

St Augustine's College Sydney

Traffic and Parking Management Plan



Prepared by: Stantec Australia Pty Ltd for St Augustine's College Sydney

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1. INTRODUCTION

1.1. Background

A Traffic and Parking Management Plan (TPMP) was prepared by St Augustine's College in 2014 covering traffic and parking procedures and management measures implemented by the College. This report forms an updated version of the 2014 TPMP to reflect current conditions at the College.

This TPMP aims to control and manage traffic associated with the College and its activities. The College places the safety of children, parents/ carers and staff at a very high priority. The support of parents/ carers and staff through compliance with the plan is essential in ensuring its effectiveness. This policy is part of the College's commitment to continuously improve its facilities and recognition of the need for adequate parking facilities within the College grounds.

Whilst the College has been established for a considerable period of time, parents/ carers, staff, and students should be aware of the fact that it is surrounded by residential properties, and other users/ landowners that are important neighbours. Due courtesy to their needs should be considered by all College users when visiting the College. This particularly applies to inappropriate parking behaviour, which can adversely affect our neighbours when entering or exiting their properties and the surrounding streets.

The TPMP applies to all parents/ carers and staff of the College.

The guidelines, which the College TPMP addresses, include the following:

- Management and safety of students arriving and departing to/ from the College.
- Provision of on-site parking for staff.
- Principles relating to students who drive to/ from the College.
- Provision of parking for visitors and delivery vehicles to the College.
- Management of traffic to minimise impact on local residents both during normal school days and for special events at the College.
- Encouragement of use of active and public transport options to access the College, as well as carpooling.
- Provision of bicycle parking.
- Bus management.
- Pedestrian management and safety

The details of the operation of this TPMP are provided in the following sections and Appendix A to ensure clarity in the efficient and safe management of those areas used for parking and traffic management within and around the College.

2. PROCEDURES

2.1. Bus Management

2.1.1. Pittwater Road near Mitchell Road/ Pine Avenue

Students arrive/ depart on public buses at the Pittwater Road bus stop in the morning from approximately 8:15am to 8:45am and in the afternoon between 3:30pm-4:00pm. A member of staff will be at this location (on the southern side of Pittwater Road) to manage students and ensure they cross the road at the Pine Avenue traffic signals. Students will arrive and depart via the Alfred Road entrance and use the raised pedestrian crossing to cross Alfred Road.

2.1.2. Alfred Road College Entrance

Two staff will be on duty from 8:15am to 8:45am to ensure students alight buses and proceed through the Alfred Road entrance to the College.

Students arriving by bus each morning will move directly from the bus zone on the west side of Alfred Road into the College via the Alfred Road entrance.

Parents/ carers are not to park within the designated bus zones.

A minimum of two staff are rostered from 3:30pm to 4:00pm to supervise student activity during departures at the designated bus bays on the west side of Alfred Road.

Students are managed within waiting areas specified by the staff members and are called forward as buses arrive. Students are to move in an orderly fashion onto the designated bus under further supervision.

2.2. Car Pick-Up and Drop-Off Management

2.2.1. Federal Parade 'No Parking' Zone

Two staff will be on duty from 8:15am to 9:00am to ensure students alight cars and proceed through the Federal Parade entrance to the College.

Two staff members are also rostered to supervise student activity during departures at the Federal Parade gates from about 3:30pm to 4:00pm. Students are to wait within areas specified by staff and are called forward as the parent/ carer vehicles arrive. Students are instructed to move in line into the relevant vehicle under supervision and make good their departure. Staff will monitor queuing at this location and wave vehicles on/ tell drivers to find an on-street parking space on the rare occasions that queuing becomes excessive.

2.2.2. Alfred Road 'No Parking' Zone

Two staff will be on duty from 8:15am to 9:00am to ensure students alight vehicles and proceed into the College via the Alfred Road entrance.

Two staff are also rostered to supervise student activity during departures at the Alfred Road gates from about 3:30pm to 4:00pm. Students are to wait within areas specified by staff and are called forward as the parent/ carer vehicles arrive. Students are instructed to move in line into the relevant vehicle under supervision and make good their departure. Staff will monitor queuing at this location and wave vehicles on/ tell drivers to find an on-street parking space on the rare occasions that queuing becomes excessive.

