



TRAFFIC AND ACCESS OPERATIONAL MANAGEMENT PLAN


St Mary's Catholic Primary School - Toukley
458-468 Main Road, Noraville

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Prepare a Work Zone Traffic Management Plan

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1. INTRODUCTION

TRAFFIX has been commissioned by Catholic Schools Broken Bay to prepare a Traffic and Access Operation Management Plan (**TAOMP**) report in support of development application (DA/2036/2023) relating to the existing St Mary's Catholic Primary School located at 458-468 Main Road, Noraville.

On 27 September 2024, the Hunter and Central Coast Regional Planning Panel (**the Panel**) resolved to defer the determination of DA/2036/2023. The Panel requested the preparation of a TAOMP report to address a number of concerns relating to traffic management and parking allocation, particularly during school drop-off and pick-up periods. This TAOMP seeks to respond to the Panel's request and provide formal documentation of the School's traffic management arrangements.

The report is structured as follows:

- Section 2: Traffic management objectives
- Section 3: Background information
- Section 4: Overview of school operations
- Section 5: Outlines the traffic and access operations
- Section 6: Presents the overall conclusions

2. TRAFFIC MANAGEMENT OBJECTIVES

2.1 Overview

The target audience of this plan are St Mary's Catholic School, Council, and the Panel. In order to achieve best outcomes and adapt to changes to pedestrian, parking, and traffic movements within the school, the TAOMP will continue to be a live document which can be monitored and updated should any changes be required. The aim of the bi-annual review is to monitor the operation of the car park and school traffic management arrangements and identify areas in need of improvement, if required. This TAOMP could also be updated to address any condition of consent following the determination of the application.

2.2 Regional Planning Panel Comments

As mentioned above, on the 27th September 2024, the Hunter and Central Coast Regional Planning Panel resolved to defer the determination of DA/2036/2023. For ease of reference, the Panel's comments have been reproduced below:

Reasons for Deferral

The Panel is satisfied that the built form is appropriately located, and that potential flooding and bushfire impacts can be managed and mitigated. However, the Panel is not satisfied that there is a clear understanding of the interrelationship of uses on the site and the capacity of car parking to accommodate these uses. The information provided to date is inconsistent.

The Panel requires an understanding of existing drop-off/pick-up facilities and how they are managed, as well as what needs to be put in place to ensure that there are adequate facilities on site to meet the different uses and increase in student numbers without further reliance on street parking or impacts on the road network. The Panel observes that there is a lack of definition of areas in the existing car park currently.

The following information is required for the Panel to be satisfied that the function of the site and car parking provisions can occur on site without unreasonable impact:

- (i) Details of all uses on site, including hours of operation and number of people/students/staff.*

- (ii) *Details of existing drop-off/pick-up arrangements, including buses.*
- (iii) *Details and clear definition of the car park to accommodate drop-off/pick-up, bus, visitor, and staff parking, as well as pedestrian routes.*
- (iv) *Changes to the car park layout required to support the development.*
- (v) *A Traffic and Access Operational Management Plan that addresses all the functional requirements of all uses and how drop-off/pick-up and car parking will be managed across the site.*
- (vi) *An update to the Flood Emergency Response Plan to reflect the Traffic and Access Operational Management Plan and correct references to flood events.*
- (vii) *Details of the type and height of fencing around the High Hazard Floodway.*

This document specifically responds to items (i) to (v) and the request for a Traffic and Access Operational Management Plan to be prepared.

It should be noted that prior to commencement of this report, a draft report structure was provided to Council's Traffic Engineer for initial feedback. Council's Traffic Engineer was satisfied with the draft report structure and no further inclusions were required.

2.3 TAOMP Objectives

The primary objectives of the St Mary's Catholic School TAOMP are as follows:

- Improve car parking management and operation;
- Improve the safety of staff, parents, students, and the public impacted by traffic during operations;
- Manage the safe and efficient drop-off and pick-up activities associated with school operations; and
- Minimise impacts on the local road network.

