

26 November 2019

info@asongroup.com.au

+61 2 9083 6601

Suite 5.02, Level 5, 1 Castlereagh Street

Sydney NSW 2000

www.asongroup.com.au

Urbis
Angel Place, Level 8, 123 Pitt Street
Sydney NSW 2000

Attention: Anna Wang; Senior Urbanist

Re: Meriden School, Strathfield – Request for Further Information

Dear Anna,

The following table provides our response to the request for additional information, received from the NSW Department of Planning, Industry and Environment (DPIE) as well as Roads and Maritime Services (RMS) and Transport for NSW in relation to SSD-9692.

Table 1: Response to RFI

Item	Comment	Ason Group Response
DPIE Comments		
1.	<p><u>Traffic and Parking Management Plan:</u></p> <p>A Traffic and Parking Management Plan (TPMP) is required which details the measures to safely manage the daily transport to/from the respective school campuses.</p> <p>Traffic management measures that need to be addressed include:</p> <ul style="list-style-type: none"> • vehicle pick-up/drop-off management and orderly vehicle queuing; • maintaining bus accessibility and student waiting areas; • safe parent and student behaviour during pick-up/drop-off; and • safe pedestrian movements to the school entrances, minimising vehicle-pedestrian conflicts. • The TPMP must also detail the responsibilities of various personnel executing the plan and include measures to monitor, review the performance and make improvements to the plan. 	A preliminary TPMP is provided as Attachment 1 .
Transport NSW and RMS		
2.	<p>The following requirements being included in any determination issued by the department:</p> <ul style="list-style-type: none"> • All buildings and structures, together with any improvements integral to the future use of the site are to be wholly within the freehold property (unlimited in height or depth), along the Redmyre Road boundary. • All demolition and construction vehicles are to be contained wholly within the site and vehicles must enter the site before stopping. A construction zone will not be permitted on Redmyre Road. 	<ul style="list-style-type: none"> • All buildings and associated uses which relate to this SSDA are contained wholly within freehold property along the Redmyre Road boundary. • A construction zone is not required on Redmyre Road. Construction would be subject to a Construction Traffic Management Plan (CTMP) which would ensure appropriate management measure are implemented. • A Draft CTMP was developed and submitted as part of the SSDA which provided high level principles of truck routes, lengths, access arrangements and timeframes. This would be developed further in consultation with Council, once more

	<ul style="list-style-type: none"> A Construction Traffic Management Plan detailing construction vehicle routes, total number of trucks, constructions vehicle lengths, ingress/egress routes, hours of operation, access arrangements and traffic control should be submitted to Council for approval prior to the issue of a Construction Certificate. <p>A Traffic and Parking Management Plan (TPMP) is to be prepared by the proponent, which details the measures to safely manage the daily transport task to/from the respective school campuses. Traffic management measures that need to be addressed include:</p>	<p>detailed requirements are understood, prior to the issue of a Construction Certificate.</p> <p>As noted, a preliminary TPMP is provided as Attachment 1.</p>
--	---	---

I trust the above satisfies the request for further information. Should you have any queries, please contact the undersigned.

Yours sincerely,



Senior Transport Planner – Ason Group

Email: rebecca.bmadden@asongroup.com.au

Attachment 1

Traffic and Parking Management Plan

Draft Traffic and Parking Management Plan

Meriden School

Ref: 0686r05v3
26/11/2019

Document Control

Project No: 0686r05

Project: Meriden School Traffic and Parking Management Plan

Client: Meriden School

File Reference: 0686r05v3 TPMP Meriden School Issue III

Revision History

Revision	Date	Details	Author	Approved by
-	06/09/2019	Draft	V. Cheng	R.B Madden
Issue I	01/11/2019	Issue	V. Cheng	J Mulhaire
Issue II	21/11/2019	Issue	V. Cheng	R.B. Madden
Issue III	26/11/2019	Issue	V. Cheng	R.B. Madden

This document has been prepared for the sole use of the Client and for a specific purpose, as expressly stated in the document. Ason Group does not accept any responsibility for any use of or reliance on the contents on this report by any third party. This document has been prepared based on the Client's description of its requirements, information provided by the Client and other third parties.

Table of Contents

1	INTRODUCTION	1
1.1	OVERVIEW	1
1.2	PURPOSE OF THIS REPORT	1
1.3	REFERENCES	1
2	SITE DETAILS.....	3
2.1	SITE OVERVIEW.....	3
2.2	PROPOSED SSDA DEVELOPMENT	5
2.3	PARKING ARRANGEMENTS	8
2.4	TRAFFIC ANALYSIS	12
2.5	TRIP DISTRIBUTION.....	14
3	OPERATIONAL TRAFFIC AND PEDESTRIAN MANAGEMENT PLAN.....	16
3.1	KEY OBJECTIVES	16
3.2	SAFE PARENT AND STUDENT BEHAVIOUR	16
3.3	PEDESTRIAN MANAGEMENT	17
3.4	PARKING MANAGEMENT	18
3.5	VEHICLE MANAGEMENT	19
3.6	FUTURE SSDA IMPACTS.....	20
4	PLAN ADMINISTRATION	21
4.1	PLAN MAINTENANCE	21
4.2	COMMUNICATIONS STRATEGY	21
4.3	KEY RESPONSIBILITIES	21
5	SUMMARY	23

Appendices

Appendix A: Driver Code of Conduct

1 Introduction

1.1 Overview

Ason Group has been engaged by Meriden School to prepare a Draft Traffic and Parking Management Plan (TPMP) in relation to the proposed alterations and additions at the Meriden School, Strathfield (the School).

It should be noted that this TPMP is preliminary in nature and is prepared to inform Department of Planning, Industry and Environment and Roads and Maritime Services (RMS) on the future operating conditions, providing a strategy that would be further developed and confirmed at CC stage, in response to a suitable condition of consent. The TPMP has been requested by RMS during the SSDA assessment process to detail measures that would safely manage traffic and pedestrians to/from the school campuses. The TPMP outcome has been proposed in response to RMS advisory comments which seeks to manage the high volume of pedestrian and vehicle movements during the school's peak hours. The resultant solution represents an all-inclusive proposal which seeks to address the safety concerns raised by the assessment authority.

1.2 Purpose of this Report

The overriding purpose of this TPMP is to provide guidance in relation to the traffic management arrangements within the Site with an overall objective to ensure safe and efficient movement of vehicles and personnel. It details the following:

- Appropriate internal traffic controls and signage
- A vehicle and pedestrian route management plan
- Proposed crossings and signage for safe movement of pedestrians
- Provide details on the Driver Code of Conduct to be implemented
- Details on the governance and administration of the plan

1.3 References

In preparing this Plan, reference is made to the following:

- Ason Group, Transport Assessment Report, Meriden School State Significant Development Application – 10-12 Redmyre Road, Strathfield, dated 26th November 2019 (Meriden Traffic Report)
- Roads and Maritime Services (RMS), Guide to Traffic Generating Developments (RMS Guide)

- RMS Technical Direction TDT 2013/04a, Guide to Traffic Generating Developments – Updated traffic surveys (RMS Guide TDT 04a)
- RMS, Traffic Control at Work Sites manual, June 2018

2 Site Details

2.1 Site Overview

Meriden School is located at 10-12 Redmyre Road and is located approximately 10 kilometres south-east of Parramatta and 11 kilometres west of the Sydney CBD.

The School has three campus sites in close proximity to each other. The Senior Campus is bordered by Redmyre Road to the north, Margaret Street to the south, and residential dwellings to the east and west. The Junior Campus is bordered by Vernon Street to the west, Redmyre Road to the north, Margaret Street and a health care centre to the east, and residential dwellings to the south. The Lingwood Campus is bounded by Margaret Street to the north, a health care centre to the west, and residential dwellings to the east and south.

