

13 December 2021
Ref 21234

The General Manager
Hornsby Council
P.O. Box 37
HORNSBY NSW 1630

E: hsc@hornsby.nsw.gov.au

Dear Mr Steven Head,

SSD-10444
BLUE GUM COMMUNITY PRIMARY SCHOOL & PRESCHOOL
“MOUNT ERRINGTON”
1 ROSEMEAD ROAD, HORNSBY
OPERATIONAL TRANSPORT & ACCESS MANAGEMENT PLAN

Introduction

This Operational Transport & Access Management Plan (OTAMP) has been prepared on behalf of The Applicant, *Blue Gum Community School*, to review the operational traffic, parking, pedestrian & transport arrangements to be implemented at the new primary and preschools, as required by **DA consent condition No.E14**.

Site

The subject site is located at the far eastern end of Rosemead Road, extending through to William Street, and is occupied by the heritage listed “Mount Errington” dwelling house, a two-storey federation mansion with extensive gardens. A recent aerial image of the site and its surroundings is reproduced below.



Approved Development

The approved development involves the alterations and additions to the “Mount Errington” dwelling house on the site to facilitate its conversion to a new preschool and primary school. The facility has approval to accommodate up to 32 children at the preschool (3-5 year olds only) and 48 children at the primary school (5-12 year olds).

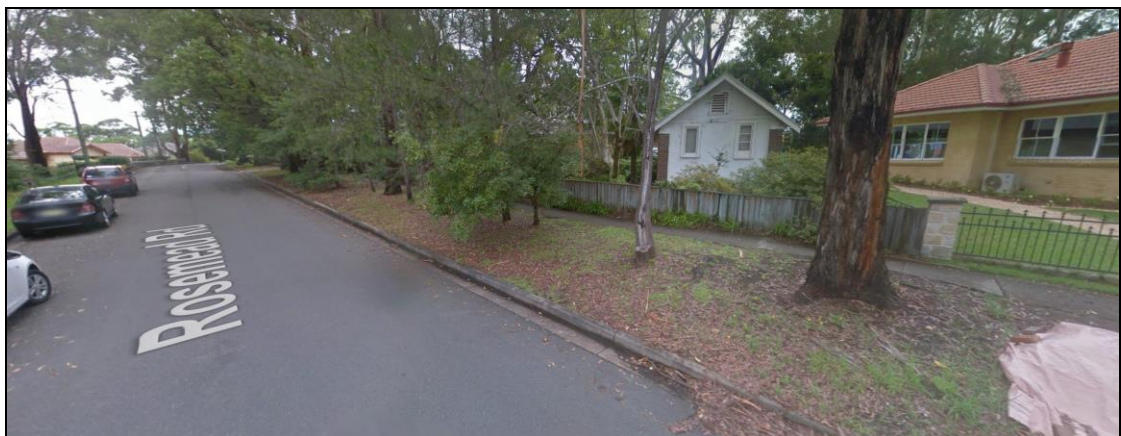
Off-street parking is approved for a total of 12 cars *plus* an on-site drop-off/pick-up bay, in accordance with Council’s *DCP* requirements. The former tennis court is to be converted to 10 car parking spaces, including a disabled space and a turn bay. A further 2 spaces are approved to be located in front of the existing garage structure and allocated to staff.

Vehicular access to the car parking and drop-off/pick-up area is approved to be provided via separate entry and exit driveways located off the Rosemead Road site frontage. In this regard, all turning movements into/out of the site will be restricted to left-in/left-out only, as requested by Council. Suitable signage will be installed advising drivers of the restrictions as well as incorporating the restrictions into the Operational Traffic Management Plan and new parent handbook.

The image below is of the existing driveway and gates which will become the entry driveway and restricted to left-in movements only. With the replacement of the existing driveway, the gates are to be widened slightly, as well as the internal roadway, to better accommodate the swept turn path requirements of larger cars.



The image on the following page is the approximate location of the proposed new exit driveway which runs alongside the existing garage, which will be restricted to left-out movements only.