3. BACKGROUND INFORMATION

3.1 Location and Site

The subject site is located at 458-468 Main Road, Noraville and is commonly known as St Mary's Catholic Primary School Toukley. A church is also located within the site, east of the school campus. The site is situated on the northern side of Main Road, approximately 230 metres west of Central Coast Highway. In a regional context, it is located approximately 26 kilometres north-east of Gosford City Centre.

The site has an irregular configuration with a total site area of approximately 53,580m². It has a southern frontage of approximately 108 metres to Main Road, a northern boundary to C2: Environmental Conservation zoned land, and western and eastern boundaries to residential dwellings. A portion of the site along the northern and eastern boundaries is also zoned C2: Environmental Conservation.

The school provides a two-way access driveway to Main Road, and a secondary emergency access driveway to Pandora Parade.

A Location Plan is presented in **Figure 1**, with a Site Plan presented in **Figure 2** which provide an appreciation of the general character of roads and other key attributes in proximity to the site.



Figure 1: Location Plan



Figure 2: Site Plan

3.2 Road Network

The road hierarchy in the vicinity of the site is shown in **Figure 3** with the following roads of particular interest:

- **Central Coast Highway:** a TfNSW Highway (HW 30) that generally runs in a north-south direction between the intersection of the Pacific Highway at Doyalson in the north and the Pacific Highway and Wisemans Ferry Road in the south. In the vicinity of the site, it is subject to a 60km/h speed zoning and provides a single traffic lane in each direction. Kerbside parking is generally not permitted along Central Coast Highway within the vicinity of the site.
- **Main Road:** a TfNSW Main Road (MR 509) that generally runs in an east-west direction between the Central Coast Highway in the east and the Sydney-Newcastle Freeway in the west. In the vicinity of the site, it is subject to a 50km/h speed zoning, with 40km/h speed zoning during school zone times and provides a single lane of traffic in each direction. Unrestricted kerbside parking is generally permitted along Main Road within the vicinity of the site.
- **Pandora Parade:** a local road that runs in a north-south direction between Birriga Road in the north and Main Road in the south. In the vicinity of the site, it is subject to a 50km/h speed zoning with 40km/h speed zoning during school zone times and permits two-way traffic movements. Unrestricted kerbside parking is generally permitted along both sides of the road.

The site is conveniently located with respect to the local and arterial road systems serving the region, with connections to the north and south via Central Coast Highway and connections to the west via Main Road.



Figure 3: Road Hierarchy

4. OVERVIEW OF SCHOOL OPERATIONS

4.1 School Operations

The school generally operates between the hours of 7:00am and 6:00pm, Monday to Friday. The core school hours are from 8:30am to 3:15pm.

4.2 School Bell Times

The school bell times are outlined below:

- Morning Bell: 9:00am to commence classes;
- Recess: 11:00am;
- Lunch: 1:00pm; and
- Afternoon Bell: 3.15pm to begin dismissal.

4.3 School Capacity

The staff and student populations at the completion of the development are outlined below:

- 54 staff comprising a mix of full-time and part-time;
 - 44 staff (including ASPECT) on-site at any given time.
- Four (4) Autism Spectrum Australia (**ASPECT**) staff;
- 630 students from Kindergarten to Year 6; and
- 20 ASPECT students (max).

4.4 Parish Hall Operations

The parish hall is utilised by the Out of School Care (**OOSH**) during contracted hours as detailed below. The hall is also utilised by the school for occasional school events including assemblies and the like.

4.5 Out of School Hours Care (OOSH)

The school offers OOSH within the Parish Hall between 6:30am-9:30am and 2:30pm-6:00pm on weekdays. Approximately 50 children use the OOSH service each afternoon.

