youth	On-going	TPC
3.4	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.	Staff	On-going	TPC
3.5	Promote the use of public transport for youth with a rewards scheme. i.e., youth are provided incentives to travel to and from the Site.	Youth	On-going	TPC
<b>4. Reducing Car Travel</b>				
4.1	Review initiatives for staff and parents to promote carpooling. This may include (but not limited to) the provision of online services or forums to facilitate ease of finding carpooling scheme participants on a day-to-day basis.	Staff and Parents	On-going	TPC
4.2	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.	Staff	On-going	TPC

## 4.3 Communication Strategy

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

**TABLE 5: COMMUNICATION STRATEGY**

What	When	Method	Target	Responsibility
Share objectives and goals with the PCYC community.	Every 6 months.	- Welcome packs to new staff and families. - Social media. - Website.	Staff, Youth, Parents	TPC
Provide information regarding transport options to and from the Site, and on-site end-of-trip facilities.	Every 6 months. This information is to be available always and easily accessible.	- Welcome packs to new staff and families. - Website. - Information boards on Site grounds.	Staff, Youth, Parents	TPC
Provide details regarding initiatives that encourage alternative modes of transport, such as: Ride-To-Work Day, Walk-To-Work Day, September, etc.	Annually prior to the event.	- Social media. - Website. - E-newsletters.	Staff, Youth, Parents	TPC
Liaise with parents regarding the education programs provided by the Site that encourages alternative transport modes.	Every 6 months. This information is to be available always and easily accessible.	- Welcome packs to new staff and families. - Website.	Youth and Parents	TPC
Provide links to key resources regarding the operation of school zones, road safety, and parking restrictions within the local area.	Every 6 months. This information is to be available always and easily accessible.	- Welcome packs to new staff and families. - Social Media. - Website. - E-newsletters.	Parents	TPC

#### 4.3.1 Welcome Packs

As detailed above, new staff and families shall be provided with a ‘welcome pack’ as part of the onsite induction process which includes this Operations Plan and other information in relation to sustainable transport choices.

## 4.4 Mode Share Targets

### 4.4.1 Staff

**Table 2** outlines the mode share for the destination zone 116190002 based on the 2021 census data provided by the Australian Bureau of Statistics. With consideration of the Action Plan, Communication

Strategy and the existing active transport connections of the Site, the following mode share targets have been identified for staff.

**TABLE 6: MODE SHARE TARGETS - STAFF**

Travel Mode	2021 Mode Share (from 2021 Census Data)	Aspirational Mode Share Targets	Difference
Car, as Driver	83%	76%	-7%
Car, as Passenger	9%	11%	+2%
Walk	5%	7%	+2%
Bus	1%	3%	+2%
Cycle	1%	2%	+1%
Ferry	0%	0%	0%
Train	0%	0%	0%
Other <sup>1)</sup>	1%	1%	0%
<b>TOTAL</b>	100%	100%	0%

Notes: 1) This category includes those who “Worked at home”, “Did not go to work”, and “Not stated” categories based on the 2021 ABS Census data.

#### 4.4.2 Youth

At the time of preparation of this Operations Plan, the Site is still under construction and therefore operations, have not started yet. Upon commencement of operations, target mode shares for youth can be obtained following completion of travel mode share surveys.

It is expected that the proposed mode share targets for staff and youth will be reviewed every 6 months as part of the ongoing monitoring and review process discussed in **Section 7**.

# 5 Transport Operations and Access Management Plan

## 5.1 Operational Access Management Measures

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### 5.1.1 Plan of Management

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Site management can and will coordinate pedestrians and vehicles on-site to ensure the safety of personnels while maintaining efficient operations. The following management measures are proposed.

### 5.1.2 Key Responsibilities of Management

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Management shall:

- Ensure all staff is provided with sufficient training to undertake the required tasks. This includes responsibility for measures to ensure that all staff, parents/carers, visitors, and youth is 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 (WHS) legislation.
- Ensure WHS Incident logbooks are maintained and undertake necessary action(s) in relation to any reported issues.

