

DOCUMENT ID	August 2022
APPLICABLE TO	St Michaels Parish
DOCUMENT OWNER	Fr Anthony Nguyen
APPROVAL DATE	04/08/2022
APPROVED BY	St Michaels Primary Parish Council
LAST REVIEW DATE/S	
NEXT REVIEW DATE/S	14/08/2023
RELATED DOCUMENTS	St Michael's School Traffic Management Plan

Traffic Management Plan

Plan, Communicate and Enforce

At St Michaels Parish, we understand that ensuring all members of the community arrive and depart St Michaels Church safely every day is paramount and is a combined accountability that includes Priest, Parishioners and the broader community.

St Michaels Parish Church is in residential Nelson Bay. It is located beside St Michael's School on one boundary & residential homes on the other.

St Michaels has developed a Traffic Management Plan for the Parish that encompasses the movement of traffic around the Church.

1.0 Description of the Workplace				
Site		St Michaels Catholic Parish Church		
Address		12 Sproule St Nelson Bay		
No. of Buildings	1	Hours of Operation	Sat 4.30pm-6pm, Sun 8am-9.30am Tues 4.45pm-5.30pm, Wed 9am - 9.45am, Thurs 4.45pm-5.30pm, Fri 9am – 9.45am Various times for funerals	
Office Phone	(02) 49811069		Office Email	stmichaelsnb@mn.catholic.org.au
Website		www.nelsonbaycatholicchurch.com		

2.0 Plans**2.1 Weekday Masses**

During weekday masses parishioners drive into Church carpark via Sproule St, park in church carpark and exit via Sproule St. Sproule St and car park marked in yellow.



2.0 Plans (con't)**2.2 Weekend Masses**

At weekend masses parishioners enter via Sproule St and park in Church carpark. If Church carpark full they will park in St Michael's School staff carpark on Wahgunyah Rd.

When Mass is finished all cars leave through school grounds and exit via Wahgunyah Rd. Exit marked in yellow on map.

**2.0 Plans (con't)****2.3 Funerals**

Traffic for funerals is exactly the same as for weekday masses (2.1)

Cars enter via Sproule St, park in Church carpark and leave via Sproule St.

2.0 Plans (con't)**2.4 Disabled Carparking during Masses and Funerals**

There are designated disabled parking spaces in the Church carpark.

3.0 General Safety

1. Parishioners are reminded of the 10kmph speed limit in the Church carpark and on weekend masses they need to exit via Wahgunyah Rd and not via Sproule St.

4.0 Site Emergency Contact(s)

Contact	Position/Role	Phone (BH)	Mobile
Fr Anthony Nguyen	Parish Priest	4981 1069	0420401025
Dianne Maricic	Admin		0401233650

5.0 Emergency Contacts/Resources

Agency Service	Emergency Situation	Phone Number
Fire, Police, Ambulance	Emergency	000
Diocesan Officer	Fr Greg Barker Administrator	49791200
Catholic Diocese	Safety & Wellness Business Partner	0447 002 714

6.0 Additional Emergency Contacts:

Name	Number	
Emergency Services- KEY CONTACT	000	
John Hunter Hospital	(02) 4921 3000	Tomaree Polyclinic Mater Hospital Waratah
Poisons Information Centre	13 11 26	
School Principal – Helen Bourne	0408409737	
Head of Safety & Wellness Team – Peter Roberts	0477 016 701	
Office of Safeguarding	(02) 4979 1390	
Access EAP	1800 613 155	

DOCUMENT ID	June 2022
APPLICABLE TO	St Michaels Primary School
DOCUMENT OWNER	Helen Bourne Principal
APPROVAL DATE	14/05/2022
APPROVED BY	St Michaels Primary School Executive Team
LAST REVIEW DATE/S	06/06/2022
NEXT REVIEW DATE/S	14/05/2023
RELATED DOCUMENTS	

Traffic Management Plan

Plan, Communicate and Enforce

At St Michaels Primary School, we understand that ensuring all members of the community arrive and depart St Michaels Primary School safely every day is paramount and is a combined accountability that includes Parents/Caregivers, Students, Staff and the broader community

St Michaels Primary School is a school in residential Nelson Bay. It is located beside St Michael's church on one boundary & residential homes on the other.

St Michaels has developed a Traffic Management Plan for the School that encompasses the following items

- Bus Travel
- Bike Riding
- Walking
- Meet & Greet
- Pick up & Go

This Traffic Management Plan is in line with Transport for NSW requirements and has had input from the following:

- NSW Police
- Port Stephen's Council Traffic Management Department
- Catholic Schools Office
- Safety & Wellness Team
- Parents & Friends Association

