



LINDFIELD LEARNING VILLAGE

COLLABORATE ◦ THRIVE ◦ INSPIRE

OUT OF HOURS EVENT MANAGEMENT PLAN

Lindfield Learning Village

14 September 2021



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1. Introduction

Lindfield Learning Village (LLV) sits at the end of Eton Road, Lindfield. The nearest crossroad is Dunstan Grove which runs beneath the bridge separating Buildings A and B. Aurora College (AC) is a separate, virtual school situated within the LLV buildings, over two levels of Building C.

Key features of the site and its surrounds are:

- LLV comprises 3.6 hectares of land with single road access and egress and is surrounded on the eastern and southern sides by bushland.
- To the west and north east are established residential units (part of the Crimson Hill development)
- To the north west is Charles Bean Oval owned by Ku-ring-gai Council. Community users of Charles Bean Oval often use LLV's car parking spaces on evenings and weekends. LLV has a Community Use Agreement with Northern Suburbs Football Club and notifies them when school events will impact the availability of parking spaces.



Figure 1-1 LLV Site Location

This Out of Hours Event Management Plan (OOHEMP) has been developed for Lindfield Learning Village (LLV) in response to the requirements of State Significant Development (SSD) Conditions E1 to E2, which were applied when the school was developed. Those conditions are:

E1. *Prior to the commencement of the first out of hours events (school use) run by the school that involve 100 or more people (excluding out of school hours care), the Applicant is to prepare an Out of Hours Event Management Plan (school use) and submit it to the Council and Planning Secretary in consultation with Council. 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 (ie. public transport)*
- e) Details of the use of the theatre, auditorium, gymnasium or squash courts, where applicable, restricting use before 8:00am and after 10:00pm;*
- 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.*

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.*

2. Potential Event Schedule

The out of hours events, within this management plan, are defined as any gatherings with 100 attendees or greater.

LLV notes that, due to building works and COVID restrictions over the past two years there are currently no confirmed events held by the school or external parties.

At this point it is uncertain how many of these larger events will be held by LLV or external users. Use of facilities by LLV for out of hours events will be prioritised over external users. This will take some time to determine as the school grows in the next few years. Table 2-1 below provides a list of likely events.

Use of the facilities by NSW Department of Education groups and schools will be considered above external users. There have been over 20 enquiries from external companies who wish to use the Greenhalgh Auditorium for dance and musical events (as they did previously under UTS ownership), or to hire the gym and/or squash courts for club use.

<i>Event</i>	<i>Approximate attendees</i>	<i>Utilised spaces and capacity</i>	<i>Frequency</i>	<i>Duration</i>	<i>Estimated transport modes</i>
Events held by the school					
End of term Mountain Top celebrations	1000-2000 at capacity	Whole school - 2000	Twice annually	4 hours – 5:00pm to 9:00pm	90% car 3% car share 5% walk 2% public transport
TheatreSports	300	Auditorium - 850	4-6 night during Term 2	4 hours	95% car 3% car share 1% walk 1% public transport
School Music events	1200	Greenhalgh Auditorium – 850 Lyric Theatre – 200 Globe Theatre - 100	Twice annually	4 hours – 5:00pm to 9:00pm	90% car 3% car share 5% walk 2% public transport
Friends of the Village (P&C) grounds working bees	300	Grounds	Each term	4 hours	90% car 3% car share 5% walk 2% public transport
Friends of the Village (P&C) Primary Silent Disco	150	Gymnasium	Twice annually	2 hours – 5:00pm to 7:00pm	80% car 10% car share 10% walk

Table 2-1 Anticipated booking types

Most out of hours events will occur from 4:00pm onwards on weekdays, or on weekends and therefore do not overlap with school drop-off and pick-up periods.

3. Existing Conditions

The following operational characteristics have been identified with the hosting of events:

- The school sits within a high-level bushfire zone. During bushfire season, bushfire conditions dictate the use of the facilities for school as well as out of hours events.
- Approximately 120 on-site parking spaces are provided. Staff parking requirements are prioritised with the excess then available to visitors, students, and parents on a first-come-first-served basis.
- This satisfies some of the parking demand associated with events but does not meet the full demand of larger events. These larger events rely on a mixture of on and off-site parking and in some cases, bus transport provided by the visiting schools/groups.
- The public transport network in the school's vicinity is limited and does not generally provide an option for people travelling to and from out of hours events. This results in people travelling by car which puts pressure on available parking on site and in surrounding areas.
- A continuous concrete footpath in the surrounding streets, built as part of the project, encourages walking to events as an option for those who live in the local area.
- Local roads are narrow and permanent "No Parking" zones are in place.

