

# Richard Gill School

Stanton Dahl Architects

Stage 1 Operational Transport  
and Access Management Plan

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**SECA**solution 

Richard Gill Music Academy  
Maitland Street, Muswellbrook

## Operational Transport and Access Management Plan

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## 1. Introduction and Summary

### 1.1 Purpose of Report and Study Objectives

#### 1.1.1 Background

The Richard Gill Music Academy Operational Transport and Access Management Plan (OTAMP) has been prepared to satisfy Condition E2 required by the NSW Department of Planning, Industry and Environment.

The project involves the adaptive re-use of the previous Muswellbrook Shire Council building for the development of a school with the initial stage of the educational facilities being Kindergarten to Year 2.

The development will cater for parking and pick up / drop off demands on site by car and bus as well as pedestrian and cyclist access for both staff and students with parents/carers.

#### 1.1.2 Scope of Report

The various tasks identified and completed have included:

| Requirement   |   |
|---|---|
| (a) pedestrian analysis, including the identification of safe route option, that identifies the need for management measures to ensure students and staff are able to access and leave the site in a safe and efficient manner during school start and finish;                | Chapter 2 – Pedestrian Access                         |
| (b) the location of all car parking spaces on the site (except the childcare centre) and their allocation (i.e. staff, visitor, accessible, emergency, etc.);   | Chapter 3 – Car Parking                               |
| (c) the location and operational management procedures of drop-off and pick-up parking;   | Chapter 3 -Car Parking                                |
| (d) the location and operational management procedures for the drop-off and pick-up of students by buses and coaches for excursions and sporting activities;  | Chapter 4 – Bus Services                              |
| (e) delivery and services vehicle management arrangements (ensuring access outside the school peak hours);  | Chapter 5- Site Servicing                             |
| (g) arrangements to ensure that access to the site by students and staff are restricted to Maitland Street and Eucalypt Avenue and that no access is permitted from:<br>(i) the informal stairs along the rock wall to the south of the basketball court; and Eurabbie Avenue | Chapter 6 – Approved Access Arrangements              |
| (h) arrangements to ensure that the staff carpark accessed from Eucalypt Avenue is not utilised by parents to drop-off and pick-up of students;   | Chapter 3 – Car Parking                               |
| (i) arrangements to ensure that the car parking adjoining the childcare centre is not utilised by the school staff or students;   | Chapter 3 – Car Parking                               |
| (j) arrangements to manage the security gates to ensure that the hard-paved basketball court is used as a play area safely by the students and as a car parking area only during school events;   | Chapter 3 – Car Parking<br>Chapter 5 – Site Servicing |

### 1.1.3 Issues and Objectives of the study

The traffic assessment completed to support the approval for the new development assessed the suitability of the existing infrastructure to cater for the traffic and parking demands for the development. The traffic projections allow for the long-term mode share for students accessing the site by bus recognising in the early stages the demand for this will be less due to student ages. The purpose of this plan is to detail the management of the site access for staff and students so ensure that the demand for parking and private vehicle travel can be managed within the site during the implementation of this initial stage of the school's development.

The management measures outlined in this plan can be included on the school's web site and in school newsletters to direct families, staff and visitors to follow the onsite operational plan. This could also be included in new staff and student welcome packs and induction discussions to broadly outline the parking and access expectations.

Consideration has also been given to the existing child care centre located to the front of the site.

### 1.1.4 Planning Context

In developing this Operational Transport and Access Management Plan, the following documents have been considered:

- AS2890 Off-Street Parking
- Muswellbrook Shire Council LEP and DCP;
- Guide to Traffic Management Part 11: Parking;
- Austroads Guides to cycling (various);
- Austroads Guide to Road Design Part 6A: Pedestrian and Cycling Paths; and
- NSW Planning Guidelines for Walking and Cycling
- Transport for NSW Road Safety *Keeping Your Children Safe when Dropping Off and Picking up at School*

## 1.2 Methodology

The methodology applied to the development of this plan focussed on the following key questions:

1. What pedestrian and cycling options are available in the local area?
2. What are the future travel needs of the staff and visitors to the development?
3. How can the existing parking provide for pick up and drop off of students as well as staff and visitor parking?

