Operational Transport and Access Management Plan

Wentworthville Public School

80021032

Prepared for
SINSW

16 June 2021

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1	8/02/2021	Draft – SINSW Review	Sabal Sharma	Hayden Calvey
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3	9/06/2021	Final	Sabal Sharma	Hayden Calvey
4	16/06/2021	Final-Updated with SINSW Comments	Sabal Sharma	Hayden Calvey

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1 Introduction

Cardno has been engaged by School Infrastructure NSW (SINSW) to provide Transport Planning and Traffic Engineering advice to support the redevelopment of Wentworthville Public School.

The Wentworthville Public School upgrade project will include the design and construction of the following:

- New three-storey building which houses:
  - New Library
  - Special Programs
  - 30 new permanent teaching spaces
- Alterations to existing Library Building to convert it to the new administration
- Alterations to the existing Administration Building to convert it to a new support unit
- Alterations to the existing Block A to convert it into 6 teaching spaces
- External works and landscaping
- Removal of demountable teaching spaces
- Increase in students from circa 700 to 1,000 students

1.1 Scope of Works

The scope of works is to address comments/conditions issued by the Department of Planning and Environment (DPE) with respect to the provision of an Operational Transport and Access Management (OTAMP, Condition Number D10) as detailed below.

D10 Operational Transport and Access Management Plan (OTAMP)	Section
Prior to the commencement of operation, an OTAMP is to be prepared by a suitably qualified person, in consultation with Council, Transport for NSW and RMS, and submitted to the satisfaction of the Secretary. The OTAMP must address the following:	Appendix B- Consultation Records Appendix C- OTAMP Author's CV
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	4.1
b) The location of all car parking spaces on the school campuses and their allocation (i.e. staff, visitor, accessible, emergency, etc.);	4.2
c) the location and operational management procedures of the pick-up and drop-off parking, including staff management/traffic controller arrangements;	4.3
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;	4.4
e) delivery and services vehicle and bus access and management arrangements;	4.4
f) management of approved access arrangements;	3, 4.1
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;	4.5
h) car parking arrangements and management associated with the proposed use of school facilities by community members; and	4.6
i) A monitoring and review program.	4.7

2 Existing Condition

2.1 Site Location

Wentworthville Public School (subject site) is a coeducational primary school, serving years K-6 which is located at 70-100 Fullagar Road, Wentworthville within the Cumberland Local Government Area (LGA). The subject site is located approximately 500 metre south of Wentworthville town centre and 3 kilometres west of Parramatta CBD.

The subject site is bound by Fullagar Road to the north, Garfield Street to the west, Monash Street to the south, and Station Street, Wentworthville to the east.

Figure 2-1 shows the location of Wentworthville Public School.

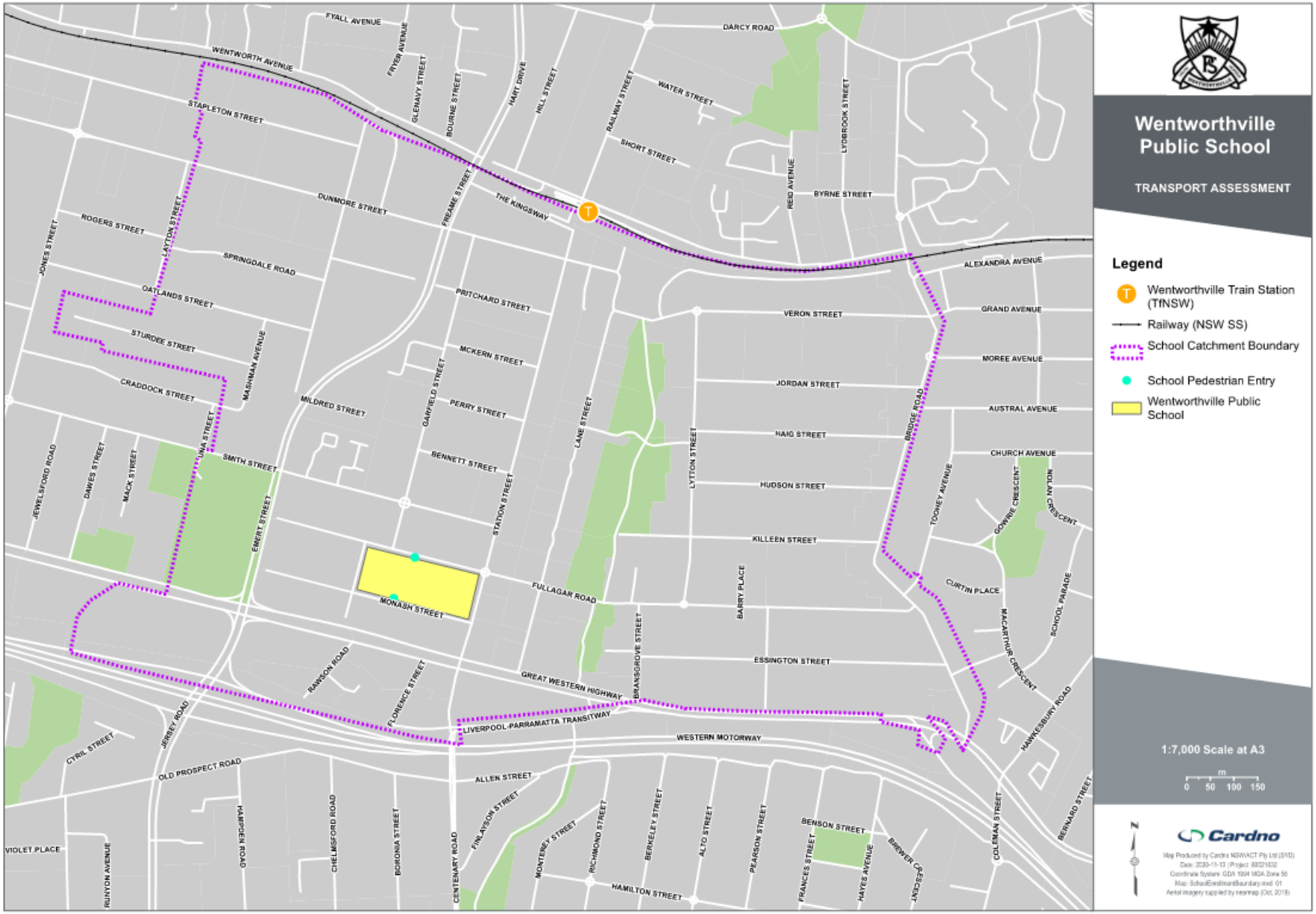


Figure 2-1 Site Context

3 Transport and Access Service Strategy

3.1 Existing Bus Route

A range of bus routes provides access to the school, including public bus services and dedicated school bus services. The closest public bus stops are located along both sides of Station Street to the immediate east of the school site. Further, bus stops are also provided along Fullagar Road. A school bus stop is provided along the southern side of Fullagar Road approximately central to the northern property boundary.

