



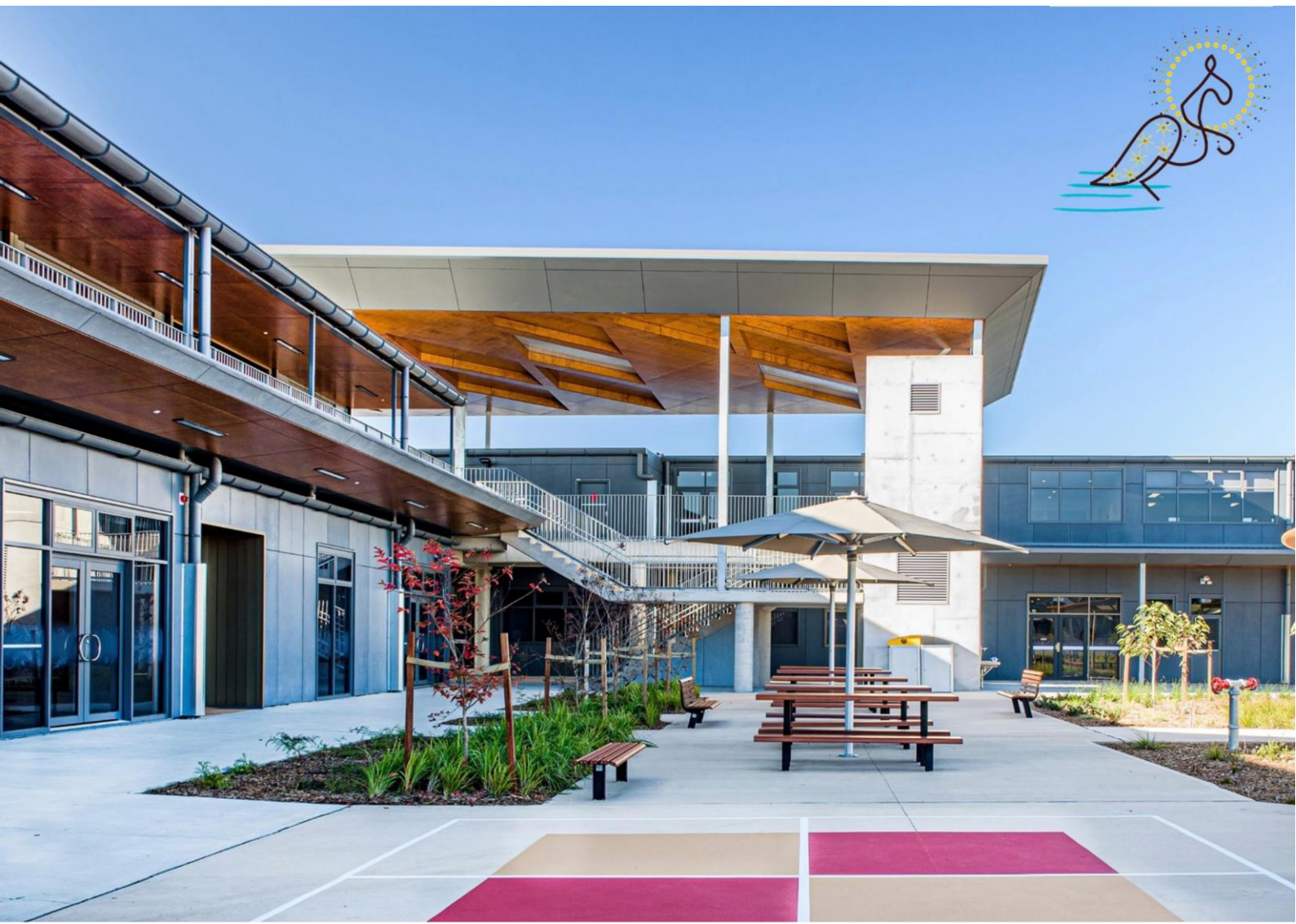
# Out of Hours Event Management Plan

Jordan Springs Public School

NSW Department of Education

16 March 2022

➔ The Power of Commitment



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# 1. Introduction

## 1.1 About the school

Jordan Springs Public School (JSPS) is located in a rapidly developing suburb located in the outer west of Sydney, approximately 53 kilometres from the Sydney CBD. The school was established on 20 July 2020. It is located within the Penrith Local Government Area (LGA), with the large majority of the nearby land use dedicated to low density residential properties.

