



HASTINGS SECONDARY COLLEGE – OUT OF HOURS EVENT MANAGEMENT PLAN

School Use

Prepared for: Schools Infrastructure NSW Level
8, 259 George St
Sydney NSW 2000

Prepared by: RPS Australia Asia Pacific
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EXECUTIVE SUMMARY

This report has been developed by RPS Australia Asia Pacific (RPS AAP) for the Department of Education (DOE), Schools Infrastructure New South Wales (SINSW). The report is in preparation post construction of the upgrade of the Port Macquarie Campus – Hastings Secondary College under SSD-11920082 conditions E1 – E4 of the consent.

This Out of Hours Event Management Plan (OHEMP) is prepared for the upgrade of Port Macquarie Campus – Hastings Secondary College at 16 Owen St, Port Macquarie, NSW 2444. The development is approved under the State Significant Development Application (SSDA) Number SSDA-11920082, which was granted by the NSW Government on 01 December 2021.

Conditions E1 – E4 of the Development Consent relates to the preparation of an OHEMP for the subject development.

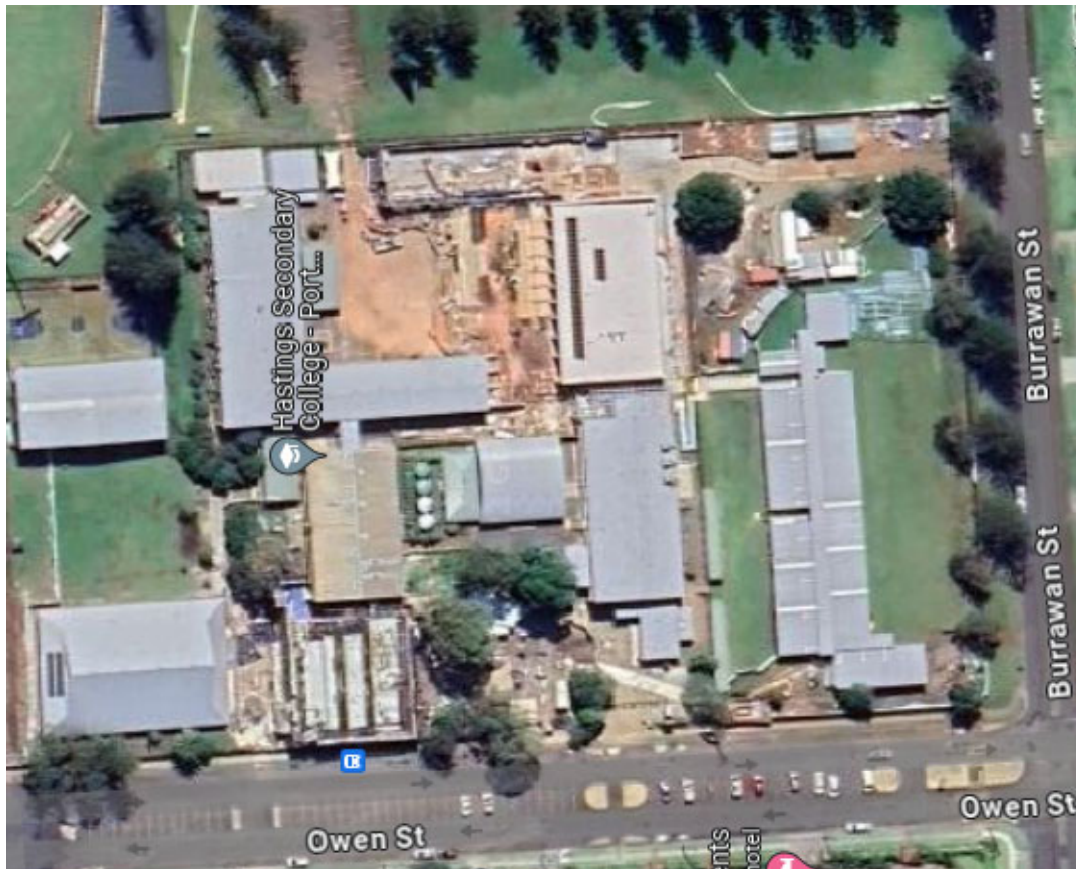
INTRODUCTION

Project Details

| Name | Role |
|-----------------------------|---|
| Project Name: | Hastings Secondary College (Phases 7-9) |
| Project Address: | Port Macquarie Campus 16 Owen St Port Macquarie NSW 2444 |
| Project Application Number: | SSD-11920082 |

Port Macquarie Campus – Hastings Secondary College is part of the Port Macquarie Hastings Council and located on the corner of Owen Street and Burrawan Street, seen in the below figure (Figure 1).