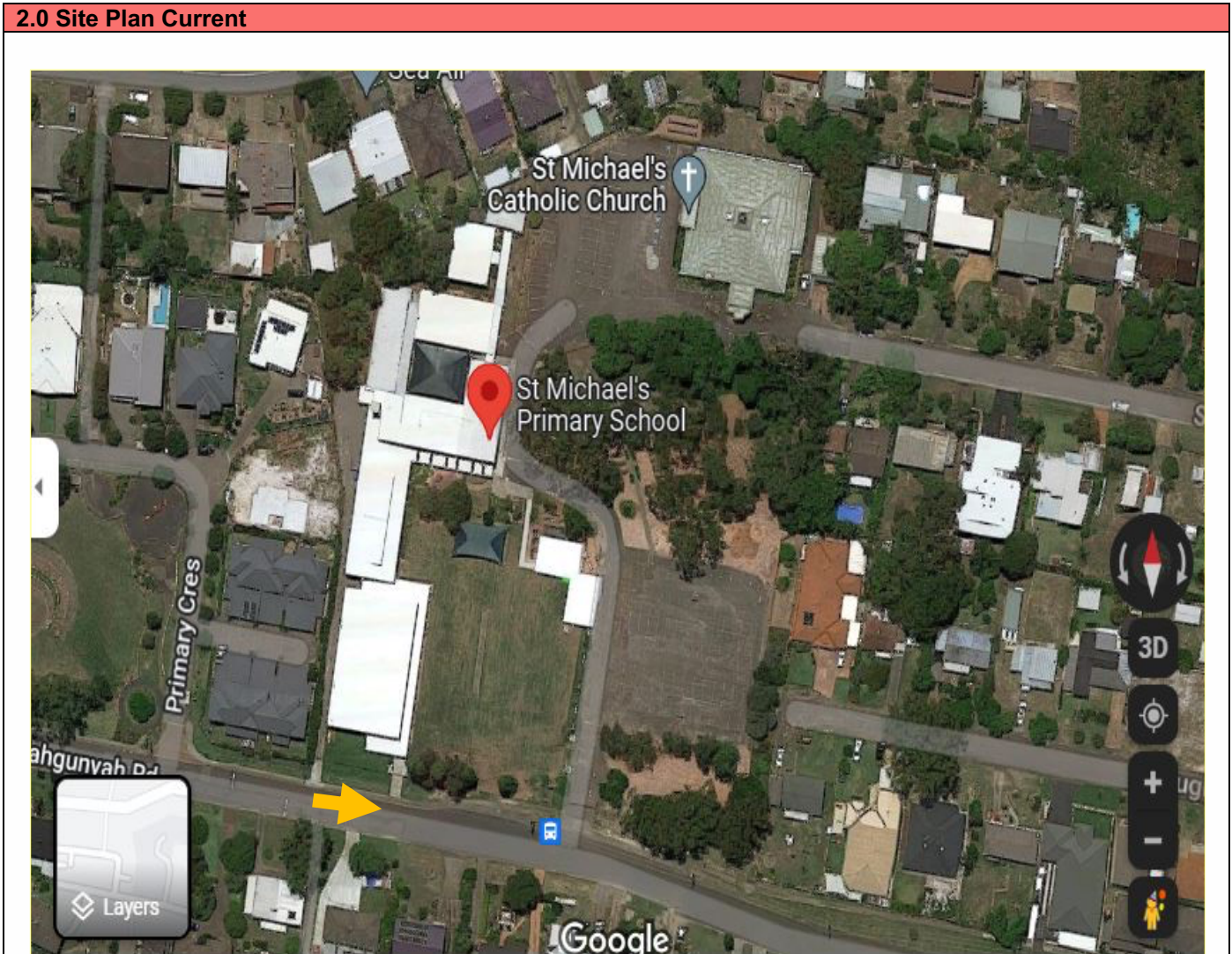
It is also supported by the Traffic Management Plan developed as part of the redevelopment of the site

Traffic and Parking Assessment
ST MICHAEL'S CATHOLIC PRIMARY SCHOOL REFURBISHMENT
AND NEW EARLY LEARNING EDUCATION CENTRE
LOT 2 IN DP 216064
12 SPROULE STREET, NELSON BAY
PREPARED FOR: CATHOLIC DIOCESE OF
MAITLAND - NEWCASTLE
APRIL 2020

The following sections will detail the requirements for each activity

Diocese of Maitland Newcastle	St Michaels Primary School – Traffic Management Plan	Revision No. 1
Issue Date: 14/05/2022	Next Review Date: 14/05/2023	HPE RM Ref: June 2022
Confidentiality Level – Open Access	Not Controlled When Printed	Page 1 of 7

1.0 Description of the Workplace					
Site		St Michaels Primary School			
Address					
No. of Students		242		No. of Staff	
				28	
No. of Students with Support Needs			38		Catering for
					K to Year 6
No. of Buildings		6		Hours of Operation	
				8.25am to 3.30pm Weekdays	
Office Phone		(02) 49811111		Office Email	
				admin@nelsonbay.catholic.edu.au	
Website (if available)			www.nelsonbay.catholic.edu.au		
OOSH Onsite (Y/N)		N		Hours of Operation	
				N/A	



3.0 Plans
<p>3.1 Morning Kiss & Go</p> <p>During the morning drop off period (8:20am to 9:00am) a School Crossing is in place but not resourced so it is critical that Parents/Students take great care in crossing this. As staff do not come onto duty until 8:25am students should not arrive at the School before this time</p> <p>Parents/Caregivers are asked to obey the traffic rules regarding "U" Turns etc and street signs limiting parking times etc. The School recommends a "Kiss & Go" process where students exit the vehicle on the</p>

passenger (kerb) side only. The recommended areas for “Kiss & Go” is in the “Yellow” area on the map.

