# Operational Transport and Access Management Plan

Samuel Gilbert Public School

80021004

Prepared for SINSW

13 July 2021





Samuel Gilbert Public School



#### **Contact Information**

St Leonards NSW 2065

#### **Document Information**

**Project Name** 

Cardno (NSW/ACT) Pty Ltd Prepared for SINSW

ABN 95 001 145 035

Level 9 - The Forum File Reference 80021004\_SGPS

203 Pacific Highway OTAMP\_v06.docx

Australia Job Reference 80021004

Date 13 July 2021

www.cardno.com

Phone +61 2 9496 7700 Version Number 7
Fax +61 2 9439 5170

#### **Document History**

Version	Effective Date	Description of Revision	Prepared by	Reviewed by
1	8/02/2021	Draft – SINSW / SGPS Review	Sabal Sharma	Hayden Calvey
2	0/03/2021	Draft Final	Sabal Sharma	Hayden Calvey
3	9/06/2021	Final	Sabal Sharma	Hayden Calvey
4	28/06/2021	Final	Sabal Sharma	Hayden Calvey
5	06/07/2021	Final	Sabal Sharma	Hayden Calvey
6	12/07/2021	Final	Sabal Sharma	Hayden Calvey
7	13/07/2021	Final	Sabal Sharma	Hayden Calvey

<sup>©</sup> Cardno. Copyright in the whole and every part of this document belongs to Cardno and may not be used, sold, transferred, copied or reproduced in whole or in part in any manner or form or in or on any media to any person other than by agreement with Cardno.

Our report is based on information made available by the client. The validity and comprehensiveness of supplied information has not been independently verified and, for the purposes of this report, it is assumed that the information provided to Cardno is both complete and accurate. Whilst, to the best of our knowledge, the information contained in this report is accurate at the date of issue, changes may occur to the site conditions, the site context or the applicable planning framework. This report should not be used after any such changes without consulting the provider of the report or a suitably qualified person.

This document is produced by Cardno solely for the benefit and use by the client in accordance with the terms of the engagement. Cardno does not and shall not assume any responsibility or liability whatsoever to any third party arising out of any use or reliance by any third party on the content of this document.



### **Table of Contents**

1	Introd	uction	1
	1.1	Scope of Works	1
2	Existir	ng Condition	2
3	Trans	port and Access Service Strategy	3
	3.1	Existing Bus Route	3
	3.2	Existing Walking and Cycling	1
4	OTAM	IP Conditions	5
	4.1	Pedestrian Access	5
	4.2	Vehicle Access & Parking	6
	4.3	Drop-off /Pick-up Operation	7
	4.4	Bus Pick-up / Drop-off	8
	4.5	Bus and Services vehicle arrangements	9
	4.6	Potential traffic impacts	9
	4.7	Community Use	10
	4.8	Monitoring and review program	10
	4.9	Action and Responsibilities	10
	4.10	Communications Plan	10
Appen	dices		
Appendix	A Kiss a	and Drop	
Appendix	<b>B</b> Evider	nce of Consultation	
Appendix	C CV		
Tables			
Table 3-1	Bus route	es servicing Samuel Gilbert Public School	3
Table 4-1	Commun	ication Plan	11
<b>F</b> igure			
Figure	<b>S</b>		
Figure 3-1	Existing F	Public Transport	1
Figure 3-2	Pedestria	an Infrastructures	1
Figure 3-3	Cycling Ir	nfrastructure	2
Figure 4-1	Pedestria	an Survey Sites	5
Figure 4-2	Vehicular	Access	6
Figure 4-3	Existing a	and Proposed Car Parking Spaces	7
Figure 4-4	Current P	Proposed Pick Up and Drop Off	8



#### 1 Introduction

Cardno has been commissioned by SINSW to provide Transport Planning and Traffic Engineering advice to support the redevelopment of Samuel Gilbert Public School (SGPS). The School upgrade project will increase the student numbers from 780 to 1000 and an increase in staff from 30 to 58.

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 into 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
- > Increase in students from circa 750 to 1,000 students

#### 1.1 Scope of Works

The scope of works is to address SGPS consent condition (SSD9274) issued by the Department of Planning and Environment (DPE) with respect to the provision of an Operational Transport and Access Management (OTAMP, Condition Number D11) as detailed below.

D11 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 TfNSW (RMS), and submitted to the satisfaction of the Certifying Authority and submitted to the Planning Secretary for information.	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 located within Gilbert Road and Ridgecrop Drive, 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, including staff management/traffic controller arrangements;	4.4
e) delivery and services vehicle and bus access and management arrangements;	4.5
f) management of approved access arrangements;	4.6
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 at Gilbert Road and Ridgecrop Drive;	4.7
h) car parking arrangements and management associated with the proposed use of school facilities by community members; and	4.8
i) A monitoring and review program.	4.9



#### **2 Existing Condition**

#### 2.1 Site Location

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.

The site is located in an urban residential area, characterised by predominantly low-density residential building forms and land uses. The land to the north-east of the site contains a Council recreation reserve and car park. Land to the east of the site contains the Knightsbridge shopping centre and child care centre. The remaining surrounding land contains houses.

Figure 2-1 shows the local site context for Samuel Gilbert Public School.

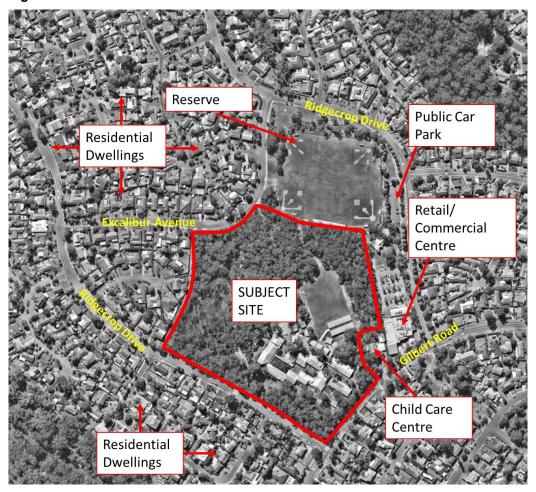


Figure 2-1 Subject Site



#### 3 Transport and Access Service Strategy

#### 3.1 Existing Bus Route

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 Ridgecrop 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.

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

Rout e no.	Route Name	Frequenc y (min)	Pick Up/Drop Off Time	Key destinations	Bus Stop Location		
Public	Public bus services						
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, Ridgecrop Drive		
Dedica	ited school bus service	s					
2550	Samuel Gilbert Public School and Castle Hill	*	3.14pm (afternoon pick up)	Samuel Gilbert Public School, Castle Hill	Gilbert Road, Ridgecrop Drive		
3610	Samuel Gilbert Public School and Old Northern Road after Glenhaven Road	*	3.05pm (afternoon pick up)	Samuel Gilbert Public School, Glenhaven	Ridgecrop 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, Ridgecrop 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, Ridgecrop 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, Ridgecrop Drive		

<sup>\*</sup> Coinciding with school time

The public transport networks including bus routes are mapped in Figure 3-1.



