Catherine McAuley Catholic College

Diocese of Maitland-Newcastle

Stage 1 Operational Transport and Access Management Plan

December 2020

SECA solution

Catherine McAuley Catholic College

Medowie Road, Medowie

Operational Transport and Access Management Plan

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Contents

1. Introduction and Summary

1.1 Purpose of Report and Study Objectives

1.1.1 Background

The Catherine McAuley Catholic College Operational Transport and Access Management Plan (OTAMP) has been prepared to satisfy the NSW Department of Planning and Environment in consultation with Transport for New South Wales.

The project involves construction of the initial stage of educational facilities, including a Secondary School and Early Learning Centre as well as a Chapel. It includes the following in this initial stage of construction:

- Interim secondary school (270 students, 25 staff)
- Early learning centre (40 spaces, 15 staff)
- Chapel for school and community use

The development will cater for parking and pick up / drop off demands on site.

1.1.2 Scope of Report

The various tasks identified and completed have included:

(a) detailed pedestrian analysis including the identification of safe route options – to identify the need for management measures such as staggered school start and finish times to ensure students and staff are able to access and leave the Site in a safe and efficient manner during school start and finish;

(b) the location of all car parking spaces on the school campuses and their allocation (i.e. staff, visitor, accessible, emergency, etc.);

(c) the location and operational management procedures of the pick-up and drop-off parking, including staff management/traffic controller arrangements.

(d) the location and operational management procedures for the pick-up and drop-off of students by buses and coaches for excursions and sporting activities during the hours of bus lane operations, including staff management/traffic controller arrangements;

(e) delivery and services vehicle and bus access and management arrangements;

(f) management of approved access arrangements;

(g) potential traffic impacts on surrounding road networks and mitigation measures to minimise impacts, including measures to mitigate queuing impacts associated with vehicles accessing pick-up and drop-off parking;

(h) car parking arrangements and management associated with the proposed use of school facilities by community members; and

(i) a monitoring and review program.

1.1.3 Issues and Objectives of the study

The traffic assessment completed to support the approval for this interim stage of the new development outlines the proposed infrastructure to cater for the traffic and parking demands for the development. The traffic projections allow mode share for students accessing the site by bus. The purpose of this plan is to identify opportunities for staff and students to utilise active (sustainable) travel options and in doing 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 precinct development.

The management measures outlined in this plan can be included on the school's web site to direct families, staff and visitors to follow the on site 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.

1.1.4 Planning Context

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

- Port Stephens Council LEP and DCP;
- Guide to Traffic Management Park 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.

1.2 Methodology

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

1. What travel 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 interim site access allow for the safe and effective movement of staff and students?