1.3 Site Location

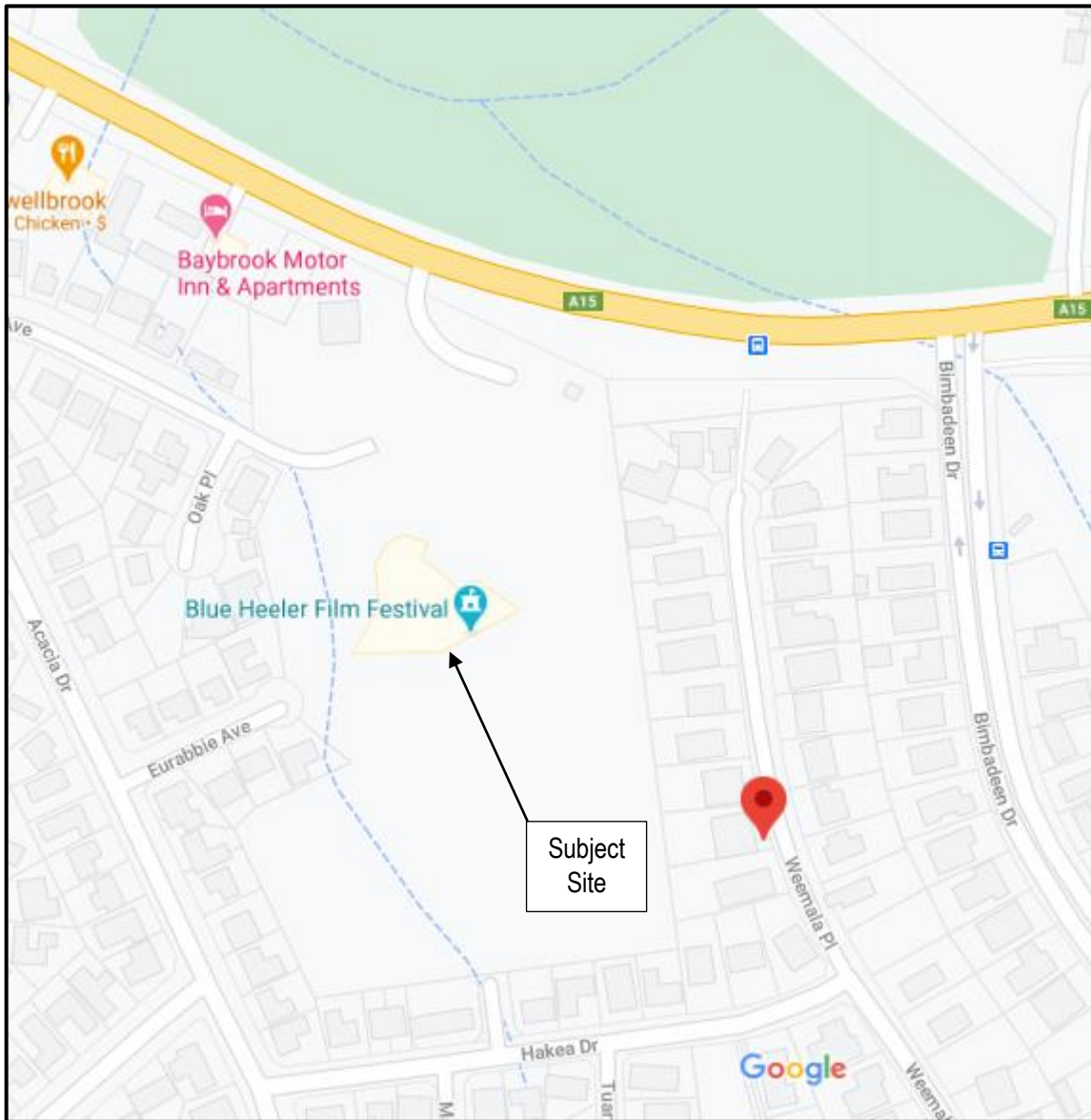


Figure 1-1: Subject site in the context of the local road network



## 2. Pedestrian Access

An assessment has been undertaken to determine the availability of pedestrian links between the local residential area and the school. A radius of 1km was determined with a detailed onsite assessment undertaken for the surrounding streets within 500 metres of the school (Figure 2.1).