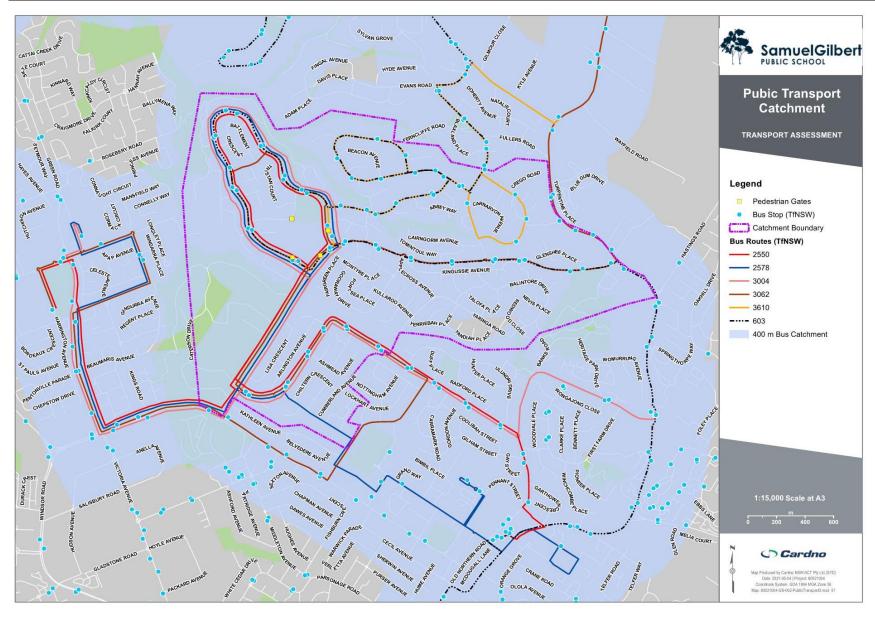


Figure 3-1 Existing Public Transport



#### 3.2 Existing Walking and Cycling

The pedestrian network in the vicinity of the school is composed of footpaths and crossings along with the road network. Pedestrians are supported with the following infrastructure in the vicinity of the subject site

- Footpaths are provided along both sides of Gilbert Road and Ridgecrop Drive;
- > A midblock pedestrian crossing is provided within Gilbert Road approximately 20m to the north of its southernmost roundabout junction with Ridgecrop Drive
- > A pedestrian refuge is provided within the splitter island of the western approach of the southernmost junction of Gilbert Road and Ridgecrop Drive; and
- A raised wombat pedestrian crossing is provided across Ridgecrop Drive, approximately 50m west of its easternmost junction with Galahad Crescent.

The pedestrian infrastructure surrounding the subject site is shown in Figure 3-2.

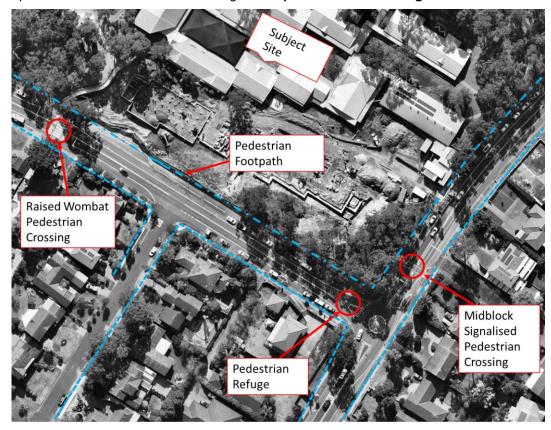


Figure 3-2 Pedestrian Infrastructures

The school is located within a well-connected bicycle network. The cycling infrastructure near Samuel Gilbert Public School is shown in **Figure 3-3**.



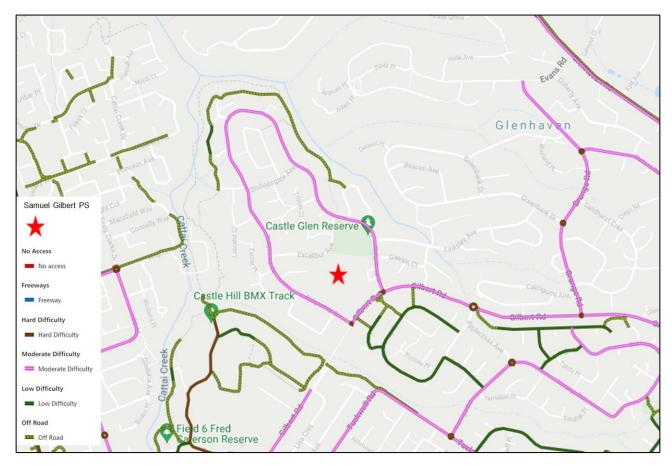


Figure 3-3 Cycling Infrastructure

Source: TfNSW Cycleway Finder, <a href="https://www.rms.nsw.gov.au/maps/cycleway\_finder">https://www.rms.nsw.gov.au/maps/cycleway\_finder</a>, viewed 08/09/2020

Also, reference had been made to Hills Shire Track and Trail program provides walk and cycling trail nearby the School along Fred Caterson and Bernie Mullane Reserves shown in **Figure 3-4** 



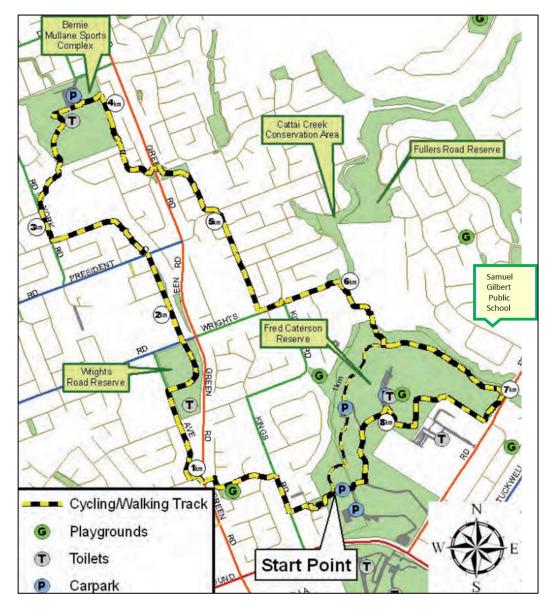


Figure 3-4 Walking and Cycling Trail



Based on desktop review the footpath surrounding the subject site is shown in **Figure 3-5**. Also, it should be noted that an underpass connects the Lions Park and the Knightsbridge shopping centre.