Public bus services connecting the school are as follows:

- Route 700- Blacktown to Parramatta
- Route 709- Constitution Hill to Wentworthville
- Route 818 – Westmead Hospitals to Merrylands
- Route 824– Westmead Hospitals to Parramatta via South Wentworthville.

Based on information obtained from the Hillsbus website (timetable published 04 May 2020), it is understood that three (3) buses currently service the school coinciding with its starting and finishing times, as follows:

- Route 8005 – Operates between Wentworthville Avenue and Wentworthville Public School via Westmead;
- Route 8021 – Operates between Girraween Road and Magowar Road via Wentworthville Public School; and
- Route 2558 – Operates between Wentworthville Public School and Barina Downs Road.

Also, it is understood that Transit System Runs the following bus servicing the school coinciding with the start and finish times of the school.

- Route 7015– Operates between Merrylands Station to Parramatta Marist High School
- Route 7019– Operates between Merrylands Station to Our Lady of Mount Carmel Public School via Greystanes
- Route 7004– Operates between Merrylands Station to Our Lady of Mount Carmel Public School via Greystanes
- Route 7515– Operates between Westmead schools to Merrylands
- Route 7520– Operates between Westmead schools to Walpole Street after Warwick Road

The details of the bus services are provided in **Table 3-1**.

Table 3-1 Bus routes servicing Wentworthville Public School

Route no.	Route Name	Frequency (min)	Pick up/Drop Off Time	Key destinations	Bus Stop Location
Public bus services					
700	Blacktown to Parramatta	15 Minutes	8.01am, 3.03pm (morning drop off and afternoon pick up)	Blacktown, Wentworthville Public School, Parramatta	Station Street, Fullagar Road
709	Constitution Hill to Wentworthville	1 Hour	Only operates between 9.34am – 2.34pm	Northmead, Wentworthville Public School, Constitution Hill	Station Street, Fullagar Road
818	Westmead Hospitals to Merrylands	1 Hour	8.15am, 3.16pm (morning drop off and afternoon pick up)	Westmead, Wentworthville Public School, Merrylands	Station Street
824	Westmead Hospitals to Parramatta via South Wentworthville	30 Minutes	8.06am, 3.06pm (morning drop off and afternoon pick up)	Parramatta Station, Merrylands, Wentworthville	Station Street

Dedicated school bus services					
Morning					
8005	Wentworth Avenue before Station Road to Wentworthville PS via Westmead	*	8.47am (morning drop off)	Westmead, Wentworthville Public School	Fullagar Road School Bus Stop
8021	Girraween Road at Magowar Road at Wentworthville PS	*	8.50am (morning drop off)	Girraween, Wentworthville Public School	Fullagar Road School Bus Stop
7015	Merrylands Station to Parramatta Marist High School	*	8.11am (morning drop off)	Parramatta Marist High School	Station Street
7019	Merrylands Station to Our Lady of Mount Carmel Public School via Greystanes	*	8.38am (morning drop off)	Lady of Mount Carmel Public School, Greystanes	Fullagar Road School Bus Stop
7004	Merrylands Station to Our Lady of Mount Carmel Public School via Greystanes	*	8.41am (morning drop off)	Lady of Mount Carmel Public School, Greystanes	Station Street
Afternoon					
2558	Wentworthville PS to Barina Downs Road before Windsor Rd	*	3pm (afternoon pick up)	Constitution Hill, Wentworthville Public School	Fullagar Road School Bus Stop
7515	Westmead schools to Merryland	*	3.32pm (afternoon pick up)	Westmead, Merrylands	Station Street
7520	Westmead schools to Walpole Street after Warwick Road	*	3.33pm (afternoon pick up)	Westmead	Station Street

* Coinciding school morning and afternoon time

The public transport networks are mapped in **Figure 3-1**.

