

**OPERATIONAL TRAFFIC AND PARKING MANAGEMENT PLAN (OPTMP) FOR THE
PROPOSED SAINTS PETER AND PAUL ASSYRIAN PRIMARY SCHOOL
AT 17-19 KOSOVICH PLACE, CECIL PARK**



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Development Type: Proposed Saints Peter and Paul Assyrian Primary School

Site Address: 17-19 Kosovich Place, Cecil Park

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1 Introduction

McLaren Traffic Engineering (MTE) was commissioned by Assyrian Schools Ltd to provide an Operational Traffic and Parking Management Plan (OPTMP) of the Proposed Saints Peter and Paul Assyrian Primary School at 17-19 Kosovich Place, Cecil Park.

1.1 *Description and Scale of Development*

The proposed Saints Peter and Paul Primary School will be constructed and populated in multiple stages and includes the following characteristics relevant to traffic and parking impacts:

- Stage One:
 - Total of 210 students (K – 6);
 - Total of 12 staff;
 - 39 off-street car parking spaces for staff, including two disabled spaces;
 - Formalised internal kiss and ride facility for parents.
- Final Development:
 - Total of 630 students (K – 6);
 - Total of 35 school staff;
 - 39 off-street car parking spaces for staff, including two disabled spaces;
 - Formalised internal kiss and ride facility for parents.

In addition to the construction of the school, some public works are proposed to improve Kosovich Place and the surrounding road network including the following:

- Widening of Kosovich Place to provide sufficient width for bus access;
- Construction of a footpath along the frontage of the site to provide for a bus stop;
- Improvements to the Kosovich Place/Wallgrove Road intersection;
- Improvements to the Wallgrove Road/Elizabeth Drive intersection if required;
- Removal and reconstruction of two vehicular crossings on Kosovich Place.

2 Objectives

The OPTMP has been developed as requested by the Department of Planning and Environment (DPE) as part of their response to the Assyrian Schools Ltd's State Significant Development Application (9210). The OPTMP will address the following:

An Operational Traffic and Parking Management Plan (OPTMP) must be provided. The OPTMP must address staff car parking, on-street parking management, pick-up/drop-off, vehicle queuing. Bus accessibility, student waiting areas, pedestrian movements, measures implemented to mitigate pedestrian/vehicle conflict and implementation and monitoring of the plan.

3 Parking Management

3.1 *Management of On-Street Car Parking*

On-street car parking will be restricted through the implementation of signposting, which will include “No Stopping” and “Bus Zone” signage. The “No Stopping” and “Bus Zone” restrictions will apply on the southern side of Kosovich Place between the times of 8:00 am – 9:30 am in the morning and 2:30 pm – 4:00 pm in the afternoon. A concept for the proposed signage is provided in **Annexure A**.

Supplementary to the restriction of parking through legally enforceable signage, school staff assisting with the loading of students onto buses will be instructed to note down the registration of any vehicles that park along Kosovich Place. This information will then be kept and used to identify the parent responsible such that they can be contacted and instructed to utilise the internal car parking facilities.

Where possible, the use of the pedestrian gates along Kosovich Place will be restricted to students arriving and departing by bus, further discouraging parents from attempting to collect children from the street.

3.2 *Management of Off-Street Car Parking*

3.2.1 Staff Parking

All staff car parking spaces will be allocated to individual staff members to prevent the use of visitor or kiss & drop spaces by staff during the day.

3.2.2 Visitor Car Parking

Visitors arriving during school operating hours will be directed to utilise the four (4) visitor spaces allocated for this purpose.

If more than four (4) visitors are expected to be present at any given time, surplus visitor car parking will occur along the frontage of the site while the “Bus Zone” restrictions are not in effect.

3.2.3 Parking During School Events

During school events such as parent/teacher interviews or special assemblies, visitor car parking will occur using the available staff parking and the kiss and drop spaces. If necessary for occasional, larger events, additional car parking can be accommodated on the school playing field.

The car parking facilities completed as part of Stage 1 of the development will be sufficient to cater for event parking the final population of the school is reached.

4 Internal Kiss and Drop Operations

4.1 *Drop-Off Operations*

On arrival, parents will be directed by school staff to circulate through the car park to the frontmost available kiss and drop space.

A school staff member will be allocated to stop traffic if a student requires the use of the line marked pedestrian crossing within the site.

Considering the large number of kiss and drop spaces available and the short duration of each drop-off, it is not expected that any queues will occur. Parents are able to use the kiss and drop spaces for up to half an hour if necessary to walk their child into the school.

4.2 Pick-Up Operations

4.2.1 Display Card

All parents/carers will be instructed to display a card in the windscreen of their vehicle indicating the year group and surname of the youngest student to be collected. The cards will be supplied by the school on the first day of each school year, with replacements and duplicates available upon request.

For ease of interpretation, each year group will have a card of a different colour.

4.2.2 Organisation of Vehicles Prior to the Final School Bell

A staff member will be rostered each day as an attendant to direct arriving vehicles, with the shift to begin half an hour (30 minutes) prior to the final bell of the school day.