At a regional level, the Site is located approximately 10 kilometres south-east of Parramatta and 11 kilometres west of the Sydney CBD. It is within the Local Government Area (LGA) of Strathfield Council (Council) and is therefore subject to that Council's controls.

A Location and Site plan is presented in **Figure 1**.



Figure 1: Location and Site Plan

2.2 Proposed SSDA Development

A concise summary of the relevant SSDA development details from a traffic planning perspective are provided below.

- **At the Senior Campus:** Demolition of the existing music building located towards the south-western corner of the Senior Campus, and construction of a new 3-storey building (above ground) incorporating a new music academy, drama facilities, music teaching rooms, and staff facilities alongside on-site landscaping.
- **At the Junior Campus:** Demolition of the existing residential dwelling at 4 Vernon Street to make way for a new landscaped playground area; the existing access and parking arrangements at the Junior Campus will be retained.
- **At the Lingwood Campus:** Demolition of the existing single storey Business Office building and construction of a new 2-storey A & S Building, to be designed with maximum flexibility to accommodate a wide range of uses, and to adapt with the demands of the school.
- The proposed development will result in the increase of 50 students within the Senior School only. The proposed new Centre of Music and Drama located in the Senior School comprises new classrooms and will accommodate the increase of 50 students within the Senior School. Once completed, the Senior School will be able to accommodate a total of 950 students on site in classrooms at any one time. A total of two additional teachers and administration staff positions will also be created as a result of the proposed development.

Each of the School campuses are shown in **Figure 2**, while reduced copies of the SSDA Site Plans prepared by Allen Jack + Cottier Architects are provided for context in **Figure 3**, **Figure 4** and **Figure 5**.



Figure 2: Precinct Diagram (relevant sites under assessment outlined in red)

Source: AJ&C Architects

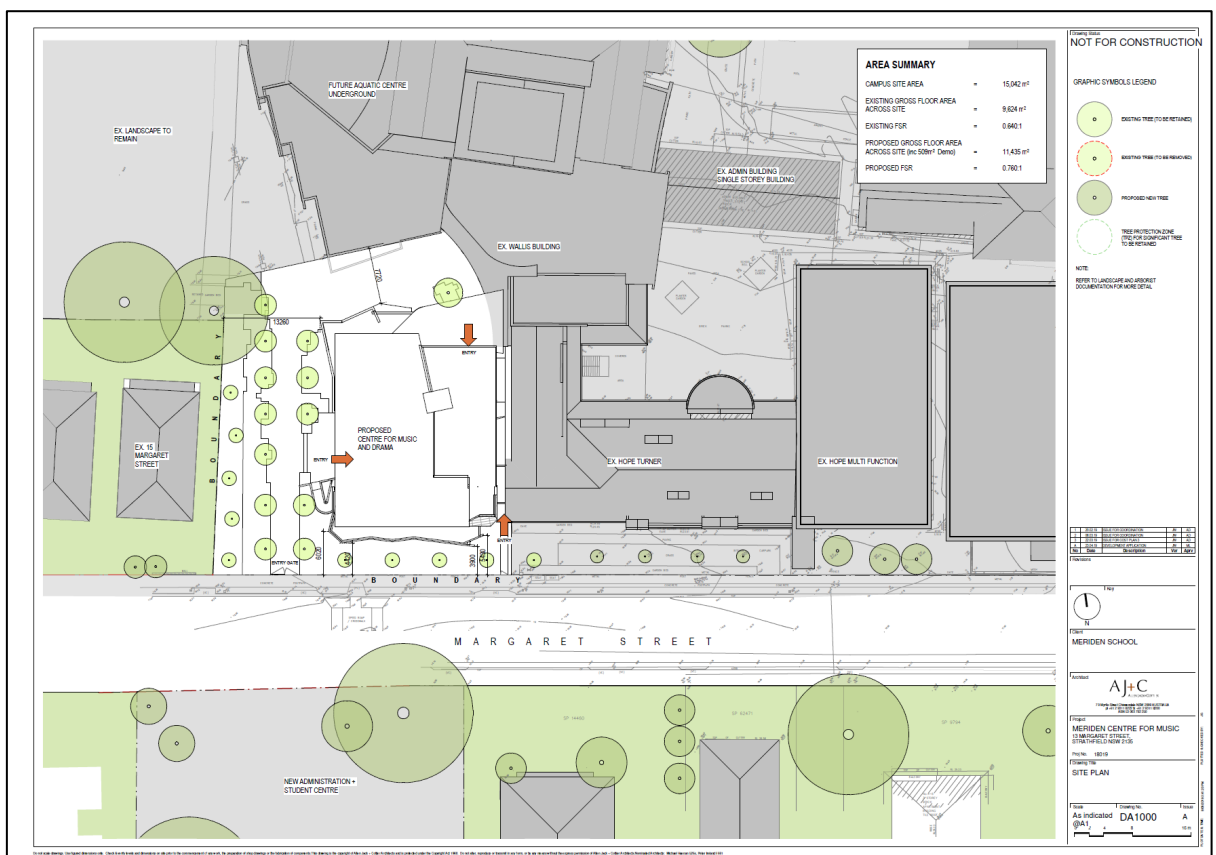


Figure 3: Proposed Senior Campus Centre for Music and Drama Layout (Site Plan)

2.3 Parking Arrangements

2.3.1 Car Parking Provisions

The School currently provides 98 car parking spaces across the Senior and Junior campuses. Further to the completion of Lingwood Campus Stage 1 works (currently being undertaken), an additional 8 parking spaces will be provided on the Lingwood Campus; a total of 106 parking spaces would therefore be provided across the three School campuses.

Additionally, on-street parking spaces are available along Margaret Street, Redmyre Road and Vernon Street. These on-street spaces are time-restricted and are mainly used as designated pick-up/drop-off (PUDO) areas for the campuses as seen in **Figure 6**.



Figure 6: Margaret Street PUDO Signs

2.3.2 On-site Car Park Accesses

The key on-site parking accesses are mainly located along Margaret Street. There are no access changes proposed for the Site. These on-site parking spaces are used by staff members and senior students. The following **Figure 7** details the main on-site parking accesses along Margaret Street.

All access to and from the Site shall be in a forward direction at all times.