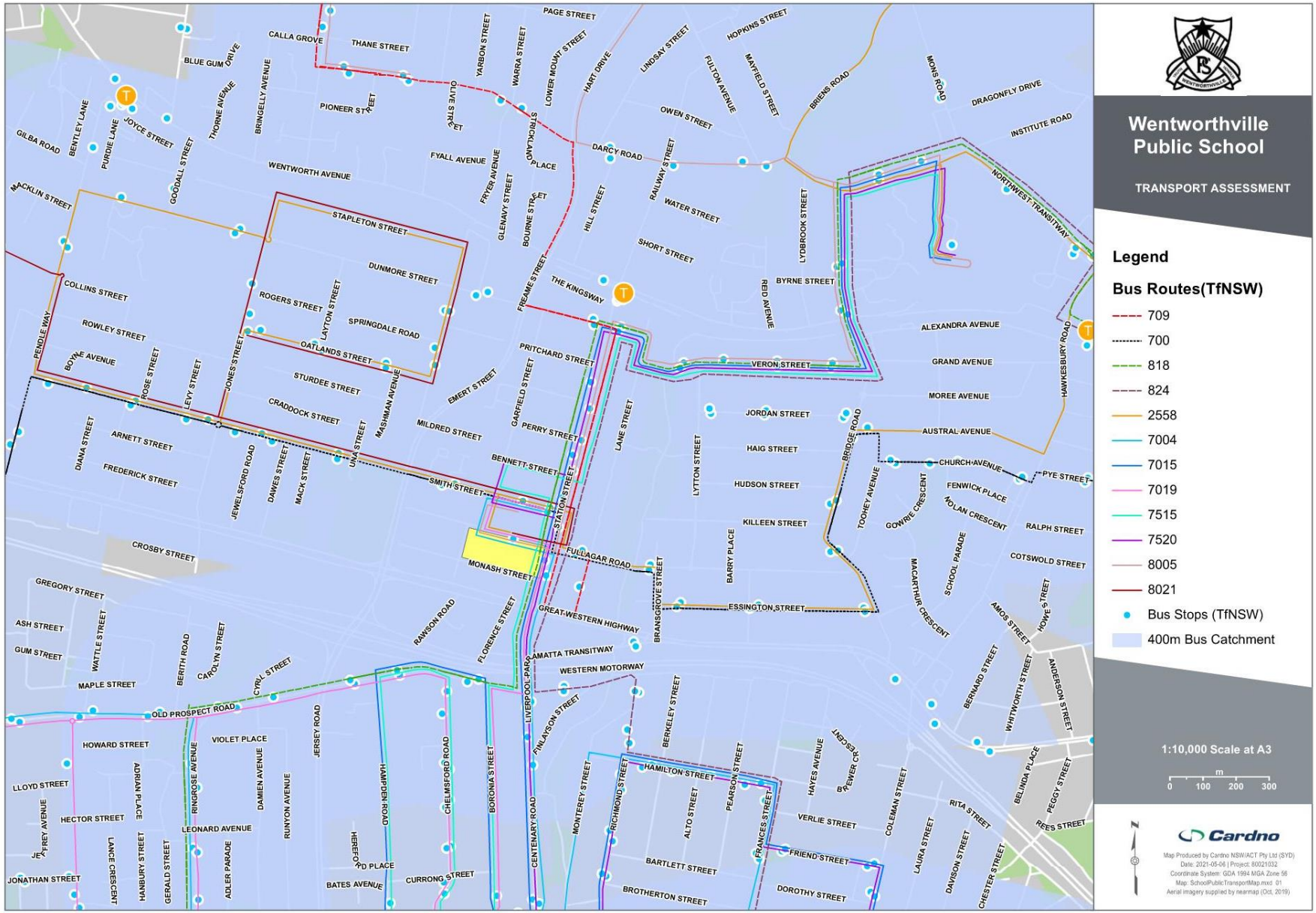


Figure 3-1 Public Transport Network

3.2 Trains

Wentworthville station is located 1 kilometres from the School (approximately a 10-minute walk). The station is located on the Main Western line, serving the Sydney suburb of Wentworthville. It is served by Sydney Trains T1 Western and T5 Cumberland line services.

For users preferring to travel by bus between the School and the station Route 818 and 709 provide services to and from the School and the station.

Rail service information for Wentworthville Station is shown in **Table 3-2**.

Table 3-2 Train service information for Wentworthville Station

Route	Direction	Peak frequency	Off-peak frequency
T1	to City	15 Minutes	1 Hour
	to Richmond	15 Minutes	30 Minutes
T5	to Richmond	15 Minutes	30 Minutes
	To Leppington	30 Minutes	30 Minutes

Source: Transport for NSW, 2020

Although it is not likely that train services will be utilised by students, however, they may provide a sustainable transport option for some staff.

3.3 Existing Walking and Cycling

Pedestrians are supported with the following infrastructure in the vicinity of the subject site:

- Footpaths are provided along both sides of Great Western Highway, Station Street, Monash Street, and Fullagar Road;
- Signalised crossings at the intersection of Great Western Highway are provided over the northern, western, and southern approaches; and
- A raised pedestrian (zebra) crossing is provided over the western, southern, and eastern approach of the intersection of Station Street and Fullagar Road.
- Pedestrian to the school are located Fullagar Road and Monash Street.

The provision of formal pedestrian crossings generally improves safety for pedestrians. Fullagar Road and Station Street frontage has raised zebra crossings which increase safer opportunities and help to disperse pedestrian movements to/ from the school.

High-traffic volume roads are situated near the school, including:

- Great Western Highway – three lanes of traffic in each direction, and pedestrian crossings are only provided at the intersections with Station Street and Cumberland Highway. For pedestrians residing in the south of the catchment, crossing of Great western Highway is available at the intersections at Station Street and Bransgrove Street.
- Cumberland Highway (Emert Street) – three lanes of traffic in each direction, with pedestrian crossings on some approaches at the intersections with Great Western Highway and Smith Street. For pedestrians residing in the north-west of the catchment, crossing Cumberland Highway is available at the intersection at Smith Street.

The abovementioned existing pedestrian infrastructure is shown in **Figure 3-2**.

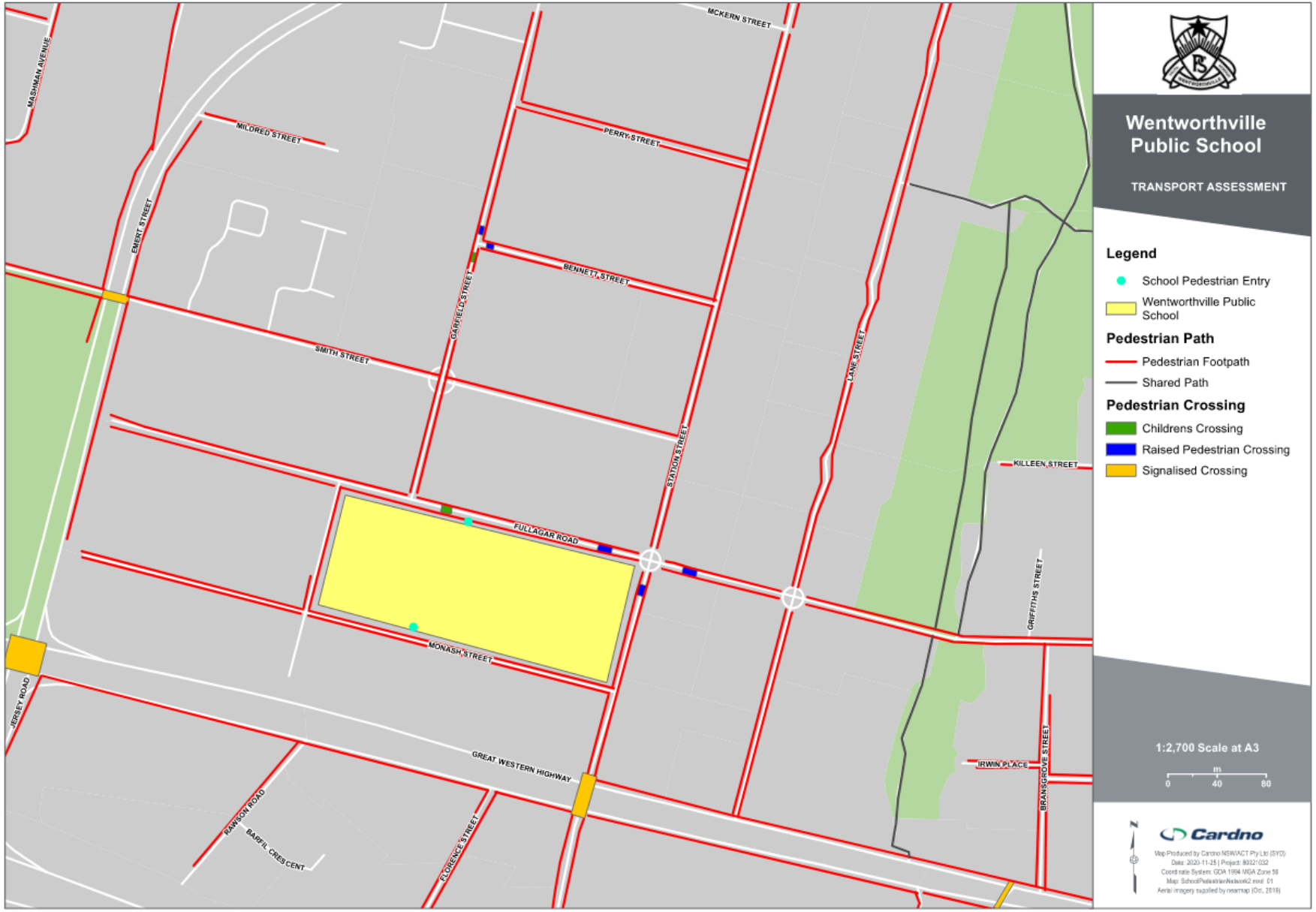


Figure 3-2 School Pedestrian Infrastructure

Students cycling to school can utilise footpaths and shared paths where available. In NSW, children under 16 are allowed to cycle on footpaths. An adult rider who is supervising a bicycle rider under 16 may also ride with the young rider on the footpath. When riding on a footpath, riders must keep left and give way to pedestrians

