

# Traffic and Parking Management Plan (TPMP)

Samuel Gilbert Public School

80021004



**Samuel Gilbert**  
PUBLIC SCHOOL

Prepared for  
SINSW

9 June 2021

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## Table of Contents

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1	Introduction	1
	1.2 Scope of Works	2
2	Vehicle Pick-Up/Drop-Off Management and Orderly Vehicle Queuing	3
	2.2 Orderly Vehicle Queuing	3
3	Bus Accessibility	5
4	Encouraging Safe Behaviour	6
	4.1 Department of Education	6
	4.2 Safety Town	6
5	Pedestrian Movement	7
6	Periodic Review	8
7	Proposed Action Items	8

## Tables

---

Table 3-1	Bus routes servicing Samuel Gilbert Public School	5
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## Figures

---

Figure 2-1	EIS Approved Pick Up and Drop Off	3
Figure 2-2	Suggested Parking Arrangement	3

# 1 Introduction

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

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

- > Two new three storey buildings which house:
  - New Library
  - New Administration
  - 23 new permanent teaching spaces
- > Alterations to existing Library Building to convert it to new permanent teaching spaces
- > Alterations to the existing Administration Building to convert it to new permanent teaching spaces
- > New Hall Building with separate entrance for out of school hours and community use
- > New central axis
- > Removal of demountable teaching spaces

The subject site is located in the north-western corner of Gilbert Road and Ridgecrop Drive, Castle Hill. The site is located approximately 40 kilometres (km) northwest of the Sydney Central Business District (CBD), approximately 13km north of Parramatta CBD, and approximately 4km North West of Castle Hill town centre.

Figure 1-1 shows the local site context for Samuel Gilbert Public School.

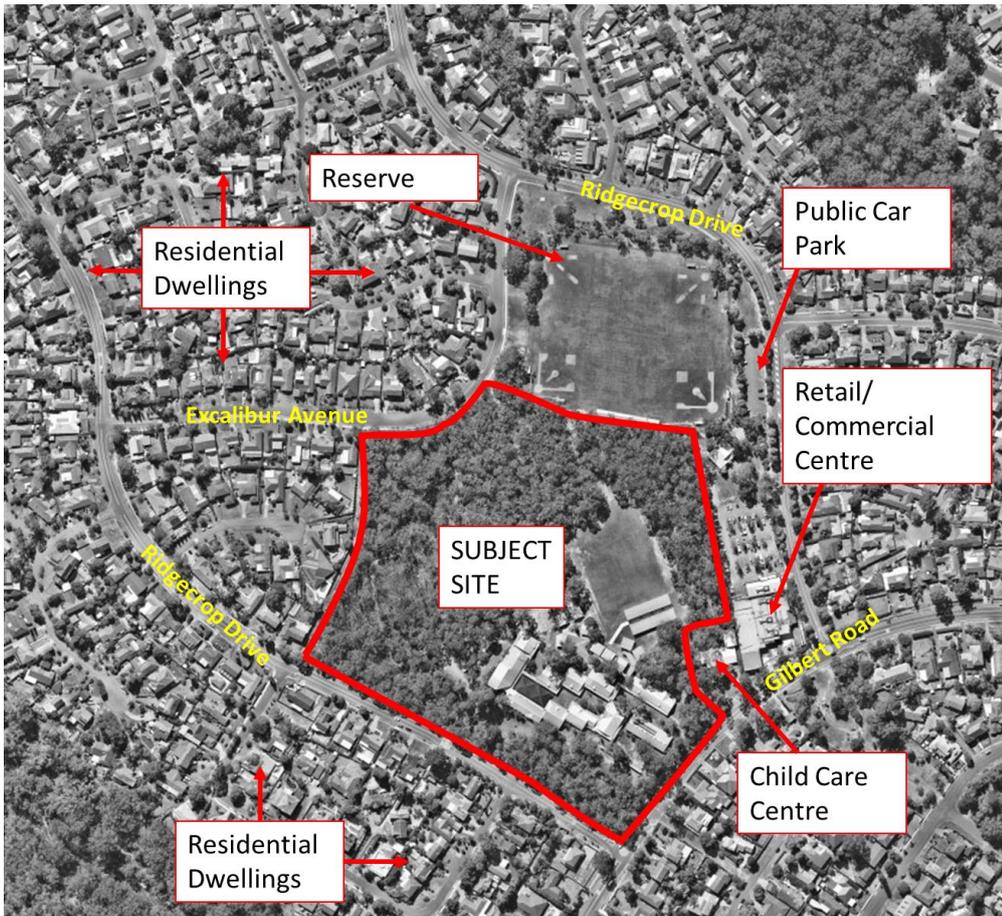


Figure 1-1 Subject Site

## 1.2 Scope of Works

The scope of works is to address SGPS consent condition (SSD9274) issued by the Department of Planning and Environment (DPE) to prepare a TPMP (Condition Number D34) as detailed below:

D34 Traffic and Parking Management Plan	Section
a) kerbside vehicle pick-up/drop-off management and orderly vehicle queuing;	2
b) maintaining bus accessibility and student waiting areas;	3
c) Safe parent and student behaviour during pick-up/drop-off; and	4
d) Safe pedestrian movements to the school entrances, minimising vehicle-pedestrian conflicts.	5

A Traffic and Parking Management Plan (TPMP) is developed to improve safety for students, parents, staff, residents, and other people who drive or walk to the school. It provides practical guidelines on how traffic and parking is managed at and around the school. The effectiveness of the plan ultimately depends on the communication to, and the cooperation of, parents and students, particularly in the periods immediately prior to and after each school day.

## 2 Vehicle Pick-Up/Drop-Off Management and Orderly Vehicle Queuing

As part of the approval, the redevelopment is to modify the current drop-off / pick-up (DOPU) arrangement on Ridgescrop Drive to be split between Ridgescrop Drive and Gilbert Road as per the recommendations contained within the Traffic Impact Assessment (TIA) dated 6 May 2019 (TSA). This is generally shown in **Figure 2-1**.

The parking analysis contained with the TIA identified a demand for some 37 vehicles and equivalent kerbside length of 230m. Based on the new Ridgescrop Drive DOPU zone of some 140m identified in the TIA, need for an additional 90m based on the analysis can be accommodated by the available 132m on the Gilbert Road frontage.

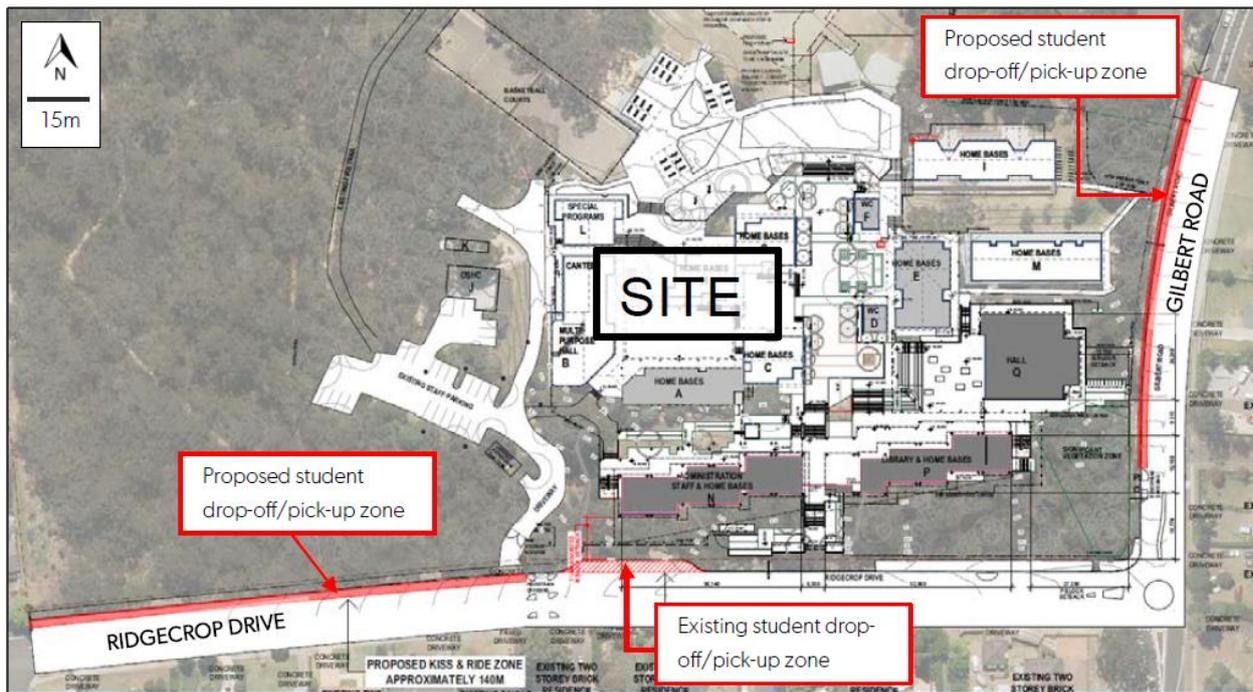


Figure 2-1 EIS Approved Pick Up and Drop Off

On-street parking rules and restrictions are required to be followed by parents wishing to pick-up / drop-off their children at the school. When parking restrictions are violated during the school AM and PM peak hours, nearby school supervisors are required to notify the driver of their misconducts and advise the driver to vacate the space.