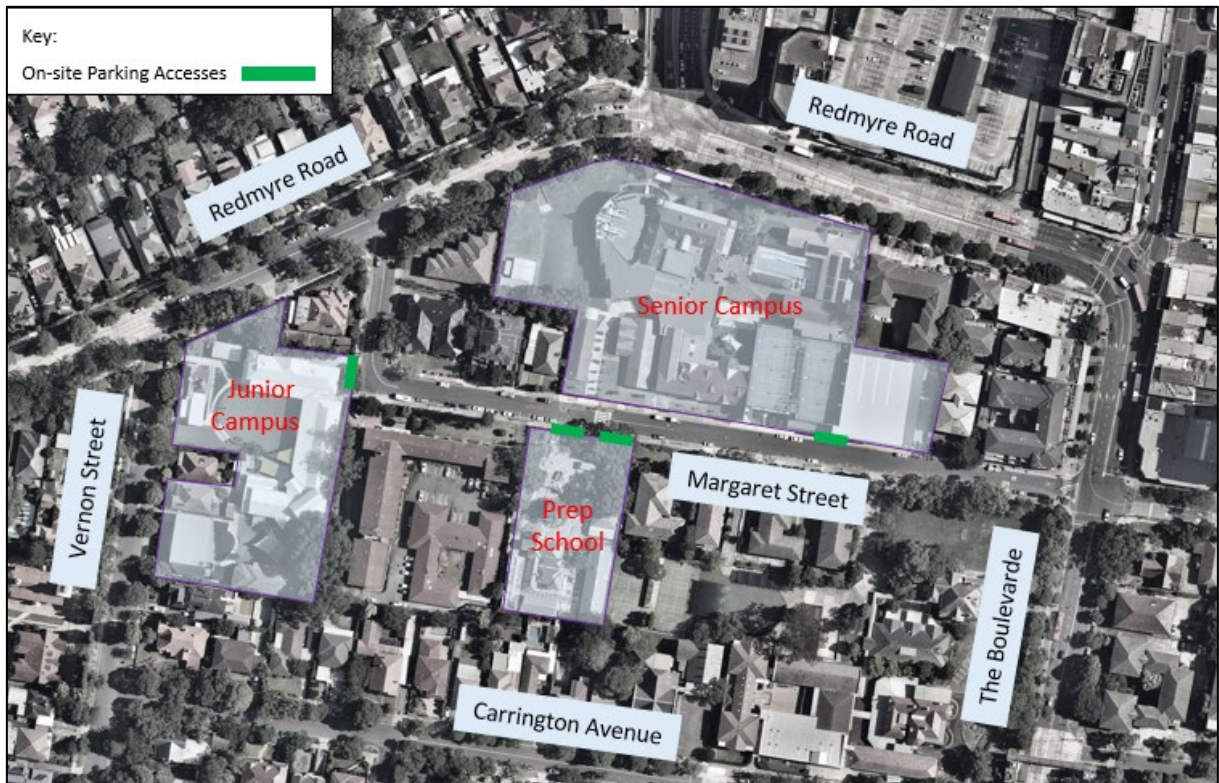


Figure 7: Margaret Street Key Vehicle Accesses

2.3.3 Pedestrian Access

The existing pedestrian access points into Meriden School will be retained. There are multiple main pedestrian accesses are found along Vernon Street for the Junior Campus and along Margaret Street for all three Meriden School campuses.

Pedestrian access is provided by footpaths along Margaret Street, Redmyre Road, The Boulevard, Raw Square and the majority of roads within the Strathfield Town Centre. These footpaths are generous in width, especially at Margaret Street with footpath widths of up to 2.5m provided on both sides of the road. Footpaths near the Strathfield Town Centre are wide and well-integrated into the street amenities to handle large pedestrian volumes. Signalised crossings near the vicinity of the school are available at the following key intersections:

- Redmyre Road / Raw Square
- Redmyre Road / The Boulevard
- The Boulevard / Morwick Street / Margaret Street

These first two intersections mentioned above have staged crossings with pedestrian islands at the centre of the major road. The Boulevard / Morwick Street / Margaret Street intersection consists of two signalised crossing at the south and west legs and a zebra crossing with a pedestrian island along Margaret Street.

A key mid-block pedestrian crossing is located at Margaret Street which links the southern Lingwood Campus and Junior Campus to the northern Senior Campus. A crossing supervisor attends this pedestrian crossing during the peak pick-up and set-down school periods. Pedestrian movements along Margaret Street and Vernon Street are further supervised by the School's personnel during the School's peak arrival and departure periods.

The intersection at Redymre Road / Margaret Street provides a pedestrian refuge island at the Margaret Street leg. A pedestrian bridge is also provided over The Boulevard, located between Russell Street and Carrington Avenue, providing a safe pedestrian access without interacting with vehicles. The following figures detail the desired pedestrian routes between campuses and to and from the campuses and the key pedestrian crossings around the campuses.