### 5.1.3 Hours of Operation

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The PCYC building's operating hours will be the following which aligns with Condition E5 of SSD-11920082 MOD 2. It is noted that Condition E5 permits operations from 6am to 10pm Monday to Sunday.

- Monday to Friday                      6am – 10pm
- Saturday and Sunday                7am – 7pm

However, PCYC has advised that weekend hours could be extended pending bookings/usage and still be aligned with Condition E5.

### 5.1.4 Expected Staff and Volunteer Attendance

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Ason Group has been advised that the number of staff could range from 2 to 10 persons throughout the day depending on the combination of activities being undertaken at any given time. The table below outlines the expected number of staff for a typical weekday as well as corresponding combination of activities.

**TABLE 7: EXPECTED STAFF NUMBERS (TYPICAL WEEKDAY)**

Time	Intended Group Activities
6am – 9am	2-3 staff members (Reception / Fit for Life / Gym)
9am – 3pm	3-4 staff members (School Sport / Gymnastics / Reception)
3pm – 8pm	8-10 staff members (Reception / Gymnastics Coaches / Learn to Plan / Sports Competitions / Referees / Gym)
8pm – 10pm	2-4 staff members (Reception / Sports Competitions / Referees)

### 5.1.5 Expected Schedule of Use and Intended Group Activities

The expected schedule of use and intended group activities for a typical day is shown below. Types of activities will include gymnastics, gym members, basketball, netball, futsal, pickleball, badminton, table tennis, and general meetings.

**TABLE 8: SCHEDULE OF USE & INTENDED GROUP ACTIVITIES (TYPICAL WEEKDAY)**

Time	Intended Group Activities
6am – 9am	<ul style="list-style-type: none"> <li>15-20 persons per hour attending Gym</li> <li>20-30 persons attending Fit for Life</li> <li>10-15 persons attending Clontarf</li> </ul>
9am – 3pm	<ul style="list-style-type: none"> <li>10-15 persons per hour attending Kindy gym / Gym (School priority use during these hours)</li> </ul>
3pm – 8pm	<ul style="list-style-type: none"> <li>50-60 persons per hour attending various activities such as Gymnastics, Learn to Play, Junior and Senior Sports Competitions, and Gym</li> </ul>
8pm – 10pm	<ul style="list-style-type: none"> <li>40 persons per hour attending various activities such as Gym and Sports Competitions</li> </ul>

### 5.1.6 Pedestrian/Cyclist and Vehicular Access

Shown in context within **Figure 7**, pedestrian and vehicle access arrangements are as follows:

- **Pedestrian Access** – 1 main entrance on Owen Street, a secondary access is located at the side of the PCYC building for Hastings Secondary College staff and student access.
- **Pedestrian Refuges** – 5 along Owen Street between Burrawan Street and William Street.
- **Pedestrian Footpaths** – Footpath present on both sides of Owen Street.
- **Bicycle Spaces** – A total of 6 spaces will be provided at the main entrance in close proximity to the foyer of the Site.
- **Site Car park** – Available for staff and authorised people to utilise which can be accessed off Owen Street. It comprises of 19 car spaces (inclusive of 2 accessible spaces) and 2 minibus spaces.

- **On-street parking** – The surrounding road network consists of on-street parking which may be utilised by personnels of the Site.
- **Bus Access** – There is an existing bus zone (Stop ID: 2444361) in front of Hastings Secondary College which services route 322, providing a connection between Lighthouse Plaza & Port Macquarie via Pacific Drive. The bus zone operates between 7:30am – 9am and 1:30pm – 3pm and is also utilised by school buses for students that attend Hastings Secondary College. The table below outlines the periods the bus zone operates throughout the week.

**TABLE 9: BUS SERVICE TIMES – ROUTE 322**

Day	Time
Monday - Friday	7am to 7:30pm
Saturday	8am to 5:45pm
Sunday and Public Holidays	8:15am to 4:15pm

Additionally, the Site is ~400m from the bus stop (Stop ID: 2444194) on Lord Street which services the bus route 323. It is expected that any personnels that get dropped off at this bus stop would then access walk to the Site via the footpaths on Gordon Street and utilise the pedestrian refuge on Owen Street. Bus route 323 is a loop service and provides a connection between Port Macquarie and Lighthouse Beach.