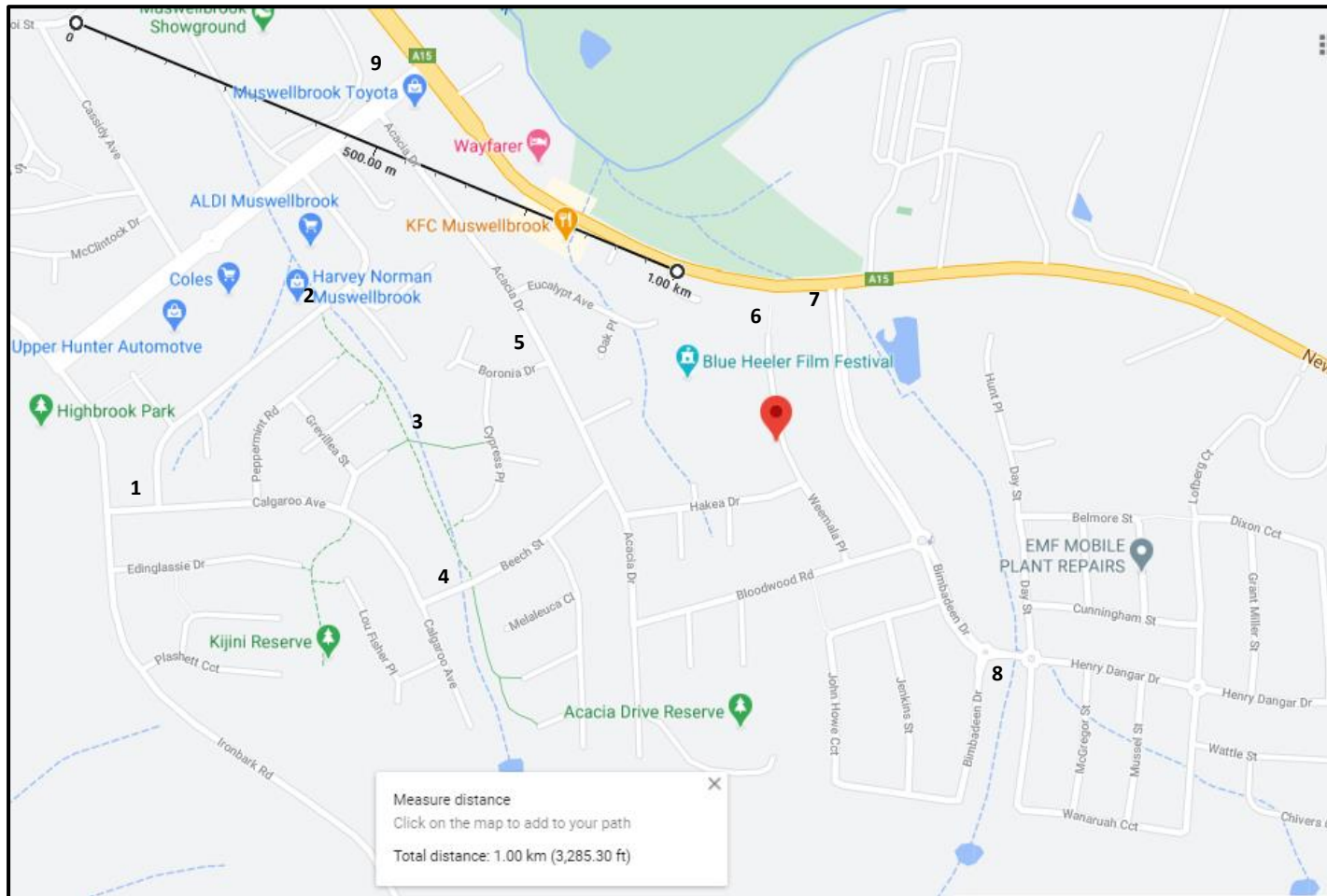





Figure 2-1 Road and path network within 1km of the subject site

| Ref |   |   |
|-----|---|---|
| 1   |    | <p>Calgaroo Avenue showing wide streets and grass verges suitable for pedestrians.</p>                                |
| 2   |   | <p>Peppermint Road showing typical connection between local streets and shared pathway through residential estate</p> |
| 3   |  | <p>Karri Place – network of sealed pathways through the subdivision</p>   |

|          |   |  |
|----------|---|--|
| <p>4</p> |    | <p>Beech Street pedestrian refuge</p>  |
| <p>5</p> |   | <p>Acacia Drive with speed calming to maintain a suitable road environment</p>                                   |
| <p>6</p> |  | <p>Weemala Place connection between local streets and shared pathway running east-west along school frontage</p> |

|   |   |  |
|---|---|--|
| 7 |    | <p>Shared pathway along site frontage (New England Highway/Maitland Street)</p>                                  |
| 8 |   | <p>Wanaruah Circuit shared pathway connecting residential subdivision with shared pathway on Maitland Street</p> |
| 9 |  | <p>Signalised crossing at Maitland Street and Rutherford Road</p>  |

The surrounding residential development to the east and south of the school is well connected with an existing network of pathways and grass verges throughout allowing families living in the area to walk to the school. These pathways provide for connection to the school via Eucalypt Avenue or using the off-road shared pathway along the school frontage and to the east.

A review of the wider pedestrian network along Maitland Street (New England Highway) shows that to the west of the school there are footpaths along this main road with pedestrian refuges and signalised intersections to provide for the movement of pedestrians across the road. The main land use opposite the school is the golf course with a retirement village to the east and so there is minimal pedestrian desire lines anticipated in this direction. Residents to the north-west can use the signals at Rutherford Road to cross Maitland Street.