The school is located at 14-28 Cullen Avenue Jordan Springs NSW 2747 and has street frontages on both Cullen Avenue and Lakeside Parade. It is positioned relatively close to the main Jordan Springs commercial thoroughfare on Lakeside Parade and is within 300 metres of the Jordan Springs Shopping Centre.

The new primary school is the first school in New South Wales that was built using off-site construction methods. JSPS supports a growing K-6 student population, from around 650 students in November 2021 to around 880 students in March 2022 .

Jordan Springs Public School consists of:

- 64 Prefabricated Modules
- 27 flexible learning spaces, including specialist learning spaces;
- Library with Timber Amphitheatre Seating and Hall Space;
- Administrative and staff facilities;
- Covered outdoor learning areas (COLAs);
- Canteen and External Works;
- Landscaping and Site Infrastructure.

The school has two main access points with security gates on Cullen Avenue and Lakeside Parade as shown in Figure 1.

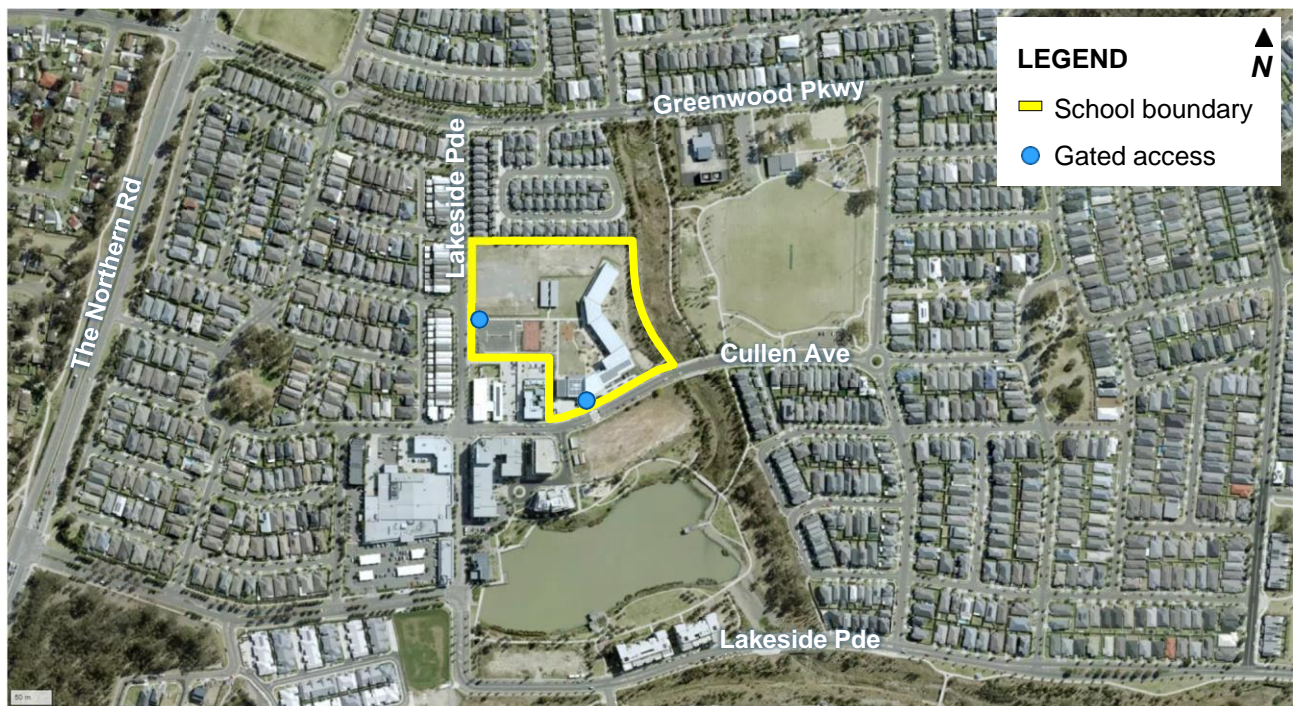


Figure 1 Jordan Springs Public School site location

## 1.2 Purpose of this document

This Out of Hours Event Management Plan (OHEMP) has been developed for Jordan Springs Public School in response to the requirements of State Significant Development (SSD) Conditions E1 to E5, which were applied when the school was developed. These conditions are outlined in the following section. This document also references Penrith City Council's *Event Management Guidelines and Requirements* which outlines requirements for traffic, access and parking control.

The purpose of this document is to capture any out of hours events at Jordan Springs Public School (either run by the school or community) that involve 100 or more people. This document also provides recommendations and a framework for use in managing a range of events.

Note that this OHEMP has been prepared with the intent to be updated and amended over time as needed.

## 1.3 Conditions

**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 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. demonstrate 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 use of the school hall where applicable, restricting use before 8am and after 10pm on week days and until 6pm on Saturdays;
- f. the hall doors remain closed during use;
- g. restricting the use of the sporting facilities between 7am and no later than 6pm on week nights and between 8am and 6pm Saturdays;
- h. measures to minimise localised traffic and parking impacts; and
- i. include 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 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 is to prepare an Out of Hours Event Management Plan (Community Use) in consultation with Council and submit it to Council and Planning Secretary. 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. demonstrate 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 use of the school hall and/or sporting facilities, where applicable, restricting use before 8am and after 10pm;