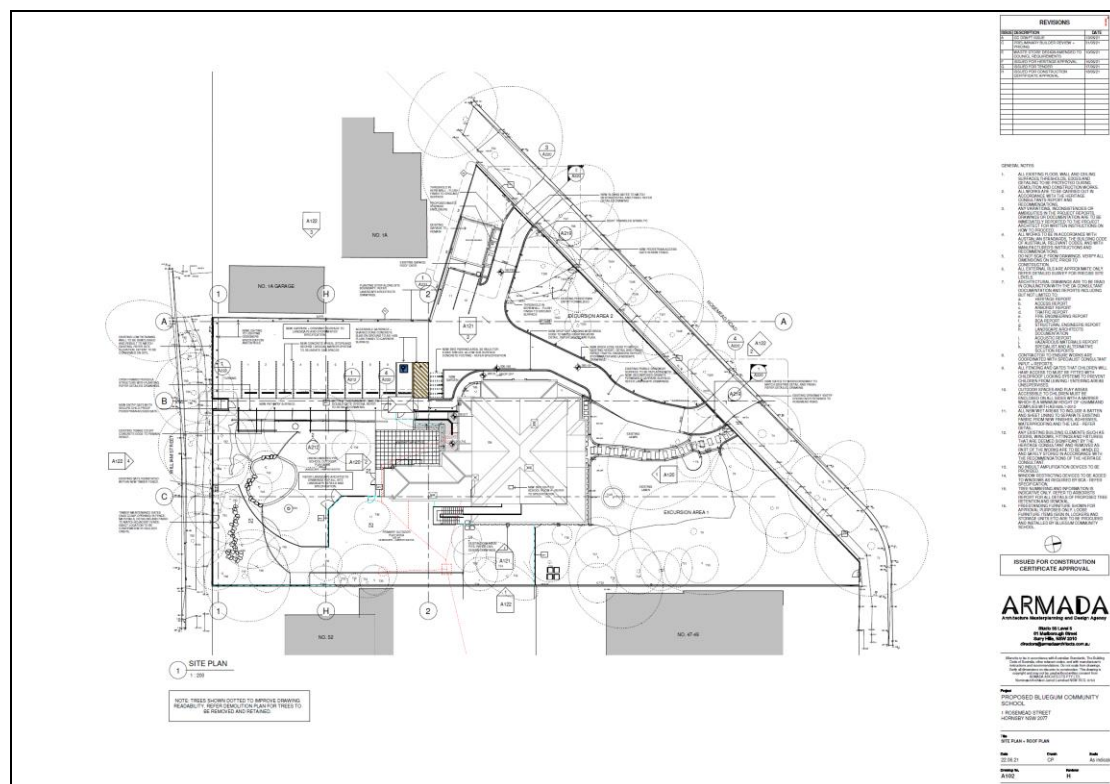


As seen on the images on the previous page, public footpaths are provided along both site frontages, with pedestrian access gates provided off the Rosemead Road and William Street site frontages. There will however not be any vehicular access provided via the William Street site frontage.

Deliveries to the approved preschool and primary school will be undertaken by a variety of light commercial vehicles such as vans, utilities and the like. In this regard, deliveries will be scheduled to arrive *outside* of peak periods. In practice, the delivery driver will park in the on-site “kiss & drop” area, directly outside the building, as it will be vacant. There are expected to be 2-3 deliveries *per week*, with “dwell times” unlikely to exceed a few minutes.

Green waste collection for the school is to be undertaken from the kerbside area directly outside the site frontage in Rosemead Road, in the same pattern as the other residential green bin collection times (Council contract). General waste and recycling bins are to be collected by a commercial waste contractor and these collections will be organised outside of the peak drop off and pick up times. As per Council’s request, 660L bins for general waste and recycling will be stored on site and the contractor will access them at the time of collection and immediately return them to the waste storage area on site.

A copy of the approved site plan is reproduced below.



Operational Characteristics

Blue Gum Community School is a small community-based, secular independent school which currently operate an existing facility in Canberra. As such, *real-life* operational characteristics was obtained which was applied to the approved facility on the subject site.

The preschool (ages 3-5) will offer the following enrolment options:

- Short day (6 hours): 9:00am to 3:00pm
- Full day (10 hours): 8:00am to 6:00pm

The primary school (ages 5-12) will comprise the following:

- 9:00am to 3:00pm
- after school care (3pm-6pm)

The primary school morning drop-off will typically occur between 8:30am-8:50am whilst the afternoon pick-up period will typically occur between 2:50pm-3:20pm. In this regard, the afternoon pick-up will be staggered into 10 minute blocks in order to “dilute” the number of parents on site.