4.6 ASPECT Operations

There are 15 students enrolled in ASPECT in 2024/2025. A portion of ASPECT students are dropped-off/picked-up via community transport while others are dropped-off/picked-up by their parents/carers. ASPECT owns one (1) van which is used by ASPECT staff for excursions and other group trips during school hours.

4.7 Church Operations

The church located on the site, known as “Our Lady of Perpetual Succour Catholic Church Toukley” is subject to the following regular services:

- Monday-Thursday: 9:00am
- Friday: 9:15am and 11:00 am on 1st Friday of each month (except January)
- Saturday: 9:00am and 6:00pm
- Sunday: 7:30am, 9:00am and 6:00pm

Additionally, the following services are also provided throughout the year:

- First Friday Night Mass Vigil: 7:00pm to 1:30am (except January)
- Reconciliation: Saturday 9:30am

4.8 Funerals

Funeral services are held occasionally at Our Lady of Perpetual Succour Catholic Church Toukley. Funeral services are typically held between 10:00am-2:30pm to ensure they do not coincide with school drop-off or pick-up periods.

It should be noted that the 56 drop-off/pick-up spaces (Detailed in Section 5.4) would be available for Church operations and funerals (in addition to 30 spaces allocated to church use) outside of school drop-off/pick-up periods.

4.9 Sustainable Transport

4.9.1 Public Transport Services

The existing public transport services operating within 400m of the school are presented in **Figure 4**, with the bus routes and weekday service frequencies summarised in **Table 1** below. These services can be utilised by staff or parents.

Table 1: Bus Routes and Weekday Service Frequency

| Bus No. | Route | Service Frequency |
|---------|---|----------------------------|
| 17 | The Entrance North to Gosford | Limited to 7 services |
| 21 | The Entrance North to Gosford via Bateau Bay East | Every 30 minutes |
| 29 | Bay Village to Wyong Hospital via Lake Haven | Limited to 7 services |
| 90 | Lake Haven to Toukley & Budgewoi (Loop Service) | Every 1 hour |
| 91 | Lake Haven to Norah Head via Toukley & Noraville (Loop Service) | Every 30 minutes to 1 hour |
| 92 | Lake Haven to Budgewoi & Toukley (Loop Service) | Every 30 minutes to 1 hour |

4.9.2 School Bus Services

The following school bus services enter the school grounds:

- 2120 – Moala Parade after Pacific Highway to Toukley Public School via Norah Head;
- 2136 – Lake Haven Shopping Centre to Toukley Public School via St Marys School; and
- 2680 – St Marys School to Arlington Street at Wallarah Road.

Buses attend the school between 8:18pm and 3:40pm and collect 80-100 students (total) each day.

4.9.3 Pedestrian/Bicycle Facilities

The site is ideally located with respect to pedestrian facilities in the locality. Footpaths surrounding the site are paved and pedestrian crossing facilities are provided at key locations with respect to access points into the site. The existing pedestrian infrastructure provides good connections to nearby public transport options.

In addition to the various walking routes, the site is also located within proximity to on-road bicycle routes which can be utilised by staff. Noting the school only accommodates students

from kindergarten to year 6, students can utilise existing off-road footpaths in accordance with NSW Road Rule 250.

4.9.4 School Zones and Crossings

The surrounding roads of the school are generally subject to 40km/h speed zoning, with the location of the formal 'School Zones' applicable at 8:00am-9:30am and 2:30pm-4:00pm on school days summarised below:

- Main Road between Central Coast Highway and Pandora Parade; and
- Pandora Parade between Main Road and Stafford Street.

In addition to the above, there is a signalised pedestrian crossing on Main Road which is presented in **Figure 5**.

4.9.5 Pedestrian Accesses

The school provides two (2) pedestrian entry and exit points as presented in **Figure 5** and as summarised below:

- 2 x pedestrian access on Main Road, one (1) near the signalised pedestrian crossing and one (1) near the vehicle access driveway.