- f. measures to minimise localised traffic and parking impacts; and
- g. include measures to minimise noise impacts on any sensitive residential receivers, including the preparation of acoustic management plan.

**E4.** The Out of Hours Event Management Plan must be implemented by the Applicant for the duration of the identified community event or use.

**E5.** The school hall and sporting facilities must not be used on Sundays and public holidays.

## 2. Potential Schedule

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

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

JSPS notes that, due to building works and COVID restrictions over the past two years, there are currently no confirmed face-to-face out of hours events held by the school or external parties that involve 100 or more people. Instead JSPS' out of hours events have been held online and are likely to continue being held online.

At this point, it is uncertain how many of these larger events will be physically held by JSPS or external users within the school grounds. This will take some time to determine as the school grows in the next few years.

The use of facilities by JSPS for out of hours events will be prioritised over external users.

**Table 1** Anticipated booking types for out of hours events

Events	Approximate Attendees	Utilised Spaces and Capacity	Frequency	Duration	Estimated Transport Modes
Events held by the school					
No events at this stage with 100 attendees or greater.					
Events held by the external users					
OSHClub	<ul style="list-style-type: none"> <li>– Before school care has an average of 40 students and 3 to 4 staff (44 total)</li> <li>– After school care has 100 students and 10 staff (110 total)</li> <li>– Holiday Program has 55 students and 8 staff (63 total)</li> </ul>	<ul style="list-style-type: none"> <li>– Communal hall/ grass area</li> <li>– Both, staff use school and street parking during school dates.</li> <li>– Staff use street parking during school holidays</li> </ul>	Every weekday, excluding public holidays	<ul style="list-style-type: none"> <li>– Before school care is 6:00 AM to Bell Time (~3 hours)</li> <li>– After school care is Bell Time to 6:30 PM (~3.5 hours)</li> <li>– Holiday Program is 6:00 AM to 6:00 PM (~12 hours)</li> </ul>	Walking, Taking the bus, Driving by car

Depending on the particular type of event (such as noise generating fireworks, rock concerts, drum playing or food stalls etc.) the organisation and planning may trigger certain event and permit requirements for other Council Sections and should be checked against Council's *Event Management Guidelines and Requirements*.