The school redevelopment will provide 15 double-sided bicycle racks, which are designed in accordance with *AS2890.3-2015* and capable of accommodating up to 30 bicycles. Also, other end-of-trip facilities are proposed to be provided including the showering facilities for staff and Storage lockers for staff.

It is noted that NSW legislation permits riders who are under 16 years of age to ride their bicycle on the footpath. Therefore, the bicycle network for the School can also include the pedestrian network detailed above. Students and parents should keep in mind that:

- Riders must keep to the left of the footpath
- Riders must give way to any pedestrian on the footpath
- Adults must not ride on the footpath unless accompanying a child under 16 years of age
- Helmet laws apply to bicycle riders of all ages Parents should be aware of the applicable road rules surrounding the usage of bicycles.

Further information can be found at the following link:

https://roadsafety.transport.nsw.gov.au/stayingsafe/bicycle-riders/index.html

4 OTAMP Conditions

This section responds to OTAMP conditions.

4.1 Pedestrians

Condition D10 states: 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

The pedestrian facilities in the vicinity of the School is described in **Section 3.3**

Surveys of the pedestrian crossing movements over the crossing facilities denoted as A, B, and C were undertaken on the 28th May 2018 and 31st July 2018 coinciding with the start and finish times of the school. Inspection of Childrens Crossing denoted as 'D' were done on 4/11/2020(during Cardno's site visit) and around 12 parents and students were observed in the peak times.

Figure 4-1 Pedestrian Survey Sites

Table 4-1 provides a summary of the existing pedestrian crossing movements.

Table 4-1 Existing Pedestrian Movements

Crossing Facility	AM(Ped/hr)			PM(Ped/hr)		
	Adults	**Children**	**Total**	**Adults**	**Children**	**Total**
Raised Zebra Crossing (A)	136	218	354	153	274	427
Raised Zebra Crossing (B)	75	113	188	93	149	242
Raised Zebra Crossing (C)	45	73	118	39	63	102
Total	**256**	**404**	**660**	**285**	**486**	**771**

Table 4-1 shows that a significant proportion of students are walking to and from the school as the students which is reflective of the large proportion of students whom live within a suitable walking distance of the school.

Based on the pedestrian crossing movements crossing supervisor criteria set by TfNSW which is 50 students crossing per hour is met by all three crossings and based on discussions with the school principal, it is noted that there is a crossing supervisor at the crossing south of Fullagar Road in both AM and PM.

4.1.2 Current Arrangement

It was observed during site inspection that the school currently follows a staggered start and finish time as described below to maintaining social distancing requirements due to COVID-19 restrictions.

The arrival and departure timings are as follows:

- AM Arrival Times: Parent can choose the arrival time to come
- PM Pick Up Times:
  - 2.45 pm to 2.55 pm pick up time: Kindergarten, Year 1 and Year 2
  - 2.55 pm (school bell) pick up time: Year 3, Year 4, and Years 5, Year 6

During the site inspection, the staggered timing was observed to have a positive impact ensuring students can access and leave the site safely and efficiently.

4.1.3 Childrens Crossing

There is one children's crossing located on Fullagar Road. This crossing shall have "Children Crossing" lags in operation on both approaches. These flags and / or signs shall be on display on during the school zone hours of 8:00-9:30am and 2:30-4:00pm on school days.

4.1.4 Pedestrian Crossing Supervisor

The raised pedestrian crossing on Station Street has a school crossing supervisor as part of the state-wide program run by TfNSW. This crossing supervisor shall be in place during the school zone hours as required. In the event this allocated person is unable to attend on the school day, arrangements wherever possible should be made for a temporary replacement as long as that temporary person holds the necessary traffic control qualifications to undertake the work.

4.1.5 Potential Recommendation

It is understood based on discussion with the school that post-COVID-19 there is no fixed plans to retain the existing staggered start and finish times at Wentworthville Public School.

However, it is recommended that the staggered times should be considered following the completion of the school expansion as the number of students walking to the school is expected to continue increasing as the surrounding locality serviced by the school is understood to undergo further urbanisation in the future characterised by medium / high-density residential land uses. The staggering of 10-15 minutes is sufficient for a primary school.

4.2 Parking

Condition D10 states: The location of all car parking spaces on the school campuses and their allocation (i.e. staff, visitor, accessible, emergency, etc.);

4.2.1 Off-Street Car parking

The school is primarily serviced by a passenger vehicle car park containing 20 formally linemarked staff car parking spaces, accessible off Fullagar Road via a combined entry/exit driveway at the centre of the northern property boundary. There is no change proposed to the existing staff parking spaces provide upon the site as a part of the proposal.