1.3 Site Location

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

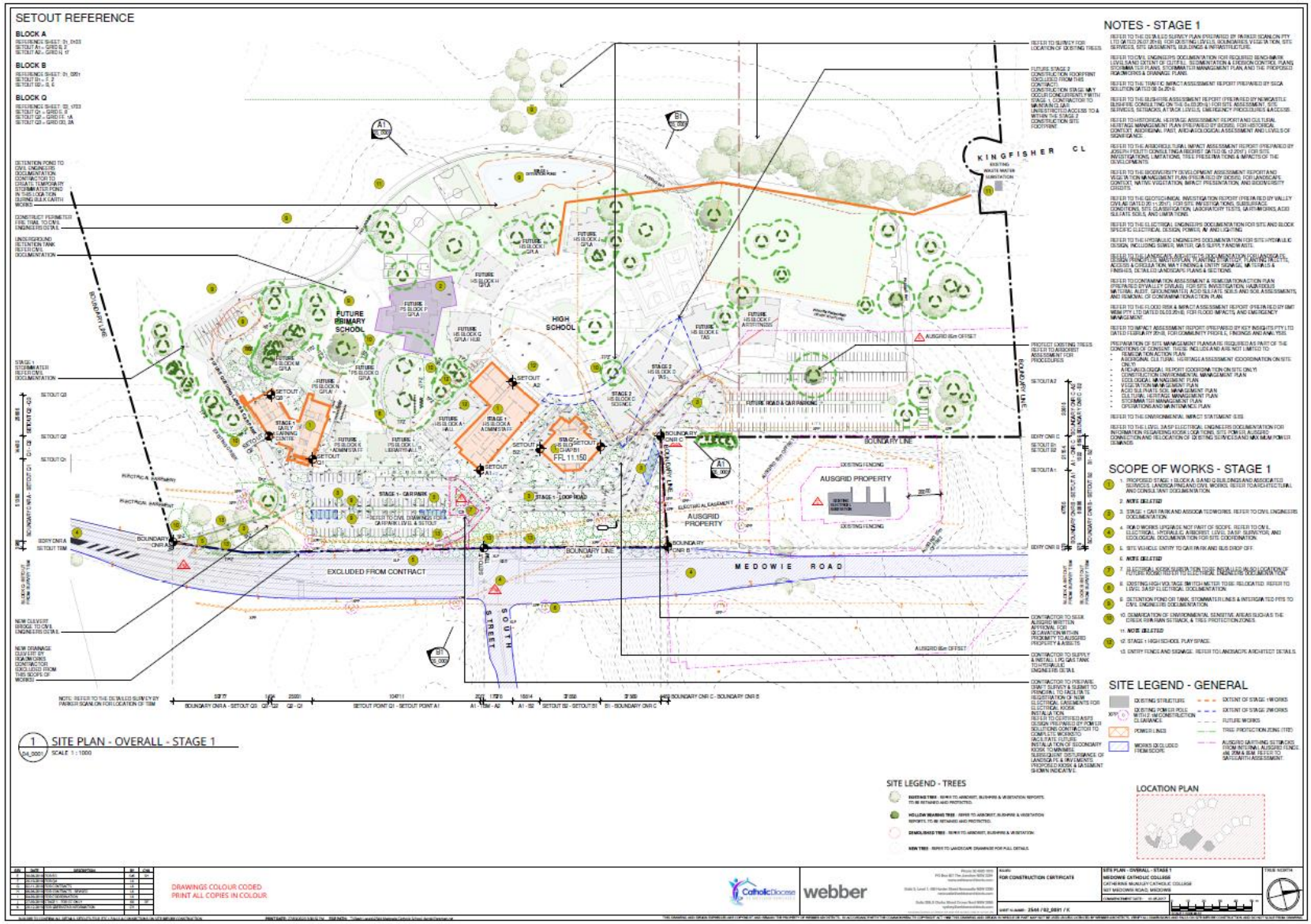

Figure 1-2: Site Plan Stage 1

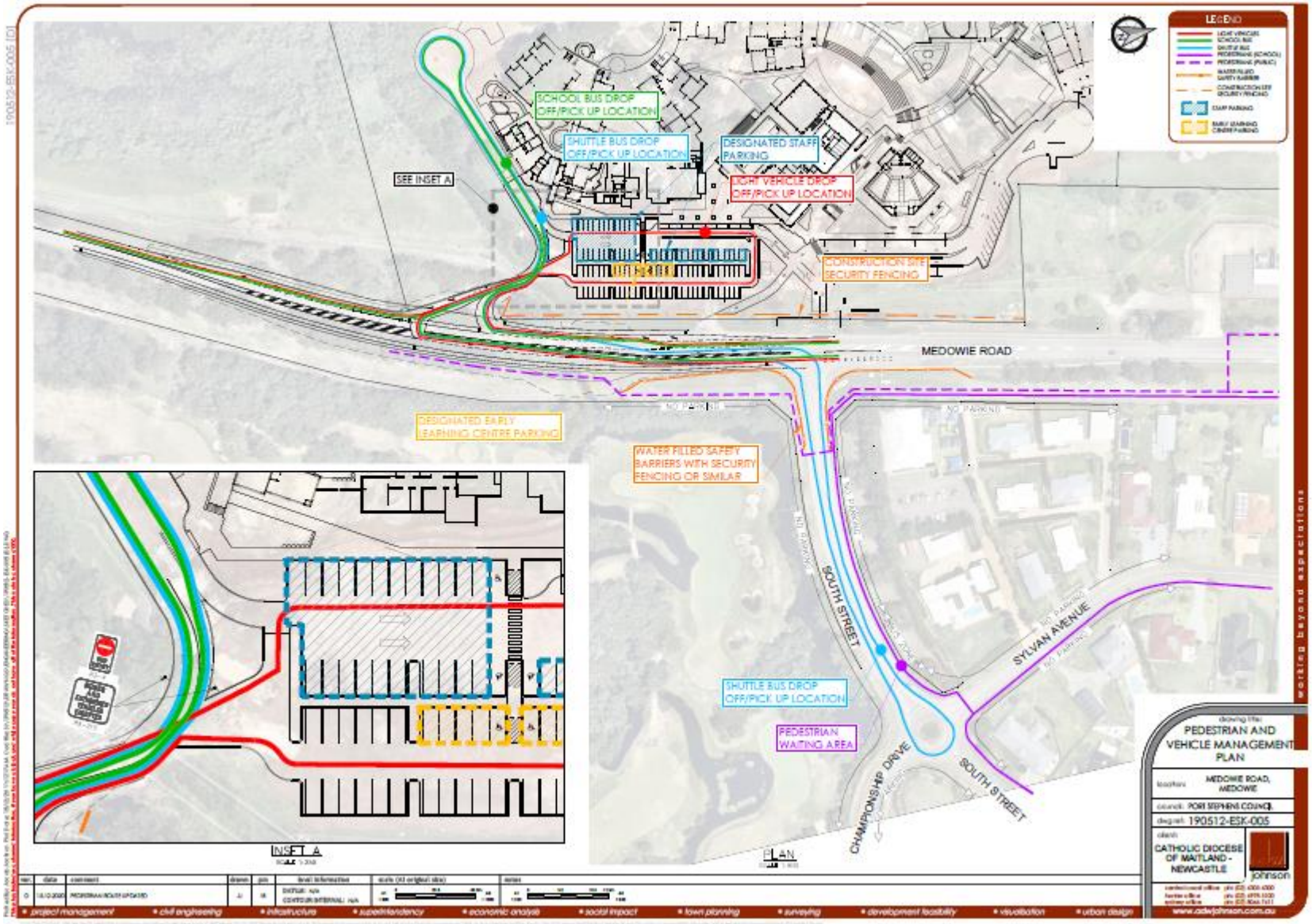

Figure 1-3: Site Plan showing vehicle and pedestrian movements

2. Pedestrian Access (Walk and Wait)

During the initial stage of the school development there shall be no pedestrian access permitted for visitors, staff or students.

An assessment of pedestrian demands associated with this stage shows that these demands shall predominantly be via South Street and potentially via Medowie Road and shall coincide with the start and finish of the school day. This assessment indicates that there could be 20 students needing to cross Medowie Road and so to control theses student a shuttle bus will be provided to accommodate these demands between South Street and the school site.

The management of this is proposed as follows and shown above in Figure 1-3:

1. A bus will shuttle children between the drop off / pick up point on South Street and the school grounds so that students do not have to walk to the school and cross Medowie Road. This shuttle bus will drop students off at the internal bus zone established for the school to the front of the main bus zone.

2. In the morning drop off period, bus movements will occur at 8:30am and again at 9:00am (Monday to Friday)

3. A bus marshal will be present at South Street at the nominated Walk and Wait area between the hours of 7.30am and 9:30am and again in the afternoon (Monday to Friday). In the morning a bus shall seek to stand in the bus zone on South Street enabling passengers to enter the bus and wait for transfer. It shall then return to this stop after its first run to reload for the 9am transfer.