### 3. Existing Conditions

The following operational characteristics have been identified with the hosting of out of hours events (i.e. 4:00pm onwards on weekdays or on weekends):

- 65 off-street parking spaces, including 4 parking spaces allocated for people with a disability. Staff parking requirements are prioritised over visitors. Visitors can park on a first-come-first-served basis after staff. Parents and carers could then use any remaining off-street parking spaces during the out of hours period.
- This satisfies some of the parking demand associated with smaller events but does not meet the full demand of larger events. These larger events will rely on a mixture of on-street and off-street parking and, in some cases, bus transport provided by the visiting schools/groups.
- The public transport network in the vicinity of JSPS 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 pedestrian footpath is provided along both sides of Cullen Avenue and Lakeside Parade and can be used by people walking to out of hours events as an option for those who live in the local area.
- Jordan Springs Public School will continue to advocate to the school community through communication and sustainable travel programs to encourage sustainable travel choice behaviours. This includes promoting annual walk and ride to school days and use of public bus travel to the school amongst other initiatives that are co-designed with the Principal, P&C and Penrith City Council.

Currently the school hall and sporting facilities at Jordan Springs Public School are only used by OSHClub outside of school hours as follows:

- Before School Care: 6:00 AM to 8:30 AM
- After School Care: 2:30 PM to 6:30 PM
- Holiday Programs: 6:00 AM to 6:00 PM

The school hall and sporting facilities are not available for hire by groups other than OSHClub. As such, use of the hall and sporting facilities are limited to the above times. Note that OSHClub do not operate on weekends or public holidays and hall doors shall remain closed during OSHClub use.

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

## 4. Recommendations

This OHEMP has grouped events into two categories:

- Up to and including 100 attendees
- Greater than 100 attendees.

This is to create a simple framework for use by the school and communities 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 Background

Considering that the school is predominantly surrounded by single residential dwellings and local businesses that have their own parking facilities, the on-street parking spaces within the vicinity of the school will generally be vacant outside of school hours. These on-street parking spaces are located on both sides along Cullen Avenue and Lakeside Parade, aside from places that are “No Stopping”.

Assuming a vehicle occupancy of 1.5 to 2 passengers per vehicle, events of up to 100 people could generate demand for 50 to 67 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.

It is also noted that the majority of the out of hours events will typically commence after PM school peak periods (after 4:00pm), particularly with events that will have parents attending (e.g. Information Evenings and Presentation Nights). Note that any out of hours events using the school hall must keep the hall doors closed during use. Some events will also have staggered arrival/departure times (e.g. Parent-Teacher Nights) and as such, the localised traffic and parking impacts will be minimised.

A School Travel Plan (STP, previously Green Travel Plan) has been prepared by GTA Consultants on behalf of the NSW Department of Education in May 2020 to address conditions D12 and D13 for Stage 1 of JSPS. The STP identifies and promotes active travel and encourages reduced reliance on private vehicle trips to and from the school by endorsing alternative sustainable travel modes.

### 4.2 Management plan for 100 attendees or less

The following management measures are recommended for future out of hour events expected to accommodate **up to and including 100 attendees**:

- Include out of hours events (school and external party) in the existing ‘Events’ section of the school website such that the school community and the broader community (e.g. neighbouring residents) are informed in advance.
- 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
  - Identification of on-street parking areas where footpaths and street lighting are provided between the parking area and the school.
  - 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, sign the entry to the bus layby as either “Buses Only” or “Event Parking Permitted”, depending on whether or not the area is needed for bus parking. This will ensure that if the area is not needed for buses, on-site parking capacity is efficiently used.
- 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 is not available, circulating trips by people looking for parking will be avoided.
- Consider having event managers or staff to manage signage and traffic flow, if and when required.
- Wherever practical, stagger the arrival and departure times of events to manage parking demand and minimise network impacts.