The location of the staff car park is provided in **Figure 4-2**

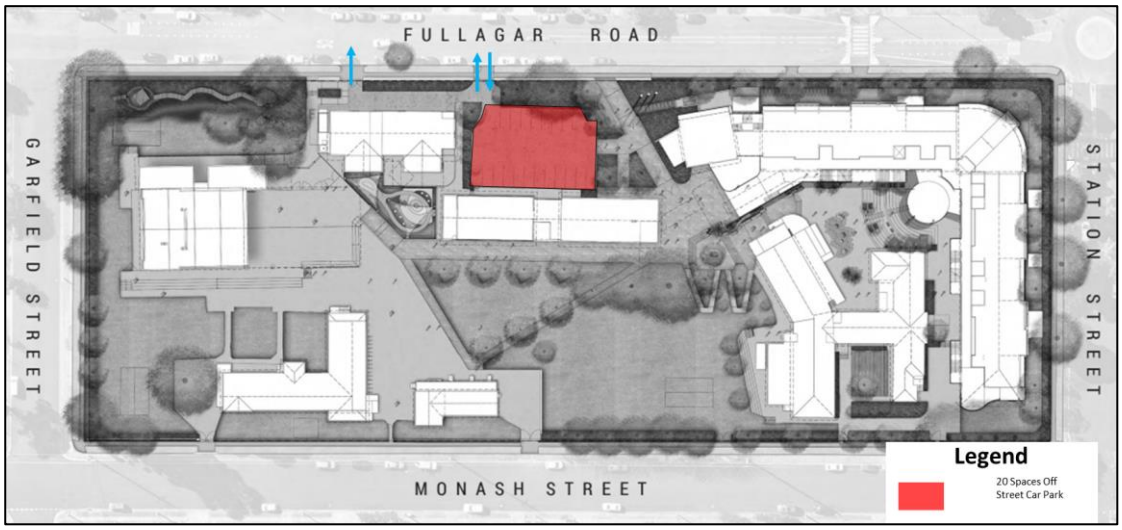


Figure 4-2 Off-Street Car Park Location

4.2.2 Service Vehicle/Emergency Vehicle

The existing combined driveway from Fullagar Road as seen in **Figure 4-2** also accommodates up to one service vehicle a day. There is sufficient area for manoeuvring to ensure all vehicles can enter and leave the site in a forward direction.

It is also noted that emergency vehicles also use the existing driveway in Fullagar to access the site.

The existing vehicular driveway arrangements for passenger, service, and emergency vehicles and the number of service vehicle movements to and from the site are to remain unaltered as part of the subject proposal.

4.2.3 On-Street Parking Availability

On-Street, parking surveys were conducted at the adjoining road network shown in **Figure 4-3** on 25 and 26 February 2019 between 8.00 am – 9.00 am and 2.30 pm – 3.30 pm to coincide with the peak starting and finishing periods of the school.

Figure 4-3 On-Street Parking Location

- The total parking spaces on the surrounding streets were identified to be 177 spaces
- The maximum parking demand was surveyed to be 76 vehicles during the morning peak period resulting in a minimum of 101 unoccupied spaces.
- The maximum parking demand was surveyed to be 98 vehicles during the evening peak period resulting in a minimum of 79

Hence there is plenty of available on-street parking facilities in the school morning and afternoon hours near the school.

4.3 Drop-off /Pick-up Operation

Condition D10 states: The location and operational management procedures of the pick-up and drop-off parking, including staff management/traffic controller arrangements;

4.3.1 School Kiss and Drop

An on-street 'Kiss & Drop' area is provided at Monash Street, along the southern frontage of the school site.

The drop-off and pick up zone provides capacity for 6 cars (approx. 34 metres) as shown in **Figure 4-4**

Figure 4-4 Kiss and Drop Location

The current parking restrictions for the drop off zones are limited to school peak times only, between 8.00 am to 9.30 am and 2.30 pm to 4.00 pm on School Days only. At other times of day, parking in this zone is unrestricted as shown in **Figure 4-5**.

Figure 4-5 Parking restriction at Drop-off and Pick-up Zone

The implementation of a 'No Parking' zone means that parents may not stop for more than two minutes and must remain in or within 3 metres of the vehicle. Further information on parking rules and restrictions can be found at the following website: https://www.rms.nsw.gov.au/roads/safety-rules/road-rules/parking.html

4.3.1.2 Kiss and Drop Management

The functional capacity of the proposed pick-up and drop-off zone is dependent on a management plan for this facility. Based on the information provided by the principal the management plan currently implemented by the school for the kiss and drop is summarised below.

- The school has a registration process to get approval for the kiss and a car number on a laminated A4 sheet is issued to families by the school which is displayed in the front passenger dash /window. Without a pre-approved number, the kiss and drop are not allowed.
- There is a colour coding system implemented for students to safely stand on the grass verge strip closest to the school perimeter fence so children are away from kerb.
- The pickup time is designated at 3.00 pm, with parents/guardians/carers not to arrive before this period.
- A microphone system is installed to ensure clarity of car numbers being called.
- There is always a school staff supervising the students safely upon the arrival of the parent vehicle in the afternoon in all weather conditions.

The current management of kiss and drop is in line with the TfNSW literature with respect to the "pick-up and drop-off initiative" to help children get in and out of cars which are included in **Appendix A**.

Based on discussions with the principal, the current kiss and drop management would be retained and the site inspection showed that the existing management measures were adequate to ensure the safety and efficiency of the kiss and drop as well as to improve the functional capacity of the kiss and drop.

The drop-off and pick-up facility should be continuously monitored and the nominated school staff continue to supervise its operation during peak periods of school activity.

4.3.2 Special Needs Pick Up Drop Off

4.3.2.1 Existing Location and Management

Currently, the pick-up/set-down area for children with special needs is facilitated Gate 8 driveway off Monash Street at the southern property boundary as shown in **Figure 4-6**. It is understood that there are currently three minivans servicing pick up drop off for five special needs students.

Figure 4-6 Existing Special Needs pick up/drop off driveway/gate

It is understood that there are currently 3 minivans servicing the special needs students. When the minivan arrives inside the gate it is received by the staff and the student is then is transferred to the school. In order to ensure safety, it is understood that is operated as a one vehicle at a time process and where the second vehicle can only enter the gate when the first vehicle has departed. The same process is repeated in the afternoon.

4.3.2.2 Proposed Location and Management

A separated pick-up/drop-off facility for mobility-impaired students will be provided within the school as shown in **Figure 4-7**. The F Block of the school is proposed to be converted to a special needs building.

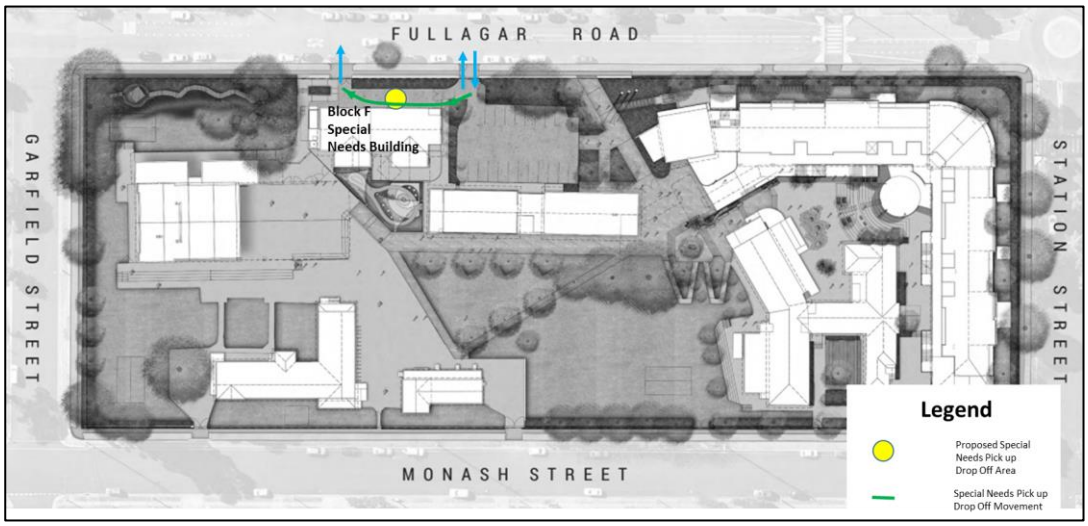


Figure 4-7 Special Needs Pick Up Drop Off

The management plan for the special needs pick up drop off is summarised below:

- The existing driveway along Fullagar Road will provide the ingress movements to the new internal pick-up/drop-off area dedicated to children with special needs.
- Vehicles exiting this pick-up/drop-off area are to do so via an existing driveway, which also provides accessibility to Fullagar Road at the northern property boundary.
- The proposed special needs vehicle movement will be a semicircle in a forward direction.