- Group A (*max* 16 students, likely 8-10 students): pick-up 2:50pm-3:00pm
- Group B (*max* 16 students, likely 8-10 students): pick-up 3:00pm-3:10pm
- Group C (*max* 16 students, likely 8-10 students): pick-up 3:10pm-3:20pm

Based on the Canberra school, the likely number of primary children being picked up in the set times is 50-60% (i.e. 24-30 students), with the remaining students utilising the after-school program and picked up between 3:30pm-6:00pm.

By grouping the children with siblings, the school is able to ensure families arrive and leave at the same time, thereby minimising waiting time for families on site. Furthermore, and also based on the Canberra school, approximately one-third of the total enrolment are expected to be siblings – i.e. approximately 27 of the 80 children at both the preschool and the primary school will likely be siblings.

A typical day will be broken down as follows:

Morning

- 7:45am staff arrive
- 8:00am full day preschool children start arriving
- 8:30am-8:50am primary drop-off
- 8:50am short day preschool drop-offs begin

Afternoon

- 2:50pm-3:20pm staggered primary pick-up and short day preschool children with siblings in primary school
- 3:00pm-3:30pm short day preschool pick-up for those without primary siblings
- 4:30pm-6:00pm long day preschool pick-up and any after school care primary
- 6:15pm end of day for staff

Vacation care will be offered in all holiday periods with the exception of public holidays and a 3-week Christmas shutdown in December/January each year. The holiday programs will be staffed and managed by *Blue Gum Community School* and attendance is *not* compulsory. Based on the Canberra school, the vacation care program typically caters for the needs of 40-50% of the total student population, or 32-40 children based on a total enrolment of 80 children.

Drop-off & Pick-up Procedures

With respect to the preschool component of the approved development, government legislation requires all children to be physically signed in and out. As such, preschool parents (including those with older children enrolled at the primary school) will park in the rear parking area or in the surrounding streets and walk in and out of the site.

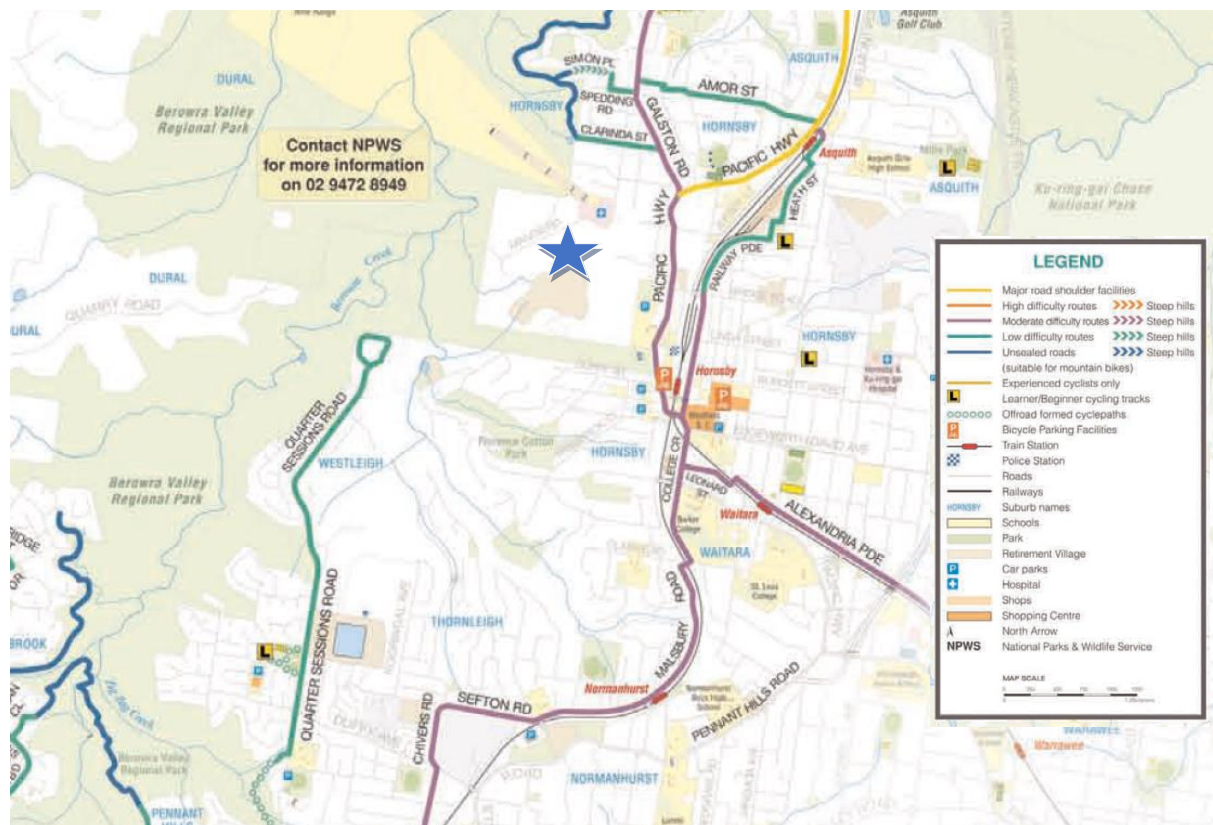
Primary school parents will utilise the on-site drop-off/pick-up area located outside the building. During the morning drop-off period, parents tend to literally *kiss and drop* such that vehicle “dwell time” along the entry driveway and drop-off area will be minimal. Staff will be in place to ensure the process runs smoothly. During the afternoon pick-up period, parents and children will know their pre-allocated collection time (Group A, Group B & Group C, detailed earlier in this report), with each 10-minute group comprising *up to* 16 children (although realistically, 8-10 children per group). Furthermore, children will be grouped together at the pick-up area at the commencement of their respective allocated collection period. Staff will again be in place to ensure the process runs smoothly.