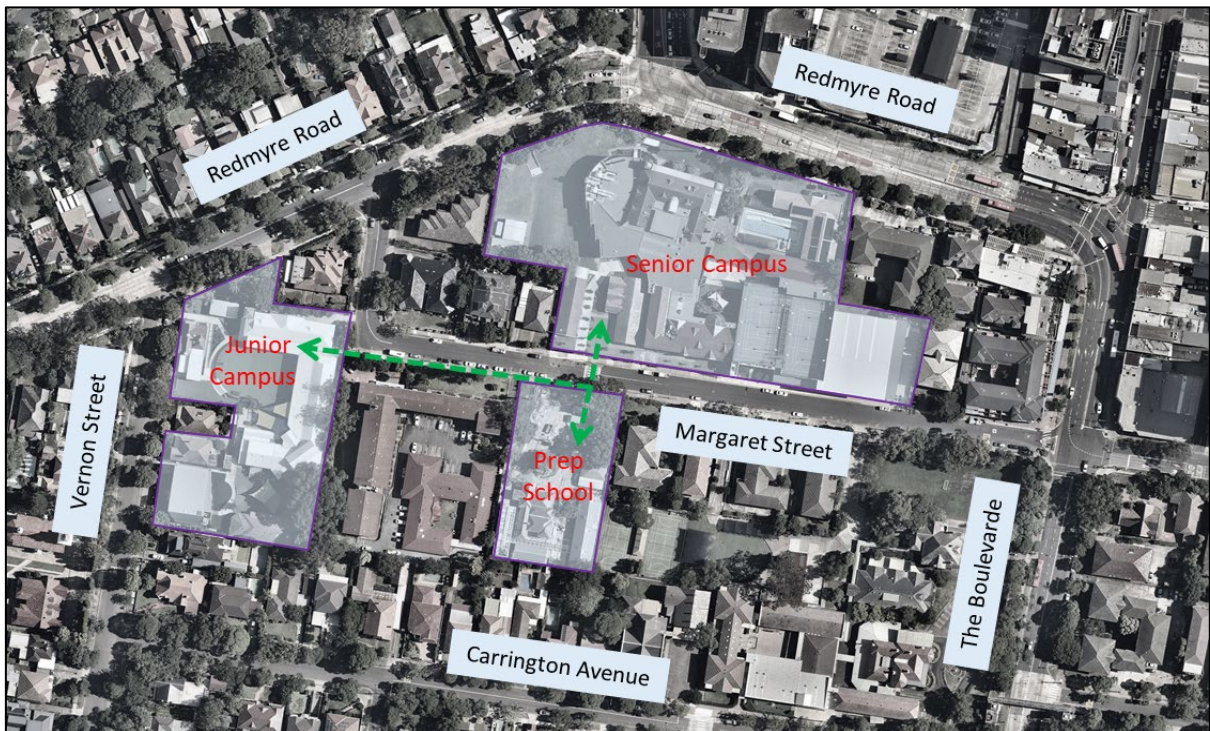


Figure 8: Desired Pedestrian Routes between Campuses

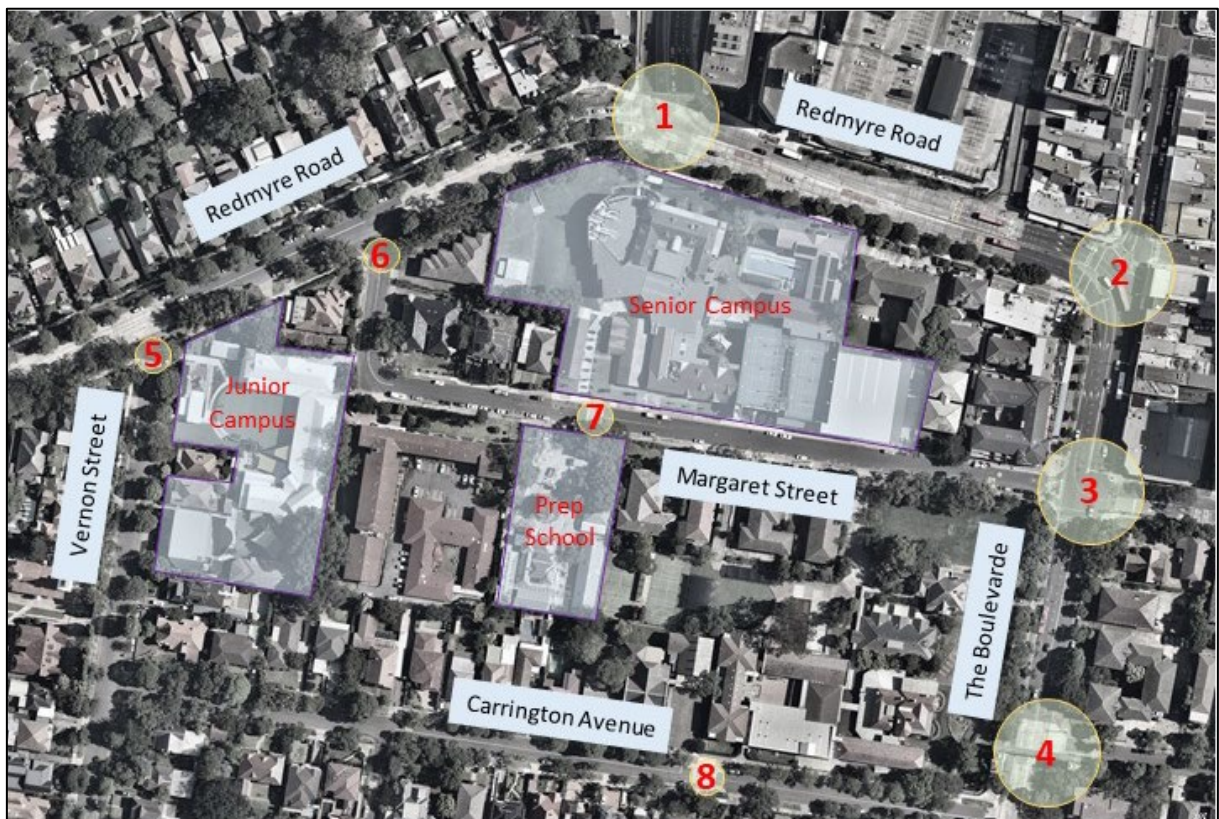


Figure 9: Key Pedestrian Road Crossings

Table 1 details the key pedestrian crossings around the vicinity of the Site in reference to Figure 9.

Table 1: Pedestrian Crossings

Number Reference	Location	Pedestrian Crossing Description
1	Redmyre Road / Raw Square	Signalised crossing on western and northern leg with pedestrian refuge island
2	Redmyre Road / The Boulevard	Signalised crossing on western and northern leg with pedestrian refuge islands
3	The Boulevard / Margaret Street / Morwick Street	Signalised crossing on southern and western leg / zebra crossing on western leg with pedestrian island
4	The Boulevard / Russell Street / Carrington Avenue	Pedestrian Bridge crossing The Boulevard / zebra crossing through Russell Street / Unsignalised crossing through Carrington Avenue
5	Vernon Street / Redmyre Road	Unsignalised crossing through Vernon Street
6	Margaret Road / Redmyre Road	Unsignalised crossing through Margaret Street with pedestrian refuge island
7	Margaret Road	Mid-block pedestrian crossing
8	Carrington Avenue	Mid-block pedestrian crossing

It is evident from on-site observations that most students, parents and staff walking to and from the school campuses utilise the desired pedestrian routes detailed in **Figure 10**. It is particularly noteworthy that these routes are designated pedestrian crossing designed intersections.



Figure 10: Desired Pedestrian Routes

2.4 Traffic Analysis

2.4.1 Proposed School Population Increase

It is noted that the SSDA would result in a nominal increase of 50 senior campus students and 2 staff across the School.

2.4.2 Student Trip Generation

The Senior School currently has a cap of 900 students (noting that there is no cap on the other campuses). The proposed new Centre of Music and Drama located in the Senior School comprises new classrooms and will accommodate the increase of 50 students within the Senior School. Once completed, the Senior School will be able to accommodate a total of 950 students on site in classrooms at any one time. A total of two additional teachers and administration staff positions will also be created as a result of the proposed development.

Considering the increase in student capacity of 50 students, and accounting for a reasonable car occupancy (i.e. more than 1 student per car) as reported in the Travel Surveys that was undertaken as part of Ason Group's Transport Assessment for the Meriden School State Significant Development Application, the resulting vehicles would generate an arrival trip and a departure trip.

With further reference to the Travel Surveys, of the Senior Campus generated trips, 91% are generated in the AM School peak hour 82% are generated PM School peak hour.

The resulting additional student trips in the AM School peak hour are summarised in **Table 2**.

Table 2: Additional Senior Campus Student AM Trip Generation

AM	Yr 7 - 12	46	Car Occupancy	AM Arrival	AM Departure
Vehicle driver	6%	3		3	
Dropped Off	36%	17	1.6	11	11
Taxi / Uber	0%	0			
Train	32%	15			
STA Bus	7%	3			
Meriden Bus	11%	5			
Bicycle	0%	0			
Walk	5%	2			
Other mode	3%	1			
	100%	46		14	11

As can be seen, there would be a total of 46 additional students arriving at the School during the morning peak hour, with 20 travelling by car. As a result, there would be a total of 25 additional vehicle trips per hour travelling to / from the School (14 arrivals / 11 departures).

Table 3 summarises the total additional afternoon peak hour trip generation expected as a result of the increase of 50 senior students.

Table 3: Additional Senior Campus Student PM Trip Generation

PM	Yr 7 - 12	41	Car Occupancy	PM Arrival	PM Departure
Vehicle driver	6%	2			2
Picked Up	36%	15	1.6	9	9
Taxi / Uber	0%	0			
Train	32%	13			
STA Bus	7%	3			
Meriden Bus	11%	5			
Bicycle	0%	0			
Walk	5%	2			
Other mode	3%	1			
	100%	41		9	11

As can be seen, there would be a total of 41 additional students departing the School during the afternoon peak hour, with 17 travelling by car. As a result, there would be a total of 20 additional vehicle trips per hour travelling to / from the School (9 arrivals / 11 departures).

2.4.3 Staff Trip Generation

Although the travel survey indicates that staff usually arrive and depart outside of student arrival and departure times, this traffic assessment assumes the worst-case scenario of the additional staff all arriving and departing at the same time as the students via private vehicles. Therefore, it is assumed for this worst-case assessment that there would be 2 AM arrival trips and 2 PM departure trips generated from the additional staff.

2.4.4 Total Trip Generation

Therefore, the total traffic generation increase from the development would be:

- AM Peak: 27 trips (16 arrivals / 11 departures)
- PM Peak: 22 trips (9 arrivals / 13 departures)

The following section will detail the trip distributions of these additional trips.

2.5 Trip Distribution

With reference to sections above, the assignment of these additional trips to the key intersections is shown in **Figure 11** and **Figure 12**.