Figure 4: Public Transport



Figure 5: Existing Features Surrounding Site

4.10 Parking Provisions

4.10.1 Off-Street Parking

The school accommodates 130 off-street car parking spaces, including five (5) accessible parking spaces. Parking spaces are allocated as per the following breakdown during school days:

- 44 x staff spaces;
- 56 x student drop-off/pick-up (**DOPU**) spaces; and
- 30 x visitor/church spaces.

4.10.2 On-Street Parking

Main Road (between Brisbane Road and Pandora Parade) accommodates approximately 16 on-street spaces (during school zone times) and Pandora Parade (between Main Road and Stafford Street) accommodates 35 on-street spaces.

4.10.3 School Bus Parking

The Main Road car park provides two (2) on-site bus parking spaces for school bus services.

4.10.4 Bicycle Facilities

The school provides the following bicycle facilities throughout the school:

- 40 x student bicycle parking spaces; and
- One (1) staff end-of-trip facility.

5. TRAFFIC AND ACCESS OPERATIONS

5.1 Staff Monitoring

Staff monitor the student DOPU area during the morning and afternoon pick-up and drop-off periods, with the following staff allocated:

Morning

- One (1) staff supervises the bus bay; and
- One (1) staff supervises the DOPU area.

Afternoon

- Two (2) staff supervise the bus bay;
- One (1) staff supervises the DOPU area; and
- Four (4) staff supervise the student walking group (3 x Main Road walkers and 1 x Pandora Parade walkers).

5.2 Car Parking Allocation

Figure 6 below details the car parking allocation for staff, drop-off and pick-up, and bus parking.



Figure 6: Car Parking Allocation

Staff and parents/carers are made aware of the designated parking areas through the school's communication channels and temporary signage (A-frame board etc.) in conjunction with staff monitoring is implemented to ensure parents/carers park in the designated DOPU spaces. Temporary signage is considered appropriate noting the DOPU spaces will be utilised by church attendees outside of school operating times (weekends etc.).

5.3 Staff Parking

Staff are allocated 44 car parking spaces as detailed in **Figure 6** above. The staff parking operates as follows:

- The carpark is a 10km/h shared zone, and all vehicles are required to yield to pedestrians at all times;

- Access to staff car parking is provided via Main Road, at the southern end of the school. All vehicles are to enter through the main driveway from Main Road and travel to the north or east toward staff spaces as per **Figure 7** below;
- Staff are permitted unrestricted parking during school operating hours; and
- Parents/caregivers or visitors are not permitted to park within staff carparking spaces at any time.



Figure 7: Staff Vehicle Movements and Site Entries

5.4 Student Drop-off and Pick-up

56 DOPU spaces (including ASPECT parking) are allocated for drop-off and pick-up purposes as detailed in **Figure 6** above. The DOPU area operates as follows:

- The carpark is a 10km/h shared zone, and all vehicles are required to yield to pedestrians at all times;
- Access to the DOPU is provided via Main Road, at the southern end of the school. All vehicles are to enter through the main driveway from Main Road and travel to the north toward drop-off and pick-up spaces as per **Figure 8** below;
- The student DOPU area is monitored by staff to ensure proper use of the parking spaces. Staff are to report any inappropriate behaviour by parents/carers;
- Parents/carers are permitted to park their car for up to 10 minutes while dropping-off or picking-up students;
- All vehicles leaving the car park are required to circulate and exit to Main Road in the south and give way to vehicles entering/exiting the staff and visitor carpark in the east adjacent to the Church; and
- Parents/caregivers are not permitted to park within staff parking spaces or within the bus parking area.