In this regard, the entry driveway is sufficiently long enough to accommodate 6 cars entirely *within* the site which is expected to be more than adequate.

The on-site parking spaces will be delineated by way of wheelstops and reflective discs, with all parking spaces designed at 2600mm wide. Notwithstanding, the disabled parking space as well as its adjacent shared zone will be 2400mm wide each (as per AS2890.6:2009 requirements) on a hardstand surface. Furthermore, a footpath will also be constructed along the rear of the on-site parking spaces that lead through to the entry of the building. This will provide parents and children with a safe means of access without requiring to walk through the car park’s circulation area.

Bicycle & Footpath Network

The bicycle network in the vicinity of the site is shown in the map below which is from Council’s website. Cycling can potentially save travel time as well as being an ideal way to save money, stay active and protect the environment.



In addition, sealed footpaths are provided throughout the local area. This includes along both site frontages, thereby providing safe means of pedestrian access to/from the site. Due to the small enrolment size of the approved primary school, no formal pedestrian crossings and/or refuge islands are required to be constructed in the vicinity of the school.

Recommended Traffic Management Measures

The following items are recommended to be implemented prior to the opening of the school.

1. a minimum of 12 on-site parking spaces shall be provided, comprising 2 dedicated staff spaces and 10 unallocated spaces (including 1 disabled space)
2. it is recommended that 4 of the unallocated parking spaces be signposted as “15 Minute Parking” to ensure the spaces are regularly turned over
3. it is recommended that 8 of the unallocated parking spaces (excluding the disabled space) should be 2.6m wide with a minimum aisle width of 5.8m
4. provide a “kiss & drop” area directly outside the building for primary school children
5. the afternoon pick-up should be staggered into 10 minute blocks in order to “dilute” the number of parents on site.

Group A (<i>max</i> 16 students, likely 8-10 students):	pick-up 2:50pm-3:00pm
Group B (<i>max</i> 16 students, likely 8-10 students):	pick-up 3:00pm-3:10pm
Group C (<i>max</i> 16 students, likely 8-10 students):	pick-up 3:10pm-3:20pm

6. a member of staff on hand within the on-site “kiss & drop” zone *at all times* during the morning and afternoon peak period to ensure “dwell time” is minimised and no queuing occurs out of the site onto Rosemead Road
7. the entry and exit driveways off the Rosemead Road site frontage must be signposted “Entry Only” and “Exit Only”, facing outwards to the street
8. the entry and exit driveways must be restricted to left-in and left-out movements only. Suitable signage must be installed to advise drivers of the restrictions
9. kerbside drop-off/pick-up on the opposite side of Rosemead Road (and William Street) must not be encouraged. Parents of primary school children must be regularly reminded of the preferred locations to drop-off/pick-up
10. deliveries must be scheduled to arrive *outside* of peak drop-off and pick-up periods and limited to light vehicles only, such as vans etc.
11. *all* vehicles are to enter and exit the site in a forward direction *at all times*
12. the on-site car park, “kiss & drop” area and pedestrian circulation areas must be kept clear at all times

DA Consent Condition No.E14

Further to the above, the following comments are also made to the respective items under DA consent condition No.E14, much of which is detailed in the foregoing.