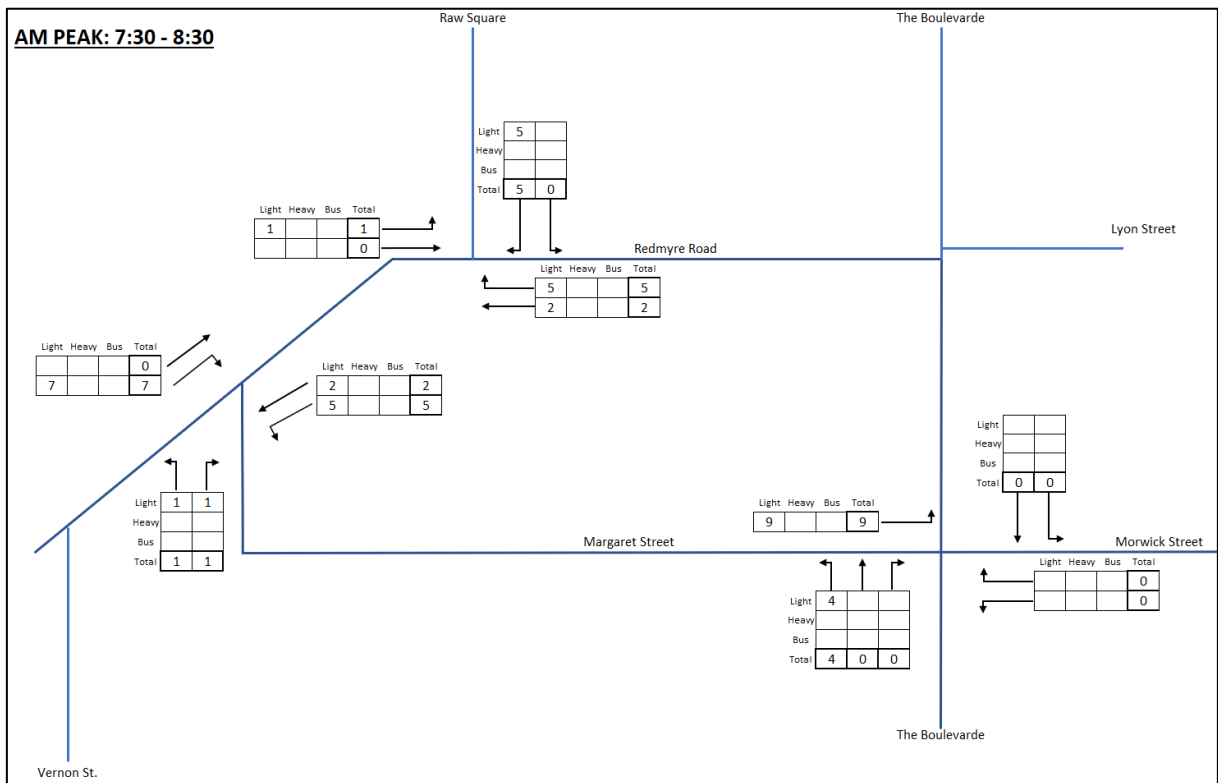


Figure 11: Additional Traffic Generation: AM Peak

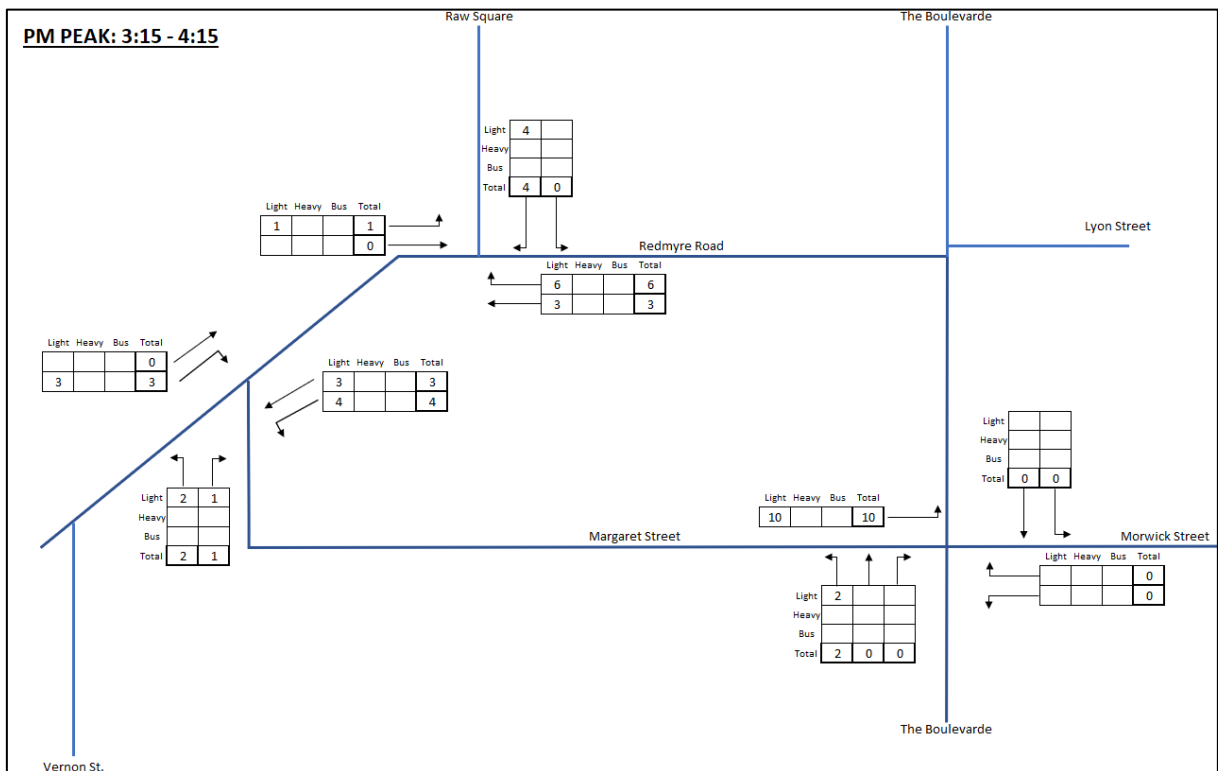


Figure 12: Additional Traffic Generation: PM Peak

3 Operational Traffic and Pedestrian Management Plan

3.1 Key Objectives

Transport for NSW (TfNSW) and the Roads and Maritimes Services (RMS) have responded with a joint submission that requires the TPMP which “*details the measures to safely manage the daily transport task to/from the respective school campuses*”. RMS and TfNSW have required the following measures to be implemented:

- *Vehicle pick-up/drop-off management and orderly vehicle queuing;*
- *Maintaining bus accessibility and student waiting areas;*
- *Safe parent and student behaviour during pick-up/drop-off; and*
- *Safe pedestrian movements to the school entrances, minimising vehicle-pedestrian conflicts*

The TPMP shall also detail the responsibilities of various personnel executing the plan and include measures to monitor, review the performance and make improvements to the plan.

It is recommended that the TPMP should be implemented as part of the ongoing operation of the school, to manage the high volume of traffic (vehicular and pedestrian) movements, which generally occur within a short timeframe before and after school hours.

It is particularly relevant that the SSDA seeks approval for a moderate increase in student and staff numbers and the TPMP provides an overview of many current operational conditions. The aim of this plan is to formalise this document for best practice safety measures which can be reviewed and improved on an annual basis. This following section of the TPMP will seek to ameliorate RMS and TfNSW’s pedestrian and traffic management concerns for Meriden School.

3.2 Safe Parent and Student Behaviour

Safe Parent and Student behaviour is paramount at all times and requires education and principles to be developed as part of any TPMP. Whilst NSW Road Rules are enforced by the NSW Police Force and Council officers there are localised issues that can occur around schools and as such, it is important for the TPMP to recognise and manage safety around the school, especially during pick up and drop off periods. The issues include illegal parking, unsafe crossing behaviour and pick up and drop off procedures. The NSW Government provides guidance and education on this topic and have produced a Towards Zero plan which outlines safety protocols for parents and student using modes such as car (pick up, drop off), bus, and walk trips. This document is appended to the TPMP in **Appendix B** and it is recommended that the ‘Keeping Our Kids Safe Around Schools’ Fact Sheet could be summarised

and referenced in School Newsletters or emails to promote and remind parents and students of safe behaviour.

A summary of helpful policies and tips for both Student and Children are provided 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.

The full Safety document is provided in Appendix B.

3.3 Pedestrian Management

3.3.1 Signages

The internal pedestrian routes within the campuses should be clearly signposted with appropriate wayfinding signage (example below).



The wayfinding signages should be provided when the route deviates from a straight path and requires a turning movement. A comprehensive signage plan will be developed at CC stage in consultation with the school covering internal pedestrian routes and it is expected that this would form part of the condition of consent requiring final approval by the department.

3.3.2 Pedestrian and Crossing Supervisors

School personnel are currently supervising key pedestrian crossing locations as well as managing the student waiting areas and organising safe pedestrian movements between campuses. The critical midblock zebra crossing at Margaret Street is currently manned by a supervisor from the School Staffing body during school peak hour traffic conditions. The supervisor stops traffic along Margaret Street at the midblock crossing when pedestrians need to walk to the other side of Margaret Street.

Additionally, students crossing from the Junior Campus to the Senior Campus are accompanied by a supervisor. This is in a form of a group of junior students being escorted by supervisors from the Junior Campus to the bus marshalling area at the Senior Campus.