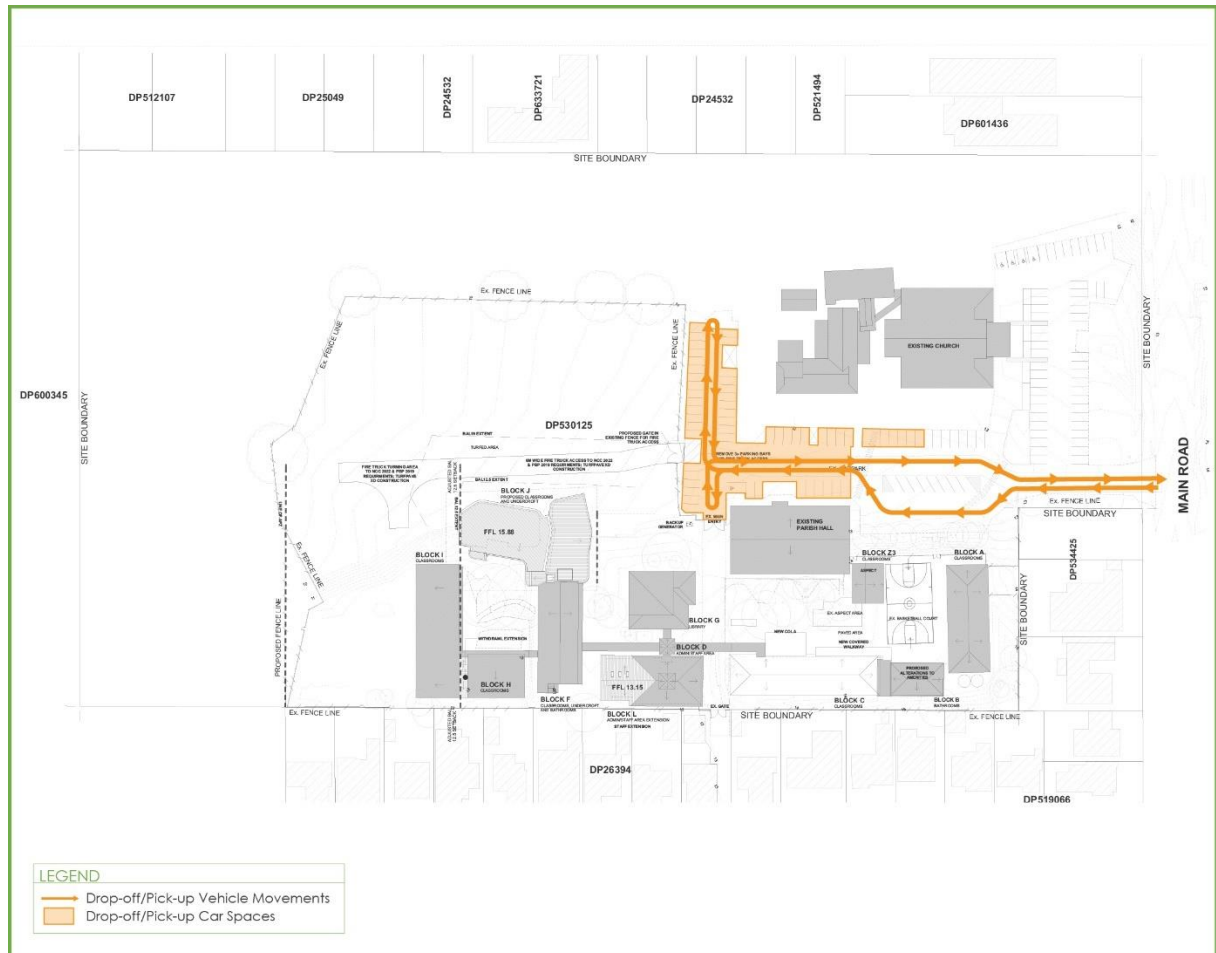


Figure 8: Drop-off and Pick-up Vehicle Routes and Site Entries

5.5 ASPECT Parking

ASPECT students are allocated two (2) parking spaces within the designated DOPU area. These spaces are located near the ASPECT classroom allowing for safe drop-off/pick-up of students. ASPECT parents/carers are also permitted to park within any DOPU spaces. **Figure 9** below details the location of two (2) car parking spaces dedicated to ASPECT. The ASPECT parking spaces are signposted to differentiate the ASPECT parking from the general DOPU spaces.