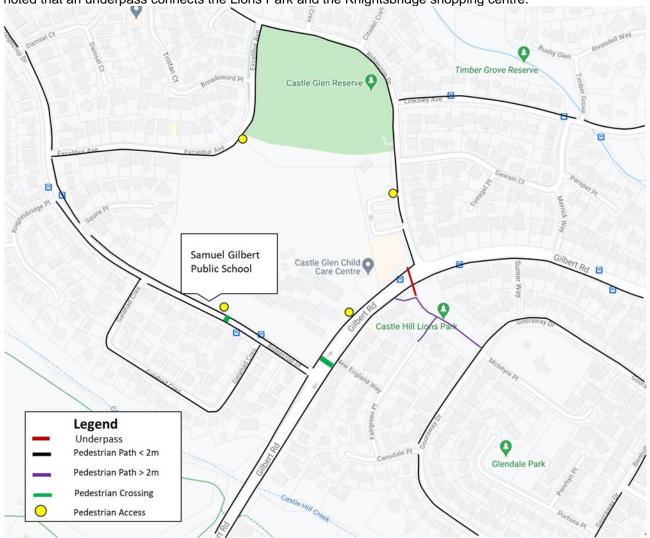


Figure 3-5 Pedestrian Footpath



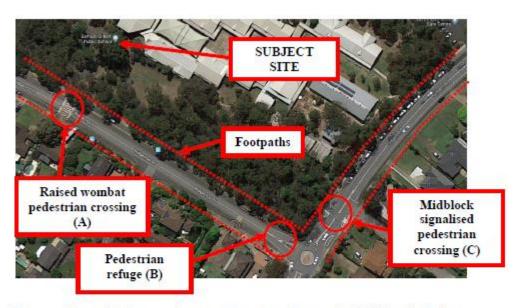
#### 4 OTAMP Conditions

#### 4.1 Pedestrian Access

Condition D11 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.

Pedestrian surveys have been undertaken on 28<sup>th</sup> May and 31<sup>st</sup> July 2018 at the crossing points on Ridgecrop Drive and Gilbert Road. The results are summarised below.

# FIGURE 5 PUBLIC PEDESTRIAN INFRASTRUCTURE IMMEDIATE ADJACENT TO THE SUBJECT SITE



Surveys of the pedestrian crossing movements over the crossing facilities denoted as A, B and C in Figure 5 were undertaken by staff of this Practice in conjunction with the previously presented vehicle volume surveys during school start and finish periods on the 28<sup>th</sup> of May and 31<sup>st</sup> of July, 2018. Table 4 provides a summary of the existing pedestrian crossing movements whilst full details are available upon request.

PEDESTRIAN MOVEMI PE	ENTS CO	TABLE 4 DINCIDIN OF THE S			RT AND F	INISH	
6 · F W	AM (Peds/Hr)			I	PM (Peds/Hr)		
Crossing Facility	Adults	Children	Total	Adults	Children	Total	
Raised wombat crossing (A)	21	30	51	19	22	42	
Pedestrian refuge within splitter island (B)	33	41	74	40	41	81	
Midblock signalised pedestrian crossing (C)	47	55	102	57	64	121	
Total	101	126	227	116	127	244	

Figure 4-1 Pedestrian Survey Sites

Source: Samuel Gilbert Pubic School EIS Traffic Impact Assessment, TSA 2019

Inspection undertaken during Cardno's site visit show the crossing of Ridgecrop Drive in location B was not in the magnitude as suggested by the surveys. Pedestrians crossing in this location were observed to be associate with kerbside parking on the western side of Gilbert Road south of Ridgecrop Drive.

The survey results or inspection do not identify issues relating to the need to stagger the start and finish times to achieve desired pedestrian safety outcomes.



#### 4.1.2 Bicycle Provisions

The school redevelopment proposal includes the provision of 30 double-sided bicycle racks on-site, which would be capable of accommodating up to 60 bicycles.

It is noted that end-of-trip facilities would be provided including 12 staff lockers, one staff shower, and bag storage locations for all students.

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

The proposed bicycle parking provision is expected to also assist with facilitating greater bicycle trips, consistent with the GTP objective.

#### 4.2 Vehicle Access & Parking

Condition D11 states: The location of all car parking spaces on the school campuses and their allocation (i.e. staff, visitor, accessible, emergency, etc.).

The site currently has vehicle access off Ridgecrop Drive with a driveway located approximately 110m to the west of the intersection of Ridgecrop Drive and Gilbert Road.

The existing vehicle access will remain unaltered as part of the proposed development. The driveway provides access to a car parking area comprising 34 parking spaces and a turning area for delivery vehicles.

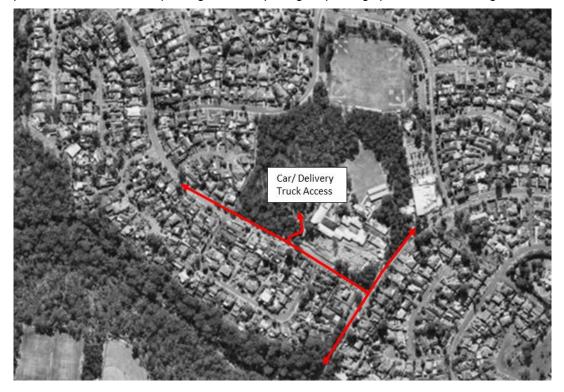


Figure 4-2 Vehicular Access

The school site currently contains 34 on-site car parking spaces. The development proposes an additional four-car parking space on-site, resulting in a total of 38 on-site car parking spaces. It should be noted that an



accessible space is also proposed as a part of the upgrade along with service vehicle areas for deliveries and emergency vehicles, however there are no visitor parking spaces.

The locations of the existing and proposed car parking spaces are provided in Figure 4-3.

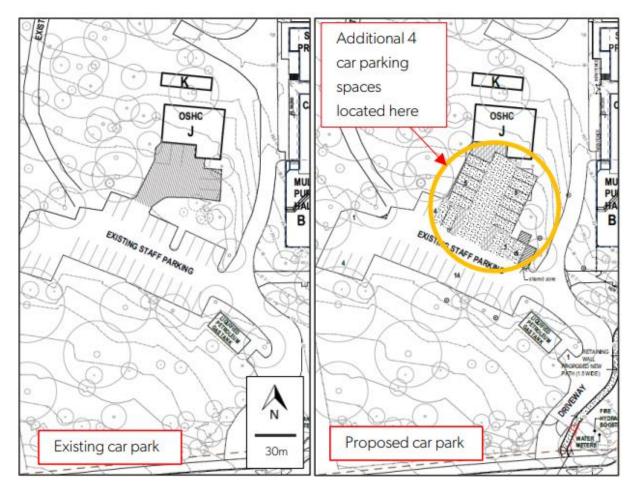


Figure 4-3 Existing and Proposed Car Parking Spaces

The community uses would predominantly operate outside of school hours when the parking demand on-site and on-street would be lower and it is noted that the start and finish times for the proposed community facilities would predominantly not coincide with the school start and finish times and with other activities occurring at the school.

#### 4.3 Drop-off /Pick-up Operation

Condition D11 states: The location and operational management procedures of the pick-up and dropoff parking located within Gilbert Road and Ridgecrop Drive, including staff management/traffic controller arrangements.