Note:- This area is designated as a 5 minute “Kiss & Go” parking area

The only safe place to cross Wahgunyah Road is the pedestrian crossing as marked in the plan above.(yellow arrow)

Students are reminded to dismount bikes and walk across the crossing when directed to cross. The crossing is not patrolled by a School Crossing Supervisor

3.0 Plans (con't)

3.2 Afternoon Bus Pickup

At the completion of the School Day, Students will be organised into groups ready for departure from the site. One of these groups will be the Bus Group. There are 5 buses that service the school in the morning and in the afternoon.

Students travelling by bus will assemble near the along the hall verandah followed by walkers and bikes/scooters and then car pick up.

When the buses arrive Staff members escort the Students directly to the buses. The Staff members ensure all Students are safely on the buses prior to allowing the buses to depart.

The following diagram represents the path to be taken for bus travel. (Yellow Arrow - Bus Lines Green arrow crossing)



3.0 Plans (con't)**3.3 Afternoon Bikes, Walkers and Car Line**

At the completion of the School Day, Students will be organised into groups ready for departure from the site – walkers, bikes and car pick up.

Students that are travelling by bike/scooter or are walking will assemble behind the bus lines on the hall verandah.

When the Students are assembled Staff members will escort the Students over the crossing.

3.0 Plans (con't)**3.4 Afternoon Meet & Greet**

At the completion of the School Day, Students will be organised into groups ready for departure from the site. One of these groups will be the Meet & Greet Group. This group will be met by Parents at the Wahgunyah Rd gate and walked from the School.

Students using the Meet & Greet process will assemble on the hall verandah behind the walkers and bike/scooter group.

When the Students are assembled, Staff members escort the Students to the Meet & Greet area and ensure that student are handed over to their Parent/Caregivers.

Information for Parents/Caregivers

Parents/Caregivers are to park their car away from the school Bus area and take note of no parking zones. We recommend that Parents park further down Wahgunyah Road. If Parents have to cross the road, we request that this is done by using the Pedestrian Crossing adjacent to the front of the school.

These Students will be walked to their families immediately after the 2:55pm bell. Any Student whose Parent/Caregiver is not there to pick up their child from the Staff Member at this time, will be walked back to the School Office and parents phoned.

3.0 Plans (con't)**3.5 Afternoon Home Pick up Arrangements**

Parents/Caregivers are to contact the school BEFORE 2:15 PM if there is an urgent change to their child's pick-up arrangements. After this time, it is too difficult for us to relay a message to a child as they are already moving to their afternoon lines. These changes should only be in the event of an emergency.

Similarly, if you need to pick up your child for a (one off) appointment you will need to attend the office before 2:15pm to do this. Parents/Caregivers are asked not to remove their child from school early consistently. Appointments (e.g. dentist) as well as outside school activities (such as swimming lessons) are expected to occur out of school hours or in school holidays. The Education Act clearly states that children are to remain at School for the duration of the School day and the Principal has responsibility to ensure this occurs. If for some reason then you need to remove your child early on a consistent basis, please write a letter to the Principal explaining the educational reasons for this and seeking permission for this to occur.

3.6 Disabled Carparking during School Drop off and Pickup Times

There are no designated disabled parking spaces on Wahgunyah Rd. A parking spot for Disabled Parking has been designated within the Carpark at the front of the school however the carpark is not accessible during school

pick-up & drop-off times. Arrangements for access to disabled parking will need to be discussed with the Principal on an individual basis.

3.7 Safe Passage of Vehicles within St Michael's Nelson Bay (large vehicles, buses, mobile plant etc.)

The following risk controls have been put into place to ensure the safety of staff, students, contractors, volunteers and visitors when large vehicles or mobile plant move around the school:

- Vehicles are not allowed to move around St Michael's Primary School during the following time periods of peak pedestrian traffic:
 - 8.20 – 3.30pm
- Prior to entering St Michael's Primary School drivers of large vehicles must report to the front office and speak with the Principal or their delegate to arrange for a member of staff to act as a "spotter" to supervise vehicle movements whilst on-site.
- Fork lifts are only to be used in clearly marked areas as designated on the site map and;
- Vehicles are only allowed to move one way (downwards) between:
- School speed limits are set at (5 km/h) with clearly displayed signage located on the roadway between the parish carpark and the asphalt playground
- Other considerations or risk controls that may need to be documented?
 - Internal roadways are only one way and;
 - Vehicles are prevented from accessing the playground by locked gates

Special Events (e.g. Fetes, Sporting Events etc.)

Traffic control requirements for special events may vary. Specific risk controls will need to be determined by carrying out a risk assessment, and taking learning's from previous events held.

The following risk controls can be implemented in order to reduce the risk associated with special events in conjunction with previously documented risk controls:

- Suitable numbers of traffic controllers are in place for all special events with an aim to restrict and / or direct traffic to and from the school.
- Additional car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
-
- Other considerations or risk controls that need to be documented:
 - Pedestrian only pathways and;
 - Use of bollards and / or barriers to prevent unauthorised access by vehicles.