**TABLE 10: BUS SERVICES TIMES – ROUTE 323**

Day	Time
Monday - Friday	6:15am to 10:15pm Friday offers additional nighttime service which finishes at 23:15pm
Saturday	6:15am to 11:15pm
Sunday and Public Holidays	Does not operate

Further details on the above bus routes and services can be found on TfNSW's website<sup>5</sup>.

- **Service Vehicle Access** – Waste collection and deliveries will occur outside of Hastings Secondary College's peak traffic times during the week to avoid conflict with general drop-off / pick-up from the school.

Waste collection and deliveries will be undertaken on the side access road along the northern boundary of PCYC. There will be approximately 3 deliveries per week from a combination of the following: Coca Cola, Officeworks, Coles, and Woolworths. Deliveries will be facilitated by predominantly vans.

Site administration and management staff are to ensure drivers are familiar with the delivery access and the Driver Code of Conduct. A copy of the Code is included in **Appendix A**.

<sup>5</sup> <https://transportnsw.info/routes/bus>



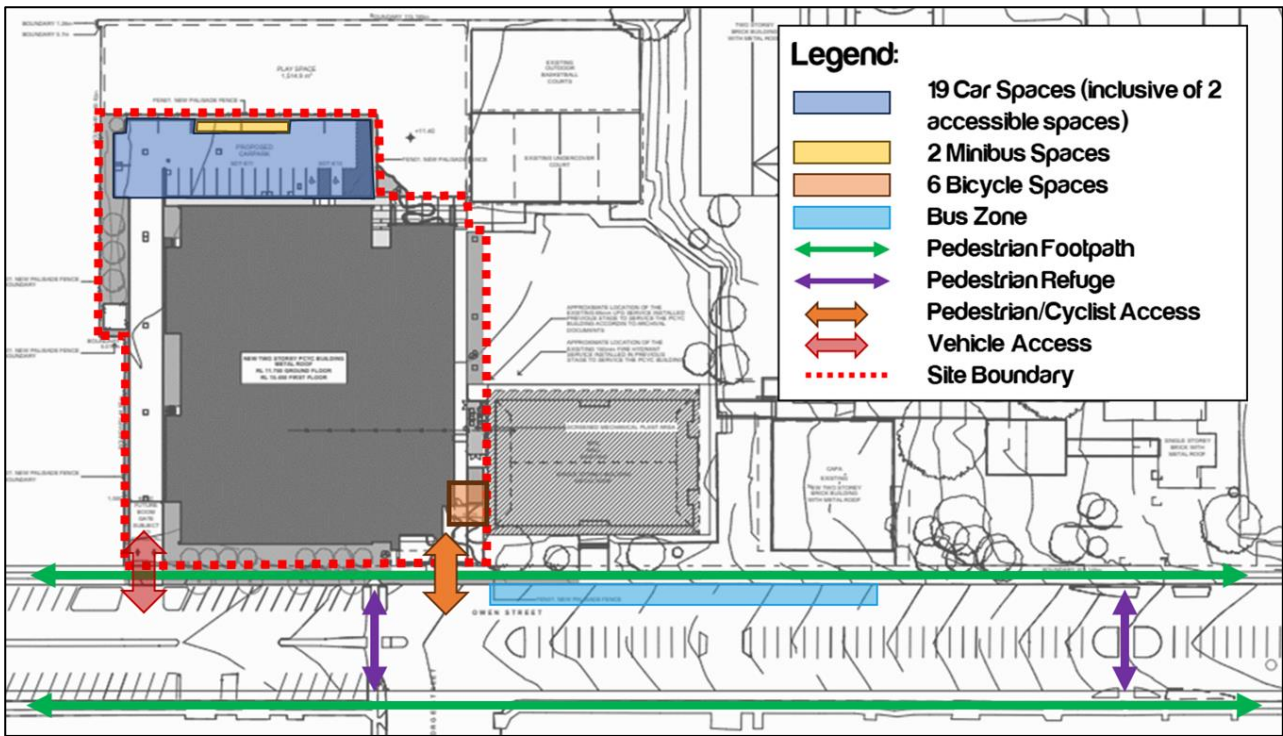


Figure 7: Key Transport Amenities for Pedestrians/Cyclists and Vehicles

### 5.1.7 Traffic Impacts

The traffic impact resulting from operation of the PCYC building has previously been assessed within the original SSD-11920082 application. The approved modelling also considers the traffic from Hastings Secondary College 10 years post development. A summary of the modelling results has been reproduced below which demonstrates Owen Street / Gordon Street and Owen Street / Burrawan Street intersections will operate at LoS A.

**TABLE 11: 10-YEAR POST DEVELOPMENT MODELLING RESULTS**

Intersection	Control Type	Period	Average Vehicle Delay (seconds)	Level of Service
Owen Street / Gordon Street	Priority	Network AM Peak	6.7	A
		School PM Peak	6.7	A
		Network PM Peak	6.5	A
Owen Street / Burrawan Street	Priority	Network AM Peak	8.0	A
		School PM Peak	7.1	A
		Network PM Peak	6.1	A

In order to minimise the likelihood of traffic impacts to the local road network, it is further suggested that any waste collection and deliveries should be undertaken outside of general drop-off / pick-up of Hastings Secondary College. Additionally, it is recommended that start and finish times of group activities are staggered to minimise the chance of queuing.

# 6 Governance and Support

## 6.1 Travel Plan Coordinator

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To assist with the management of the Operations Plan, there shall be a Travel Plan Coordinator (TPC) nominated who shall be responsible for:

- Engaging with staff and parent bodies,
- Implementing and promoting specific tools and actions discussed in **Section 4.2** and **Section 4.3** to help achieve the mode share targets,
- Monitoring the effectiveness of the Operations Plan as discussed in **Section 7**,