Within the site there is a pedestrian pathway connecting the school to Eucalypt Avenue allowing for the movement of pedestrians, between the school, the carpark and the local street. As this carpark is only for the use of staff who typically do not leave until students have left the site and arrive prior to student arrivals in the morning the use of the carpark driveway as a shared path can provide a safe walking environment.



*Photo 1 Internal pathways between lower and upper carparks.*

### On-site Management

Depending upon the demand for student pedestrian movements towards the front of the site (shared pathway) consideration may be given to this pedestrian link to ensure that pedestrians are not walking along the main school driveway but also that pedestrian crossing this internal road can happen in a location that is both safe and avoids queues back onto Maitland Road. The demand for this movement in the initial stage of the school is considered very low and requires no management measures however should be monitored as part of the ongoing review of this plan.

### 3. Car Parking

#### Parking

The initial stage shall see the use of the existing parking areas on site being:

- 14 spaces for staff off Eucalypt Avenue
- 35 spaces to the front of the building for drop off and pick up as well as visitor parking as required.

The main carpark provides two accessible parking spaces.

A parking bay is also provided for in the turning head to the west of the carpark. This space is signposted as a bus stop between 8-9am and 2.30 – 4pm and a loading zone, suitable for deliveries and emergency vehicles, outside of these times. The signage schedule is attached as Attachment A.

All staff shall be directed to use the lower (Eucalypt Avenue) carpark as part of their site induction and signage indicates that this parking is for staff use only.

The balance of the parking on site (main carpark) shall be available for parents parking and walking their children into or from the school building. Given the initial stage of the school is for children Kindergarten to Year 2 this approach will be appropriate to ensure all children are under direct adult supervision in the carpark. Adult/children walking signs are to be installed at the approach to the carpark from the school building.