#### 4.3.1 Proposed Location

As part of the approval, the redevelopment is to modify the current drop-off / pick-up (DOPU) arrangement on Ridgecrop Drive to be split between Ridgecrop 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 4-4**.

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



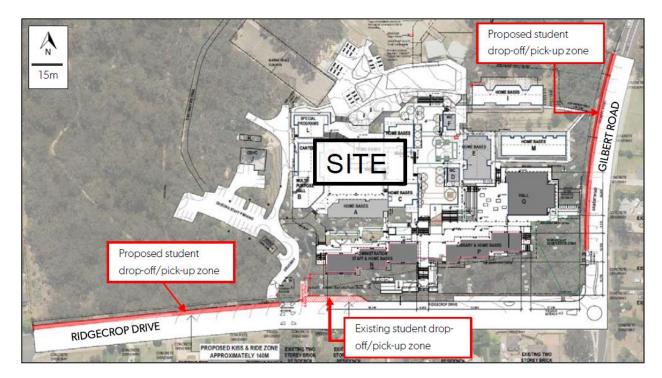


Figure 4-4 Current Proposed Pick Up and Drop Off

#### 4.3.2 Operation

The TfNSW literature with respect to the "pick-up and drop-off initiative", including volunteer adult supervisors to help children get in and out of cars is included in **Appendix A**.

It is also recommended that SGPS principal/staff monitor the operation of the proposed pick-up/drop-off facility. If vehicles are observed to undertake illegal manoeuvres or parking behaviour (which carry heavy fines), Council should be requested to send out rangers to patrol the school pick-up and drop-off zone. The Hills Shire Council has a 'request a school zone patrol' facility to monitor and control traffic and parking issues.

Should it be necessary to improve the safety and efficiency of the drop-off/pick-up arrangement and to improve the functional capacity of the proposed pick-up and drop-off zone the following should be considered:

- > To mitigate the traffic congestion issues around the Pick-Up and Drop off parking along Gilbert Road and Ridgecrop Drive staggered school start and finish times is considered as a potential management measure 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.
- > Parents/guardians to identify the student names on the front of cars (to assist teachers with identifying the approaching cars).
- > Students to be grouped into designated pick-up zones at Gilbert Road or Ridgecrop Drive.

#### 4.4 Bus Pick-up / Drop-off

Condition D11 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, including staff management/traffic controller arrangements.

The existing school bus services is listed in **Section 3.1**. There are existing pedestrian footpaths along both sides of Ridgecrop Drive and Gilbert Road which provide convenient access for students travelling to/from the school via school bus from the bus stops. It should be noted that special buses for school excursions, sports events will stop along the bus zone provided along Ridgecrop Drive.

It is recommended that a member of staff be on duty to supervise students during the arrival and departure times of school buses.



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 at the bus stop, 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 SGPS.

#### 4.5 Bus and Services vehicle arrangements

#### Condition D11 states: delivery and services vehicle and bus access and management arrangements.

A service vehicle will access the school via the existing driveway located approximately 110m to the west of the intersection of Ridgecrop Drive and Gilbert Road to access the site as shown in **Figure 4-2**. Other than waste collection vehicles, the school is expected to generate negligible volumes of service vehicle activity, and to ensure the safety of children, parents, and staff, all waste collection activity should occur outside of school periods. It is understood that the site currently accommodates up to one service vehicle a day, which generally occurs outside of the peak starting and finishing times of the school.

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

#### 4.6 Approved access arrangements

#### Condition D11 states: management of approved access arrangements.

The access points for vehicles and pedestrians are shown in **Figure 3-5 and Figure 4-2** respectively. The access points are gated and locked outside of school hours and community use time periods.

As stated above in **Section 4.2**, the site currently has vehicle access off Ridgecrop Drive with a driveway located approximately 110m to the west of the intersection of Ridgecrop Drive and Gilbert Road. The driveway provides access to a car parking area. The staff who access this car park are expected to do so before the majority of students arrive and after the majority of students depart the school each day.

Similarly, community uses of the car park would predominantly operate outside of school hours when the parking demand would be lower and it is noted that the start and finish times for the proposed community facilities would predominantly not coincide with the school start and finish times and with other activities occurring at the school.

Four pedestrian entry/exit points are provided at the school. As mentioned in **Section 4.1** the pedestrian survey results or inspection does not identify issues relating to the need to stagger the start and finish times to achieve desired pedestrian safety outcomes. The pedestrian gates are to be kept closed at all times.

#### 4.7 Potential traffic impacts

Condition D11 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 at Gilbert Road and Ridgecrop Drive.

Cardno notes from the May 2019 TIA that the performance of the southernmost intersection (Gilbert Road/Ridgecrop Drive) is at capacity in the PM Peak (LoS E), it is noted that this is expected to occur only within a short period of time (around 15-30 minute window during drop-off and pick-up activity) coinciding with the finishing time of the school and not for the entire one hour period.

If congestion and safety issues increases along Ridge Corp Drive and Gilbert Road roundabout a staggered school start and finish times is recommended as a potential management measure 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

#### 4.8 Community Use

Condition D11 states: Car parking arrangements and management associated with the proposed use of school facilities by community members.

When necessary, the on-site car parking will be made available for those using facilities within the school grounds. Access to the on-site car parking is controlled by lockable gates and as such, access will only be achieved during permitted hours that coincide with the on-site community use.

In addition to the on-site parking, there is sufficient parallel kerbside parking surrounding the school which is freely available to the general public. The kerbside parking can be utilised by visitors associated with the on-site community use.

#### 4.9 Monitoring and review program

Condition D11 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 Hills Shire Council.

#### 4.9.1 Consultation

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

#### 4.10 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 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 TPMP items/issues).	School Principal

#### 4.11 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 SINISW / Department of Education Travel Plan Coordinator, new School Principal and/or member of the Governance Committee.

An indicative communication plan for the OTAMP are highlighted in Table 4-1Table 4-1.

Table 4-1 Communication Plan

Action	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.

# sofety Doon

Drop-off Pick-up ZONE

NO

PARKING 8.30am - 9.30am

MON - FRI

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.
- <u>Keeping our kids safe around schools</u> has information for principals, parents and members of the school community. Order Safety Door stickers from our online catalogue.

#### roadsafety.transport.nsw.gov.au

Disclaimer

While all care is taken in producing this work, no responsibility is taken or warranty made with respect to the accuracy of any information, data or representation. The authors (including copyright owners) expressly disclaim all liability in respect of anything done or omitted to be done and the consequences upon reliance of the contents of this information.



# **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.

#### 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 Pickup and Drop-off zone.
- Do not attempt to direct traffic and do not enter the road environment.

#### More information

<u>Keeping our kids safe around schools</u> 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

Disclaimer

While all care is taken in producing this work, no responsibility is taken or warranty made with respect to the accuracy of any information, data or representation. The authors (including copyright owners) expressly disclaim all liability in respect of anything done or omitted to be done and the consequences upon reliance of the contents of this information.



