



OUT OF HOURS EVENT MANAGEMENT PLAN PICTON HIGH SCHOOL

PREPARED FOR SCHOOL INFRASTRUCTURE NSW

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1. Introduction

Stantec has been commissioned by School Infrastructure NSW to prepare an Out of Hours Event Management Plan (OHEMP) for the redeveloped Picton High School (herein referred to as 'The School'). The School is located at 480 Argyle Street, Picton.

The School is within the Wollondilly Shire Council Local Government Area (LGA) and has a site area of approximately 5.7 hectares.

The site location is shown in **Figure 1-1**.



Figure 1-1: Site Location

The School is located on the eastern side of Argyle Street, approximately 100 metres north of Wonga Road. The site has an area of 5.7 hectares. Vehicular access to the site is provided via separate entry and exit driveways that connect to Argyle Street, with the northern access accommodating entry movements and southern access accommodating exit movements. The School also has frontage to Wonga Road and a partially formed paper road across the eastern site boundary.

Key features of the site and its surrounds are:

- Established residential use occupies the land to the north of the School;
- Some commercial/industrial uses are located on Wonga Road, including the Picton Bus Depot which is the company operating the school bus services;
- Land to the west, south and east is predominantly undeveloped at present;
- A paper road extension of Wonga Road extends about halfway across the rear (eastern) boundary of the site.

This OHEMP has been written in response to the requirements of State Significant Development (SSD) Conditions E.1 & E.2, which were applied when the school was redeveloped. Those conditions are:

E.1 The Applicant is to prepare an Out of Hours Event Management Plan for out of hours events run by the **school** that involve 100 or more people. The plan must be prepared in consultation with Council, and include the following:

- a) The number of attendees, time and duration;

- b) *Arrival and departure times and modes of transport;*
- c) *Where relevant, a schedule of all annual events;*
- d) *Demonstrate measures to encourage non-vehicular travel to the school and promote and support the use of alternate travel modes (i.e public transport);*
- e) *Measures to minimise localised traffic and parking impacts; and*
- f) *Include measures to minimise noise impacts on any sensitive residential receivers, including the preparation of acoustic management plan.*

The Applicant must submit a copy of the Out of Hours Event Management Plan to the Department and to the Council, prior to the commencement of the first event.

The Out of Hours Event Management Plan must be implemented by the Applicant for the duration of the identified events or use.

E.2 *The Applicant is to prepare an Out of Hours Event Management Plan for out of events run by **external parties** that involve 100 or more people. The plan must be prepared prior to each relevant event, in consultation with Council, and include the following:*

- a) *The number of attendees, time and duration;*
- b) *Arrival and departure times and modes of transport;*
- c) *Where relevant, a schedule of all annual events;*
- d) *Demonstrate measures to encourage non-vehicular travel to the school and promote and support the use of alternate travel modes (i.e public transport);*
- e) *Measures to minimise localised traffic and parking impacts; and*
- f) *Include measures to minimise noise impacts on any sensitive residential receivers. Including the preparation of acoustics management plan.*

The Applicant must submit a copy of the Out of Hours Event Management Plan to the Department and to the Council. Prior to commencement of each relevant event.

The Out of Hours Event Management Plan must be implemented by the Applicant for the duration of the identified community event or use.

The acoustic management plan can be seen in Section 5 of this OHEMP. Note that this acoustic management plan has been prepared by Mace Australia Pty Ltd, in consultation with the School.

2. Proposed Event Schedule

The out of hours events, within this management plan, are defined as any gatherings with 100 attendees or greater.

A meeting was held with the School on the 11 February 2021 where they provided the following list of events that are predicted to occur annually.

Table 2-1: Expected Event Schedule

Event	Approximate Attendees	Frequency	Duration	Estimated mode share
Events held by the school				
Wollondilly Performing Arts Festival	1,000	1 night/annually	5pm to 10pm	75% car 20% car share 3% walk 2% public transport
Parent Teacher Nights	125	2 nights/annually	3:30pm to 7:30pm	95% car 2% car share 2% walk 1% public transport
Information Evenings	300	24-28 times annually	3:30pm to 6:30pm	95% car 2% car share 2% walk 1% public transport
Presentation Night	200	1 night/annually	6pm to 10pm	95% car 2% car share 2% walk 1% public transport
Sport Presentation Night	500	1 night/annually	6pm to 10pm	95% car 2% car share 2% walk 1% public transport
School Musicals	100	3 nights/ annually	6pm to 10pm	75% car 20% car share 3% walk 2% public transport
Community of school events	100	Varies Up to 3 times/week	4:30pm to 6:30pm Or during school hours	75% car 20% car share 3% walk 2% public transport

Event	Approximate Attendees	Frequency	Duration	Estimated mode share
Sports events	100	Varies Multiple times a year	During school hours	75% bus 20% car 5% car share
Events held by external parties				
Aboriginal Education Consultative Group (AECG) meetings	Currently less than 100, but potential to grow to over 100	Unknown	3:30pm to 5:30pm	95% car 2% carshare 2% walk 1% public transport

The School has noted that there is currently nothing confirmed for events held by external parties and the frequency/duration of these events will vary and may not occur annually.

The School has also advised that these out of hour events will occur from 4:00pm onwards, and therefore do not overlap with school drop-off and pick-up periods.