3.3.3 PUDO and Bus Marshalling Pedestrian Arrangements

Student PUDO waiting areas and bus marshalling areas at the Junior School, Prep School and Senior School are manned at all times by responsible supervisors. Students are to remain within the waiting areas until their names or bus are called out. Roadside supervisors would direct students to and from the waiting area to their parent's vehicle or bus when they arrive. Parent's vehicles should have their child's names clearly displayed on the dashboard of the car so supervisors can efficiently direct students to their respective vehicles.

3.3.4 Movement between campuses

Students move between campuses during operational School hours. Senior Campus students are required to sign out prior to escorting themselves to the Junior Campus for co-curricular activities (for example, music lessons and practice). Junior Campus students would also use the Senior Campus' facilities during school hours. However, Junior Campus students would move in class groups and be escorted by teaching staff.

3.4 Parking Management

On-street parking rules and restrictions should be followed by parents wishing to pick-up / drop-off their children at the school. When "No Parking" and "No Stopping" parking restrictions are violated during the school AM and PM peak hours, nearby school supervisors should clearly notify the driver of their misconducts and advise the driver to vacate the space. PUDO spaces are to be utilised efficiently and fast to minimise queuing times. All PUDO drivers are to display their child's names on the dashboard to allow PUDO supervisors to efficiently direct the students to their vehicles.

3.5 Vehicle Management

3.5.1 Morning Drop-off Periods

Meriden private school buses arrive at the School between 8:00am to 8:20am. The buses first drop Senior Campus students at Margaret Street at the bus zone before continuing towards Vernon Street for Junior Campus students to disembark at the Kiss and Ride zone along Vernon Street.

Kiss and Drop students are to arrive via The Boulevard to access the Margaret Street Kiss and Drop zones or to access the Vernon Street Kiss and Drop zones via Redmyre Road. Students are able to walk directly to their respective campuses along the footpaths. **Figure 13** demonstrates the pick-up / drop-off zones and the bus zone. School personnel manage the mid-block pedestrian crossing along Margaret Street to ensure students have the right of way and pedestrian safety. Furthermore, supervisors are to manage the Kiss and Ride Zone for the Junior Campus to ensure students head straight into School grounds on arrival. Supervisors should advise drop-off vehicles to hasten their activities if the vehicle's drop-off activity is taking too long in the case of a long queue.

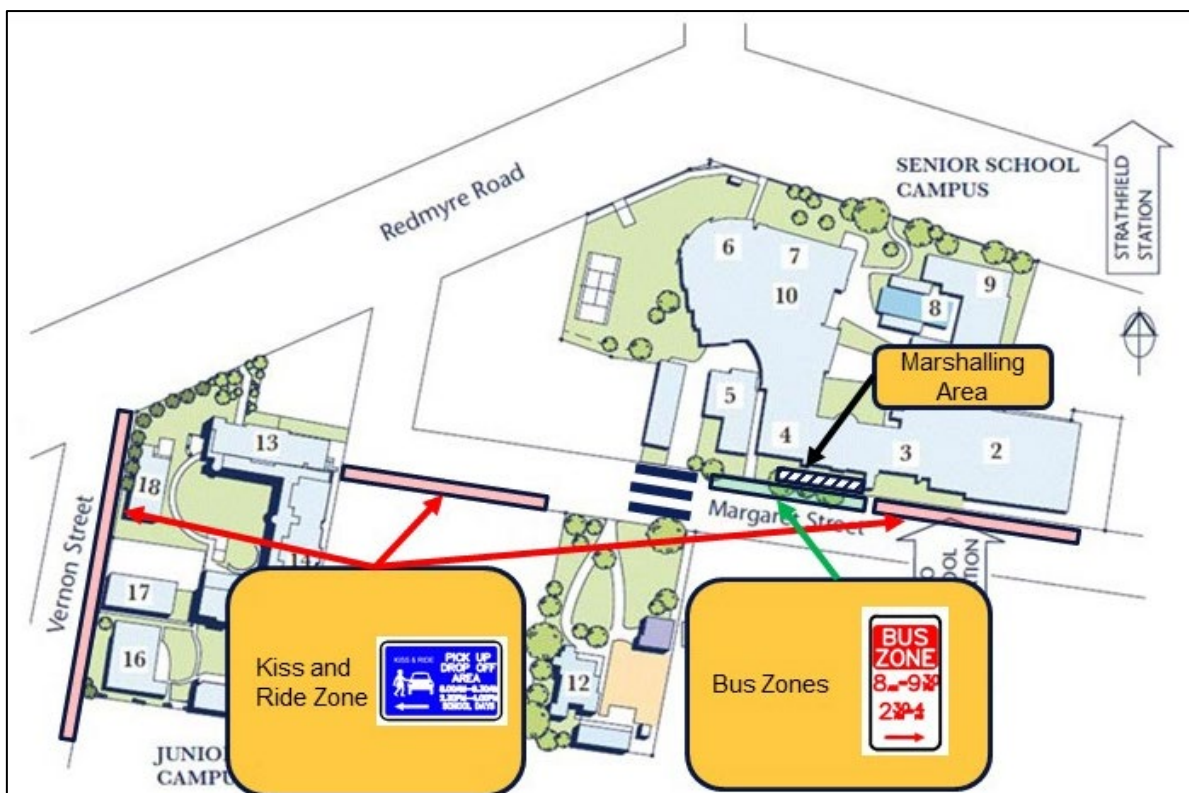


Figure 13: School Traffic Management Signs and Zones

3.5.2 Afternoon Pick-up Periods

The PM pick-up period occurs between 2:50PM to 3:30PM.

Currently, four buses are to be waiting at the bus zone at the start of the afternoon peak period to ensure that students can be loaded onto the buses as soon as possible. Junior Campus students catching buses are escorted from their campus by School Personnel, across the pedestrian crossing, to the bus marshalling zone at the Senior School Campus. Students at the marshalling zone then board their respective buses and buses leave promptly at 3:20PM. School personnel ensure the first fleet of buses are loaded and departed at 3:20PM before the second fleet of school buses arrive. This is to minimise the time that the second fleet of school buses would be obstructing Margaret Street while waiting for the first fleet of buses to leave the bus zone. Students would board these remaining school buses by 3:30PM before the bus departs.

Afternoon Kiss and Ride student management operates from within the School Campus and are intended for Pre-School and Junior School students. Students are to wait within School boundaries and wait for staff stationed at the roadside to communicate back to the school grounds via radio when their lift arrives at the Kiss and Ride zone. The student is then escorted out to their respective vehicle. Parents are to display their child's name on their dashboard to increase the efficiency of the pick-up operation. Pre-school and Junior Campus afternoon pick-up times are to be staggered to reduce the peak afternoon traffic around Meriden School.

3.5.3 Queuing Management

PUDO vehicles arriving along Margaret Street, Redmyre Road and Vernon Street are to queue in an orderly manner that does not obstruct turning movements at intersections. Vehicles arriving are to park within the designated PUDO areas and other vehicles are to queue orderly in the PUDO area. School Personnel motion the next vehicle to front PUDO space when the previous vehicle has departed.

3.6 Future SSDA Impacts

It is intended that all traffic and pedestrian management operations will remain the same following the SSDA, noting that the SSDA would improve existing facilities and the student number increase is relatively minor. The proposed school facilities do not require any additional changes to the current pedestrian and traffic management plan.

4 Plan Administration

4.1 Plan Maintenance

This Plan shall be subject to an annual overall review by the School and will be updated as necessary in response to evolving operation conditions and requirements. It is not anticipated that the monitoring of the processes will have any material cost implications.

All and any reviews undertaken should be documented, however key considerations regarding the review of the TPMP shall be:

- Tracking the number of PUDO vehicles against the estimated volumes.
- To identify any shortfalls and develop an updated action plan to address issues that may arise during construction (Parking, queuing and access issues)
- To ensure the TPMP is updated (if necessary) to ensure the plan remains consistent with the set-up on-site.
- Regular checks undertaken to ensure all vehicle and pedestrian management measures are being implemented.