- Providing advice in relation transport-related subjects to staff, management, and visitors, as required, and,
- Liaising with external parties (i.e., Council) in relation to Operations Plan matters.

This role does not necessarily require a full-time position; however, it should be clearly designated among the key responsibilities of the Site's management team. Based on project team's advice, the Joint Use Steering Committee will be responsible for establishing a centralised TPC. The TPC will be responsible for the implementation and monitoring of the Operations Plan.

## 6.2 Resourcing

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It is not anticipated that the maintenance of this Operations Plan will have significant ongoing cost implications and shall be reviewed every 6 months for the best outcome. The Department of Education will be required to fund with contribution from PCYC (as per license) the monitoring of the Operations Plan, it is recommended that a certain sum of fund is allocated for monitoring activities.

# 7 Monitoring and Review Process

## 7.1 Plan Maintenance

---

This Plan shall be subject to ongoing review and will be updated as necessary in response to changing requirements. A review is to be undertaken, ideally every 6 months, with the report to be updated accordingly. Regular review will be undertaken by the Travel Plan Coordinator (TPC), as required.

Key considerations regarding the review of the Plan 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 Operations Plan may be undertaken on a more frequent basis.
- Identifying any shortfalls and develop an updated Operations Plan to address issues.
- Tracking progress against proposed travel mode targets,
- Ensure travel mode targets are updated (if necessary) to ensure they remain realistic but also ambitious.

## 7.2 Monitoring and Review Actions

---

To assess the efficacy of the Operations Plan, the following actions are to be undertaken by the TPC.

- Undertake community consultation to gauge feedback regarding implemented Operations Plan and areas for improvement to improve traffic conditions.
- Conduct physical counts and visual surveys after the first 6 and 12 months.
- Periodic on-site review of facilities such as bicycle racks.

It is recommended that an initial audit be undertaken within 6 months of the PCYC building opening to establish baseline conditions as early as possible.

## 7.3 Feedback Framework

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Following the review actions undertaken as part of the review process, feedback is to be provided to key stakeholders including: TfNSW, and Council detailing the efficacy of the Operations Plan. The Operations Plan will then be adapted accordingly.

# Appendix A. Driver Code of Conduct

## Drivers Code of Conduct

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Safe Driving Policy for PCYC building located at 16 Owen Street, Port Macquarie.