#### On-site Management

Parents/carers shall be directed not to park along the school frontage on Maitland Street.

Parking by parents and carers in the pre-school carpark is prohibited. Signage indicating parking is reserved for Little Kindy Only and wayfinding signage directing parents and visitors to the school or childcare centre is provided.

Parking guidelines shall be promoted in school newsletters at the start of each term as well as in new student and staff welcome packs.

## 4. Bus Services

Bus services for the school shall be provided by private contractor using vehicles up to 22 seats (Toyota Coaster size).

The initial stage of the school will see up to 50 students and a single bus bay has been provided in the turning head of the carpark to allow for the safe movement of students onto and off a bus for the daily bus services.

Although demands for bus travel associated with excursions and sport is expected to be minimal during the initial stage of the school, it will be possible for multiple Coaster buses to be loaded using the main carpark. The management of this will see either the pick up and drop off occurring outside of the start or finish of the school day to ensure no parents are needing access to the carpark or otherwise, if it is a whole of school excursion requires multiple buses at the start or finish of the day, parents could use the overflow parking to the rear of the school building (playground area) and the buses use the carpark for loading.

### On-site Management

Teachers shall be allocated for general supervision of the bus area to ensure safety is maintained.

Students will be directly supervised whilst loading or alighting a bus in the nominated loading bay.

Students catching buses will gather together at the end of the day and be directly supervised until they are on their bus.

## 5. Site Servicing

The contract for waste collection shall be overseen by a suitable member of the administration staff who shall be available to provide access to the waste collection area including the unlocking and re-locking of gates.

Waste removal from the site can be coordinated out of peak school hours and be arranged to occur at times when the waste area can be accessed without impacting the use of the playground/court area to the rear of the school building.

General site servicing (deliveries, maintenance etc), except in the case of an emergency, shall be coordinated to occur outside peak school times, so between the hours of 9.30am and 2.30pm or prior to or at the end of the school day. Parking for such services can be within the loading zone in the turn head west of the main carpark or by using parking in the main carpark.

### On-site Management

Access to rear waste area shall be managed on site with gates to be locked and unlocked by a designated staff member on site

Contractors are to be advised of this of access times at the time of booking or contracting for services and monitored to ensure this requirement is met.

## 6. Approved Access Arrangements

Parent and visitor vehicle access to the school is available from the main entry on Maitland Street only.

Teachers may access the teachers' carpark from Eucalypt Avenue. Signage at this location indicates staff parking only.

Pedestrian access is available from either the Maitland Street or Eucalypt Avenue entry.

No pedestrian access is available to the rear of the school via Eurabbie Avenue. Fencing has been installed to the rear of the school to prevent this access by either students or the general public. This fence shall be monitored and maintained as necessary to control access to the informal rear stairs and desire line to the housing to the south.

### On-site Management

Access to the staff carpark shall be monitored to ensure compliance by parents and carers.

Rear fence shall be monitored and maintained as required to control access

## 7. Monitoring and Review

This OTAMP shall require ongoing monitoring and review to provide for the ongoing development of the site and to support changing circumstances.

Such a review should occur daily during the first week or so, with weekly monitoring for the first month and ongoing regular reviews to consider the needs of the school.

The review should include where appropriate consultation with bus providers, staff, the adjacent childcare centre and the school community.

Once the school is complete and the plan has been fully implemented then an annual review is appropriate.

1: Pole Mounted Give Way Sign



2: Pole Mounted Cyclists Ahead Sign



3: Pole Mounted Reserved Parking Sign



4: Pole Mounted Shared Zone Sign



5: Pole Mounted Child Safety Sign



6: Pole Mounted Bus Stop Sign



7: Pole Mounted Loading Zone Sign



8: Pole Mounted Employee Parking Sign



A: Existing Accessible Parking Signs




9: Post Mounted Directional Sign



10: Column Mounted Bicycle Parking Sign



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Site Signage Schedule