The kiss and drop spaces will be divided into 2 areas, being for years K – 2 (eastern side) and years 3 – 6 (western side).

Upon entry, vehicles will be directed by the attendant to the next available kiss and drop space matching the year group displayed on the card displayed in the car. Once all 33 kiss and drop spaces have been occupied, any additional arriving vehicles will be directed to queue around the circulating loop at the southern extent of the car park.

Parents/carers will be instructed not to leave the immediate vicinity of their vehicles, but are welcome to stand beside their vehicle to welcome their child.

4.2.3 Organisation of Children

Children will be directed to the collection area relevant to their year group. Staff members will stop traffic as required to assist children to cross at the line marked crossings. Any children with siblings will be directed to stand in the appropriate area for the youngest sibling.

Children whose parents are waiting in the kiss and drop spaces when the final school bell rings are able to be picked up immediately, and the other children directed to wait on the footpath.

4.2.4 Pick Up Operations After the School Bell

Once the bell rings, a total of five staff members are to be in place to assist with the function of the pick-up operations, as indicated in **Figure 1**. The roles of each staff member are outlined below.

Staff Member “1”

- Must be present in both the morning and afternoon periods from 30 minutes prior to the first and last bells of the school day;
- To be provided with high visibility PPE clothing;
- Will direct parents to the frontmost available car parking space based on the card displayed in the windscreen of the vehicle;
- To briefly stop any vehicles not displaying a card to confirm the appropriate location for that vehicle to stop.

Staff Member “2”

- Must be present in both the morning and afternoon periods from 30 minutes prior to the first bell of the school day and five minutes prior to the last bell of the school day.
- To be provided with high visibility PPE clothing and a “Stop/Go” traffic controller bat;
- To stop traffic in both directions to allow children to cross at the northern line marked crossing.

Staff Member “3”

- Must be present in both the morning and afternoon periods from 30 minutes prior to the first bell of the school day and five minutes prior to the last bell of the school day.
- To be provided with high visibility PPE clothing and a “Stop/Go” traffic controller bat;
- To stop traffic in both directions to allow children to cross at the southern line marked crossing;
- Must provide direction to drivers queued around the turning bulb:
 - All vehicles should remain stopped outside of the “Keep Clear” area to allow vehicles to u-turn;
 - When more than one lane of queueing vehicles are present, the staff member shall direct one car at a time towards the next vacant space on the western side of the pick-up facility, if the corresponding card is displayed in the windscreen of the vehicle;
 - When more than one lane of queueing vehicles are present, the staff member shall direct one car at a time towards the next vacant space on the eastern side of the pick-up facility, by using the turning head on Kosovich Place to recirculate.

Staff Members “4” and “5”

- Must be present in the afternoon periods from the last bell of the school day;
- To be provided with a portable loudspeaker;
- To call out the surname displayed on the card in the windscreen of vehicles stopped in the pick-up zone and assist children to their parent’s/carer’s vehicles.

Staff Member “6”

- Must be present in the afternoon from the last bell of the school day;
- To be provided with a portable loudspeaker;
- To be provided with a list of the buses that pick-up from the site and their destinations;
- To give a “last call” over the loudspeaker before the departure of each bus;
- Should assist younger students where necessary to catch the correct bus;
- To observe and record any misbehaviour by parents.

4.3 Signage

Signage must be displayed every 20m along the kiss and drop bays on both sides of the road which includes the following content:

- “Please ensure that your name card is displayed in the windshield.”
- “Please park in the frontmost space that is available.”
- “Please do not move more than 5m from your vehicle.”
- “Please arrive after final school bell to pick up your child to avoid waiting.”
- “Please follow the instructions of staff at all times.”

5 External On-Street Operations

5.1 Bus Operations

All students that catch the bus home from school will be grouped along the Kosovich Place footpath according to their destination, such that buses can be quickly and efficiently loaded.

The Staff Member “6” as identified in **Figure 1** will assist students in catching the correct bus and will make a “last call” for students before the departure of each bus.

The consultation with the bus operator is in progress at the time of writing of this document, however, this OPTMP shall be amended to include a list of the bus services that will service the site when this detail is known.