- (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.*

At full capacity, the school has approval to accommodate 80 enrolled children, comprising 32 children at the preschool (3-5 year olds only) and 48 children at the primary school (5-12 year olds). Existing footpaths are also provided along the northern side of William Street, the eastern side of Rosemead Road and the southern side of Dural Street in the vicinity of the site.

In addition, the afternoon pick-up will be staggered into 10 minute blocks in order to “dilute” the number of parents on site and ensure a safe and efficient environment. Furthermore, one of the William Street gates will allow primary school children direct access into the Primary playground at the start of the day only. This gate will be unlocked from 8:30am to 8:55am only when a teacher is supervising the gate each morning. There is also a pedestrian entry that provides access for preschool parents and their children to enter the school site via the car park’s pedestrian pathway.

- (b) *the location of all car parking spaces on the school campus and their allocation (i.e. staff, visitor, accessible, emergency etc).*

A minimum of 12 on-site parking spaces will be provided, comprising 2 dedicated staff spaces and 10 unallocated spaces (including 1 disabled space).

- (c) *the location and operational management procedures of the drop-off/pick-up zone located within the site, including staff management/traffic controller arrangements to ensure no queuing occurs outside the site during the drop-off/pick-up times.*

With respect to the preschool component of the approved development, government legislation requires all children to be physically signed in and out. As such, preschool parents (including those with older children enrolled at the primary school) will park in the rear parking area.

Primary school parents will utilise the on-site drop-off/pick-up area located outside the building. During the morning drop-off period, parents tend to literally *kiss and drop* such that vehicle “dwell time” along the entry driveway and drop-off area will be minimal. Staff will be in place to ensure the process runs smoothly. During the afternoon pick-up period, parents and children will know their pre-allocated collection time (Group A, Group B & Group C, detailed earlier in this report), with each 10-minute group comprising *up to* 16 children (although realistically, 8-10 children per group). Furthermore, children will be grouped together at the pick-up area at the commencement of their respective allocated collection period. Staff will again be in place to ensure the process runs smoothly.

Once the school opens and the kiss & drop is in operation for the primary school, a staff member will be rostered each day as the traffic controller to oversee the flow of traffic each morning and afternoon during designated drop off and pick up times. The purpose of this person’s role will be to ensure the safe exit and entry of children into the school and out of the driveway each day and to enable the continual movement of vehicles through the site, ensuring no one stops in the circular drive for more than the length of time for their child to be helped into their vehicle and buckled in safely.

The Local Traffic Committee of Hornsby Council has also approved the addition of a 40m No Stopping zone to ensure the smooth entry into the driveway as cars approach the school from Dural Street and left into the entry driveway.

To avoid queuing of any cars that arrive early, they will be directed out of the driveway and requested to return at the set times from drop off and pick up.

(d) the details to ensure that parents/guardians using the preschool facility use the car park and not the drop-off/pick-up area)

With respect to the preschool component of the approved development, government legislation requires all children to be physically signed in and out. As such, preschool parents (including those with older children enrolled at the primary school) will park in the rear parking area. Existing parents will be regularly reminded of this requirement and new parents will be informed in their introduction handbook.

Information will be provided to parents prior to their first day of enrolment that will outline the details of the parking arrangements and options available to them. The teacher on traffic duty each day will direct preschool parents towards the on-site car park or to re-direct them to park in one of the unrestricted spaces outside if they do not automatically do so.

(e) the details to ensure that no right turn is permitted in or out of the site from Rosemead Road.

All turning movements into/out of the site will be restricted to left-in/left-out only, as requested by Council. Suitable signage will be installed advising drivers of the restrictions as well as incorporating the restrictions into the Operational Traffic Management Plan and new parent handbook. The signage has been approved by The Local Traffic Committee of Hornsby Council.

(f) 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.

It is proposed that buses required for excursions park on the southern side of Rosemead Road, directly in front of the site. On the morning of any excursion, orange traffic cones (or the like) will be positioned outside in this location to ensure children can safely enter the bus directly in front of the school. *Blue Gum Community School's* ratios for excursions and outings ensure children are able to be safely supervised in and out of the school and bus.

(g) delivery and services vehicle arrangements to be outside the peak school hours and restricted to weekdays only.