Drop-off Pick-up

ZONE



Kids and Traffic Safety Door sticker RTA45091021K



APPENDIX

В

EVIDENCE OF CONSULTATION





#### **Post Approval Consultation Record**

Identified Party to	Transport for NSW
Consult: Consultation type:	Email and MS Teams Call
When is consultation required?	Prior to Operation
Why	Condition D11
	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 TfNSW (RMS), and submitted to the satisfaction of the Certifying Authority and submitted to the Planning Secretary for information.
When was consultation scheduled/held	19 <sup>th</sup> April 2021 to 2 <sup>nd</sup> June 2021 – email correspondence 11 <sup>th</sup> May 2021- MS Teams call
When was consultation held	See above
Identify persons and	Robert Rutledge
positions who were	Transport Planning Manager
involved	Transport for NSW
	2. David Cumlias
	David Surplice     Transport for NSW
	Transport for Now
	3. Jacqui Hicks
	Transport for NSW
Provide the details	The purpose of the consultation was to obtain comments to inform
of the consultation	the OTAMP.
What specific	No specific comments were provided by TfNSW in relation to the
matters were	OTAMP.
discussed?	A.111
What matters were resolved?	Nil
What matters are	Nil
unresolved?	IVII
Any remaining	Nil
points of	
disagreement?	
How will SINSW	Nil
address matters not	
resolved?	

#### **Sabal Sharma**

From: Robert Rutledge <Robert.Rutledge@transport.nsw.gov.au>

Sent: Wednesday, 2 June 2021 12:11 PM

**To:** Sabal Sharma; Hayden Calvey; Development Sydney

**Cc:** Jacqui Hicks; David Surplice; Robert Rutledge

**Subject:** SSD-9274 Samuel Gilbert Public School Compliance of DA Conditions of Consent D10 and D11

#### Dear Mr Sharma,

Thank you for your correspondence dated 19 April 2021 requesting Transport for NSW (TfNSW) provide comment on Conditions of Consent D10 and D11 - Part D - Prior to Commencement of Operation for SSD-9274 Samuel Gilbert Public School.

Condition D10 requires the preparation of a Green Travel Plan (GTP) in consultation with TfNSW, and Condition D11 requires the preparation of an Operational Transport and Access Management Plan (OTAMP) in consultation with TfNSW.

The documents submitted (as outlined below) have been reviewed and it is advised that Conditions D10 and D11 in the Consent have been satisfied.

The relevant documents and plans demonstrating satisfaction with the above Conditions D10 and D11 in the Consent are listed as follow:

- Green Travel Plan Samuel Gilbert Public School; 80021004 SGPS; Version 5; 28 May 2021.
- Operational Transport and Access Management Plan Samuel Gilbert Public School; 80021004 SGPS; Version 2; 5 March 2021.

Should you have any questions or require additional information, please contact development@transport.nsw.gov.au.

Thank you for your consideration in this matter. Kind Regards,

Robert Rutledge
Transport Planning Manager
Strategic Transport Planning
Customer Strategy & Technology
Transport for NSW

M: 0478 486 393 20-44 Ennis Rd, MILSONS POINT 2061



This email is intended only for the addressee and may contain confidential information. If you receive this email in error please delete it and any attachments and notify the sender immediately by reply email. Transport for NSW takes all care to ensure that attachments are free from viruses or other defects. Transport for NSW assume no liability for any loss, damage or other consequences which may arise from opening or using an attachment.



Consider the environment. Please don't print this e-mail unless really necessary.



#### **Post Approval Consultation Record**

Identified Party to Consult:	Hills Shire Council
Consultation type:	Email
When is consultation required?	Prior to Operation
Why	Condition D11 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 TfNSW (RMS), and submitted to the satisfaction of the Certifying Authority and submitted to the Planning Secretary for information.
When was consultation scheduled/held	19th April 2021 to 29 <sup>th</sup> April 2021– email correspondence
When was consultation held	See above
Identify persons and positions who were involved	Andrew King Manager-Infrastructure Planning Hills Shire 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?	No specific comments related to the OTAMP were provided by Council.
What matters were resolved?	Nil
What matters are unresolved?	Nil
Any remaining points of disagreement?	Nil
How will SINSW address matters not resolved?	Nil

**Cc:** Angela Vernicos <AVERNICOS@thehills.nsw.gov.au>; Rodney Pavitt <rpavitt@thehills.nsw.gov.au>; Michael Lathlean <mlathlean@thehills.nsw.gov.au>; McSwan, Andrew <Andrew.McSwan@macegroup.com>

**Subject:** Re: Samuel Gilbert PS - Traffic Conditions

No other comments mate, other than that we are highly sceptical.

Sent from my iPad

On 29 Apr 2021, at 2:35 pm, Hayden Calvey <a href="mailto:salvey@cardno.com.au">hayden.calvey@cardno.com.au</a> wrote:

Hi Andrew,

Thanks for the response.

We'll take this on board in discussion with SINSW.

Can you confirm if any other comments will be provided by Council?

#### Hayden Calvey

TRAFFIC ENGINEERING TEAM LEADER CARDNO

<image001.jpg>

Phone Fax +61 2 9439 5170 Direct +61 2 9024 7093 Mobile +61 436 647 763 Address Level 9, The Forum, 203 Pacific Highway, St Leonards, New South Wales 2065 Australia

Email hayden.calvey@cardno.com.au Web www.cardno.com

 $\begin{array}{l} {\tt CONNECT}{<} image 002.png {\gt <} image 003.png {\gt <} image 004.png {\gt <} image 005.png {\gt <} ima$ 

<image006.png>Cardno acknowledges the Traditional Owners of the land upon which we live and work and pay our respects to their Elders past, present and emerging - learn more.

Cardno's management systems are certified to ISO9001 (quality) and AS4801/OHSAS18001 (occupational health and safety)

This email and its attachments may contain confidential and/or privileged information for the sole use of the intended recipient(s). All electronically supplied data must be checked against an applicable hardcopy version which shall be the only document which Cardno warrants accuracy. If you are not the intended recipient, any use, distribution or copying of the information contained in this email and its attachments is strictly prohibited. If you have received this email in error, please email the sender by replying to this message and immediately delete and destroy any copies of this email and any attachments. The views or opinions expressed are the author's own and may not reflect the views or opinions of Cardno.

From: Andrew King <a href="mailto:aking@thehills.nsw.gov.au">aking@thehills.nsw.gov.au</a>>

Sent: Thursday, 29 April 2021 12:47 PM

**To:** Hayden Calvey < hayden.calvey@cardno.com.au >

Cc: Angela Vernicos < AVERNICOS@thehills.nsw.gov.au >; Rodney Pavitt < rpavitt@thehills.nsw.gov.au >; Michael Lathlean < mlathlean@thehills.nsw.gov.au >

Subject: FW: Samuel Gilbert PS - Traffic Conditions

Hayden,

Nice Travel Plan.