4. Should a student arrive at the pick-up point later then 9:00am, the bus marshal will be present until 9:30am to arrange for the bus to return to pick up the student.

5. After 9:30am all students are to arrive to the school with their parents as part of a late arrival sign in procedure.

6. In the afternoon, students using the shuttle bus will wait adjacent to the designated Walk and Wait shuttle bus stop within the school to await the shuttle bus pick up at 3:10.

7. The shuttle bus transfer will occur at 3:10pm to transport students to South Street, to meet parents or to walk home as required. All students using this shuttle bus will be made aware of this time and adequate time is provided between the end of school bell and 3.10 to ensure all students will be on this bus.

The Walk and Wait area on South Street will require an application to the Local Traffic Committee for a suitable No Parking or bus zone to accommodate the shuttle bus. A review of the existing timetable for Route 136 (Hunter Valley Buses) shows that this bus services South Street at 8.01am and 9.30am. In the afternoon it arrives at 2.15pm and 3.45pm. The shuttle bus will therefore not impact this service.

Consideration may be required of the school services once the 2021 timetables are issued. The current local services that may operate at times which could impact the Walk and Wait schedule are Route 1243 in the morning and Route 1482 in the afternoon. Other services to schools in Raymond Terrace etc are expected to leave or return outside the key shuttle operating period.

1242 – Medowie Christian College and Medowie PS departs South Street 8.10am

1243 – Wirreanda PS departs South Street 8.57am

1433 – Leaves Medowie Christian College at 3.15pm and Wirreanda PS at 3.52pm to travel on towards South Street

1482 – Departs Medowie PS at 2.55pm with South Street an early part of the route

3. Car Parking and Kiss and Drop

Parking

The initial stage shall see the construction of a 96 space car park area along with 8 kiss and drop spaces. Five accessible parking spaces are incorporated into the design with the shared space forming part of the walkways as per AS2890.6.

These spaces shall be designated with staff parking ( ) allocated closest to the entry and within the first parking bays to reduce the need for manoeuvring in and out while other vehicles are entering the car park or using the kiss and drop spaces.

Whilst parent parking for the Early Learning Centre would be desirable closest to the centre, the high turnover of these spaces may see queues form while parents' manoeuvre in and out of parking spaces. Instead parking will be designated closest to the pedestrian walkways on the far side of the carpark to reduce the need for parents with prams or toddlers to walk through the carpark. Whilst the peak demands for this parking is expected to be before and after the main school pick up and drop off, there may be some cross over during peak times.

The balance of the carpark can be available for parents parking and wishing to walk into the school, or during the afternoon for parking and pick up rather than the kiss and drop option. As the initial stage of the school is high school aged students there is little demand expected for parents to walk into the school. This parking is also available for visitors to the school during the day.

Planning for school gatherings or events during this initial stage will be subject to a review of available parking. Such school gatherings are unlikely to involve the families associated with the early learning centre and so all parking can be available for use by parents and attending school staff.

Construction parking is provided in a separate compound to the rear of the site. Access to this is via the fire trail that rings the edge of the overall site. These vehicle movements occur prior to the school opening and after the school has finished for the day, with no overlap.

