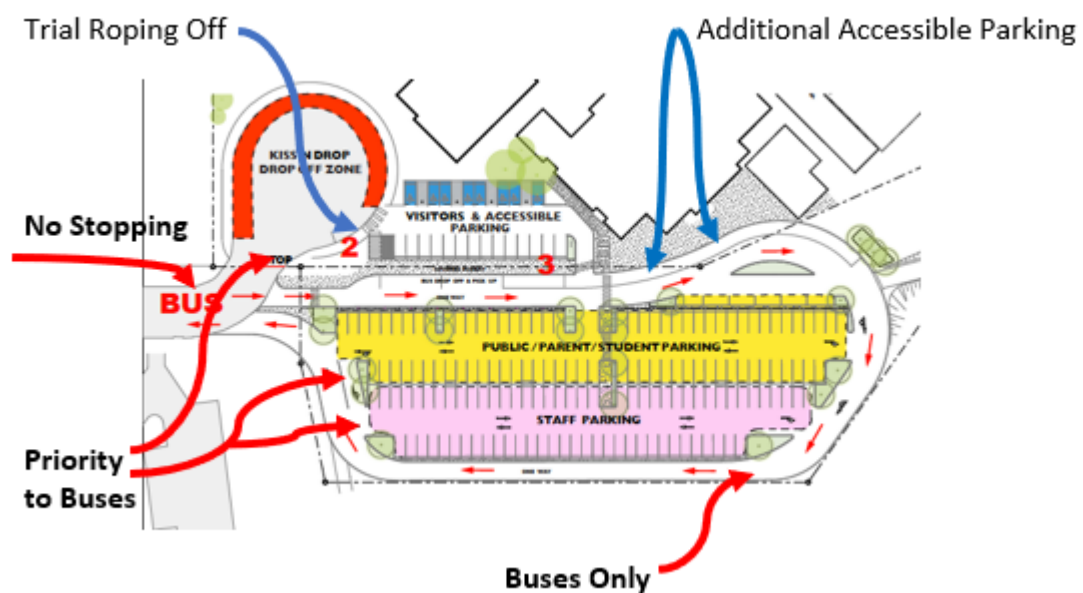


# Operational Traffic and Access Management Plan



St Philip's Christian College  
Port Stephens

2022

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# 1 Contact Information

## 1.1 Address

St Philip's Christian College  
Port Stephens  
182 Salamander Way  
Salamander Bay NSW 2317

## 1.2 Telephone

02 4919 5400

## 1.3 Principal

Martin Telfer

## 1.4 Business Manager

Anne Anderton

## 1.5 Date

01 February 2022

## 1.6 Version

Version 1

## 1.7 Document History

Version	Effective Date	Description	Prepared by	Reviewed by
1	01/02/2022	Final	David Price	Rebecca Johnston
2				
3				
4				

## 2 Introduction

This Operational Transport and Access Management Plan (OTAMP) has been prepared to facilitate safe and efficient access to St Phillips Christian College Port Stephens. It identifies the relevant transport, traffic and access management measures that will apply to the operation of the school.

## 3 History

St Philip's Christian College was founded in Newcastle in 1982, with just 2 staff and 25 students. Since that time the College has developed into a leading Christian independent school group with six schools in the Hunter Region catering for over 4500 students.

SPCC Port Stephens campus (the school) was opened in 1995. The school is a co-educational Christian day school situated about 5 kms from Nelson Bay and around 50 km to the north of Newcastle. It caters for students from Kindergarten to Year 12. The school campus covers around 5 hectares and currently has around over 720 student enrolments.

The school is structured as follows:

- Junior School, Years K-4
- Middle School, Years 5-8
- Senior School, Years 9-12

St Philip's Christian College (SPCC) Port Stephens understands the importance of managing its site entry, access, and parking arrangements at its campus in Salamander Bay NSW to ensure the safety of students, staff, parents, and visitors. This is because of its continued success in delivering quality education services for the Port Stephens community. In 2019 the school's site entry was revised with the construction of a new car park taking advantage of additional land available to the school<sup>1</sup>.