2.2.3. Gulliver Street Main Car Park

Both before and after school, a staff member will be stationed close to the pick-up and drop-off bays on the northern side of the car park. The staff member will provide monitoring, assistance and guidance to drivers and pedestrians regarding safety and compliance to rules and the orderly entrance and exit of traffic. Signage is currently in place at the entrance to the Gulliver Street car park to advise all vehicles accessing the car park between 8:15am and 8:45am and between 3:15pm and 3:45pm to enter the car park with a left turn movement. This requires all vehicles arriving from the east to circulate anticlockwise around the College to allow approach on Gulliver Street from the west.

A traffic warden will also be present to manage the Gulliver Street car park entry in the afternoon prior to the school bell. They will be in place a minimum 15 minutes prior to the school bell. This will ensure any such queuing is manageable and does not extend onto Gulliver Street. Any vehicles arriving after the queue extends to Gulliver Street will be asked to continue east on Gulliver Street and either park on-street in the vicinity or return after the school bell has rung. Communication with the College community around these management measures will change behaviour, ensure compliance is maintained and minimise impacts on traffic unrelated to the school.

3. GENERAL MANAGEMENT

3.1. Student Numbers

The number of students enrolled at the College is to be a maximum of 1,600 at any given time.

3.2. College Hours

Class times are currently Monday to Friday from 8:40am to 3:25pm. The College is open from approximately 6:30am to 6:00pm Monday to Friday. After-hours access to the College is arranged through the College Facilities Manager.

3.3. Traffic Wardens and Crossing Supervisor

In the interests of student safety, the College rosters staff as Traffic Wardens for managing morning and afternoon traffic and pedestrians along Pittwater Road, Alfred Road and Federal Parade. Traffic Wardens are strategically positioned to monitor surrounding streets to oversee safe pedestrian movement and reduce any congestion by encouraging efficient flow at drop-off and collection points, as shown in Appendix A.

Transport for NSW has also approved for an accredited School Crossing Supervisor to be in place at the pedestrian crossing on Alfred Road. Until such time that this can be formalised, a College staff member is in attendance at the Alfred Road pedestrian crossing from 8:10am to 9:10am and 2:55pm to 3:55pm on school days to assist with pedestrians crossing Alfred Road, while also assisting with reducing the impact on traffic operations along the road by having pedestrians cross in groups rather than continuously.

The main purpose of the Traffic Wardens is to remind and encourage parents/ carers to adhere to the measures implemented by the College, and general road and parking rules.

Traffic Wardens will be positioned at the pick-up/ drop-off area internal to the Gulliver Street car park to ensure safety and compliance to the car park rules. As discussed, another Traffic Warden will also monitor the Gulliver Street car park entry in the afternoon prior to the school bell, and any vehicles arriving after the queue extends to Gulliver Street will be informed that they are not permitted to queue on-street.

The College will ensure all staff involved with traffic warden activities in this plan have read this policy and appropriately briefed to be familiar with the strategy.

All traffic wardens will wear identification vests.

3.4. Senior Students Driving to the College

The College does not encourage senior students with a driving licence to drive to school.

Senior students who would like to drive are required to submit an application to the Deputy Principal (Students) for permission to drive to and from school. Granting of permission to drive to school is at the College's discretion. The College maintains a list of the students who have been granted permission

including car registrations and restricts daily use of vehicles for such purposes. The students will be provided with a copy of this plan and be briefed on where the College would prefer they park, including guidelines and behaviour.

The College routinely communicates with students that public street parking is shared with local residents, commuters and businesses/ employers. Therefore, it is paramount they park in a manner that is legal and does not obstruct driveways, or inconvenience other road users. In the granting of permission to drive to school, students are instructed that they are being extended a privilege and the College has a duty of care to its students.

The College reinforces that, in driving to or from school, students act responsibly and respect the local community, including helping ensure the College's traffic and parking management plan is adhered to.

Students will be encouraged to park along the College frontages only (on-street public parking spaces), in particular Alfred Street and Federal Parade. Students will avoid parking in front of residential properties.