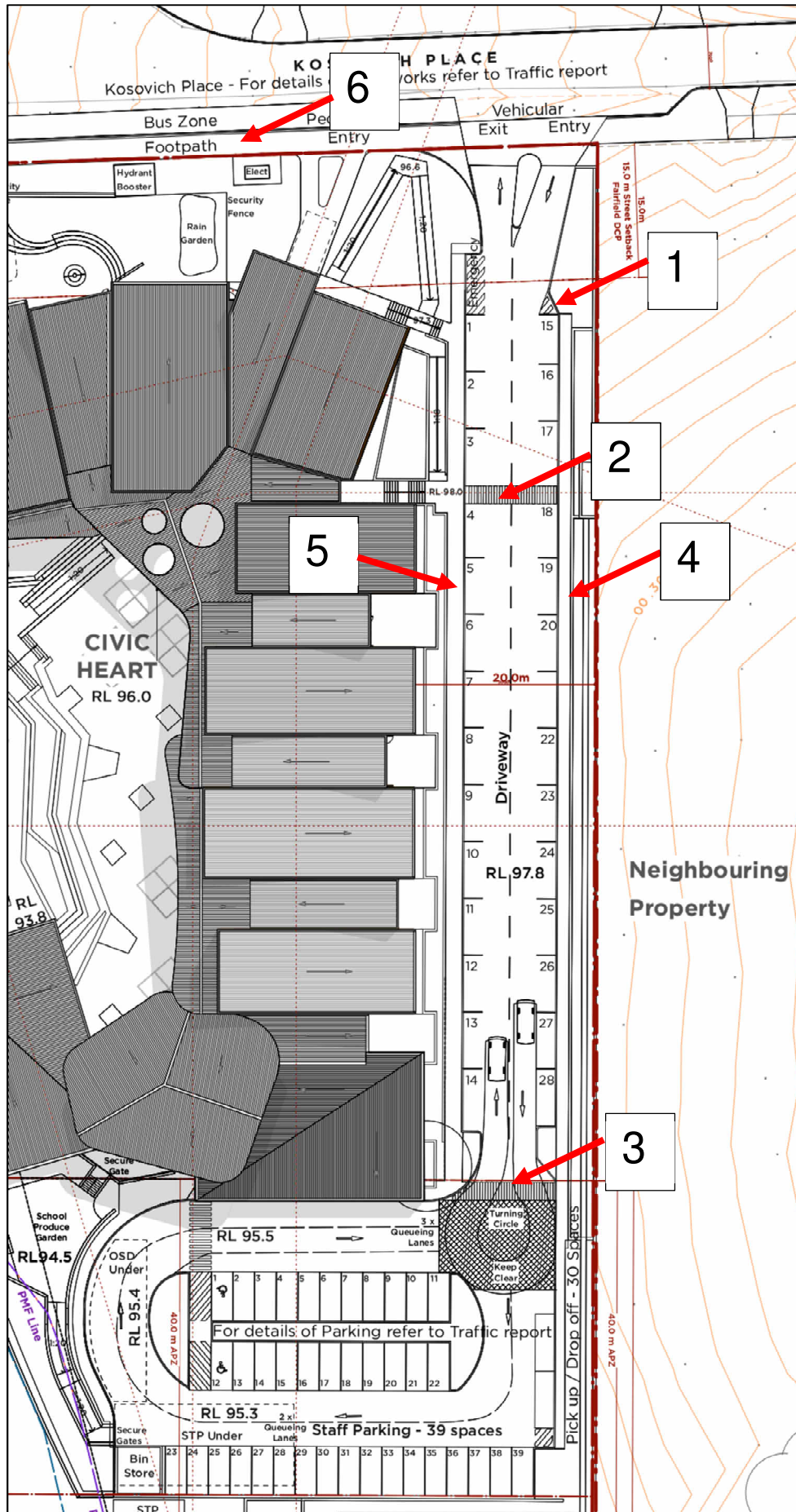


FIGURE 1: APPROXIMATE LOCATIONS OF STAFF MEMBERS

6 Delivery / Service Vehicle Management Arrangements

All delivery and service vehicle movements will be restricted to outside of the hours of 8:00 am – 9:30 am and 2:30 pm – 4:00 pm, with no delivery or service vehicles to be on-site during either period.

The internal roadways of the site are sufficiently designed to accommodate forward-in/forward-out access for vehicles up to 12.5m in length. All service and delivery operations can be undertaken within the site as required by the school's operations.

7 Management of Feedback and Complaints

An email address shall be set up and advertised on the school's website for parents and neighbours to use to provide feedback and/or make complaints about the ongoing operation of the school's kiss and drop operations.

Any feedback or complaints received shall be kept by the school for consideration during revisions to the OPTMP and shall be made available to the Council when required.

8 Review & Monitoring of the OPTMP

This OPTMP shall be reviewed after 6 months of the date of first implementation and every 36 months thereafter, taking into consideration any incidents recorded and feedback/complaints received. Amendments shall be made during the review to any deficiencies in the OPTMP that are identified and are to be signed off by a suitably qualified Level 3 Road Safety Auditor.



ANNEXURE A: INDICATIVE SIGNPOSTING PLAN
(1 SHEET)



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CLIENT / Project:
Saint Peter & Assyrian Primary School

Project Address:
Kosovich Place, Cecil Park

Notes:
CONCEPT PLAN ONLY.
NOT FOR CONSTRUCTION.

Tested Using:
* AutoCAD Version 2019
* Autodesk Vehicle Tracking 2019

Drawing Title:
Kosovich Place - West

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Drawing No: 2018-106-01C

Revision	Date	Details
A	11/07/2018	
B	23/07/2018	No Stopping Extended around Cul-de-sac
C	4/09/2018	Emergency Vehicular Crossing Added