## 4 Site Location

The school (subject site) is a coeducational independent school, serving years K-12 which is located at 182 Salamander Way, Salamander Bay within the Port Stephens Local Government Area (LGA). The subject site is located approximately 200 metres southeast of Salamander Bay Square and 4 kilometres southwest of Nelson Bay Marina.

The subject site is accessed via the roundabout at Salamander Way and Bagnall Beach Road, Salamander Bay.

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<sup>1</sup> Traffic Impact Statement July 2016 (Better Transport Futures)

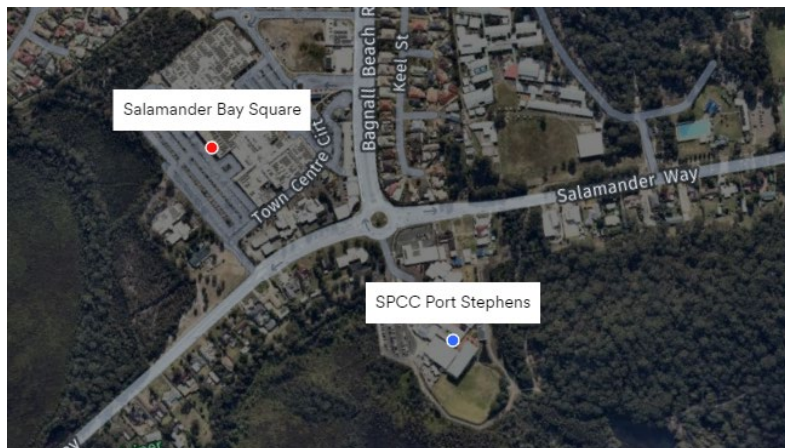


Figure 1 - Site Location

## 5 Transport and Access Service Strategy

### 5.1 Existing Bus Route

A range of bus routes provides access to the school. These services are operated by Port Stephens Coaches as well as a school owned private bus servicing the Medowie community. All buses alight students at the designated bus zone within the school's carpark (see Figure 2).

#### 5.1.1 Port Stephens Coaches

Bus services connecting the school are as follows:

##### 5.1.1.1 Morning Services:

1. Route 130 – Salt Ash to the school
2. Route 5201 – Anna Bay to the school
3. Route 5202 – Nelson Bay to the school
4. Route 5302 – Fingal Bay to the school
5. Route 5402 – Sandhills to the school
6. Route 5503 – Birubi Point to the school
7. Route 5703/4 – Soldiers Point to the school
8. Route 5902 – Fingal Bay to the school
9. Route 5903 – Fingal Bay to the school

##### 5.1.1.2 Afternoon Services:

1. Route 5214 – school to Taylors Beach
2. Route 5413 – school to Fern Bay
3. Route 5713 – school to Stockton St
4. Route 5812 – school to Soldiers Point
5. Route 5912 – school to Fingal Bay
6. Route 5122 – school to Corlette
7. Route 5123 – school to Anna Bay

Appendix A shows full Port Stephens Coaches bus timetable.

### 5.1.2 Private School Bus (Medowie)

The school operates a private school owned bus to service the Medowie community direct to the school.

This bus is operated by a qualified bus driver directly employed by the school. This bus caters for 57 students.

Figure 3 shows the bus timetable and route.