4.2 Communications Strategy

The communications strategy will outline the most effective communication methods to ensure adequate information within the school community will assist the school's project team to deliver the traffic changes with minimal disruption to the road network.

All surrounding occupants shall be notified of any significant changes to the traffic management plan prior to implementation. Ongoing communication is also proposed with the school community to inform parents, students and staff of any changes to the TPMP strategy.

4.3 Key Responsibilities

4.3.1 Management

The management of this Plan is the responsibility of Meriden, who shall:

- Ensure all Meriden staff are provided with sufficient training to undertake the required tasks. This includes responsibility for measures to ensure that all parents and staff are familiar with site-specific rules through appropriate procedures, including being inducted into this TPMP.

- Conduct all business in a safe, professional and legal manner.
- Be familiar with and address their respective duty of care requirements in accordance with the applicable national and state Work Health and Safety legislation.
- Ensure WHS Incident logbooks are maintained and undertake necessary action(s) in relation to any reported issues.
- Management must not, by their actions or requirements, force or coerce drivers to break the law.

4.3.2 Driver Code of Conduct

All drivers are to operate in a manner consistent with the requirements of applicable Work Health and Safety (WHS) legislation and other business specific policies.

All vehicle drivers should be familiar with the Driver Code of Conduct before driving to the School. A copy of the Code is included in Appendix A.

5 Summary

Ason Group has been engaged by Meriden School to prepare a Draft Traffic and Parking Management Plan (TPMP) in relation to the proposed alterations and addition at the Meriden School, Strathfield (the School). It should be noted that this TPMP is preliminary in nature and is prepared to inform Roads and Maritime Services (RMS) on the future operating conditions, providing an outline the strategy that would be further developed and confirmed at CC stage, in response to a suitable condition of consent.

Transport for NSW (TfNSW) and the Roads and Maritimes Services (RMS) have responded to the Department of Planning, Industry and Environment with a joint submission that requires the TPMP which “details the measures to safely manage the daily transport task to/from the respective school campuses”. It is particularly relevant that the SSDA seeks approval for a moderate increase in student and staff numbers and the Operational TPMP (or OTPMP) provides an overview of many operational conditions. The aim of this plan is to formalise this document for best practice safety measures which can be reviewed and improved on an annual basis.

The TPMP provides a general overview of vehicle pick-up/drop-off management, bus accessibility/student waiting areas, safe parent and student behaviour during pick-up/drop-off and safe pedestrian movements to the school entrances. It is considered that this management plan addresses the comments received and forms an appropriate base document that can be further developed in consultation with the school, Council, RMS and TfNSW at CC stage.

Appendix A

Driver Code of Conduct

- Driver Code of Conduct -

Drivers Code of Conduct

Safe Driving Policy for Meriden School.

Objectives of the Drivers Code of conduct

- To minimize the impact of vehicles on the local, regional and internal Meriden road network;
- Minimise conflict with other road users;
- Minimise road traffic noise; and
- Ensure drivers understand specified parking locations and routes

Code of Conduct

The Code of Conduct for Meriden School requires that while driving, drivers must comply with all of the following:

- Demonstrate safe driving and road safety activities
- Abide by traffic and road legislation
- Follow site signage and instructions
- Drivers must only enter and exit the site via the allocated entry and exit points.

The below activities in any vehicles will be considered as a breach of conduct:

- Reckless or dangerous driving causing injury or death
 - Driving whilst disqualified or not correctly licensed
 - Drinking or being under the influence of drugs while driving
 - Failing to stop after an incident
 - Loss of demerit points leading to suspension of licence
 - Any actions that warrant the suspension of a licence
 - Exceeding the speed limit
-

Driver Responsibilities

All drivers must:

- Be responsible and accountable for their actions when driving.
- Display the highest level of safety conduct when driving.
- Ensure they have a current driver licence which is to be carried.
- Comply with all traffic and road legislation when driving.
- Assess hazards while driving.
- Drive within the legal speed limits, including driving to the conditions.
- Never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures.
- Wear a safety seat belt at all times when in the vehicle.
- Avoid distraction when driving – the driver will adjust car stereos/mirrors etc. before setting off, or pull over safely in order to do so.
- Follow the authorised School access and egress routes.
- Follow speed limits as imposed within the internal Meriden road system.

Crash or Incident Procedure

- Stop your vehicle as close to it as possible to the scene, making sure you are not hindering traffic.
 - Ensure your own safety first, then help any injured people and seek assistance immediately if required.
 - Ensure the following information is noted:
 - Details of the other vehicles and registration numbers
 - Names and addresses of the other vehicle drivers
 - Names and addresses of witnesses
 - Insurers details
 - Give the following information to the involved parties:
 - Name, address and company details
 - If the damaged vehicle is not occupied, provide a note with your contact details for the owner to contact the company.
-

- Ensure that the police are contacted should the following circumstances occur:
 - If there is a disagreement over the cause of the crash.
 - If there are injuries.
 - If you damage property other than your own.

Appendix B

Encouraging safe behaviour measures



Keeping your children safe when dropping off and picking up at school

Here are a few things you can do to help keep your children and others safer during drop-off and pick-up times during the school week:

- 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.

For more information on keeping our kids safe around schools visit the parents section on [safetytown.com.au](https://www.safetytown.com.au)

Walking together safely to and from school

Walking to school and back home again is a great way to spend time with your children and encourage safe and healthy behaviours.

Here are a few things you can do to help keep your children safer as a pedestrian:

- Talk with your children about being alert in the road environment.
- Plan and practice your trip to school so you use pedestrian crossings where possible.
- Always hold your child's hand. Children need your help to spot dangers such as vehicles coming out of driveways. They can also be easily distracted and wander into traffic.
- Meet your child near the school gate and don't call them from across the road.
- Explain why the place you have chosen is the safest place to cross.
- Remind your child to **STOP! LOOK! LISTEN! THINK!** every time they cross the road and keep checking until safely across.
- Talk to them about why they should stop, look, listen, think before crossing a driveway, road or carpark.

Young children can learn and practice these safe pedestrian behaviours with you. This will help them to be safer pedestrians when they are old enough to travel alone.

For more information on keeping our kids safe around schools visit the parents section on safetytown.com.au



Messages to share with your children in Kindergarten to Year 2

- Hold a grown up's hand when:
 - you cross the road
 - you're on the footpath
 - you're in a car park

Messages to share with children in Years 3 to 6

- Use a safe place to cross the road
- **Stop! Look! Listen! Think!** every time you cross the road and keep checking until safely across

STOP!

one step back from the kerb

LOOK!

continuously both ways

LISTEN!

for the sounds of approaching traffic

THINK!

whether it is safe to cross and keep checking until safely across

Keeping children safe in and out of the car

A child who is properly secured in an approved child car seat is less likely to be killed or injured in a crash than one who is not.

Children aged between four and seven years cannot travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in a child car seat.

National child restraint laws require your child to be restrained in the car as follows:

0 – 6 months

Approved rear-facing child car seat.

6 months – 4 years

Approved rear or forward-facing child car seat.

4+ years

Approved forward-facing child car seat or booster seat.

145cm or taller

Suggested minimum height to use adult lap-sash belt.

For more information and to find and compare a range of child car seats, visit

childcarseats.com.au

Here are a few things you can do to help keep your children safe in and out of the car:

- Children should remain in the car until an adult opens the 'Safety Door'. This is the rear footpath side door of the car.
- A sleeping child must remain firmly buckled up while in the car.
- Assist your children to buckle up – always check the seatbelt is buckled up firmly and not twisted.
- Make it a rule that every passenger must be securely buckled into a seatbelt or child car seat before you start the car.
- Always help your child get in and out of the car through the 'Safety Door'.

Never leave a child of any age in a vehicle without adult supervision. Children may rapidly suffer from dehydration, heat exhaustion and organ failure if left unattended, especially on hot days.