It is noted that events with less than 100 people are **not likely** to have a significant impact on traffic, access, parking to trigger any Council requirements regarding Traffic Management Plans (TMP) and Traffic Guidance Scheme (TGS; previously Traffic Control Plan) for traffic, transport and pedestrian access and parking.

### 4.3 Management plan for greater than 100 attendees

In addition to the recommendations provided in Section 4.2, the following management measures are recommended for future out of hour events expected to accommodate **more than 100 attendees**:

- Where variable public-facing signage is available at the school, use it to notify the broader community of events, at least one week in advance.
- Explore opportunities to utilise private off-street parking areas owned by other parties in the local area. This will require consultation between the School, local businesses, and the wider community in the future if an overflow or private off-street parking area is required. If agreement is reached, include the event-specific instructions on the ‘How to Get Here’ website and display signage on event day.
- Encourage participant groups to share transport (e.g. carpooling or charter bus/van) 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 1,000 people, consider hiring a traffic control company to manage signage and traffic flow on the nearby streets (e.g. Cullen Avenue and Lakeside Parade).

In addition to the above management measures, time restrictions apply for use of the school hall and sporting facilities after hours as previously outlined in Table 2 below.

**Table 2** Time restrictions for after hours use of the school hall and sporting facilities

Out of hours event organiser	JSPS facility	Time restriction for after hours use		
		Weekdays	Saturdays	Sundays and public holidays
Run by the school	School hall	8:00 AM to 10:00 PM	8:00 AM to 6:00 PM	Facility use is not permitted
	Sporting facilities	7:00 AM to 6:00 PM	8:00 AM to 6:00 PM	
Run by external parties independent of the school	School hall	8:00 AM to 10:00 PM	8:00 AM to 10:00 PM	
	Sporting facilities	8:00 AM to 10:00 PM	8:00 AM to 10:00 PM	

Events with greater than 1,000 people are **very likely** to require TMP and TGS for traffic, transport and pedestrian access and parking. The TMP and TGS would need to be prepared by a person with the appropriate qualifications. Larger events’ TMP and TGS are also very likely to require referral to and approval from the Local Traffic Committee / Council.

These larger events may likely involve traffic or pedestrian controls in the road and footway areas and will require a Road Occupancy Licence (ROL), depending on the particular type of event. Other more stringent Council Event Management requirements and Police requirements may also be triggered.

## **4.4 Monitoring**

While the school currently has no planned out of hours events for 2021, the School Travel Coordinator will liaise with JSPS staff to update this plan when events involving 100 people or more may be arranged in future.

In line with other operational plans to be implemented for JSPS, the intention is for these event management recommendations to be regularly reviewed and amended to suit requirements of the school and the surrounding residential area. JSPS staff will evaluate the above recommendations as required.

## **5. Acoustic Management**

An Environmental Noise Assessment, inclusive of allowable noise limits and recommended acoustic management, (dated 24 May 2019) has been prepared by Acoustic Logic as part of the Jordan Springs Public School SSD submission. This section in the OHEMP has been provided by TSA Management for JSPS, referencing the Environmental Noise 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 JSPS. The Applicant must ensure that noise generated by operation of the development does not exceed the noise limits outlined in the Environmental Noise Assessment.

### **5.2 Actions**

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

- The school hall doors must remain closed during use;
- 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;
- Restricting amplified sound and music to inside the building;
- 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 who are leaving the event;
- Instructing patrons and providing signage to prevent loitering of patrons outside the venue; and
- Limiting thoroughfare and access of areas that are in proximity of residential receivers.

### **5.3 Monitoring**

In line with other operational plans to be implemented for JSPS, the intention is for these actions to be regularly reviewed and amended to suit requirements of the school and surrounding residential area. JSPS staff will evaluate the acoustic management plan as required.



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