4.0 General Safety

1. All Staff members on afternoon duty will wear "Hi Visibility" Vests
2. Relevant Staff will utilise communication devices to ensure the efficient operation of these procedures
3. Parents/Caregivers are reminded of the 40kmph speed limits in place for School Zones

5.0 Permission Notes

Parents/Caregivers are asked to complete the accompanying form about their child's afternoon pick up arrangements on each day of the school week

Parents/Caregivers will also need to complete a permission form if your child walks/rides to/from school at any time

6.0 Site Emergency Contact(s)

Contact	Position/Role	Phone (BH)	Mobile
Helen Bourne	Principal	4981 1111	0408 409 737
Katie Faljks	Assistant Principal		0422688187
Kim Milgate	School Officers (Clerical)		

7.0 Emergency Contacts/Resources

Agency Service	Emergency Situation	Phone Number
Fire, Police, Ambulance	Emergency	000
Catholic Schools Office	Assistant Director	0419599259
Catholic Diocese	Safety & Wellness Business Partner	0447 002 714

8.0 Additional Emergency Contacts:

Name	Number
Emergency Services- KEY CONTACT	000
John Hunter Hospital	(02) 4921 3000
Poisons Information Centre	13 11 26
Bus Companies Port Stephens Coaches Hunter Valley Buses	49822940 49357200
Parish Priest – Fr Anthony Nuygen	0420401025
Assistant Director – Lorraine Barlow	0419599259
Head of Safety & Wellness Team – Peter Roberts	0477 016 701
Office of Safeguarding	(02) 4979 1390
Access EAP	1800 613 155

9.0 Further Education

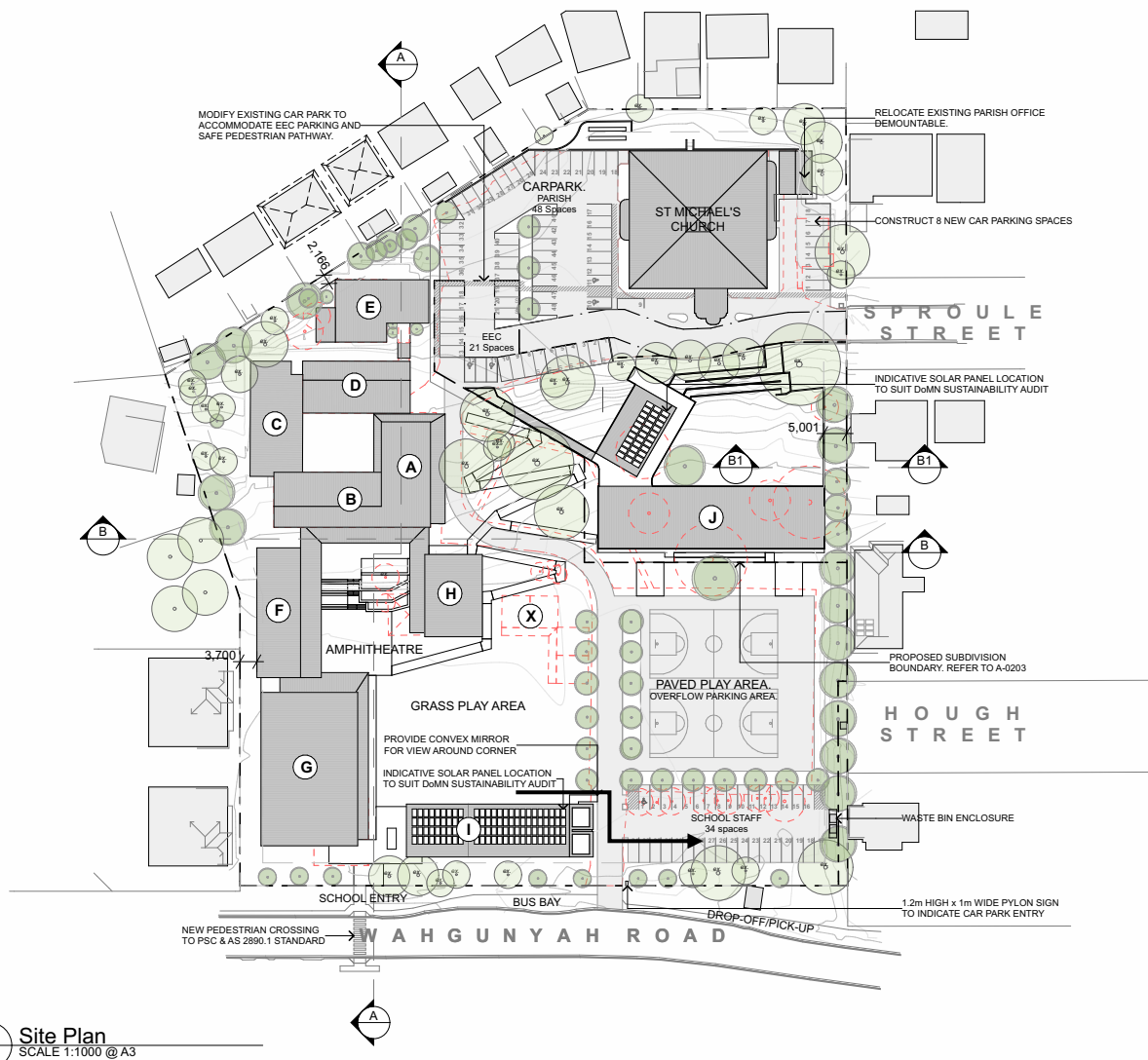
- Parents/Caregivers will be informed via Compass, newsletters, handbooks, and orientation activities and parent take-home notes of the importance of:
 - modelling safe road user behaviour;
 - parking vehicles safely outside the school and observing all parking signs;
 - ensuring that children are protected whilst travelling to and from school;
 - reinforcing the safety messages taught at school;
 - supervising the travel of young students;
 - identifying and reporting safety issues in and around the school; and
 - contributing to solving road safety issues that are of concern to the school and community
 - bus safety
 - safety on wheels (bicycles, scooters, rollerblades and skateboards)

Attach any additional / relevant documentation e.g. site map of the proposed redevelopment of site

Changes to the traffic management plan following development of the new Administration Building

Following construction of the new administration building on Wahgunyah Rd and the inclusion of staff parking adjacent all site access and egress will be via the school entry as shown on Wahgunyah Rd.