Now tell me how the school is going to enforce the travel target of 63%, and what penalty system they are going to set themselves if they don't achieve it? And for the record, there are no gaps in the walking / cycling network for this school, nor are there any missing crossing points – every child who can walk or ride should be walking or riding to this school.

And by the way, whether deliberately or by mistake, you left out reference to the underpass at the shopping centre – I had that underpass straightened out a couple of years ago to make sure anyone walking through could see from end to end.

#### Cheers

Andrew King

From: Andrew King

Sent: Monday, 19 April 2021 9:07 AM

To: Angela Vernicos

**Subject:** FW: Samuel Gilbert PS - Traffic Conditions

What do you think about this?

From: Hayden Calvey [mailto:hayden.calvey@cardno.com.au]

Sent: Monday, 19 April 2021 8:54 AM

To: Andrew King

**Cc:** Sabal Sharma; McSwan, Andrew; Rajkumari, Bonic **Subject:** RE: Samuel Gilbert PS - Traffic Conditions

Hi Andrew,

Please find attached the drafts of the Green Travel Plan (GTP) and Operational Transport and Access Management Plan (OTAMP) for Samuel Gilbert Public School.

As per Conditions D10 – GTP and D11 – OTAMP, it is a requirement to consult with Council on these two items.

If possible, could you please review the attachments and provide any comments you may have by 3/05/2021 (2 weeks from today). There are specific action items for the School and its designated Travel Plan Coordinator, as well as the arrangement of a governance committee with Council and TfNSW to help implement effective change.

I'm happy to discuss this over the phone if you have specific queries that may be best addressed this way.

Any questions please let me know.

#### Hayden Calvey

TRAFFIC ENGINEERING TEAM LEADER CARDNO

<image001.jpg>

Phone Fax +61 2 9439 5170 Direct +61 2 9024 7093 Mobile +61 436 647 763 Address Level 9, The Forum, 203 Pacific Highway, St Leonards, New South Wales 2065 Australia

Email hayden.calvey@cardno.com.au Web www.cardno.com

 $\begin{array}{l} {\tt CONNECT}{<}image002.png{>}{<}image003.png{>}{<}image004.png{>}{<}image005.png{>}{<} \\ {\tt CARDNO} \end{array}$ 

<image008.png>Cardno acknowledges the Traditional Owners of the land upon which we live and work and pay our respects to their Elders past, present and emerging - learn more.

Cardno's management systems are certified to ISO9001 (quality) and AS4801/OHSAS18001 (occupational health and safety)

This email and its attachments may contain confidential and/or privileged information for the sole use of the intended recipient(s). All electronically supplied data must be checked against an applicable hardcopy version which shall be the only document which Cardno warrants accuracy. If you are not the intended recipient, any use, distribution or copying of the information contained in this email and its attachments is strictly prohibited. If you have received this email in error, please email the sender by replying to this message and immediately delete and destroy any copies of this email and any attachments. The views or opinions expressed are the author's own and may not reflect the views or opinions of Cardno.



#### **Post Approval Consultation Record**

Identified Party to	Samuel Gilbert Public School
Consult:	
Consultation type:	MS Teams Call
When is consultation required?	Prior to Operation
Why	Condition D11
•	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 TfNSW (RMS), and submitted to the satisfaction of the Certifying Authority and submitted to the Planning Secretary for information.
When was consultation scheduled/held	10 <sup>th</sup> August 2020-MS Teams (Inception Meeting) 9 <sup>th</sup> February 2021- MS Teams (Presentation with SGPS)
When was consultation held	See above
Identify persons and positions who were	Cathie Barclay Greg McLaren
involved	Greg McLaren
Provide the details of the consultation	The purpose of the consultation was to obtain comments to inform the OTAMP.
What specific matters were discussed?	Findings of the OTAMP was presented to school during consultation (via MS Teams) to obtain feedback and resolve any queries. The school supported the concept of OTAMP and the recommendations.
What matters were resolved?	Nil
What matters are unresolved?	Nil
Any remaining	Nil
points of	
disagreement?	
How will SINSW	Nil
address matters not	
resolved?	

## **Minutes of Meeting**



					T
Project	t Titl	е	Samuel Gilbert Public School	Project No:	80021004 Contract SINSW00808/20
Date			09/02/2021	09/02/2021 <b>Time</b>	
Location	on		Online via MS Teams		
Aim			> To present the draft Green Travel Plan, includ reliance on motor vehicles	ing proposed ir	nitiatives to reduce
Attend	ance	9			Apologies
Greg Mo Catherin Sumit K Hayden	cLare ne Ba usare Calv	Mace (JM) en – SGPS arclay– SG e – SINSW ey – Cardr aa – Cardro	(GM) PS (CB) (SK) no (HC)		Michael Jarman – SINSW (MJ)
Item	De	escription	1		To action
1	In	troductio	n		
		HC share (GTP), to HC Share			
1.1	>	HC acknobeen used			
	>		oned that most of the students are driven by cars and the asport is quite low. The primary reason for the use of cars.		
	>	JM mention	oned that parents are probably dropping the students an g else.		
2	Gı	een Trav	el Plan		
	>	anything a	d the GTP targets and reiterated that GTP does not try tastronomical as it will need a change in mindset and is one involved.		
	>		oned that staff response also shows high usage of cars ale transport.	and less use of	
2.1	>		oned that staff responses show that they are not involve nurdle needs to be reduced.	d in carpooling,	
	>		ssed the proposed actions of the GTP and inquired if the in the past	school has	
	>	GM replie past.	d that Walk safely to school day has been done by the s	chool in the	
	>		oned that Walking School Bus is a more regular progrannds. Also, SEPTEMBER can be done by the school as a		
	>		oned that September is for a particular month and if you onth it may not pick up the mode shift.	survey a	

## **Minutes of Meeting**



	> GM mentioned that the activities may be seasonal and impacted by weather and the survey may not capture it.	
	> HC mentioned that the aim of the GTP is to sustain the mode shift throughout the calendar year.	
	> JM mentioned that if we survey in June, we could add a question regarding if students participated in September to capture it.	
	> HC mentioned rider training is also included in the recommendation as it makes students comfortable with the bike. Also, to mention Hills Council have some BMX track.	
	> HC shared that the GTP also identifies additional bus routes particularly, near the Hills Showground region.	
	> HC mentioned that a Travel Coordinator will be an external person to develop strategies to achieve the targets of GTP.	
	> JM mentioned that the project will cover the cost of the travel coordinator for the first 12 months, however, there is an ongoing requirement to manage the GTP as well.	
3	OTAMP/TMP	
	> HC shared that the requirement to prepare OTAMP and GTP as a part of the consent conditions.	
	> JM mentioned a part of OTAMP is to change the kiss n drop to Ridgecorp drive only.	
	> JM/HC asked if there are any queries from the school.	
3.1	> GM mentioned that the concept is great and a lot of recommendations are achievable.	
	> GM also mentioned that timetables for the school should be better as it makes the school day very long.	
	> JM mentioned that the traffic surveys will also be an ongoing recommendation for the OTAMP. The Travel Coordinator will be required to go over this.	
	> GM asked if there is a copy of the questionnaire available. HC replied that there is a copy attached to the GTP and Cardno can provide a copy of it as well.	