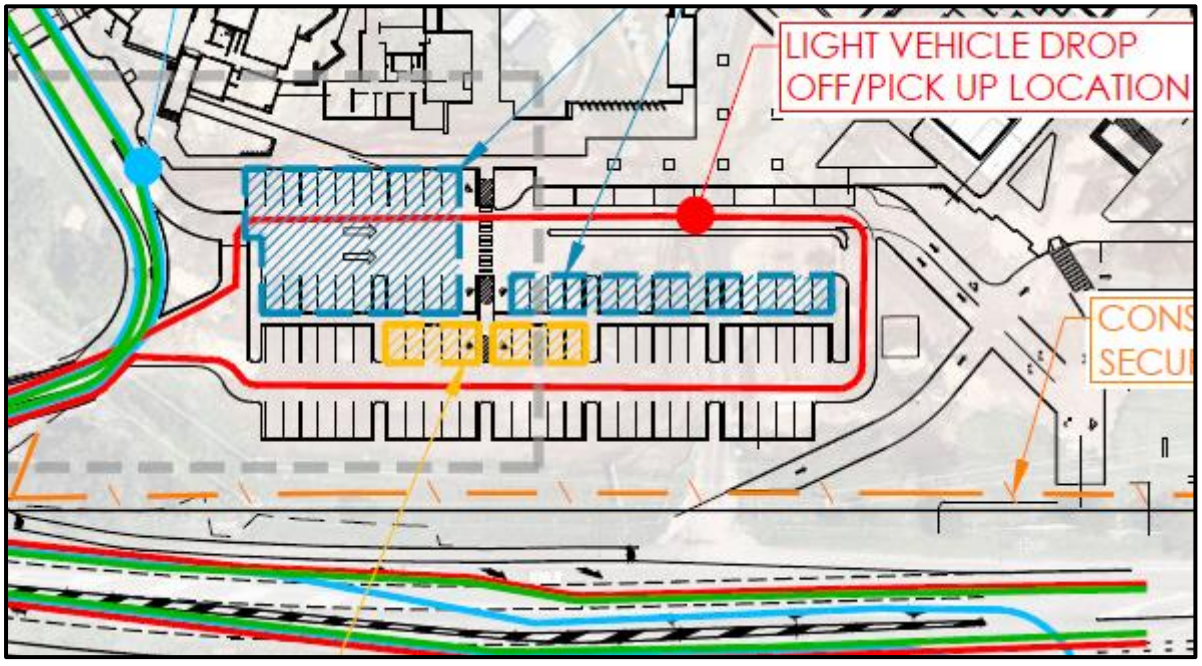

Figure 3-1: Carpark layout and Kiss and Drop location

Kiss and Drop

The Kiss and Drop (●) is located within the carpark with students dropped from the passenger side of the vehicle to the kerb.

No vehicles associated with parents or visitors are to enter the school bus area with all vehicles turning right into the carpark to circulate and exit the school.

Upon entry to the carpark there are two lanes, one into the Kiss and Drop and the other lane to circulate through the carpark to access available parking.
Operational management procedures shall require:

All pick up off students is to occur within the school site. No parking is permitted along Medowie Road and no student are permitted to exit the site as a pedestrian (refer above re shuttle bus).

Morning
No vehicles are to stand in this area.
Should drivers need to leave the vehicle they should use the parking spaces in the far side of the carpark rather than the Kiss and Drop.
Drivers remain in the vehicle.
Students exit the vehicle from the passenger side only to avoid doors opening in the through lane.
The most efficient Kiss and Drop operates when vehicles move forward through the Kiss and Drop zone in a single line rather than pulling out before other cars which creates delays for others.

Afternoon
The Kiss and Drop area will be available once the bell has gone and children are available to be picked up. Prior to this the Kiss and Drop can be closed with a cone or similar.
Drivers arriving prior to the school bell are to use available parking spaces rather than the Kiss and Drop zone. This is to avoid queues within the school access whilst parking is empty.
Vehicles are to display the Surname on the passenger sun-visor to assist with the prompt loading of students.
Drivers are to remain in the car and students are to load into the car from the passenger side only.
Students walking to parked vehicles in the carpark are to remain on designated pedestrian walkway areas rather than walk through the carpark.
A teacher shall manage students near the pedestrian entry to the carpark to ensure they cross in groups to maximise traffic flow in this location. Vehicles will be given the most time possible with students waiting to cross.

3.4 Community Use

The school is unlikely to be used by the community during this initial stage of development whilst facilities such as the school hall and playing fields will not yet be constructed.

The chapel will be operational and is intending on running mass twice a week in the evening (outside of school hours) as well as one day on the weekend. Typical numbers associated with this could be up to 40 people. Parking demands for this can be contained within the site using the Stage 1 carpark and pedestrian facilities.