Pedestrian and vehical, bus movements will be the same as show above and the traffic management plan will be adjusted.



DOCUMENT ID	
APPLICABLE TO	St Nicholas (Early Education & OOSH)
DOCUMENT OWNER	Jaclyn Mosher
APPROVAL DATE	[INSERT]
APPROVED BY	[INSERT]
LAST REVIEW DATE/S	21 September 2022
NEXT REVIEW DATE/S	21 September 2023
RELATED DOCUMENTS	St Michael's School & Parish Traffic Management Plans

Traffic Management Plan

Plan, Communicate and Enforce

At St Nicholas, we understand that ensuring all members of the community arrive and depart the centre safely every day is paramount and is a combined accountability that includes Parents/Caregivers, Children, Students, Staff and the broader community.

St Nicholas has developed a proposed Traffic Management Plan for the intended operational management of drop-off and pick-up of children attending St Nicholas Early Education and OOSH education and care services co-located with St Michael's church & St Michael's Primary School in residential Nelson Bay, currently pending DA approval.

This Traffic Management Plan is in line with Transport for NSW requirements & has had input from:

- Catholic Schools Office
- Safety & Wellness Team
- St Nicholas Head Office

It is also supported by the Traffic Management Plan developed as part of the redevelopment of the site

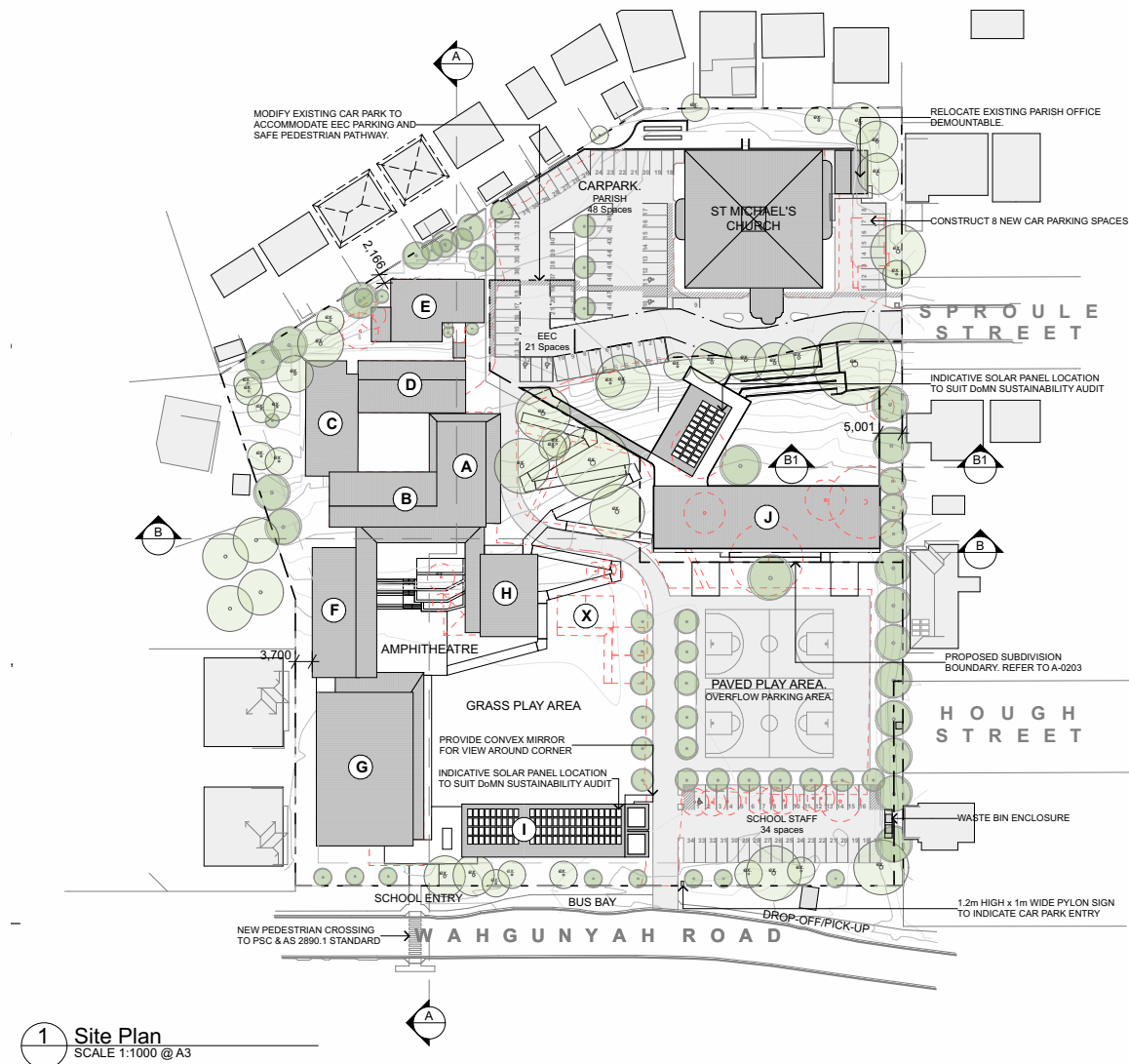
Traffic and Parking Assessment
ST MICHAEL'S CATHOLIC PRIMARY SCHOOL REFURBISHMENT
AND NEW EARLY LEARNING EDUCATION CENTRE
LOT 2 IN DP 216064
12 SPROULE STREET, NELSON BAY
PREPARED FOR: CATHOLIC DIOCESE OF
MAITLAND - NEWCASTLE
APRIL 2020