## Objectives of the Drivers Code of Conduct

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

## Code of Conduct

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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

---

- 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 B. Travel Access Guide



# Police Citizens Youth Club (PCYC) – Port Macquarie

Transport Access Guide

10/11/2023

## Project overview

Police Citizens Youth Club (PCYC) is committed to providing patrons with safe, easy and sustainable ways of getting to and from PCYC. The options below include walking, cycling, catching public transport or by car.

## Active ways to get to PCYC



### Walking to PCYC

Patrons living around Port Macquarie could walk to PCYC in 15 minutes or less, saving the need for travelling by car.

The map over the page shows safe and accessible walking trails for patrons to travel to and from home and PCYC. Pedestrian footpaths are available on both sides of Owen Street between Burrawan Street and William Street. There are also some footpath sections on Burrawan Street, Gordon Street, Church Street and William 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.

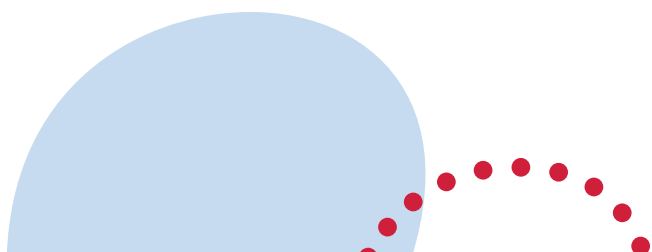


### Cycling to PCYC

Patrons who live approximately 3km from PCYC, have the option of cycling to PCYC. Patrons may ride on Home Street, Lord Street and Gordon Street.

A shared path is also provided on Mallawa Crescent while a bicycle lane is provided on Pacific Drive and William Street.

Patrons can then secure their bicycle at the bicycle parking spaces which is at the main entrance of PCYC.



## Public Transport



There are public bus services available to patrons that are within walking distance of PCYC and within the broader

regional area. See overleaf for details of the bus routes, including additional services which run outside of the road network peak periods.

More details of public bus services available for PCYC 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>.



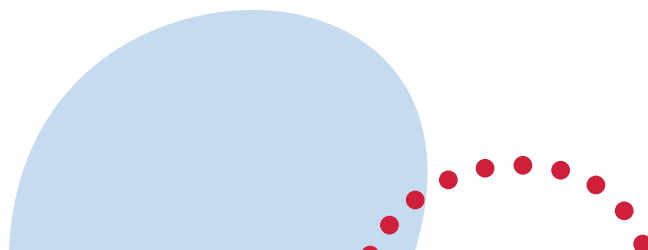
### Car

The surrounding road network consists of on-street parking which could be utilised by patrons. PCYC also provides 19 car spaces (inclusive of 2 accessible spaces) and 2 minibus

spaces for staff and authorised people to utilise. The car park can be accessed from Owen Street.