3.5. Staff and Visitor Parking

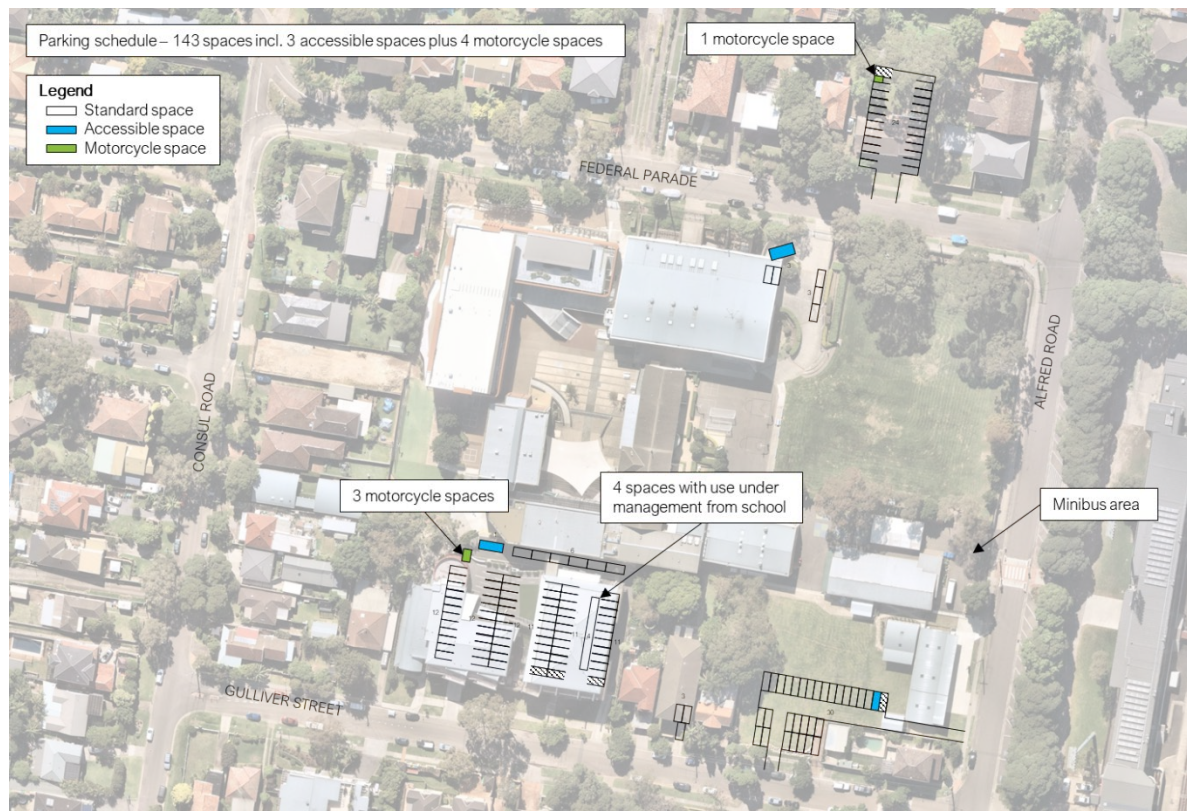
A total of 143 parking spaces including three accessible spaces plus four motorcycle spaces will be provided on site for staff, as shown in Figure 3.1 and detailed further below:

- Accessed from Gulliver Street:
 - 83 spaces including one accessible space
 - 3 motorcycle spaces
- Accessed from Alfred Road:
 - 30 spaces including one accessible space
- Accessed from Federal Parade:
 - 30 spaces including one accessible space
 - 1 motorcycle space.

It is noted that some of the parking spaces are in tandem layout, specifically seven spaces within the south-east car park and two spaces on the 8 Gulliver Street site. These spaces will be designated to specific staff based on work schedules to avoid staff being inadvertently parked in. A traffic warden will also manage the four informal parking spaces in the main car park by directing staff where to park.

Gates providing access to any parking areas are generally open between 6:30am and 8:45am, and between 3:00pm and 4:00pm. Remote access arrangements are in place for authorised users should access be required outside school hours.

Figure 3.1: Parking layout plan



Base image source: Nearmap

3.6. School Excursions

Coaches are used for school excursions, with students picked-up and dropped-off in the bus zone along the Alfred Road frontage. Coaches are generally scheduled to arrive before the first school bus arrives or after the last school bus departs and during the active bus zone times. This avoids any such overlap with on-street parking demand outside these times. Alternatively, coaches pick-up and drop-off students within the Pittwater Road bus stops.