# Minutes of Meeting



Project Title		Samuel Gilbert Public School Traffic and Transport Assessment					
Date		10 August 2020	Meeting No.	1	Project No.	80021004	
Reco	rded By	Sabal Sharma/Ha	bal Sharma/Hayden Calvey				
	Purpose of Meeting Project Inception Meeting						
Attendance:				Distribution			
Malin Josh (MJ) – Mace Group Michael Jarman (JM) – SINSW Cathie Barclay(CB) – Samuel Gilbert Public School Hayden Calvey (HC) – Cardno Sabal Sharma (SS) – Cardno			Malin Josh (MJ) – Mace Group Daniel Iuliano (DI) - Mace Michael Jarman (JM) – SINSW Hayden Calvey (HC) – Cardno Sabal Sharma (SS) – Cardno				
Item	1	I Iuliano (DI) - Mace		Action By	Date Regd.		
item	Description Introduction				Action by	Date Requ.	
			ling parking or	ad gonorally			
1.	MJ provided background regarding parking and generally indicated that on-street car parking had capacity. MJ indicated the use of council car parking had been raised by Council and is consent condition to consult.  Note		-				
	Traffic/Parking						
2.	JM mentioned that school population will increase from current 700 student to 100 students and the increased staff parking due to the increased population will be assessed by on site and on street parking.		d staff parking due	Note	-		
3.	MJ mentioned about the traffic Issues at Gilbert Rd/Ridgecorp Dr roundabout in close proximity to the traffic light and indicated if RSA would be able to identify the issue  - HC responded that RSA identifies the end of project issues and won't necessarily identify any existing issues, pre construction.		Note	-			
4.	following:  - To f ped - Trai Rd/ alor MJ further in Cardno has - HC suff	etailed that the traff formalise Ridgecorp estrian crossing or ffic congestion issue Ridgecrorp Dr roun ng Gilbert Road nquired about the su collected any data responded that the icient for discussion c-up/drop-off	o Drive pedestinot? es around the dabout to Kiss ufficiency of tra	Gilbert and ride parking  iffic counts and if  collected for EIS is	Note	-	
5.	JM inquired regarding formalising the pedestrian crossing and if it can be confirmed as required or not with existing data		Note	-			



	<ul> <li>HC responded that due to the overall change in Kiss and Ride parking and OTAMP Cardno doesn't think crossing is needed at that location subject to our on-site visit.</li> <li>JM mentioned that there are on street parking options to compensate the loss of parking for teachers due to kiss and drop, but the main issue is regarding congestion. JM referred to the LoS of Gilbert Rd/Ridgecrorp Dr as LoS E</li> <li>HC responded the traffic congestion is during PM peak mostly from the traffic coming from the east. Also, vehicles making U-turn at Gilbert Rd/Ridgecrorp Dr will slow things down. HC mentioned LoS is not ideal but typically it is PM peak only with 15-20 min congestion period.</li> </ul>		
6.	MJ mentioned that teacher parking is a school issue if they can't park in Kiss and Ride. MJ mentioned we need to consider if that was the right spot to park.	Note	-
7.	CB mentioned that the school is opposed to Kiss and Ride at Gilbert Road. For particular reasons  - Staff Parking no place apart from that  - Safety issues due to roundabout and traffic light arrangement  - It is a rather better place for staff parking as staff don't leave school between 3.00pm-3.30pm  CB further indicated that there are also 5 car spots for Kiss and Ride at Ridgecorp Drive that brings the traffic to a standstill.	Note	-
8.	CB advised that the school finish time is not staggered and mentioned that the following exit points are currently used  - Back of Oval Gate to Shopping Centre  - Back of Bush on Excalibur Avenue  - Gilbert Road  - Ridgecrop Drive  HC asked about the Green travel plan and if the school has considered looking into it.  - CB responded that schools considered that and have increased students riding bikes from 10 to 40. However, the students using green modes of transport is still limited only to about 100 out of 700.  - CB also mentioned that currently the majority of staff drive to school. Public transport is still not great. Following opening of the Metro Station, there is an ondemand bus that runs nearby.	Note	-
9.	CB indicated that parking on Gilbert Road opposite the school currently restricted and if we could make them unrestricted there will be more parking options available. CB further mentioned that the school won't do Kiss and Ride or Traffic Light duty at Gilbert Road because if any accident occurs school will be made accountable.	Note	-
	Next Step/Actions		
10.	HC mentioned Cardno will walk around the site to understand the issue during a site visit next week	Cardno(HC/SS)	21/08/2020
11.	It was agreed that Cardno will contact with Hills Council regarding consent conditions and set up meeting to discuss.  HC mentioned Cardno has current contact with Hills Council and can make use of it. Cardno to send contact and SINSW to make sure it is the correct contact	Cardno(HC/SS) SINSW(JM)	





12.	HC mentioned that Cardno will populate an online depersonalised questionnaire regarding the understanding of transport mode for preparing a Green Travel Plan which School/SINSW will need to distribute to staff, parents, and students.	Cardno(HC/SS) Samuel Gilbert PS (CB) SINSW(JM)	
-----	---	---	--



#### **Post Approval Consultation Record**

Identified Party to Consult:	CDC Bus
Consultation type:	Email
When is consultation required?	Prior to Operation
Why	Condition D11 OTAMP
When was consultation scheduled/held	24th March- 13th April 2021 – email correspondence
When was consultation held	See above
Identify persons and positions who were involved	Thomas Uthaug Service Development Manager CDC Bus
Provide the details of the consultation	The purpose of the consultation was to obtain comments from CDC Bus.
What specific matters were discussed?	No specific comments were provided by CDC Bus
What matters were resolved?	Nil
What matters are unresolved?	Nil
Any remaining points of disagreement?	Nil
How will SINSW address matters not resolved?	Nil

#### **Sabal Sharma**

From: Thomas Uthaug <thomas.uthaug@cdcbus.com.au>

Sent:Tuesday, 13 April 2021 12:16 PMTo:Sabal Sharma; Hannah ShillingCc:Planning Feedback; Hayden Calvey

**Subject:** Re: Wentworthville and Samuel Gilbert Public School Bus

Nothing further from Hillsbus.