### Public Bus Services

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





## Active Transport

**10min.** Walking Routes (minutes)

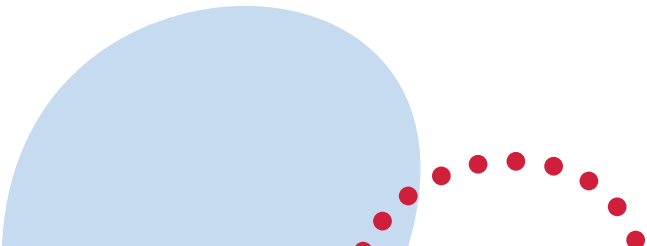
Cycling Paths

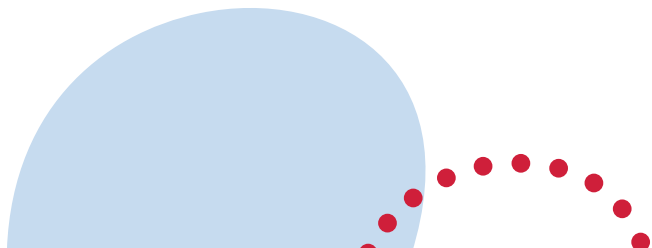
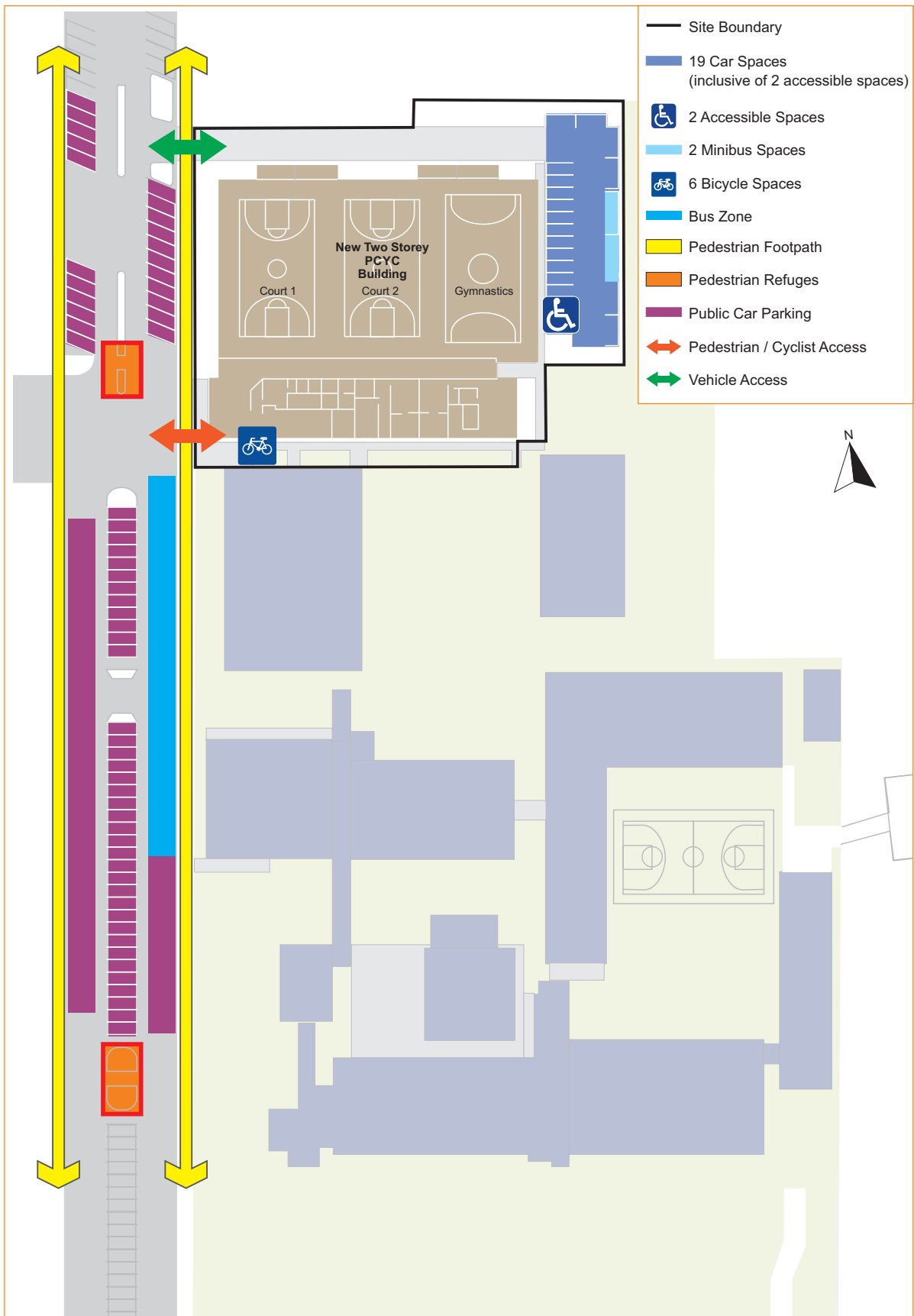
Existing Shared Paths

Proposed Shared Paths

Bus Routes (refer tables)