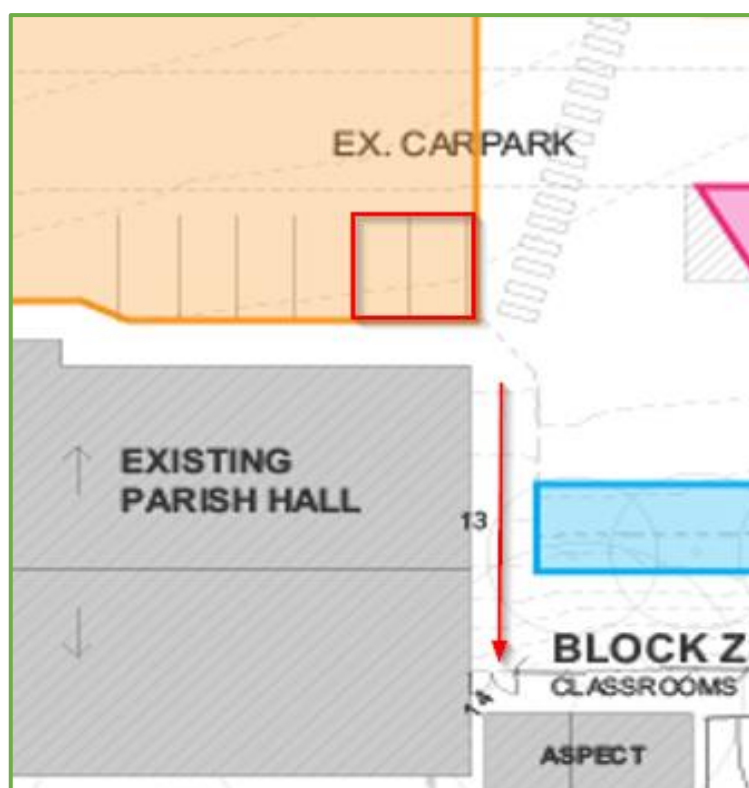


Figure 9: ASPECT Parking

5.6 Bus Parking

A bus parking bay capable of accommodating two (2) buses is located adjacent to the main school entry as detailed in **Figure 6** above.

The school is serviced by the 2120, 2136, and 2680 public school buses routes which enter the site from Main Road and load and unload students at a dedicated bus drop off zone adjacent to the main entry. For special events such as excursions, this bus zone can also be utilised. The bus parking bay is to operate as follows:

- The carpark is a 10km/h shared zone, and all vehicles are required to yield to pedestrians at all times;
- Access to the dedicated bus parking bay is provided via Main Road, at the southern end of the school. Buses are to enter through the main driveway from Main Road and travel north toward the marked bus bay;
- All buses leaving the car park are required to undertake a U-turn head southbound and exit to Main Road. This movement is illustrated in **Figure 10** below;

- Staff, parents/caregivers, and visitors are not permitted to park within the marked bus bay at any time; and
- One (1) staff member supervises the bus bay in the morning and two (2) staff members in the afternoon to ensure the safe passage of students to and from the school buses.



Figure 10: Bus Movements

5.7 Visitor Parking

The school has a total of 130 off-street parking spaces car parking spaces with a surplus of 30 spaces over the school's peak car parking demands. Visitors are permitted to park in free parking spaces, including the DOPU spaces outside of DOPU activities.

5.8 Church Parking

The church which has a maximum seating capacity of 500 persons, nominally requiring a total of 50 parking spaces.