Diocese of Maitland Newcastle	St Nicholas - Nelson Bay – Traffic Management Plan	Revision No. 1
Issue Date: 29/09/2022	Next Review Date: 29/09/2023	HPE RM Ref: June 2022
Confidentiality Level – Open Access	Not Controlled When Printed	Page 1 of 6

The following sections will detail the requirements for each activity

1.0 Description of the Workplace					
Site		St Nicholas Early Education & OOSH			
Address		Sproule St, Nelson Bay			
No. of Students		EE: 84 children OOSH: 75 children		No. of Staff	
				EE: 17 OOSH: 5	
No. of Students with Support Needs			0	Catering for	
				EE Children 6weeks – 5yrs OOSH 5yrs – 12yrs	
No. of Buildings		1	Hours of Operation		EE 6.30 – 6pm OOSH – 6.30am – 8.30am, 2:30pm – 6pm
Office Phone		Head Office#	Office Email		admin@stnicholasmn.org.au
Website (if available)			stnicks.org.au		

2.0 Site Plan (Building J - Under Construction)



3.0 Plans

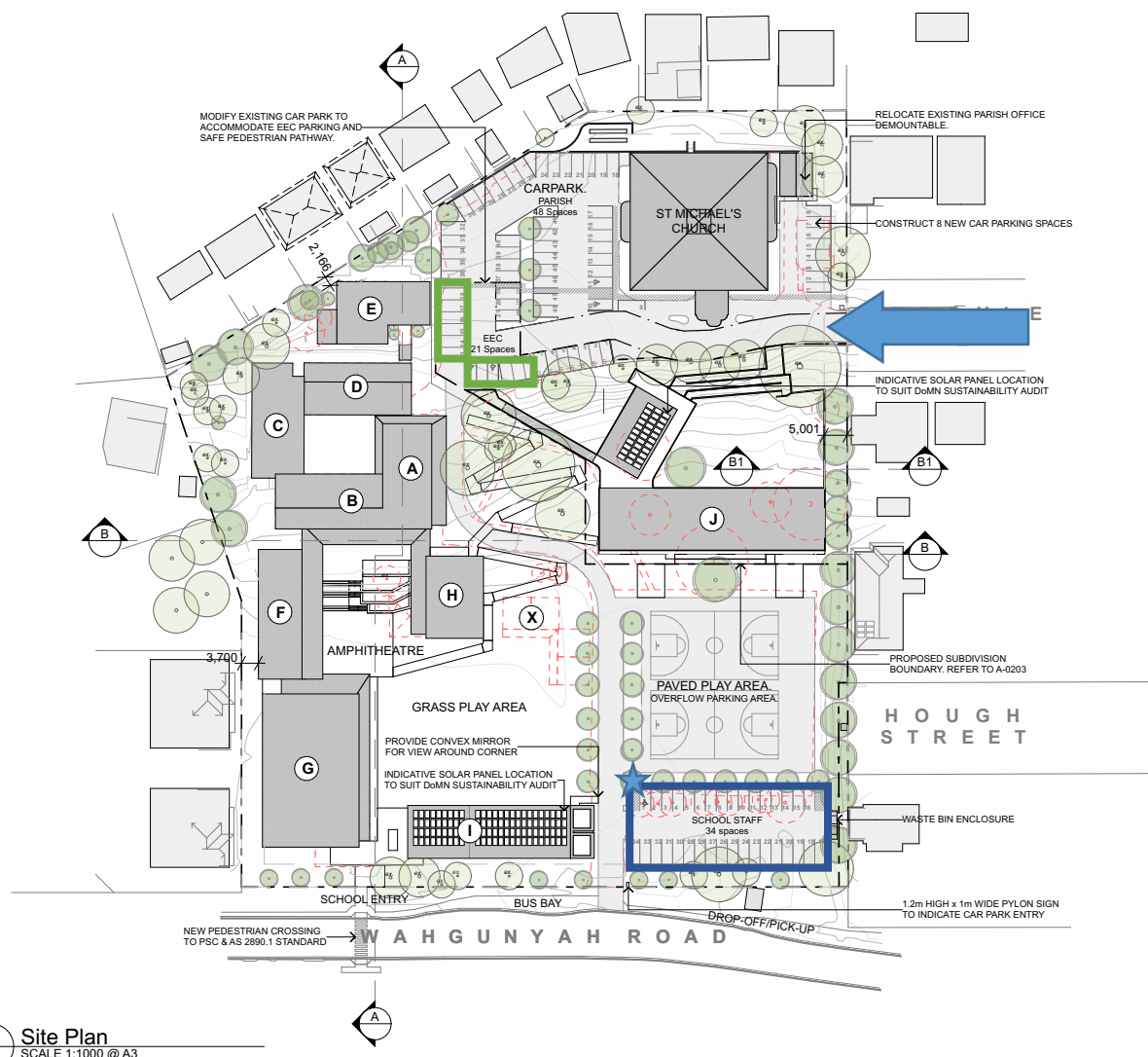
3.1 Child/Student Drop-off

Early Education:

During the drop-off period (peak period 7:30am to 9:30am) parents/caregivers will enter via Sproule St. (red arrow route) and park in designated parking spaces adjacent to Block J (green rectangle location). Parents with children that attend Early Education and OOSH will access both sites via the Early Education parking spaces.