**322** Public Bus Routes with Route Number





# Appendix C. TfNSW Consultation

## Jasmine Wong

---

**From:** MCILVEEN, Craig <cmcilveen@awedwards.com.au>  
**Sent:** Tuesday, 6 February 2024 11:53 AM  
**To:** Emily Duan; Alexandra.Fearnley@rpsgroup.com.au; Jasmine Wong  
**Cc:** Ali Rasouli; James Laidler; Arun Mohan; Jasmine Wong; Nathan Muggleton;  
KAMPMANN, Pia; CRAIG, Louis; WALKER, Nathaniel  
**Subject:** RE: PCYC Operations Plan (DRAFT) - P1600Ar01

Hi Emily, Jasmine,

Further to the below consultation with council. I can confirm we will be closing the consultation period with Transport for NSW today with no comments received. Could I please ask the PCYC operational plan be amended as final.

Grateful if I could receive by this Friday the 9<sup>th</sup>. Thanks

Regards,

Kind regards,

**Craig McIlveen**  
Project Manager

**A W Edwards Pty Limited**  
**Port Macquarie Office**  
7/35 Merrigal Rd, Port Macquarie NSW 2444  
M: 0403 611 161 E: [cmcilveen@awedwards.com.au](mailto:cmcilveen@awedwards.com.au)  
[www.awedwards.com.au](http://www.awedwards.com.au)

**AW EDWARDS**



**AW EDWARDS** acknowledges Traditional Owners of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respect to Aboriginal and Torres Strait Islander cultures and to Elders past and present.

*"COMMUNITY" Artwork by Raechel Saunders*

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**From:** MCILVEEN, Craig <cmcilveen@awedwards.com.au>  
**Sent:** Thursday, January 11, 2024 3:54 PM  
**To:** Emily Duan <emily.duan@asongroup.com.au>; Alexandra.Fearnley@rpsgroup.com.au; Jasmine Wong <jasmine.wong@asongroup.com.au>  
**Cc:** Ali Rasouli <ali.rasouli@asongroup.com.au>; James Laidler <james.laidler@asongroup.com.au>; Arun Mohan <arun.mohan@asongroup.com.au>; Jasmine Wong <jasmine.wong@asongroup.com.au>; Nathan Muggleton <Nathan.Muggleton@rpsgroup.com.au>  
**Subject:** RE: PCYC Operations Plan (DRAFT) - P1600Ar01

Hi Jasmine,

Please find attached endorsement from Hastings Council for the PCYC Operations Plan.

Kind regards,

**Craig McIlveen**

Project Manager

**A W Edwards Pty Limited**

**Port Macquarie Office**

7/35 Merrigal Rd, Port Macquarie NSW 2444

M: 0403 611 161 E: [cmcilveen@awedwards.com.au](mailto:cmcilveen@awedwards.com.au)

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**From:** Emily Duan <[emily.duan@asongroup.com.au](mailto:emily.duan@asongroup.com.au)>

**Sent:** Monday, October 30, 2023 4:50 PM

**To:** [Alexandra.Fearnley@rpsgroup.com.au](mailto:Alexandra.Fearnley@rpsgroup.com.au); MCILVEEN, Craig <[cmcilveen@awedwards.com.au](mailto:cmcilveen@awedwards.com.au)>

**Cc:** Ali Rasouli <[ali.rasouli@asongroup.com.au](mailto:ali.rasouli@asongroup.com.au)>; James Laidler <[james.laidler@asongroup.com.au](mailto:james.laidler@asongroup.com.au)>; Arun Mohan <[arun.mohan@asongroup.com.au](mailto:arun.mohan@asongroup.com.au)>; Jasmine Wong <[jasmine.wong@asongroup.com.au](mailto:jasmine.wong@asongroup.com.au)>

**Subject:** PCYC Operations Plan (DRAFT) - P1600Ar01

Hi Alexandra, Hi Craig,

Jasmine is on leave for 2 weeks, therefore, I am sending you the draft PCYC Operations Plan (P1600Ar01) for your review and comments. Please find it in the attachment.

Should you have any questions, please let us know.

Kind Regards,

**Emily Duan**

MS. Transport Eng.