3. Existing Conditions

A meeting with the School on 11 February 2021 identified the following operational characteristics associated with the hosting of events:

- 141 on-site parking spaces are provided. Staff parking requirements are prioritised with the excess then available to visitors, students, and parents on a first come, first serve basis.
- This satisfies some of the parking demand associated with events but does not meet the full demand of larger events such as the Wollondilly Performing Arts Festival and sports presentation nights. These larger events rely on a mixture of on and off-site parking and in some cases, bus transport provided by the visiting schools/groups.
- The School has experienced some issues with parents and visitors parking in bus pick-up and drop-off zones when these areas are needed for event-related bus transport.
- The public transport network in the school's vicinity is limited and does not generally provide an option for people travelling to and from out of hours events. This results in people travelling by car which puts pressure on available parking on site and in surrounding areas.
- A continuous concrete footpath is established along the eastern side of Argyle Street which extends from the school boundary to Picton Town Centre (located to the north of the School). Walking to events is an option for those who live in the local area.
- Some roads in the area, particularly to the south of the school do not have footpaths and/or lighting, which can be challenging for people returning to their vehicle at night.

These existing conditions have been considered in development of the OHEMP.

4. Recommendations

This OHEMP has grouped events into two categories:

- 300 attendees or less; and
- Greater than 300 attendees.

This is to create a simple framework for use by the school and external parties on a range of events. A standard approach can be applied to both the smaller, more frequent events and the larger festival type events that occur less frequently.

4.1 300 Attendees or Less

4.1.1 Background

Considering that the school is predominantly surrounded by single residential dwellings and local businesses that have their own on-site parking facilities, the on-street parking spaces within the vicinity of the School will generally be vacant outside of school hours. Moreover, there are additional on-street parking spaces along Wonga Road.

Assuming a vehicle occupancy of 1.5 to 2 passengers per vehicle, events of up to 300 people could generate demand for 150 to 200 vehicles. The on-site supply (141 spaces) plus the available on-street supply will be able to accommodate this level of demand.

It is also noted that the majority of the out of hours events will typically commence after PM school peak periods (after 4:00pm), particularly with events that will have parents attending (e.g. Information Evenings and Presentation Nights). Some events will also have staggered arrival/departure times (e.g. Parent Teacher Nights) and as such, the localised traffic and parking impacts will be minimised.

4.1.2 Management Plan

The following measures are recommended to manage out of hours events involving 300 attendees or less:

- Include out of hours events (school and external party) in the existing 'Events' section of the school website such that the school community and the broader community (neighbouring residents for example) are informed in advance.
- Create and maintain a "How to Get Here" (or similar) section on the school website with a Travel Access Guide (TAG) which includes:
 - Recommended walking and cycling routes to the School;
 - Location of cycle parking areas;
 - Public transport options (with links to current service schedules);
 - Maps of on-site parking areas including the location of accessible spaces (for eligible users) and any event-specific parking arrangements; and
 - Identification of on-street parking areas where footpaths and street lighting are provided between the parking area and the school.
- Include a link to the TAG in any information packs and/or other communications to event organisers and participants.
- On event days, sign the entry to the bus layby as either "Buses Only" or "Event Parking Permitted", depending on whether or not the area is needed for bus parking. This will ensure that if the area is not needed for buses, on-site parking capacity is efficiently used.
- Make on-site parking that is not required by its regular users (such as staff and buses) available as event parking. On event days, sign the entry to the staff parking area(s) as either "Staff Only" or "Event Parking Permitted". This will again ensure that on-site parking capacity is used efficiently and if it not available, circulating trips by people looking for parking will be avoided.
- Wherever practical, stagger the arrival and departure times of events to manage parking demand and minimise network impacts.

4.2 Greater Than 300 Attendees

4.2.1 Management Plan

In addition to the recommendations provided in Section 4.1, the following management measures are recommended for out of hour events expected to accommodate more than 300 attendees:

- If variable public-facing signage is available at the school, use it to notify the broader community of events, at least one week in advance.
- Explore opportunities to utilise private off-street parking areas owned by other parties in the local area. This will require consultation between the School, local businesses and the wider community in the future if an overflow or private off-street parking area is required. If agreement is reached, include the event-specific instructions on the 'How to Get Here' website and display signage on event day.
- Encourage participant groups to share transport (carpooling or charter bus/van for example) to the event and provide priority parking and/or drop off and pick up spaces for these vehicles on event day.
- Use event communications and the TAG to inform participants that event day parking is limited, and that carpooling, walking, cycling, public transport, and group transport are recommended.

It is noted that these larger events will occur 1-2 times a year and will generally occur outside of peak periods (evenings). The increase in parking demand and traffic volumes will be temporary and can be appropriately managed to minimise impact on the local road network.

5. Acoustic Management Plan

This acoustic management plan has been prepared to address Condition E1 (f) and E2(f) –

Include measures to minimise noise impacts on any sensitive residential receivers, including the preparation of acoustic management plan

This section has been prepared by Mace Australia Pty Ltd, in consultation with the School.

5.1 Aim

The actions and tasks identified in this section of the report will seek to minimise the acoustic effect of events on the surrounding residential area adjacent to Picton High School. The actions identified have been agreed in consultation with the school.

5.2 Actions

The actions that will be undertaken by the school include, but are not limited to:

- Instructing patrons to respect the amenity of surrounding residents by limiting noise;
- Including signage throughout building egress points and site access reminding patrons to minimise noise and respect the amenity of residents;
- Restricting amplified sound and music to inside the building;
- Staggering exit time so the full crowd does not leave the building at the same time;
- Providing staff members along travel paths to “usher” patrons which are leaving the event;
- Providing staff, instructing patrons and providing signage to prevent loitering of patrons outside the venue; and
- Limiting thoroughfare and access of areas which are in proximity of residential receivers.

5.3 Monitoring

In line with other operational plans to be implemented for the development, the intention is for these actions to be regularly reviewed and amended to suit requirements of the school and surrounding residential area.

Picton High School staff will evaluate the acoustic management plan on an annual basis.

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