> The special needs pick-up drop-off will operate with the provision for secured gates to ensure that the second vehicle can't enter the pickup/drop-off area unless the first vehicle has departed.

4.4 Bus Pick-up / Drop-off and Service Vehicle Arrangements

Condition D10 states: 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;

Delivery and services vehicle and bus access and management arrangements

4.4.1 Buses

The nearest bus zone is provided along Fullagar Road next to the children crossing and the signage plan as shown in **Figure 4-8**.

Figure 4-8 School Bus Zone

The school is served by a number of school buses which are listed in **Section 3.1**.

For special events such as excursions, the Fullagar Road bus zone could also be utilised. The Students should be escorted to and from the bus zone and the Coaches and school excursions buses should be scheduled to have arrival and departure times out of peak hours to reduce/ avoid negative impacts on regular public transport.

There are existing pedestrian footpaths along both sides of Fullagar Road which provide convenient access for students travelling to/from the school via school bus from the bus stop.

Parents/guardians are responsible for transporting their children to and from designated bus stops and for their safety at the bus stop while waiting for the bus. The Centre for Road Safety's *"keeping our Kids Safe around School"* makes the following recommendations to parents with respect to safely getting children off the bus.

> Meet children on the bus, never on the opposite side of the road.

> Wait at the bus stop at least one step back from the edge of the road.

> Always wait until the bus has gone, then use a safe place to cross.

> If you cannot meet your child, organise for another trusted adult to take your place.

> Wait at the bus stop and stand at least one step back from the edge of the road.

> Always wait until the bus has gone, then use a safe place to cross.

> Buckle up if the bus has seatbelts

It is recommended that keeping our Kids Safe around School brochure be provided to parents with children at the school.

4.4.2 Service Vehicle

The existing combined driveway from Fullagar Road as shown in **Figure 4-2** also accommodates up to one service vehicle a day. There is sufficient area for manoeuvring to ensure all vehicles can enter and leave the site in a forward direction. The existing service vehicle arrangement and the number of service vehicle movements to and from the site are to remain unaltered as part of the subject proposal.

In order to ensure the safety of children, parents, and staff, all service vehicle activity should occur outside of school periods.

4.5 Potential traffic impacts

Condition D10 states: 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;

Cardno notes from the TIA that the surrounding local intersections of Station Street/Monash Street, Station Street/Fullagar Road, Station Street/Smith Street, and Smith Street/Garfield Street all operate with a level of service 'A' during peak school starting and finishing periods, representing good operating conditions with spare capacity;

The intersection of Great Western Highway and Station Street is assessed to operate with a level of service 'D' during the morning peak hour and a level of service 'E' during the afternoon peak hour. It should be noted that the above-mentioned peak commuter period lies outside of the peak period (2.00 pm – 4.00 pm), where the school generates its peak traffic activity. In this regard, the additional traffic generated by the school is not expected to impact the operations of the Great Western Highway and Station Street intersection.

If congestion and safety issues increase particularly along the Monash Street kiss and drop the existing staggered start and finish times (as discussed in **Section 4.1.5)** could be retained. The staggering of 10-15 minutes is sufficient for a primary school.

4.6 Community Use

Condition D10 states: Car parking arrangements and management associated with the proposed use of school facilities by community members; and

The school site is also currently utilised for the following community services, and these uses will continue unchanged:

- Sydney Academy of Chess
- Sports Foundation Australia (Cricket Nets and COLA)
- Cool Kids Music Company
- Western Sydney Malayalee
- Holy Ghost Prayer
- Natyanivedan Dance
- Wentworthville Public School P&C

The existing off-street car park is associated with staff parking, however for parking associated with community usage of school facilities there is sufficient parallel kerbside parking surrounding the school (as listed in **Section 4.2.3)** which is freely available to the general public. The kerbside parking can be utilised by visitors associated with the on-site community use.

4.7 Monitoring and review program

Condition D10 states: A monitoring and review program.

The school principal will be responsible for monitoring these programs through a variety of means including:

- Staff and student travel surveys.
- Feedback through teachers managing the bus and car drop-off and pick-up area.
- Community feedback directly to the school or directed via Cumberland Council.

This OTAMP is a live document that can be updated as required.

In addition to the recommendations of the GTP, the following summarises the ongoing monitoring /review of transport operations associated with the school:

- The review of Staff and student travel surveys be undertaken within no earlier than 3 months (or 1 term) and then regularly at 1 yearly intervals.
- The travel survey is to capture student travel and staff travel mode share separately to ensure sufficient detail is captured to inform the decision-making process.

4.7.1 Consultation

As part of the OTAMP requirement, consultation with relevant agencies is required. In preparation of this OTAMP, consultation with School, Council has been undertaken and is summarised in **Appendix B**.

4.8 Action and Responsibilities

The person responsible for the overall implementation and evaluation of this plan shall be the school Principal. The Principal is responsible for additional appointments or actions as necessary, which may include:

- Liaison with Parents & Citizens Association (P&C)
- Allocation of other transport 'champions' within the School staff team
- Organisation of monitoring and evaluation processes or review committees
- Distribution of other roles as required

The proposed action items, including the series of measures recommended for the ongoing review of OTAMP are identified in the table below.