Traffic Engineer | Ason Group

T: +61 2 9083 6601 | M: +61 421 619 518 | E: [emily.duan@asongroup.com.au](mailto:emily.duan@asongroup.com.au)

A: Suite 17.02, Level 17, 1 Castlereagh Street, Sydney NSW 2000

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# Appendix D. Council Consultation

## MCILVEEN, Craig

---

**From:** Mick Jones <Mick.Jones@pmhc.nsw.gov.au>  
**Sent:** Thursday, 11 January 2024 3:33 PM  
**To:** MCILVEEN, Craig  
**Cc:** CRAIG, Louis  
**Subject:** RE: Hastings PCYC - Operations Plan

Hi Craig,

To be honest we weren't really too sure who at PMHC should be commenting on this document. I asked our Development Planning Coordinator, Pat Galbraith-Robertson to consider the document. Pat was involved in coordinating the draft DA conditions considered required by PMHC, and he provided the below response to me:

I have reviewed the Operations Plan and provide no objections to what is proposed particularly noting compliance with approved trading hours and recognition of already approved parking arrangements.

I have no further comments to add myself. I believe you can consider condition D22 met.

Regards,

**Mick Jones**  
Development Engineer  
Community Planning & Environment



p (02) 6581 8652

---

**From:** MCILVEEN, Craig <cmcilveen@awedwards.com.au>  
**Sent:** Tuesday, 19 December 2023 11:45 AM  
**To:** Grant Burge <grant.burge@pmhc.nsw.gov.au>; Mick Jones <Mick.Jones@pmhc.nsw.gov.au>  
**Cc:** CRAIG, Louis <lcraig@awedwards.com.au>  
**Subject:** Hastings PCYC - Operations Plan

Hi Grant, Mick

Hope you both keeping well.

I am writing regarding Hastings PCYC (SSD 11920082) Condition D22. The project is required to prepare a PCYC Operation Plan, it is requested for this to be developed in consultation with Council.

Grateful if you could please review and provide comment (if required) by Friday the 19<sup>th</sup> of January. Alternatively, if you are not the best contact in council, it would be appreciated if you could forward onto the relevant contact in council.

I have attached the draft plan prepared by Traffic Consultant Ason Group. Additionally, please refer to the below condition.



## PCYC Operations Plan

- D22. Prior to the commencement of operation of the PCYC, a PCYC Operations Plan must be submitted to the Certifier. The plan must:
- (a) be prepared by a suitably qualified consultant in consultation with Council, TfNSW and Hastings Secondary College;
  - (b) detail proposed operations including:
    - (i) hours of operation;
    - (ii) expected staff and volunteer attendance levels;
    - (iii) schedule of use and intended group activities;
  - (c) include arrangements to promote the use of active and sustainable transport modes and reduce demand for parking, particularly during peak school operations, including:
    - (i) objectives and mode share targets (i.e. site and land use specific, measurable and achievable and timeframes for implementation);
    - (ii) specific tools and actions to help achieve the objectives and mode share targets;
    - (iii) 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.
  - (d) include operational transport access management arrangements, including:
    - (i) the location of all car parking spaces on the site and their allocation (i.e. staff, visitor, accessible, emergency, etc.);
    - (ii) delivery and service vehicle and bus access and management arrangements;
    - (iii) management of approved access arrangements;
    - (iv) potential traffic impacts on surrounding road networks and mitigation measures to minimise impacts, including measures to minimise impacts during school hours;
  - (e) 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
  - (f) a monitoring and review program.

Have a Merry Christmas. Talk in the New Year..

Kind regards,

Craig McIlveen  
Project Manager

A W Edwards Pty Limited  
Port Macquarie Office  
7/35 Merrigal Rd, Port Macquarie NSW 2444  
M: 0403 611 161 E: [cmcilveen@awedwards.com.au](mailto:cmcilveen@awedwards.com.au)  
[www.awedwards.com.au](http://www.awedwards.com.au)

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*We acknowledge the Birpai people, the traditional owners of the land in which we work and live, and pay our respects to Elders past, present and emerging. We extend our respect to all Aboriginal and Torres Strait Islander people who choose to call Port Macquarie-Hastings home.*

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