Minibuses are also used to transport students for school excursions as required. Minibuses generally pick-up students within College grounds, adjacent to the Old School. This area is accessed via the driveway immediately to the north of the Alfred Road raised pedestrian crossing and is shown in Figure 3.1.

Students are required to wait along the northern side of the Old School or on the sports field, removed from the bus manoeuvring area, with teachers to instruct students when it is safe to board.

3.7. Sports and Special Events

The College conducts a number of special events during the course of the school year. Many of these functions are small (e.g. a meeting of parents/ carers of a year group or a class group). The largest functions which the College holds are the College Open Day and the Annual Parent Welcome Evening.

Where possible, the College will provide off-street parking for parents/ carers in the main car park, with capacity for 76 cars. Parents/ carers will be notified before major events of the availability of parking.

In exceptional circumstances and under the College's discretion, the College has provision of additional overflow parking for up to around 200 vehicles on the existing playing field within the College grounds (with entry via Alfred Road). Such parking will be made available for large event parking if the oval is not wet (from rainfall) or not required for related event activities on the oval.

The College will not conduct social/ sporting or recreational activities on Council's sporting grounds or public parks without a formal arrangement/ routine booking in place.

The College is aware of the need to not conduct any special event at the same time/ day of events taking place at Brookvale Oval.

3.8. Alternative Transport

The College actively promotes all students to catch the bus to and from the College. At the beginning of the new school year, new students and their families will be provided information regarding bus routes and timetables.

The College encourages and promotes all local students and staff to walk to and from College if practicable. Bicycle parking is also provided on College grounds.

Carpooling is encouraged with many families currently carpooling and alternating driving students to and from the College. Carpooling by staff is also encouraged.

3.9. Community Liaison

Necessary community feedback and comments should be addressed to the Head of Strategy and Compliance by email at abataille@saintaug.nsw.edu.au.

The College will always make contact with those commenting and address particular matters of concern. The Principal receives an update of any matters raised and the College maintains a record of all.

3.10. Pick-Up and Drop-Off Arrangements

Parking restrictions are signposted within the streets surrounding the College.

Parents/ carers of primary age children are required to use the pick-up/ drop-off facility located in the Gulliver Street main car park to drop off and pick up students. This pick-up/ drop-off facility is used for short-term parking (less than two minutes) between 8:15am-9:00am and 3:30pm-4:00pm. If parents/ carers need to leave the car to collect any student, they will be directed by the traffic warden to park outside the main car park, along the College frontages.

Senior school parents are directed to use the Federal Parade and Alfred Road 'no parking' zones so that traffic flow through the main car park is as efficient as possible. The same two-minute parking restrictions apply to these zones.

3.11. Deliveries

Deliveries are accepted between 6:45am and 4:30pm. The main delivery/ loading bays are located adjacent to the Alfred Road administration building and at the Brimson Centre accessed via Federal Parade.

Deliveries are managed from the College Reception and are to be scheduled outside pick-up and drop-off times where possible. All delivery vehicles are to enter and exit the site in a forward direction.

3.12. Notification Requirements

The College community is informed about traffic and parking management and policies via the College's weekly e-mail newsletter and internet webpage. The College also uses an SMS notification system and has a College app that provides instant notification capabilities. Information is also conveyed for those starting at the College during interview and the starter information package (including details about the College's pick-up and drop-off areas, bus services, special event parking and teacher and visitor parking areas). This includes instruction to new staff members commencing work at the College.

3.13. Updates to the Traffic and Parking Management Plan

This Traffic and Parking Management Plan will be evaluated annually by the College. Any updates to the plan will be informed to staff, in particular those acting as traffic wardens; parents/ carers, all students (as relevant), visitors; and companies servicing the College (deliveries etc.).

4. SUSTAINABLE TRAVEL ACTIONS

4.1. Overview

In addition to the management measures outlined in Section 3, the College has identified a number of actions that it will investigate further to assist with reducing the reliance on private vehicle travel to and from the College, particularly for staff. These actions are listed below.