Pick up Drop off spaces are to be utilised efficiently and quickly to minimise queuing times. The TPMP recommends that all Pick up Drop off drivers are to display their child’s names on the dashboard to allow Pick up Drop off supervisors to efficiently direct the students to their vehicles:

- > Parents/guardians to identify the student names on the front of cars (to assist teachers with identifying the approaching cars). A pre-approval system could be considered to disperse traffic movements
- > Students to be grouped into designated pick-up zones at Ridgescrop Drive or Gilbert Road. Easily recognisable area (e.g. colour coding or class names) to allow students to congregate in the allocated location.
- > Nominated School Staff to be present at all times at the DOPU zone to supervise the students
- > Avoid sitting in the verge area or having backs facing the traffic.

### 2.2 Orderly Vehicle Queuing

Under the TPMP, Pick up Drop off vehicles arriving along are required to queue in an orderly manner Vehicles arriving are to park within the designated Pick up Drop off areas and other vehicles are to queue

orderly in the Pickup Drop off area. School Staff is recommended to motion the next vehicle to the front Pick up Drop off space, when the previous vehicle has departed.

If congestion and safety issues increase along Ridgecrop Drive or Gilbert Road a staggered school start and finish times is recommended as a potential management measure in order to ensure students and staff can access and leave the site in a safe and efficient manner during school start and finish. For example, letting different grades start and finish at different times, also encouraging parents and carers to drop off older grades slightly earlier and pick them up later than others. These simple strategies can have a positive impact on road safety and traffic congestion and staggering of 10-15 minutes is typically sufficient.

The following staggered start and finish time can be adopted if congestion and safety issues increase

- 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

### 3 Bus Accessibility and Student Waiting Areas

A range of bus routes provide access to the school, including public bus services and dedicated school bus services. Bus stops are located along both sides of Ridgescrop Drive also, bus stops are provided along both sides of Gilbert Road, approximately 50m to the north of the site, in the immediate vicinity of Knightsbridge Shopping Mall. It should be noted that special buses for school excursions, sports events will stop along the bus zone provided along Ridgescrop Drive.

Hill bus operates the following public bus services:

Hill bus operates the following bus services in the Morning and Afternoon:

Morning

- > Route 603 – Operates between Parramatta and Rouse Hill via Glenhaven
- > Route 3062 – St Angela's PS to Marian College via The Hills Grammar School
- > Route 3004 – Oakhill College to William Clarke College via Samuel Gilbert PS

Afternoon

- > Route 3610 – Samuel Gilbert PS to Old Northern Rd after Glenhaven Rd
- > Route 2550 – Samuel Gilbert PS to Castle Hill
- > Route 2578 – St Bernadettes PS to Green Rd after Eric Cooper Dr

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

Table 3-1 Bus routes servicing Samuel Gilbert Public School

Route no.	Route Name	Frequency (min)	Pick Up/Drop Off Time	Key destinations	Bus Stop Location
<b>Public bus services</b>					
603	Rouse Hill Station to Parramatta via Glenhaven	15-30	8.09am, 3.14pm (morning drop off and afternoon pick up)	Castle Hill, Kellyville, Glenhaven, Parramatta	Gilbert Road, Ridgescrop Drive
<b>Dedicated school bus services</b>					
2550	Samuel Gilbert Public School and Castle Hill	*	3.14pm (afternoon pick up)	Samuel Gilbert Public School, Castle Hill	Gilbert Road, Ridgescrop Drive
3610	Samuel Gilbert Public School and Old Northern Road after Glenhaven Road	*	3.05pm (afternoon pick up)	Samuel Gilbert Public School, Glenhaven	Ridgescrop Drive
2578	St Bernadettes PS to Green Rd after Eric Cooper Dr	*	3.30pm (afternoon pick up)	Samuel Gilbert Public School, Castle Hill	Gilbert Road, Ridgescrop Drive
3062	St Angela's PS to Marian College via The Hills Grammar School	*	8.21am (morning drop off)	Samuel Gilbert Public School, Hills Grammar School, William Clarke College	Gilbert Road, Ridgescrop Drive
3004	Oakhill College to William Clarke College via Samuel Gilbert PS	*	8.12am (morning drop off)	Samuel Gilbert Public School, Oakhill College, Castle Hill	Gilbert Road, Ridgescrop Drive

\* coinciding with school times

## 4 Encouraging Safe Behaviour

The NSW Government provides guidance and education on issues such as illegal parking, unsafe crossing behaviour and pick up and drop off procedures and have produced a Towards Zero plan, which outlines safety protocols for parents and student using cars (pick up, drop off), bus, and walk trips.