Item	Action	Responsibility
Peak Hour Monitoring	Visual inspection of school pick up and drop of operation during morning and evening peak hour	School Principal
	Visual inspection of Special Needs Pick Up Drop during morning and evening peak hour	School Principal
	Visual inspection of school pedestrian entries during morning and evening peak hour	School Principal
	Traffic data collection for analysis if necessary to address any congestion issues	School Principal
Other Items	Set up a governance arrangement with Council, bus operator, TfNSW and School to review and address operational issues every quarter (same committee for GTP items/issues).	School Principal

4.9 Communications Plan

When implementing the OTAMP document, the following shall be considered:

- SINSW Communications Team to share the OTAMP with the school community
  - Initially weekly, however adjusting to very brief monthly transport news articles for the Principal to share with the school community. This may also include reference to the Travel Access Guide (TAG), school's Transport Expectations, Road Safety and signing up for the SSTS, bicycle parking areas and how to report transport issues to the Governance Committee along with any other transport related items
- Governance arrangement with Council, bus operator and TfNSW (to form a Governance Committee) to meet (after an initial inception meeting) quarterly to address and operational issues with the school use of the network
  - The Governance Committee shall be provided with a draft copy of the OTAMP prior to major updates to ensure that any unknown or unforeseen changes by the most relevant authorities can be incorporated in to the plan if necessary.
  - The Governance Committee shall be provided with a final copy of the OTAMP when agreed and updated.
- Data collection and evaluation where necessary, and kept to concise results
  - A review of infractions / non-compliances on the approach to the school site
  - Initially monthly, then quarterly report to the Department of Education regarding progress of the OTAMP (along with other management plans such as the GTP and TPMP)
- Handover plan to train and engage with future School Principals or members of the Governence Committee.

An Indicative communication plan for the OTAMP is highlighted in **Table 4-2.**

Table 4-2 Communication Plan

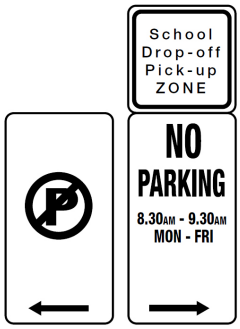
Initiative	Target Audience	Description (including communication channels)	Ownership	Timeframe
Set up a governance arrangement	School, TfNSW, Council	Provide monthly reports with regard to the progress and implemented activities / actions of the OTAMP.	Principal/ SINSW Comms Team	Two weeks at the start of each term
OTAMP Updates	School	Provide updates on OTAMP as necessary	Principal/ SINSW Comms Team	Quarterly

APPENDIX A

KISS AND DROP

School Drop-off and Pick-up
Organising the initiative

What is a school Drop-off and Pick-up zone?



Some schools and councils use No Parking areas, signed as Drop-off and Pick-up, Kiss and Ride, or Kiss and Drop zones.

These areas are always on the school side of the road and are designated by “No Parking” signs.

They provide a safe spot for parents and carers to drop off and collect their children from school by car.

Drivers may drop off and pick up passengers legally within a two-minute timeframe.

What is a school Drop-off and Pick-up initiative?

This strategy allows the efficient use of the Drop-off and Pick-up area during busy times at the beginning and end of the school day.

A driver pulls into the kerb and remains in control of the vehicle while an identified supervising adult from the school community assists students to exit or enter the vehicle.

Kids and Traffic
Safety Door sticker
RTA45091021K

What must be planned?

The school community needs to:

- Consult with the local council to consider whether the traffic environment outside the school would support the initiative without disrupting traffic flow.
- Consider existing school access points and school entry and exit procedures.
- Confirm school community support for the initiative.
- Fully understand all legal issues regarding liability in respect of students and volunteers.

How to implement the initiative

The school community needs to:

- Consider relevant insurance policies and child protection guidelines.
- Determine the operating times of the initiative.
- Develop a system for matching the child to the correct vehicle at pick-up times.
- Develop a roster of those adults approved by the school community to supervise students as they exit or enter a vehicle.
- Communicate details of the initiative’s operation and safety procedures to drivers, students, supervising adults and the general school community.
- Keeping our kids safe around schools has information for principals, parents and members of the school community. Order Safety Door stickers from our online catalogue.

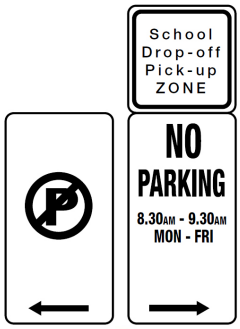
roadsafety.transport.nsw.gov.au

NSW GOVERNMENT | Transport for NSW
Centre for Road Safety

Drop-off and Pick-up zones
Safety tips

Safety tips for drivers using a Drop-off and Pick-up zones

- Always drop off or pick up your child from the designated zone and follow the school's procedures.
- Drivers should remain in their vehicles at all times in the Drop-off and Pick-up zone.
- Make sure children use the Safety Door (the rear footpath side door) to get in and out of the car.
- Make sure the handbrake is applied when the vehicle is stationary.
- Always park legally.
- Avoid dangerous manoeuvres such as U-turns and three-point turns.



Kids and Traffic Safety Door sticker
RTA45091021K

Safety tips for students

- Always get in and out of the vehicle through the Safety Door, the rear footpath-side door.
- Stay buckled up until the vehicle has stopped in the Drop-off and Pick-up area.
- Make sure your school bag and other items are in a safe position, such as on the floor.
- Be ready to get out of the vehicle with your belongings when the car has stopped and you have unbuckled your seatbelt.

Safety tips for volunteers

- For easy identification, wear a safety item, such as a fluoro vest, sash or hat.
- Remain on the footpath when helping students to exit and enter each vehicle, in turn, in the Pick-up and Drop-off zone.
- Do not attempt to direct traffic and do not enter the road environment.

More information

Keeping our kids safe around schools has information for principals, parents and members of the school community.

Order Safety Door stickers from the Centre for Road Safety website online catalogue.

roadsafety.transport.nsw.gov.au

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APPENDIX

B

EVIDENCE OF CONSULTATION

Education
School Infrastructure

Post Approval Consultation Record

Identified Party to Consult:	Transport for NSW
Consultation type:	Email and MS Teams Call
When is consultation required?	Prior to Operation
Why	Condition D10 Prior to the commencement of operation, an OTAMP is to be prepared by a suitably qualified person, in consultation with Council, Transport for NSW and RMS, and submitted to the satisfaction of the Secretary. The OTAMP must address the following
When was consultation scheduled/held	31st March 2021 to 2nd June 2021– email correspondence 11th May 2021- MS Teams Call
When was consultation held	See above
Identify persons and positions who were involved	1. Robert Rutledge Transport Planning Manager Transport for NSW 2. David Surplice Transport for NSW 3. Jacqui Hicks Transport for NSW
Provide the details of the consultation	The purpose of the consultation was to obtain comments to inform the OTAMP.
What specific matters were discussed?	TfNSW advised they reviewed the OTAMP and are satisfied with it. No additional comments were provided.
What matters were resolved?	All required TfNSW comments were resolved
What matters are unresolved?	Nil
Any remaining points of disagreement?	Nil
How will SINSW address matters not resolved?	Nil