4. Bus Services

Buses will enter the site between 8:20am and 9:00am. Afternoon services are between 3:00pm to 3:30pm. Routes servicing the broader catchment will be incorporated into other school pick up and drop off services.

School buses shall enter the school and undertake a U-turn within the bus area to then stand within the bus zone in the vicinity of the Early Learning Centre

Initial advice from the bus providers is as follows:

- Port Stephens Coaches anticipate 1-2 buses per drop off and pick up
- Busways anticipate 1
- Hunter Valley Buses anticipate 4-5.

On site management

As this is a high school the requirement for direct supervision is less than for a primary school cohort.

Students catching buses will be aware of their bus arrival time and shall ensure they are within the bus pick up area prior to the bus arrival.

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

The school may look to implement a system where older students are nominated as bus monitors to assist younger students.

On site bus and vehicle traffic management

Bus movements within the school are to have priority over vehicles to ensure efficient and timely movement for these services.

The internal road network has been designed to require vehicles exiting the carpark to give way to buses being on their right.

A Keep Clear zone marked on the internal road at the carpark entry will ensure buses exiting are not impacted by vehicles wishing to turn right into the carpark.

A Give Way to Approaching Buses sign located on the internal bus road will give priority to entering buses as two buses cannot negotiate the culvert and bend. This will also reduce queue lengths on the entry road.

There is adequate queueing available for buses on the bus entry road adjacent to the bus loading zone with buses able to move forward and undertake a turn to approach the loading area.

5. Site Servicing

Waste removal from the site can be coordinated out of peak school hours and be arranged to occur at times to ensure buses and light vehicles do not need to interact with garbage trucks. The occasional demands for the gas refill truck will occur using the fire trail loop or shall service the tank out of hours when internal roads are available.

The construction traffic will access the site via the southern gravel bus loop and fire trail. Such movements occur prior to the start of the school day and finish after. Large construction vehicles and deliveries will be restricted to occur outside of the peak school / ELC drop off times.