Figure 1. Port Macquarie Campus – Hastings Secondary College



Project Description and Activity Summary

The upgrade of Port Macquarie College – Hastings Secondary College proposes the following activities;

- Demolition works to accommodate new works;
- Upgrade to school entry, including signage;
- Construction of new two-story Creative and Performing Arts (CAPA) building;
- Construction of Police Citizens Youth Club (PCYC);
- Partial refurbishment of Building L;
- Partial refurbishment to Building B;
- Removal of Building S and demountable buildings;
- New lift connections and covered walkways;
- Associated earthworks, landscaping, stormwater works, service upgrades; and
- Tree removal/tree safety works.

Key Project Personnel

The below table sets out the key personnel involved with the upgrade of the Port Macquarie Campus – Hastings Secondary College who are responsible for the environmental management of the development.

| Name | Role | Company | Email |
|--------------------|------------------------|---------|------------------------------------|
| Geoff Duck | Deputy Principal | DOE | geoffrey.duck@det.nsw.edu.au |
| Hussein Najdi | Project Director | SINSW | hussein.najdi@det.nsw.edu.au |
| Alexandra Fearnley | Senior Project Manager | RPS AAP | alexandra.fearnley@rpsgroup.com.au |
| James Readford | Operations Manager | FKG | trent.sutton@fkg.com.au |

DEVELOPMENT CONSENT

This OHEMP for School Use addresses several conditions within the Development Consent issued by the NSW Government, dated 01 December 2021 and revised 04 April 2023 (as per SSD-11920082-2).

These conditions are outlined as follows:

Figure 2. Consent Conditions

Out of Hours Event Management Plan

- E1. Prior to the commencement of the first out of hours events (School Use) run by the school that involve 100 or more people, the Applicant must prepare an Out of Hours Event Management Plan (School Use) in consultation with Council and submit it to Council and the Planning Secretary for information. The plan must include the following:
 - (a) the number of attendees, time and duration;
 - (b) arrival and departure times and modes of transport;
 - (c) where relevant, a schedule of all annual events;
 - (d) measures to encourage non-vehicular travel to the school and promote and support the use of alternate travel modes (i.e. public transport);
 - (e) details of the activity(ies), where applicable, restricting use before 8am and after 10pm;
 - (f) measures to minimise localised traffic and parking impacts; and
 - (g) measures to minimise noise impacts on any sensitive residential receivers, including the preparation of acoustic management plan in compliance with the Noise & Vibration Impact Assessment for SSDA (SSD-119200820) for Hastings Secondary College – Port Macquarie Campus dated 14 May 2021 and prepared by JHA.
- E2. The Out of Hours Event Management Plan (School Use) must be implemented by the Applicant for the duration of the identified events or use.
- E3. Prior to the commencement of out of hours events (Community Use) run by the external parties that involve 100 or more people, the Applicant must prepare an Out of Hours Event Management Plan (Community Use) in consultation with Council and submit it to Council and the Planning Secretary for information. The plan must include the following:
 - (a) the number of attendees, time and duration;
 - (b) arrival and departure times and modes of transport;
 - (c) where relevant, a schedule of all annual events;
 - (d) measures to encourage non-vehicular travel to the school and promote and support the use of alternate travel modes (i.e. public transport);
 - (e) details of the activity(ies) where applicable, restricting use before 8am and after 10pm;
 - (f) measures to minimise localised traffic and parking impacts; and
 - (g) measures to minimise noise impacts on any sensitive residential receivers, including the preparation of acoustic management plan in compliance with the Noise & Vibration Impact Assessment for SSDA (SSD-119200820) for Hastings Secondary College – Port Macquarie Campus dated 14 May 2021 and prepared by JHA.
- E4. The Out of Hours Event Management Plan (Community Use) must be implemented by the Applicant for the duration of the identified community event or use.