For more information on keeping our kids safe around schools visit the parents section on **safetytown.com.au**



Messages to share with your children

- Click, clack, front and back
- Always buckle up
- Get in and out of the car on the footpath side

Hold your child's hand

As pedestrians, children can be easily distracted and are often too small to be seen by drivers. They may be unable to predict or identify dangers and tend to act impulsively.

Talk with your child about safe behaviour on the footpath – it's not a safe place to play as it is near the road and vehicles may be entering or exiting driveways.

Until your child is at least eight years old, hold their hand:

- on the footpath
- in the car park
- when crossing the road.

Up until at least 10 years old, supervise your child very closely, holding their hand when crossing the road.

If you can't be with your child, organise for another trusted adult to accompany them.

After school, meet your child at the school gate. At the end of the school day children may be excited, distracted or tired and often not concentrating on their own safety.

For more information on keeping our kids safe around schools visit the parents section on [safetytown.com.au](https://www.safetytown.com.au)



Messages to share with your children in Kindergarten to Year 2

- Hold a grown up's hand when:
 - you cross the road
 - you're on the footpath
 - you're in a car park
- Hold an adult's hand when you cross the road

Messages to share with children in Years 3 to 6

- Use a safe place to cross the road
- **Stop! Look! Listen! Think!** every time you cross the road and keep checking until safely across



Wearing helmets and riding safely

Wearing helmets

Your child must wear a helmet when riding a bike in any public place – it's the law. The helmet must comply with the Australian and New Zealand standards and needs to be securely fitted and fastened on your child's head. It should be buckled firmly so it fits without wobbling or slipping to the sides.

Always remember to check that your child is wearing a helmet whenever they're playing or riding on wheels –

- Bikes
- Foot scooters
- Rollerskates
- Skateboards
- Rollerblades.

Riding safely

Although children quickly learn to pedal, steer and brake, they aren't ready to cycle near traffic or on the road. Until they are at least 10 years old, your child should ride off-road away from vehicles and driveways.

The safest places to ride bikes, scooters and skateboards are within fenced areas. This helps your child from riding or falling onto the footpath or the road. Children under 16 and their

accompanying supervising adult riders may ride on the footpath, unless there are signs specifically prohibiting cycling. Riders need to take special care at driveways where vehicles may be driving in or out.

At intersections, riders must dismount and wheel the bicycle across the road as a pedestrian, following the **STOP! LOOK! LISTEN! THINK!** procedure.

For more information on keeping our kids safe around schools visit the parents section on [safetytown.com.au](https://www.safetytown.com.au)

Messages to share with your children in Kindergarten to Year 4

- Always wear a helmet when you ride or skate
- Ride your bike away from the roads

Messages to share with your children in Years 5 and 6

- Always wear a helmet when you ride or skate
- Ride your bike away from busy roads



Your guide to driving and parking safely near schools

The beginning and end of the school day are busy times for pedestrians and vehicles outside the school. That's why you need to take extra care in 40km/h school zones.

- Park safely and legally, even if it means walking further to the school gate. Parking signs are planned with children's safety in mind.
- Slow down to 40km/h in the school zone and stay aware of crossings.
- Always park and turn legally around the school.
- Never double park as it puts children at risk.
- Manoeuvres such as U-turns and three-point turns are dangerous.
- Never park in a bus zone or in the school bus bay.
- Make sure your children use the Safety Door (rear footpath side door) to get in and out of the car.
- At a supervised crossing, observe the directions of the school crossing supervisor.
- Model safe and considerate behaviour for your child – they will learn from you.

Remember to always give way to pedestrians particularly when entering and leaving driveways. Don't park across the school driveway or the entrance to the school car park. It's always a good idea to use the drop off and pick up area suggested by your school. This will help keep all children as safe as possible during the busiest times of the school day.

For more information on keeping our kids safe around schools visit the parents section on [safetytown.com.au](https://www.safetytown.com.au)



Keeping safe around school crossings

For your child's safety, it's very important to ensure they use the school crossing.

At all crossings you must wait on the footpath, at least one step back from the edge of the road.

If there's a School Crossing Supervisor, wait until they have stopped the traffic and called you to cross.

If you are driving, you must not proceed until the School Crossing Supervisor's hand-held sign is no longer displayed, or until the crossing supervisor indicates that you may proceed through the crossing.

Children's crossings

Children's crossings are usually part-time crossings that operate before and after school hours. They can also operate at other times when children use the crossing for excursions or during break times. When 'Children Crossing' flags are displayed, you must stop at the white line if pedestrians are waiting to cross. Drivers must remain stationary until the crossing is clear of pedestrians.

For more information on keeping our kids safe around schools visit the parents section on [safetytown.com.au](https://www.safetytown.com.au)





40km/h school zones

40km/h school zones slow traffic on the roads around schools. This is to help protect children on their way to and from schools at the times and places where they are often in high numbers. Most 40km/h school zones operate between 8.00am and 9.30am and from 2.30pm until 4.00pm. The 40km/h school zone speed limit must be observed even if school children cannot be seen.

A 40km/h school zone operates on all notified school days including staff development days (student-free days). While some schools may operate on different term dates, school zone speed limits must be followed during NSW Government determined school terms.

You can find the school term dates on the following websites:

- roadsafety.transport.nsw.gov.au
- educationstandards.nsw.edu.au
- education.nsw.gov.au

To increase motorists' awareness of 40km/h school zones, triangular 'dragon's teeth' road markings indicate that the vehicle is entering a school zone.

Fines and a loss of demerit points will apply if the 40km/h speed limit isn't followed. For more information on fines and demerit points, visit rms.nsw.gov.au

For more information on keeping our kids safe around schools visit the parents section on safetytown.com.au



Driving safely near school buses

There is a 40km/h speed limit for traffic passing a school bus that is setting down or picking up school children. This speed limit is for all traffic travelling in the same direction as the bus, whether the bus is stationary or moving.

Lights will flash on the front and back of the bus reminding drivers that there may be children crossing or about to cross the road.

Buses can't stop quickly because they are large and heavy vehicles. So, remember:

- Reduce speed to 40km/h when bus lights are flashing
- Give way to buses
- Watch out for children crossing
- Never park in or near a bus stop or bus zone.

Informal school bus stops

Informal bus stops are not sign posted and are usually found in rural areas. They may be at the front of a property, or on the side of the road, which may make children difficult to see.

For more information on keeping our kids safe around schools visit the parents section on [safetytown.com.au](https://www.safetytown.com.au)

Helping children on and off the bus safely

Your children are most at risk in the minutes after getting off the bus. Here are some ways you can reduce this risk:

- Always meet your child at the bus stop. Never meet them on the opposite side of the road and call them across.
- Wait until the bus has gone, then choose a safe place to cross the road. Remember to Stop! Look! Listen! Think!
- 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.

Model safe pedestrian behaviour. Children learn safe road user habits from you and will continue them later on when they are old enough to travel alone.

Until your child is at least eight years old, hold their hand on the footpath, in the carpark and when crossing the road. Up until at least 10 years old, supervise your child very closely, holding their hand when crossing the road.

STOP!

one step back from the kerb

LOOK!

continuously both ways

LISTEN!

for the sounds of approaching traffic

THINK!

whether it is safe to cross and keep checking until safely across

Messages to share with your children in Kindergarten to Year 2

Hold a grown up's hand when:

- you cross the road
- you're on the footpath
- you're in a car park

Messages to share with your children in Years 3 and 4

- Hold an adult's hand when you cross the road
- Use a safe place to cross the road

Messages to share with children in Years 5 and 6

- Stop! Look! Listen! Think! every time you cross the road and keep checking until safely across

Kindergarten to Year 6

- Wait until the bus has gone and then use a safe place to cross

For more information on keeping our kids safe around schools visit the parents section on [safetytown.com.au](https://www.safetytown.com.au)