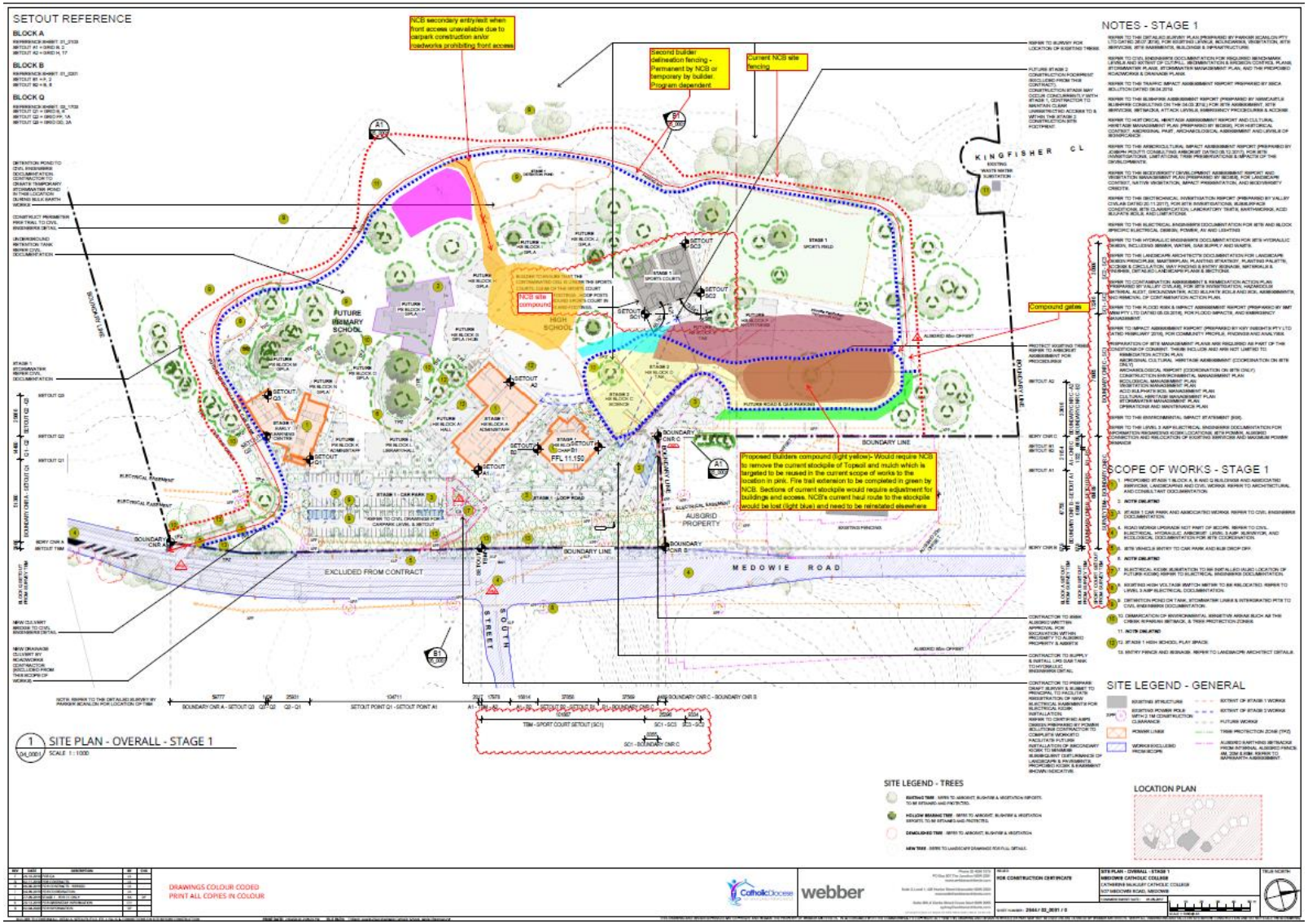

Figure 5-1: Site layout showing construction access and parking

6. Approved Access Arrangements

The traffic impacts associated with the approved access have been assessed by Seca Solution Pty Ltd as part of the approval process with the following findings:

Interim Access controls

For this interim development of the school, the access shall allow for all turning movements inbound and left out only with no right turn out permitted. This will require the provision of a short-left turn deceleration lane for vehicles entering the site, together with a sheltered right turn lane on Medowie Road for drivers entering the site from the north. This layout will be designed to allow for access by the largest design vehicle (bus) with sufficient distance between this access and the South Street intersection to allow vehicles with destinations southbound to use the existing sheltered right turn lane into South Street and complete a U-turn at the roundabout at Championship Drive.

From the work completed for the interim access option, it is considered that the traffic movements associated with the student demands for Years 7 and 8 as well as those associated with the Early Learning Centre can be accommodated on the road network with acceptable delays for the majority of road users. The site access can operate in a safe and acceptable manner with minimal delays and all queues can be contained on site. For the South Street intersection, the traffic turning right out will be delayed, due to the increased demands associated with the school travelling in both directions along Medowie Road. This is a worst-case scenario as this assessment has been undertaken allowing for a high number of drivers wishing to travel south (70%) and with no allowance for diverted trips already on the road network.

Appropriate signage at the exit will direct all vehicles to turn left with this information being provided to parents and carers in enrolment information for both the school and the ELC.

Queuing impacts

This OTAMP has been developed taking into consideration the necessary steps to minimise queueing associated with vehicles accessing the pick up and drop off within the site.

The layout of the carpark and internal roadways has been designed to enable traffic to flow freely in and out of the carpark.

Monitoring as outlined below will provide for on site modifications to the plan where necessary to mitigate queuing if required.