NUMBER OF ATTENDEES, TIME AND DURATION

The following schedule of Out of Hours School Events has been based on the consultation with the School Principal and complies with SSDA conditions E1 – E4. The schedule outlines the number of attendees, time and duration of each event that occurs out of school hours and involves 100 or more people.

| Event Description | Occurrence | Number of Attendees | Time | Duration (Hrs and Mins) |
|------------------------------------|----------------|---------------------|------|-------------------------|
| College Open Night | Once per year | 300 | 6pm | 2 hours |
| Parent-Student Teacher Conferences | Twice per year | 300 | 3pm | 3 – 4 hours |

In accordance with conditions E1 – E4, no out of hours events are to occur prior to 8.00am and after 10.00pm.

MEASURES TO ENCOURAGE NON-VEHICULAR TRAVEL TO THE SCHOOL AND PROMOTE AND SUPPORT THE USE OF ALTERNATIVE TRAVEL MODES

Port Macquarie Campus – Hastings Secondary College has a small number of staff carparking, while the large majority of the student population resides in close proximity to the campus. Students, parents, and carers are encouraged to walk safely to the campus. Parking near the campus during road network peak periods is equally shared with the local residents which would limit available parking during the above events. Drop off/pick up zones are available to support the flow of traffic while supporting student safety. Under the Condition D21 of the Hastings Secondary College Port Macquarie Campus Upgrade (SSDA-11920082), the following document has been submitted to the department for acknowledgement. The School Travel Plan (STP) outlines measures to promote and support sustainable travel modes to the school. The proposed strategies include promoting walking, cycling, public transport, and carpooling. Please refer to attached Appendix A – Preliminary School Travel Plan.

PROTOCOLS FOR LOCKING UP

For events organised and run by Hastings Secondary College, school staff will be responsible for afterhours lock up in accordance with normal school procedures.

For events run by external or community groups, specific arrangements will be made with the event organiser with regards to after hours lock up. This will be as per Department of Education Community User Agreements.

ACOUSTIC MANAGEMENT PLAN

This Acoustic Management Plan has been prepared in Compliance with the Noise & Vibration Impact Assessment for SSDA (SSD-119200820) for Hastings Secondary College - Port Macquarie Campus, dated 14 May 2021, to address Conditions E1 – E4 and is inclusive of measures to minimise noise impacts on any sensitive residential receivers, including the preparation of the acoustic management plan. This section has been prepared by RPS, in consultation with the School.

Aim

The actions and tasks identified in this section of the report will seek to minimise the acoustic effect of events on the surrounding residential area adjacent to the Hastings Secondary College Port Macquarie Campus. The actions identified have been agreed in consultation with the school.

Surrounding Receivers

The Noise & Vibration Impact Assessment for SSDA (SSD-119200820) for Hastings Secondary College - Port Macquarie Campus presented a summary of the nearest noise sensitive receivers surrounding the site, as shown below in Figure 3.

Figure 3

| ID | Sensitive Receiver | Receiver Type | Distance (m) |
|----|------------------------|--------------------------|--------------|
| 1 | Port City Bowling Club | Active Recreational | 6 |
| 2 | Oxley Oval | Active Recreational | 50 |
| 3 | 28 Burrawan Street | Medium Residential (R3) | 140 |
| 4 | 29 Owen Street | General Residential (R1) | 30 |
| 5 | 1 Gordon Street | Medium Residential (R3) | 30 |

Figure 4 shows the location of the Hastings Secondary College site and the nearest noise sensitive receivers as described in table above.