#### Thomas Uthaug

Service Development Manager



**T** (02) 8889 7033 **M** 0420 852 624

E Thomas.Uthaug@cdcbus.com.au

29 Foundry Road, Seven Hills NSW 2147

cdcbus.com.au

DISCLAIMER: This email is sent by CDC (ComfortDelGro Corporation Australia) and is intended only for the addressee. This email (including any attachments) may contain confidential, privileged or proprietary information. Receipt of the email does not waive any privilege or confidentiality. If you are not the intended recipient and have received this email in error, you must not directly or indirectly use, disclose, distribute, print or copy any part of the content of this email. If you have received this email in error, please notify us immediately via return email to the sender and delete the email including attachments. The copy and part of the content of this email in error, please notify us immediately via return email to the sender and delete the email including attachments. The copy and part of the content of this email in error, please notify us immediately via return email to the sender and delete the email including attachments. The copy and part of the content of this email in error, please notify us immediately via return email to the sender and delete the email including attachments. The copy and part of the content of this email in error, please notify us immediately via return email to the sender and delete the email including attachments. The copy and part of the content of this email in error, please notify us immediately via return email to the sender and delete the email including attachments. The copy and part of the content of this email in error, please notify us immediately via return email to the sender and delete the email including attachments. The copy and the copy

From: Sabal Sharma <sabal.sharma@cardno.com.au>

Sent: Tuesday, 13 April 2021 11:38

**To:** Thomas Uthaug <thomas.uthaug@cdcbus.com.au>; Hannah Shilling <hshilling@transitsystems.com.au> **Cc:** Planning Feedback <planning.feedback@cdcbus.com.au>; Hayden Calvey <hayden.calvey@cardno.com.au>

Subject: RE: Wentworthville and Samuel Gilbert Public School Bus

Hi Thomas,

Thank you for your response.

Just confirming if you have no further comments on the Green Travel Plan (GTP) of Wentworthville Public School and Samuel Gilbert Public School?. Let us know your comments, if you have any.

Hannah- If you have any comments on the GTP could you also let us know?

#### Regards, Sabal Sharma GRADUATE TRAFFIC ENGINEER CARDNO



Phone Fax +61 2 9439 5170 Direct +61 2 9024 7153 Address Level 9, The Forum, 203 Pacific Highway, St Leonards, New South Wales 2065 Australia Postal PO Box 19, St Leonards NSW 1590 Email sabal.sharma@cardno.com.au Web www.cardno.com

CONNECT WITH CARDNO











Cardno acknowledges the Traditional Owners of the land upon which we live and work and pay our respects to their Elders past, present and emerging - learn more.

Cardno's management systems are certified to ISO9001 (quality) and AS4801/OHSAS18001 (occupational health and safety)

This email and its attachments may contain confidential and/or privileged information for the sole use of the intended recipient(s). All electronically supplied data must be checked against an applicable hardcopy version which shall be the only document which Cardno warrants accuracy. If you are not the intended recipient, any use, distribution or copying of the information contained in this email and its attachments is strictly prohibited. If you have received this email in error, please email the sender by replying to this message and immediately delete and destroy any copies of this email and any attachments. The views or opinions expressed are the author's own and may not reflect the views or opinions of Cardno.

From: Thomas Uthaug <thomas.uthaug@cdcbus.com.au>

Sent: Friday, 9 April 2021 12:05 PM

To: Sabal Sharma <sabal.sharma@cardno.com.au>

Cc: Planning Feedback <planning.feedback@cdcbus.com.au>; Hannah Shilling <hshilling@transitsystems.com.au>; Hayden Calvey <hayden.calvey@cardno.com.au>

Subject: Re: Wentworthville and Samuel Gilbert Public School Bus

Hi Sabal,

There are no current plans from Hillsbus for significant changes to these schools.

I note TSA (Hannah) are introducing route 824 passing Wentworthville PS on the 18th May.

#### E Thomas.Uthaug@cdcbus.com.au

29 Foundry Road, Seven Hills NSW 2147

#### cdcbus.com.au

DISCLAIMER: This email is sent by CDC (ComfortDelGro Corporation Australia) and is intended only for the addressee. This email (including any attachments) may contain confidential, privileged or proprietary information. Receipt of the email does not waive any privilege or confidentiality. If you are not the intended recipient and have received this email in error, you must not directly or indirectly use, disclose, distribute, print or copy any part of the content of this email. If you have received this email in error, please notify us immediately via return email to the sender and delete the email including attachments. At CDC we are committed to preservation of the environment so please only print this email if necessary.

From: Stefanie Piccoli <stefanie.piccoli@cdcbus.com.au>

Sent: Tuesday, 23 March 2021 11:19

**To:** Thomas Uthaug < <a href="mailto:thomas.uthaug@cdcbus.com.au">thomas.uthaug@cdcbus.com.au</a>>

Cc: Planning Feedback < planning.feedback@cdcbus.com.au >

Subject: Fw: Wentworthville and Samuel Gilbert Public School Bus

Good morning Thomas,

Please see the following email.

Kind regards,

#### **Stefanie**

**Customer Relations Officer** 



T (02) 8889 7000 | E customer.service@cdcbus.com.au

A 29 Foundry Road, Seven Hills NSW 2147 | Wcdcbus.com.au



DISCLAIMER: This email is sent by CDC (ComfortDelGro Corporation Australia) and is intended only for the addressee. This email (including any attachments) may contain confidential, privileged or proprietary information. Receipt of the email does not waive any privilege or confidentiality. If you are not the intended recipient and have received this email in error, you must not directly or indirectly use, disclose, distribute, print or copy any part of the content of this email. If you have received this email in error, please notify us immediately via return email to the sender and delete the email including attachments.

At CDC we are committed to preservation of the environment so please only print this email if necessary.

From: Sabal Sharma < sabal.sharma@cardno.com.au >

Sent: Tuesday, March 23, 2021 11:07 AM

**To:** Customer Service < <u>customer.service@cdcbus.com.au</u>> **Cc:** Hayden Calvey < hayden.calvey@cardno.com.au>

Subject: Wentworthville and Samuel Gilbert Public School Bus

Hi,

Could you please forward this email to Thomas Uthaug or someone who is responsible for the school bus services of Wentworthville Public School and Samuel Gilbert Public School?

We have been engaged by School Infrastructure NSW (SINSW) to provide Transport Planning and Traffic Engineering advice to support the redevelopment of Wentworthville Public School and Samuel Gilbert Public School. As a part of the project, we are preparing a Green Travel Plan (GTP) aiming to reduce private vehicle mode share and promote sustainable transport including public transport.

It is understood that CDC NSW / Hillsbus operates the school bus services for the respected schools. Hence, we would like to discuss the content of the GTP and understand if CDC NSW / Hillsbus have any current issues with routes for these schools and potential improvements. We can issue the GTP for review/comment and follow up with a phone call with the relevant Hills Buses contact.

Your response regarding the following will be highly appreciated.

# APPENDIX

C

CV





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



# Hayden Calvey

#### 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.

Cambridge 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.



**Current Position**Graduate Traffic Engineer

**Profession**Traffic Engineering

Years' Experience

Joined Cardno March 2018

**Education**Bachelor of Engineering (Civil Engineering)



## Sabal Sharma

#### 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.