The TPMP recommends that the 'Keeping Our Kids Safe Around Schools' Fact Sheet should be summarised and referenced in School Newsletters or emails to promote and remind parents and students of safe behaviour.

Some examples of the safe behaviour measures from 'Keeping Our Kids Safe Around Schools' Fact Sheet that can be referenced in School Newsletter are outlined below:

- > Make sure your children are fastened in the correct child car seat for their age and size and that it is fitted correctly.
- > Stick to the 40km/h speed limit in a school zone and look out for children who may be about. • Watch for flashing lights on buses. They let you know that there may be children crossing or about to cross the road. A 40km/h limit applies when school bus lights flash.
- > Always give way to pedestrians particularly when entering and leaving driveways.
- > Always park and turn legally around schools. Manoeuvres such as U-turns and three-point turns are dangerous during busy school drop-off and pick-up times.
- > Drop your children off and pick them up on the school side of the road in your school's designated drop-off and pick-up area. Never call out to them from across the road – they may run to you without checking for traffic.
- > It's safest for children to get out of the car through the Safety Door, away from passing traffic. This is the rear footpath side door of the car

### 4.1 Department of Education

The Road Safety Education Program has provided educational resources and professional development to teachers and childhood educators throughout NSW since 1986. It forms part of the formal school curriculum and pre-service training for teachers. Through this program, teachers are provided with professional learning and advice to equip them with the knowledge and skills to teach quality road safety education.

The program is funded by the Centre for Road Safety in government and non-government schools. Road safety is taught in the learning area of Personal Development, Health and Physical Education (PDHPE). All students study PDHPE throughout primary school to Year 10.

Topics covered regarding independent travel include walking to school safely, safety on public transport, always wearing a helmet when riding and skateboarding safely.

Information is also available on the NSW Department of Education website in the following link:

<https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-across-the-curriculum/road-safety-education/safe-travel>

### 4.2 Safety Town

Safety Town is a road safety education resource for teachers, students and families. It provides a variety of interactive learning activities for students from Kindergarten to Year 6. Teachers are provided with comprehensive teaching notes to support the use of the interactive activities, and support learning as part of PDHPE, English and Mathematics.



Information is also available on the NSW Department of Education website in the following link:

<https://www.safetytown.com.au/>

## 5 Pedestrian Movement

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The school surrounding is supported by the following pedestrian infrastructure:

- > Footpaths along both side of Gilbert Road and Ridgecrop Drive.
- > Midblock pedestrian crossing within Gilbert Road approximately 20m to the north of the southmost roundabout junction with Ridgecrop Drive.
- > Pedestrian refuge within the splitter island of the western approach of the southernmost junction of Gilbert Road and Ridgecrop Drive.
- > A raised wombat pedestrian crossing across Ridgecrop Drive approximately 50m west of the easternmost junction with Galahad Crescent.

The following should be followed by students:

- > Students, parents and carers are asked to cross roads at designated crossing points such as pedestrian crossings, pedestrian refuges or signalised intersections.
- > When crossing at traffic lights, only commence crossing when the green pedestrian signal is displayed and traffic has come to a complete stop.
- > When crossing at children's crossings, only commence crossing the road when directed by the crossing supervisor.
- > When crossing at pedestrian refuges and signalised intersections, only commence crossing when there is a suitable gap in traffic. Inexperienced pedestrians should be accompanied by an adult when crossing at these locations.

Students should be remember the 'Stop, Look, Listen, Think' approach when crossing the road

- 'Stop' clear of the kerb
- 'Look' for traffic to the left and to the right
- 'Listen' for cars approaching
- 'Think' whether it is safe to cross
- To always look and listen whilst crossing the road

## 6 Periodic Review

The TPMP will be implemented as part of the ongoing operation of the redevelopment of the School and will be reviewed annually and updated as required.

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

This document should be made freely available to the community. Any updates to the plan should be communicated to stakeholders including staff, parents, etc.

## 7 Proposed Action Items

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

Item	Action	Responsibility
Peak Hour Monitoring	Visual inspection during morning and evening peak hour	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 and OTAMP items/issues).	School Principal

### 7.1 Communications Plan

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

- > SINISW Communications Team to share the TPMP 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 TPMP 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 TPMP 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 TPMP (along with other management plans such as the GTP and OTAMP)

Handover plan to train and engage with future SINISW / Department of Education Travel Plan Coordinator, new School Principal and/or member of the Governance Committee.

An indicative communication plan for the TPMP are highlighted in **Table 7-1**

Table 7-1 Communication Plan

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