5.8.1 Weekday Use

As outlined in the above, the operation of the church primarily occurs over the weekend on Saturdays and Sunday, with smaller services offered during the week outside of peak school drop-off/pick-up hours. The school has advised that weekday Mass typically attracts 30 people and funerals typically attract 75-100 people. It should be noted that the school peak pick-up demands (100 spaces at 3pm-3:15pm) associated with the expansion do not coincide with the weekday church services, thus, demands are unlikely to be 130 spaces at once. In summary, the weekday school peak and external weekday church uses do not coincide, and sufficient on-site car parking is provided for both uses.

5.8.2 Weekend Use

During the weekends, the school is not operational, thus all 130 car parking spaces will be available for church use. The provision of 80 spaces over the minimum DCP requirement will assist in alleviating on-street parking demands on weekends.

5.9 Pedestrian Management

The school has two (2) pedestrian accesses on Main Road with one (1) near the signalised pedestrian crossing and one (1) near the vehicle access driveway. Pedestrian management are to operate as follows:

- Pedestrians are to enter the site from the two (2) access points from Main Road only; and
- Marked pedestrian routes are provided throughout the car park.

5.10 Emergency Vehicle Access

Emergency vehicle access is provided via the existing driveway to Main Road.

5.11 Waste Collection and Service Vehicles

Waste collection is undertaken by a private waste contractor within the school car park accessed via Main Road each Tuesday and Friday. Collection is undertaken outside of school

hours. Servicing demands for the school are minimal and are limited to materials for educational use and minor kitchen products. Delivery vehicles utilise the existing driveways and all deliveries are undertaken between 8:00am and 5:00pm Monday to Friday (except peak DOPU times). No deliveries are accepted outside of these hours.

5.12 Flood Emergency Response

In the event of flooding occurring on the site the schools Emergency Response Plan will be activated. As discussed above, emergency vehicle access is provided via the existing driveway to Main Road.

5.13 Other Traffic Measures

The school actively promotes road safety to parents, carers, and visitors of the school through the newsletter and other forms of media.

5.14 Recommendations

A Signage and Line Marking Plan which is presented in **Appendix A** details recommended signage and line marking for the car parking areas which would assist in improving the ongoing operation of the car parking areas. The Signage and Line Marking Plan recommends the following:

- Removal of existing crossing pedestrian line markings;
- Additional directional arrows and line marking for improved vehicle circulation;
- Additional off-road pedestrian paths (compacted crushed granite);
- Additional pedestrian line marking to improve safety;
- Additional traffic signage to supplement line marking; and
- Additional 10km/h shared zone signage to supplement existing signage.

5.15 Monitoring and Review

Regular review of this report should be undertaken to determine whether alternative or supplementary measures are necessary to provide safe and efficient traffic management within the school.

6. CONCLUSION

This TAOMP report has been prepared for St Mary's Catholic Primary School - Toukley located at 458-468 Main Road, Noraville. The TAOMP responds to the Hunter and Central Coast Regional Planning Panel's concerns relating to traffic management and parking allocation within the school grounds. This plan documents the school's traffic management measures, including staff monitoring, staff parking, student DOPU parking, ASPECT parking, bus parking, visitor parking, church parking, pedestrian management, emergency vehicle access, waste/servicing, and flood emergency response. It is recommended that the documented traffic management arrangements are reviewed as required to ensure any issues are addressed.

A Signage and Line Marking Plan has also been prepared which details recommended signage and line marking to improve the safety and operations of the carpark following completion of the development including:

- Removal of existing crossing pedestrian line markings;
- Additional directional arrows and line marking for improved vehicle circulation;
- Additional off-road pedestrian paths (compacted crushed granite);
- Additional pedestrian line marking to improve safety;
- Additional traffic signage to supplement line marking; and
- Additional 10km/h shared zone signage to supplement existing signage.

This TAOMP is considered satisfactory for the purpose a DA submission and can be further refined, if necessary, in response to a suitable condition of consent.

APPENDIX A

Signage and Line Marking Plan