These existing conditions have been considered in development of the OOHEMP.

4. Recommendations

This OOHEMP has grouped events into two categories:

- Up to and including 300 attendees
- Greater than 300 attendees

This is to create a simple framework for use by the school on a range of events. A standard approach can be applied to both the smaller, more frequent events and the larger festival type events that occur less frequently.

4.1 Up to and including 300 attendees

4.1.1 Background

Assuming a vehicle occupancy of 1.5 to 2 passengers per vehicle, events of up to 300 people could generate demand for 150 to 200 vehicles. Some car spaces may be available in the staff parking areas, but this depends on the number of staff staying on for the event. At capacity, it could be assumed that no additional car spaces will be available on-site for school events.

The school has a Community Use Agreement with the local soccer association to use the staff parking after hours. A condition of this agreement states that the school need for the parking spaces is prioritised in cases of after-hours event.

A School Transport Plan (STP) has been prepared to address condition D24. This section has been prepared by Lindfield Learning Village referencing the *School Transport Plan* (Issue 2.1 dated 13/01/2021) prepared by ARUP in consultation with Council and TfNSW. The STP includes arrangements to further promote the use of active and sustainable transport modes including operational transport access management arrangements

4.1.2 Management Plan

- Include out of hours events (school) in the existing 'Events' section of the school website such that the school community and the broader community (neighbouring residents for example) are informed in advance.
- Specifically notify the local football association that parking will not be available for that date.
- Create and maintain a "How to Get Here" (or similar) section on the school website with a Travel Access Guide (TAG) which includes:
 - Recommended walking and cycling routes to the School
 - Location of cycle parking areas

- Public transport options (with links to current service schedules)
- Maps of on-site parking areas including the location of accessible spaces (for eligible users) and any event-specific parking arrangements
- Notification of limited parking surrounding the school and the need to consider other options.
- Include a link to the TAG in any information packs and/or other communications to event organisers and participants.
- On event days, if buses are required for the event, utilise the fencing arrangement for the bus zones and notify attendees of those arrangements.
- Make on-site parking that is not required by its regular users (such as staff and buses) available as event parking. On event days, sign the entry to the staff parking area(s) as either “Staff Only” or “Event Parking Permitted”. This will again ensure that on-site parking capacity is used efficiently and if it not available, circulating trips by people looking for parking will be avoided.
- Utilise the boom gate to restrict access to parking as required. Have event managers staff the boom gate if and when required.
- Wherever practical, stagger the arrival and departure times of events to manage parking demand and minimise network impacts.

4.2 Greater Than 300 Attendees

4.2.1 Management Plan

In addition to the recommendations provided in Section 4.1, the following management measures are recommended for out of hour events expected to accommodate more than 300 attendees:

- At least one week in advance, notify Crimson Hill residents of the event via their Building Managers.
- Encourage participant groups to share transport (carpooling or charter bus/van for example) to the event and provide priority parking and/or drop off and pick up spaces for these vehicles on event day.
- Use event communications and the TAG to inform participants that event day parking is limited, and that carpooling, walking, cycling, public transport, and group transport are recommended.
- For events greater than 1000 people, consider hiring a traffic control company to manage signage and traffic flow.

5. Acoustic Management Plan

A Revised Noise Impact Assessment, inclusive of allowable noise limits and recommended acoustic management, (dated 18 August 2020) has been prepared By White Noise Acoustics as part of the Lindfield Learning Village Phase 2 and 3 SSD submission. This section in the OOHEMP has been prepared by Lindfield Learning Village referencing the *Revised Noise Impact Assessment*.

5.1 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 Lindfield Learning Village. The Applicant must ensure that noise generated by operation of the development does not exceed the noise limits outlined in the Revised Noise Impact Assessment.

5.2 Actions

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

-
- Instructing patrons to respect the amenity of surrounding residents by limiting noise
- Including signage throughout building egress points and site access reminding patrons to minimise noise and respect the amenity of residents
- Staggering exit time so the full crowd does not leave the building at the same time
- Providing event organisers along travel paths to “usher” patrons which are leaving the event
- Instructing patrons and providing signage to prevent loitering of patrons outside the venue; and

- Limiting thoroughfare and access of areas which are in proximity of residential receivers.

5.3 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. LLV staff will evaluate the acoustic management plan as required.