OOSH:

Parents will park in the lower carpark (blue below) and OOSH parents and children will enter the facility through a pedestrian gate located next to the emergency vehicle gate (marked with purple star).

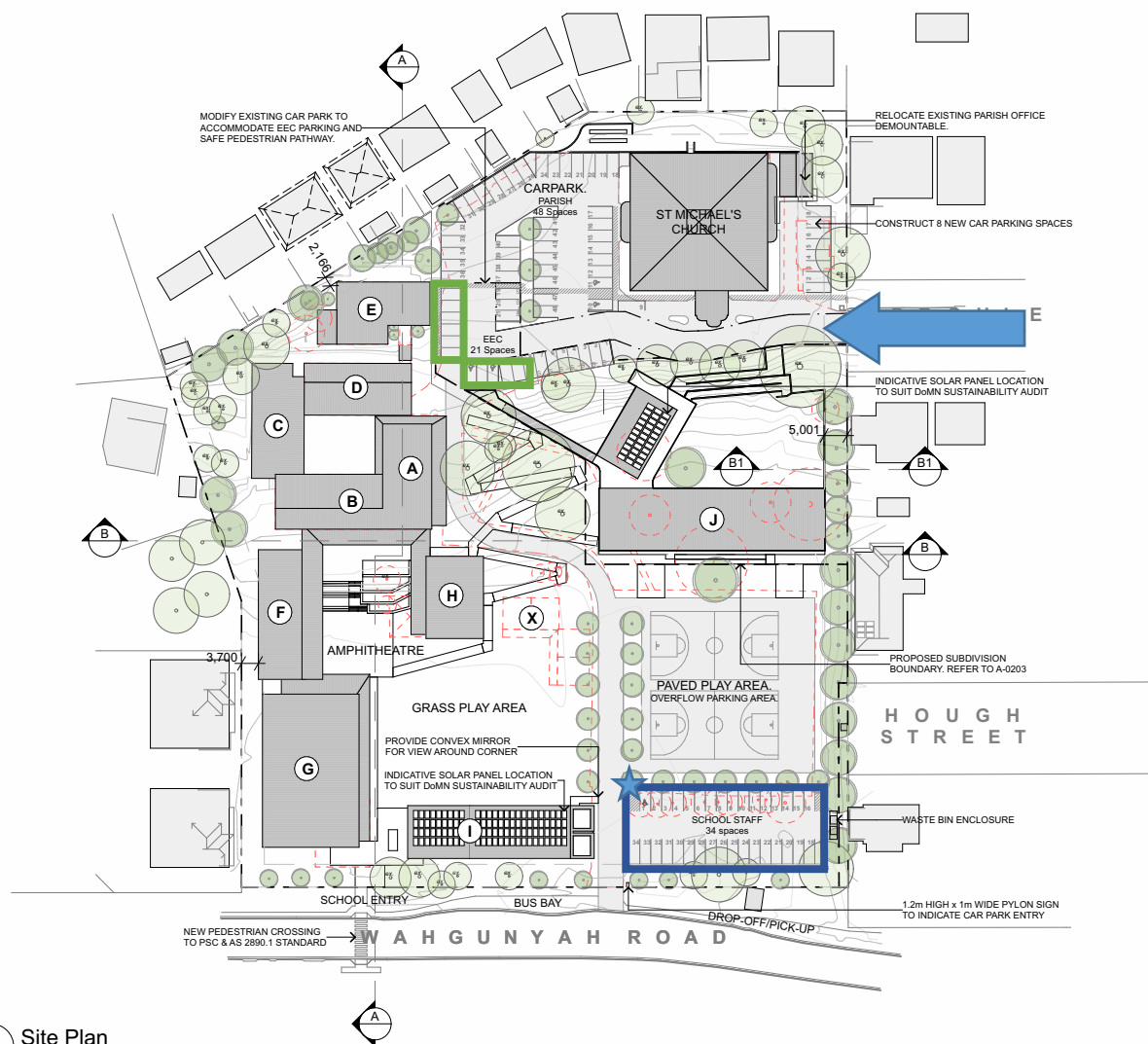


3.0 Plans (con't)**3.2 Child/Student Pick-Up****Early Education:**

During the drop-off period (peak period 7:30am to 9:30am) parents/caregivers will enter via Sproule St. (red arrow route) and park in designated parking spaces adjacent to Block J (green rectangle location). Parents with children that attend Early Education and OOSH will access both sites via the Early Education parking spaces.