Figure 4



Actions

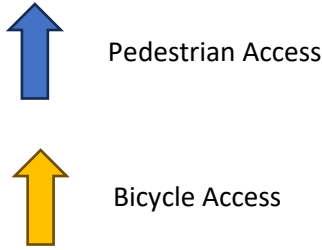
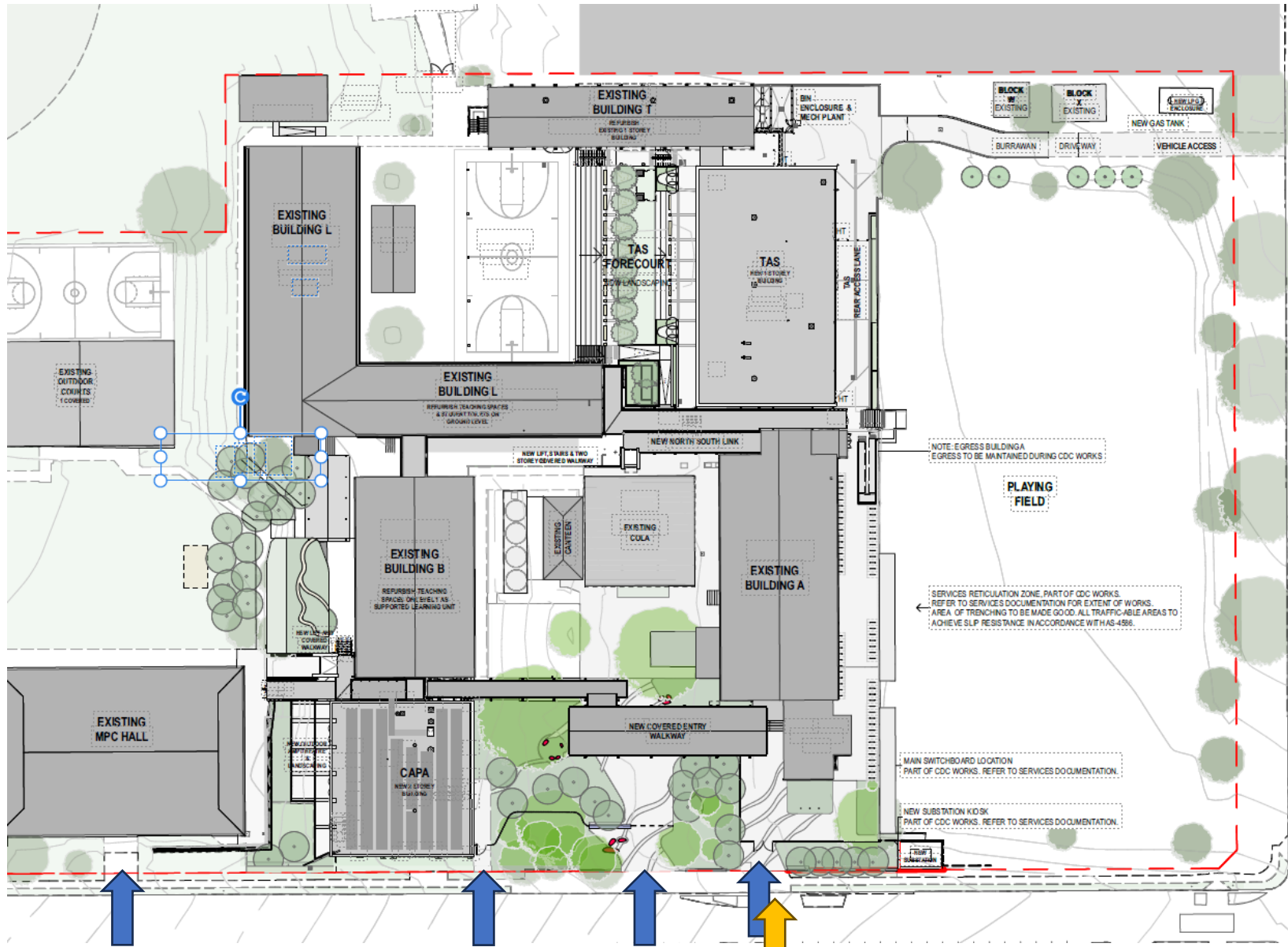
The actions that will be undertaken by the school include, but are not limited to:

- Instructing patrons to respect the amenity of surrounding residents by limiting noise;
- Include signage throughout building egress points and site access reminding patrons to minimise noise and respect the amenity of residents;
- Providing staff members along travel paths to “usher” patrons which are leaving the event;
- Providing staff, instructing patrons to prevent loitering of patrons outside the venue; and
- Limiting thoroughfare and access of areas which are in proximity of residential receivers.

Monitoring

In line with other operational plans to be implemented for the development, the intention is for these actions to be regularly reviewed and amended to suit requirements of the school and surrounding residential area. Hastings Secondary College Port Macquarie Campus staff will evaluate the acoustic management plan on an annual basis.