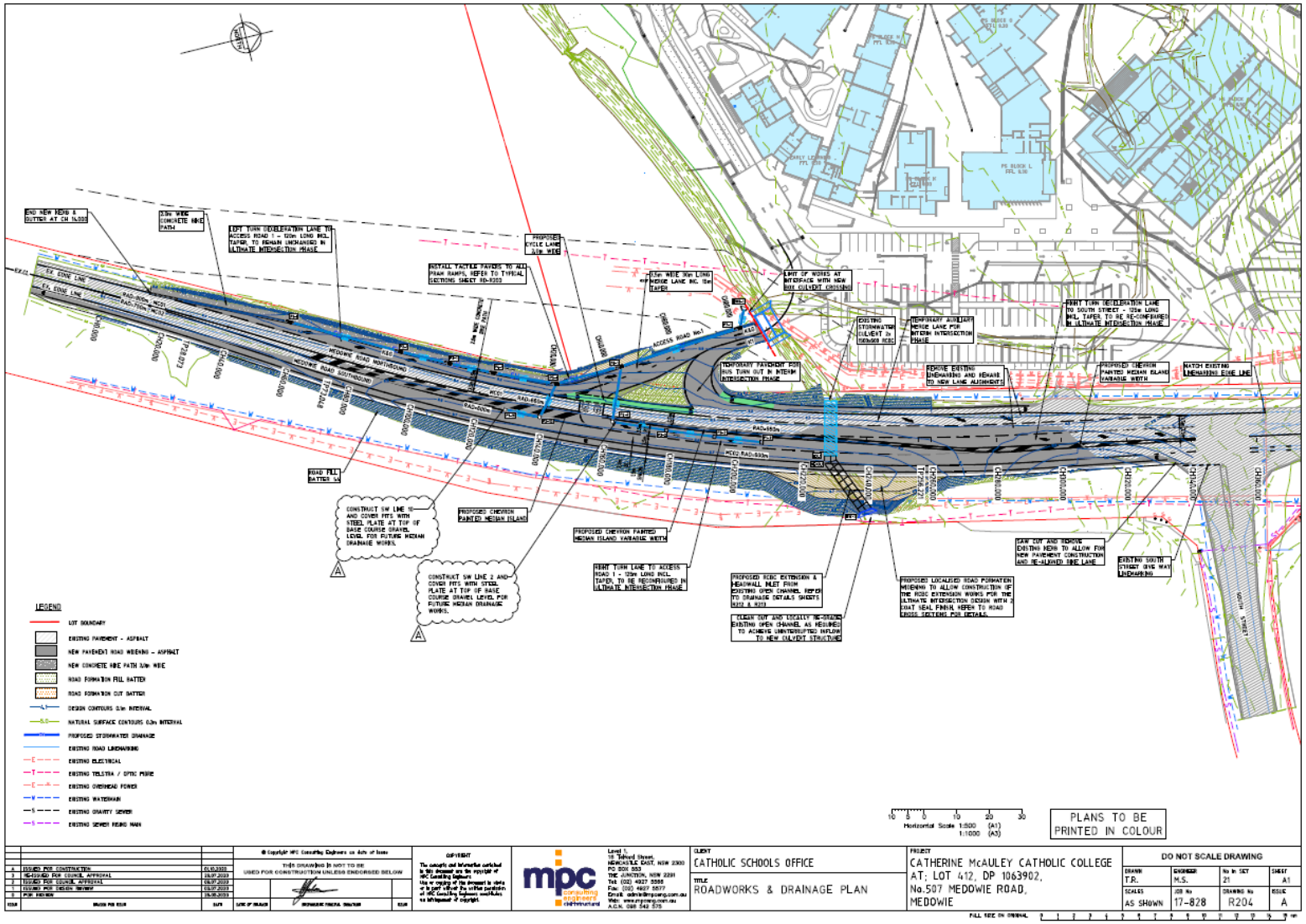

Figure 6-1: Approved Access for Interim Stage

7. Monitoring and Review

This OTAMP shall require ongoing monitoring and review to provide for the implementation of Stage 1 for 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 changes to construction within the site.

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

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