Education
School Infrastructure

Post Approval Consultation Record

Identified Party to Consult:	Cumberland City Council
Consultation type:	Email
When is consultation required?	Prior to Operation
Why	Condition D10 Prior to the commencement of operation, an OTAMP is to be prepared by a suitably qualified person, in consultation with Council, Transport for NSW and RMS, and submitted to the satisfaction of the Secretary.
When was consultation scheduled/held	31st March 2021 to 31st May 2021– email correspondence
When was consultation held	See above
Identify persons and positions who were involved	Ashur Tooma Traffic Engineer Cumberland City Council
Provide the details of the consultation	The purpose of the consultation was to obtain comments to inform the OTAMP.
What specific matters were discussed?	The key points raised by the council regarding the OTAMP includes: • The OTAMP has addressed the current school operation. • The OTAMP indicates no changes to the existing school operation in term of stagged times, pick up / drop off times, access arrangement, bus routes, pedestrian / cycleway etc. therefore, it is recommended to monitor the area and review the OTAMP on regular basis. • Any proposed action that would result in affecting on-street parking / public transport / new or modify traffic measures etc. should be in consultation with Council. • Any proposed action / work shall be borne by the applicant at no cost to Council.
What matters were resolved?	All council comments were noted
What matters are unresolved?	Nil
Any remaining points of disagreement?	Nil
How will SINSW address matters not resolved?	Nil

Post Approval Consultation Record

Identified Party to Consult:	CDC Bus/Transit Systems
Consultation type:	Email
When is consultation required?	Prior to Operation
Why	Condition D10 OTAMP
When was consultation scheduled/held	24th March- 21st April 2021 – email correspondence
When was consultation held	See above
Identify persons and positions who were involved	1. Thomas Uthaug Service Development Manager CDC Bus 2. Hannah Shilling Network Project Planner Transit Systems
Provide the details of the consultation	The purpose of the consultation was to obtain comments to inform the OTAMP.
What specific matters were discussed?	CDC Bus/ Transit Systems reviewed the OTAMP. No additional comments were provided.
What matters were resolved?	All comments were resolved.
What matters are unresolved?	Nil
Any remaining points of disagreement?	Nil
How will SINSW address matters not resolved?	Nil

APPENDIX

C

CV

Hayden Calvey

Current Position
Senior Traffic Engineer

Profession
Traffic Engineering

Years' Experience
9

Joined Cardno
February 2017

Education
B.Eng (Civil), University of Wollongong (2011)

Professional Registrations
RMS Prepare Work Zone Traffic Management Plan (0032341679)

RMS Level 3 Road Safety Auditor (02-0754)

Australian Institute of Traffic Planning and Management (AIPTM) Member

Summary of Experience

Hayden brings a unique and varied skill set with a focus on traffic engineering and transport planning. Hayden's extensive experience in working on Local and State Government projects allows him to provide value and expert advice to his clients. Hayden's experience also includes representation at regional panels (i.e. JRPP), public / community forums, Council meetings, Land and Environment Court (L&EC) and numerous stakeholder workshops.

He has extensive experience in undertaking Traffic Impact Assessments, Road Safety Audits, and Traffic Management Plans for construction and operation activities. Hayden takes pride in his work ethic and output to ensure the client receives technically sound analysis and practical solutions.

Significant Projects

Sydney Metro North West Rail Parking & Monitoring Study (Sydney Metro) | 2018 to current. Responsible for the delivery of a comprehensive traffic and parking assessment program in response to the Sydney Metro EIS conditions. The analysis consist of extensive parking surveys and intersection modelling where Hayden is responsible for the review and quality control of modelling outputs. Hayden is also tasked with undertaking stakeholder meetings and presentations with Local Council's as well as Government Agencies such as RMS, TfNSW and SCO.

Rooty Hill Commuter Car Park (Transport for NSW) | 2018 – 2019 Hayden prepared the traffic and parking impact assessment for the proposed new multistorey car park and surrounding station lift upgrade. The assessment included traffic engineering and planning, advice on road safety principles and pragmatic design solutions when required.

C**ambridge Avenue Upgrade (Roads and Maritime) | 2019 to current** Hayden is the project manager on the microsimulation model study of the Cambridge Avenue upgrade. The traffic study is prepared to investigate intersection layout designs and performance for the extension to support urban growth in Hurlstone Park and the Moorebank Intermodal site.

> **Appin Road Traffic Modelling (Lendlease / Roads and Maritime, Sydney Region) | 2017 to 2018** Responsible for intersection modelling of various intersections along the Appin Road corridor using SIDRA, as well as representing the client at key stakeholder engagements (Roads and Maritime Services and Department of Planning) and providing technical and sound advice to adequately steer the project from a traffic engineering perspective.

Sabal Sharma

Current Position
Graduate Traffic Engineer

Profession
Traffic Engineering

Years' Experience
3

Joined Cardno
March 2018

Education
Bachelor of Engineering (Civil Engineering)

Summary of Experience

Sabal is a Graduate Traffic Engineer who joined Cardno in March 2018.Since joining Cardno Sabal has been involved in a number of projects, gaining valuable experience in intersection modelling and traffic impact assessments using software such as SIDRA intersection modelling. Prior to joining Cardno Sabal gained research experience at The University of Sydney where he developed statistical and econometric models.

Significant Projects

> New England Joint Organisation Road Network Strategy 2019-Ongoing. NEJO comprises Armidale, Glen Innes Severn, Inverell, Moree Plains, Narrabri, Tenterfield and Uralla LGAs. Sabal assisted in the review of the road network conditions and capacity. Sabal conducted a review and analysis of the available traffic volumes and crash data.

> Sydney Metro Traffic and Parking Monitoring | (Transport for NSW, 2018-Ongoing) - As part of the parking and traffic analysis, Sabal was responsible for assisting in traffic impact assessment assessing the performance of key intersections around the proposed metro stations.

> Clearways Program Investigations | (Roads and Maritime, 2018) - Sabal was responsible for assisting in traffic and parking data analysis as a part of assessing the impacts and benefits from introduction of new or extended clearways.

> Kogarah Local Environment Plan Strategic Transport Assessment | (Georges River Council, 2018-2019) - Sabal was responsible for assisting in the development of the strategic base model and future year models (2021,2026 and 2031) for the following precincts: Kogarah Town Centre and Kogarah North, Prince Highway – Carlton, South Hurstville Centre, Ramsgate, Blakehurst and Blakehurst Waterfront.

> Lawson Crown Lands | (Blue Mountain City Council, 2018) - Sabal was responsible for preparing a base model summarising existing intersection performances and preparing future base modelling scenarios using SIDRA.Sabal also assisted to provide advice on active and public transport to increase the capacity for all users.

> West Dapto Road, Kembla Grange | (Wollongong City Council, 2018) - Sabal was responsible for estimating traffic generation and modelling the intersections which were impacted by the development of the residential lots and a primary school for the preparation of traffic impact assessment.