APPENDIX A – SITE PLAN



Pedestrian entrances for occasional use only

Secondary Pedestrian Access for Peak Times Only

Main Pedestrian Access

APPENDIX B – 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
Phone: 1300 482 651
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 |

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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) |

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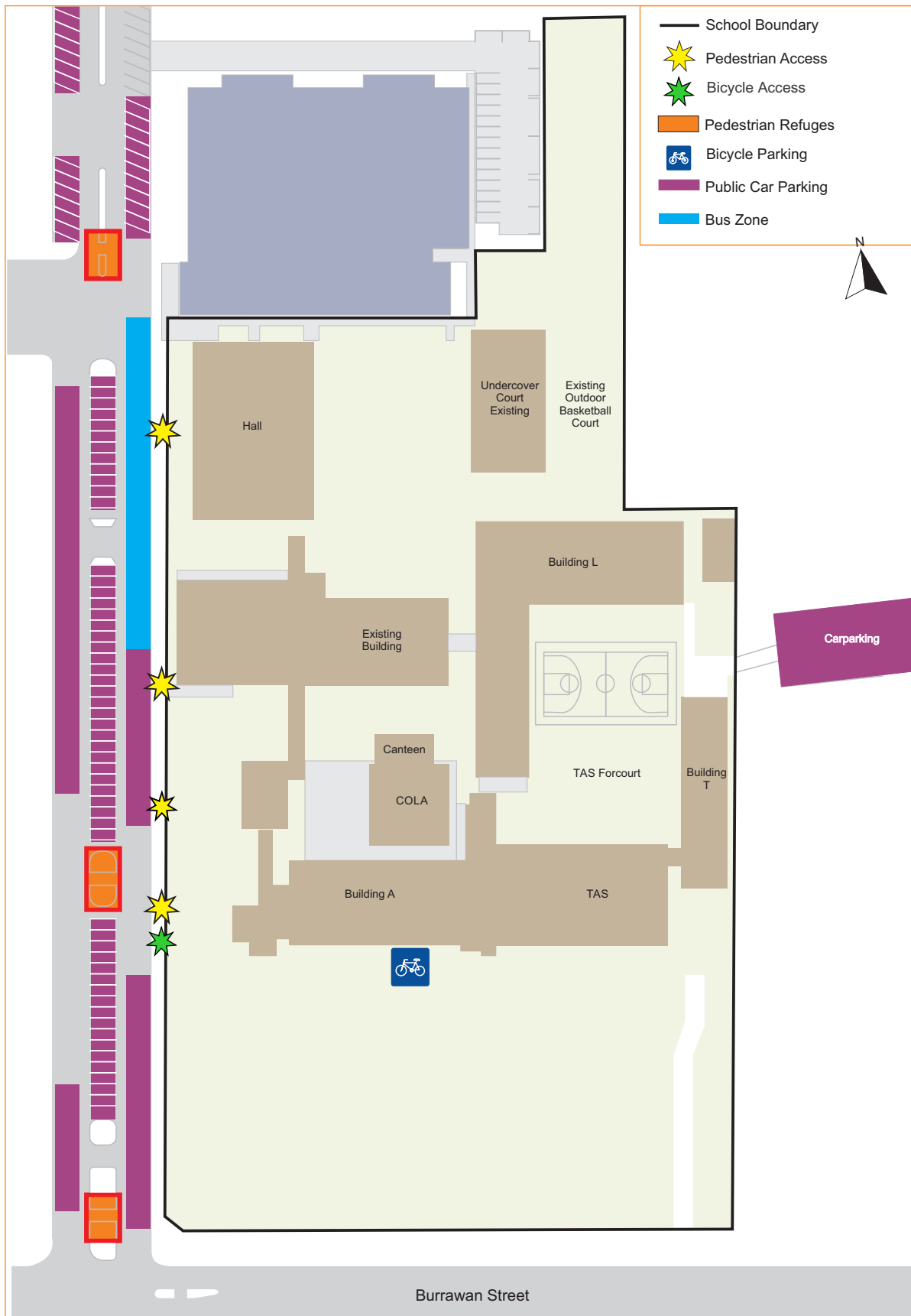




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Starting high school safely

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"*.