4.2. Actions

4.2.1. Walking

Action
Identify employees living near work that may be interested in walking to work
Produce a map showing safe walking routes to and from your site with times, not distances, to local facilities, such as shops and public transport stops
Provide lockers for keeping a change of clothes
Take part in 'National Walk to Work Day'
Have some 'TravelSmart Get to Work' days encouraging staff to come by alternative modes of transport

4.2.2. Cycling

Action
Establish an internal Bicycle Users Group (BUG). BUGs are formed by people who want to work together to improve facilities for cyclists and encourage cycling
Provide sufficient bicycle/ scooter parking to meet peak needs
Have good, secure bicycle parking in an easily accessible location
Ensure bicycle parking is clearly visible or provide signage to direct people to cycle bays
Provide lockers for a change of clothes
Supply a workplace toolkit consisting of puncture repair equipment, a bike pump, a spare lock and lights
Come to an arrangement with a local bicycle retailer for cheap servicing of staff/ student bikes and other incentives
Produce a map showing more leisurely bicycle routes to the site
Participate in annual events such as 'Ride to Work Day'

4.2.3. Public Transport

Action
Develop a map showing public transport routes to the site

Action
Put up a notice board with leaflets and maps showing the main public transport routes to and from work
Place information on the work intranet with links to appropriate external websites e.g. https://transportnsw.info/
Provide leaflets or timetables with payslips

4.2.4. Car-pooling

Action
Set up staff with the Liftango or Karpool car-pool app
Operate a shuttle bus service to pick-up and drop-off staff in nominated locations.
Allocate priority parking spaces for car-poolers

4.2.5. Parking

Action
Identify priority users of car park e.g. people with disabilities, car-poolers, contractual requirements
Prepare a carpark management plan to address car park access and the allocation of parking spaces
Provision of onsite electric vehicle charging points to promote sustainable transportation options for site users

4.3. Monitoring and Review

4.3.1. Review Framework

For sustainable travel planning to be effective, actions must be reviewed on a regular basis. It is important to ensure that the College is meeting its objectives with reducing private vehicle travel and having the intended impact on car use and transport choices for staff and students.

A review of the above actions should be conducted annually, with any potential additional actions to be added and investigated as required. This review would demonstrate progress towards targets and objectives and include the following information:

- Basic information about the site, including the number of employees and students
- Details of mode-splits and progress towards potential targets (obtained from an annual survey)
- Details of the initiatives implemented since the last review
- An assessment of whether initiatives have been successful in terms of meeting objectives and targets
- Details of future initiatives to be undertaken or other changes required to meet targets and objectives.

Recommendations on how further measures could be implemented to assist with reaching the targets and aspirational targets should be provided as a result of the travel mode surveys and data analysis. If the targets are on track to be met, consideration should be given to increasing the active mode share target. Sustainable travel programs would then subsequently re-shaped based on parent and staff interviews and feedback.

4.3.2. Review In-house Programs

The annual staff and student travel survey would assist in the review of the sustainable travel planning initiatives for the site.

Any feedback received from staff and students should be used to update programs as well. Sample feedback could include email responses to programs, monitoring the bicycle/ car parking spaces used, transport complaints and participants at events.

People in any organisation like to be a part of a successful plan. Staff and students should be kept informed of green travel achievements. This could be done by sending out email bulletins and making announcements during meetings/ classes or having a dedicated column within an internal newsletter.

4.3.3. Travel Survey

To monitor the sustainable mode travel to/ from the College, a travel questionnaire should be conducted of all staff and students. Surveys detailed in the Transport Impact Assessment prepared by GTA (now Stantec) dated 17 December 2021 for the College are considered appropriate for adopting as a baseline for travel planning programs. Subsequent survey results should be reported annually by the College and used to inform funding allocation for successful programs/ removal of unsuccessful programs.

An example format for the survey is provided as follows:

Q1: What is your home post code?

Q2: Are you a staff member or student?

- Staff
- Student

Q4: How do you usually travel to the College? (Select one)

- Car (as driver)
- Car (as passenger)
- Dropped off (driver does not stay)
- Bus
- Train
- Ferry
- Bus then train
- Train then bus
- Motorcycle
- Cycle
- Walk
- Other (explain)_____.

Q5: What time do you usually arrive and leave the College?

Q6: If you drive to the College, where do you usually park?

SUSTAINABLE TRAVEL ACTIONS

Q7: To facilitate transport programs, may we share your contact details with a colleague that lives near you?

- Yes – I walk
 - If 'yes' please provide your email here: _____
- Yes – I'm a cyclist
 - If 'yes' please provide your email here: _____
- Yes – I'm a public transport passenger
 - If 'yes' please provide your email here: _____
- No.

A.SITE PLAN