OOSH:

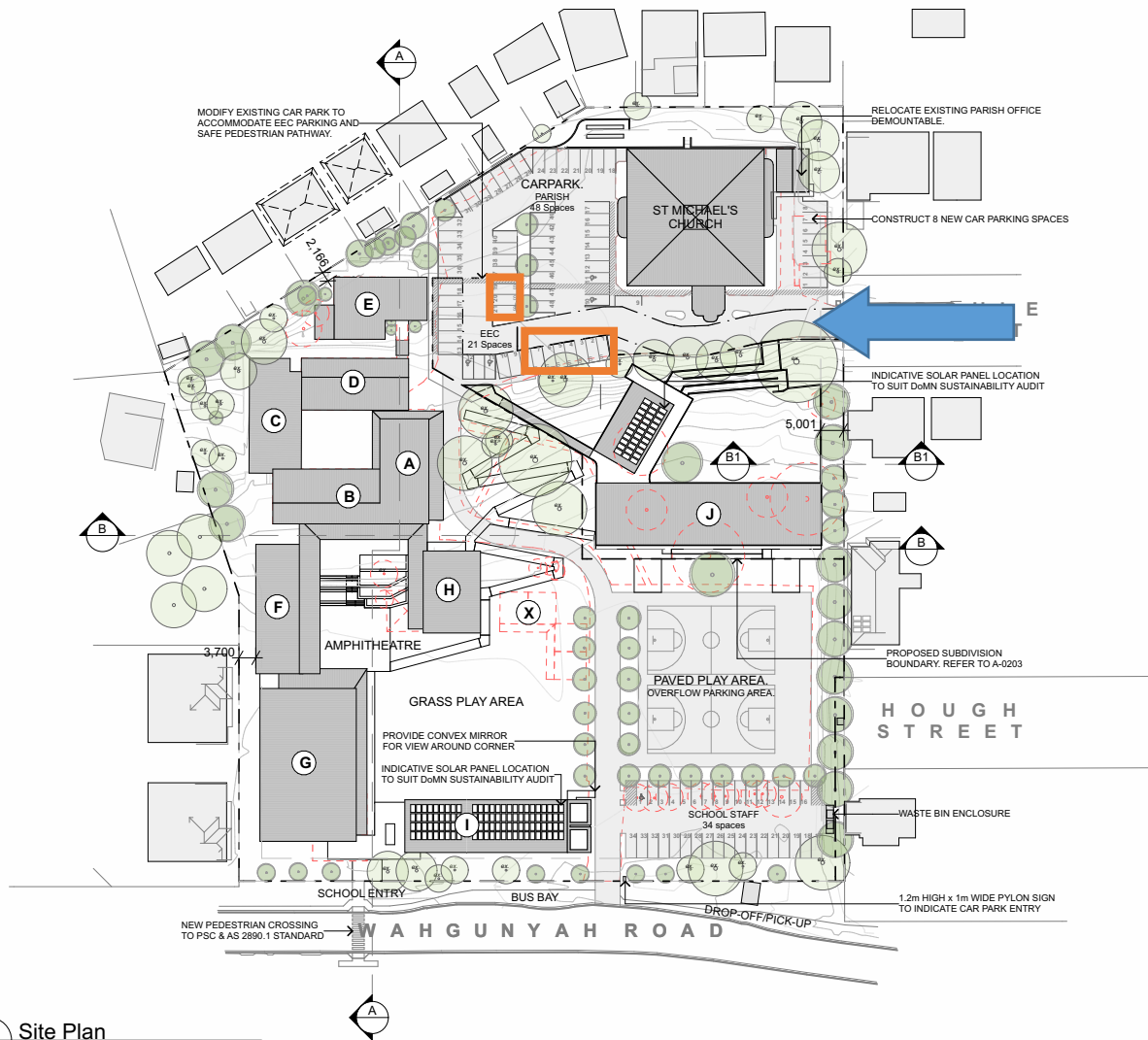
Parents will park in the lower carpark (blue below) and OOSH parents and children will enter the facility through a pedestrian gate located next to the emergency vehicle gate (marked with purple star).



1 Site Plan
SCALE 1:1000 @ A3

3.0 Plans (con't)**3.3 Staff Parking (Typical)**

Parking for St Nicholas staff members is allocated within the St Nicholas car park allocation. Staff members will enter the site via Sproule St. (red arrow route) and proceed to park in the designated carparking locations (highlighted in light blue).



1 Site Plan
SCALE 1:1000 @ A3

4.0 General Safety

1. Parents/Caregivers are reminded of the 40kmph speed limits in place for School Zones

5.0 Site Emergency Contact(s)

Contact	Position/Role	Phone (BH)	Mobile
TBC	Director (EE)	TBC	TBC
TBC	Nominated Supervisor (OOSH)		TBC
TBC	Associate		TBC

7.0 Emergency Contacts/Resources

Agency Service	Emergency Situation	Phone Number
Fire, Police, Ambulance	Emergency Services	000
St Nicholas	Executive Director – David Healy	0448 751 944
St Nicholas	Executive Manager – Fiona Wissink	0437 648 953
Catholic Diocese	Safety & Wellness Business Partner	0477 016 701

8.0 Additional Emergency Contacts:

Name	Number
Emergency Services- KEY CONTACT	000
John Hunter Hospital	(02) 4921 3000
Poisons Information Centre	13 11 26
Head of Safety & Wellness Team	0455 112 979
Office of Safeguarding	(02) 4979 1390
Access EAP	1800 613 155