Deliveries to the approved preschool and primary school will be undertaken by a variety of light commercial vehicles such as vans, utilities and the like. In this regard, deliveries will be scheduled to arrive *outside* of peak periods. In practice, the delivery driver will park in the on-site "kiss & drop" area, directly outside the building, as it will be vacant. There are expected to be 2-3 deliveries *per week*, with "dwell times" unlikely to exceed a few minutes.

Green waste collection for the school is to be undertaken from the kerbside area directly outside the site frontage in Rosemead Road, in the same pattern as the other residential green bin collection times (Council contract). General waste and recycling bins are to be collected by a commercial waste contractor and these collections will be organised outside of the peak drop off and pick up times. As per Council's request, 660L bins for general waste and recycling will be stored on site and the contractor

will access them at the time of collection and immediately return them to the waste storage area on site.

(h) management of approved access arrangements.

The approved entry and exit driveways off the Rosemead Road site frontage must be signposted “Entry Only” and “Exit Only”, facing outwards to the street, in addition to “No Right Turn” and “Left Turn Only” signs approved by the Local Traffic Committee.

A member of staff will be on hand within the on-site “kiss & drop” zone *at all times* during the morning and afternoon peak period to ensure “dwell time” is minimised and no queuing occurs out of the site onto Rosemead Road. Staff will also monitor the access driveways to ensure the left-in/left-out movements are adhered to. The school will also keep and monitor a complaint register.

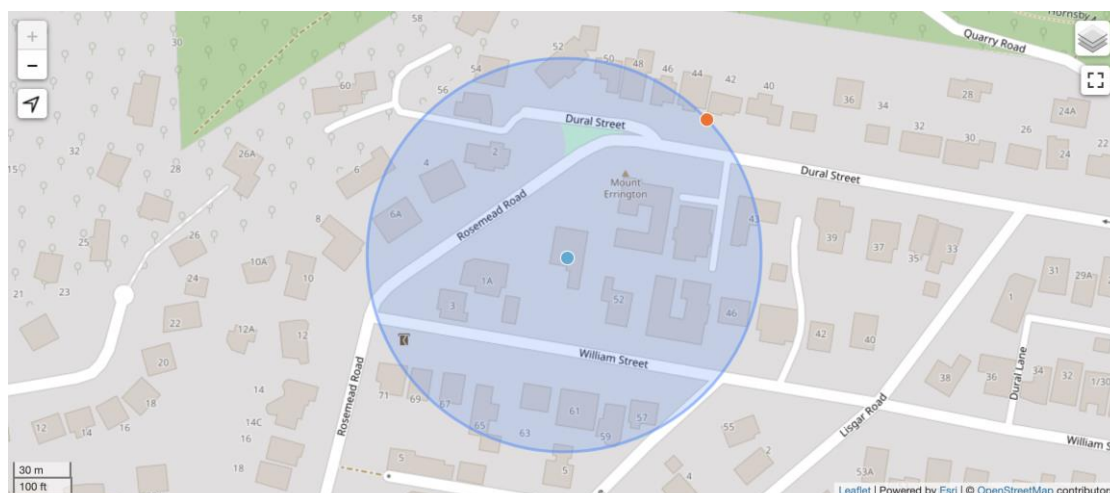
(i) potential traffic impacts on surrounding road networks and mitigation measures to minimise impacts, including measures to mitigate queuing impacts associated with vehicles accessing drop-off/pick-up parking.

Refer to response under Item (c).

(j) car parking arrangements and management associated with any events within the school including community events.

Like any school and pre-school, *Blue Gum Community School* will hold various events throughout any given school year, including for example, start of year welcome days, open days for prospective new families, grandparents’ day, Xmas concert, graduation ceremony etc.

Prior to these events, *Blue Gum Community School* will send emails to parents advising that they are not to park within the school grounds, but in a legal, on-street location nearby. In addition, *Blue Gum Community School* will also letterbox drop and/or email all properties located within 100m radius of the site, 7 days prior to an upcoming event.



Properties to be notified of an upcoming event

(k) a monitoring and review program

Blue Gum Community School will keep and maintain a comprehensive monitoring and review program in order to ensure an effective and efficient operation as well as minimising any negative impact to local residents.

I trust this advice satisfies your requirements. Please do not hesitate to contact me on telephone 9904 3224 should you wish to discuss any aspect of the above.

Yours sincerely

A handwritten signature in black ink, appearing to read 'CPalmer', with a long horizontal flourish extending to the right.

Chris Palmer
Executive Engineer B.Eng (Civil)
Varga Traffic Planning Pty Ltd