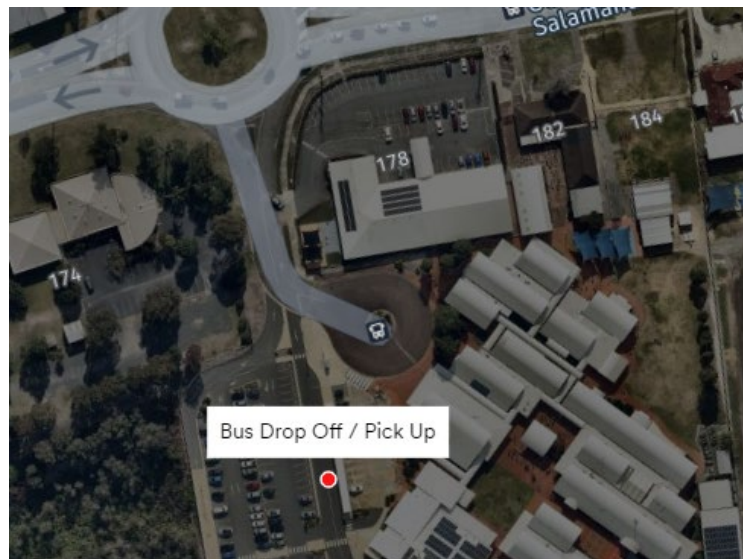


Figure 2 - Locate of onsite bus drop off and pick up



Figure 3 - Private School Bus Medowie Route



## 5.2 Existing Walking and Cycling

Port Stephens Council adopted the Port Stephens Pathways Plan in May 2016.

This is a series of maps that show existing footpaths and shared paths throughout the Local Government Area, as well as identifying locations for future pathways construction when funding becomes available. The future pathway program allows Council to prioritise construction and to apply for grant funding to assist Council in the provision of pathway connections and missing links.

Near the school the extent of the existing pathway network is limited. A copy of the plan covering the immediate area is include as Appendix B – (Source: Port Stephens Pathways Plan – Sheet 20)<sup>2</sup>

Pedestrians are supported with the following infrastructure in the vicinity of the subject site:

1. Council footpaths are provided along the:
  - a. Southern side of Salamander Way to the east of the school
  - b. Northern side of Salamander Way to both the east and west of the school
  - c. Both sides of Bagnalls Beach Road to the north of the school.
2. A signalized intersection at Salamander Bay Square (Town Centre Cirt) and Bagnalls Beach Road prior safe crossing for pedestrians and cyclists travelling from the north and north/east of the school.
3. A manned (before and after school) pedestrian crossing enables safe crossing over Salamander Way.



Figure 4 - Pedestrian and cyclist access to subject site

<sup>2</sup> <https://www.portstephens.nsw.gov.au/services/roads,-parking-and-pathways/pathway-plans>

## 6 OTAMP Conditions

This section responds to OTAMP conditions:

### 6.1.1 Pedestrians

As per the pedestrian facilities in the vicinity of the school as described in **Section 5.2**.

### 6.1.2 Current Arrangements

The school currently follows a single start time and a staggered finish time as described below.

The arrival and departure timings are as follows:

- AM Arrival Times: Parent can choose the arrival time of their child but are encouraged to not drop them off prior to 8.10am. Drop off time for K-12 is 8.10 am to 8.40 pm.
- PM Pick Up Times:
  - 3.05 pm to 3.25 pm pick-up time: Kindergarten to Year 4
  - 3.10 pm to 3.30 pm pick-up time: Year 5 to Year 12

### 6.1.3 Children's Crossing

There is one children's crossing located on Salamander Way to the north of the school. This crossing has "Children Crossing" flags in operation on both approaches. These flags are on display on during the school zone hours of 8:00-9:30am and 2:30-4:00pm on school days.

Pedestrians can then enter the school grounds via a designated pathway through the Junior School.

### 6.1.4 Pedestrian Crossing Supervision

Transport for NSW provide a crossing supervisor as part of the statewide program, morning, and afternoons on Salamander Way. This crossing supervisor is in place during the school zone hours as required.

### 6.1.5 Parking

The school is primarily serviced by a passenger vehicle car park located adjacent to the school containing 158 formally line marked car parking spaces. Staff parking is allocated 71 spaces and public, parents and students are allocated 87 spaces. Additionally there are 14 visitors spaces and 8 formally line marked disabled care parking spaces provided in the car park accessed via the Kiss and Drop Zone. All car parking is accessible off the roundabout at Salamander Way and Bagnalls Beach Road via a combined entry/exit access road at the northern property boundary.

The car parking levels at the school exceed Council DCP requirements.<sup>3</sup>

The location of the staff car park is provided in Figure 5.

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<sup>3</sup> Traffic Impact Statement July 2016 (Better Transport Futures) pg23



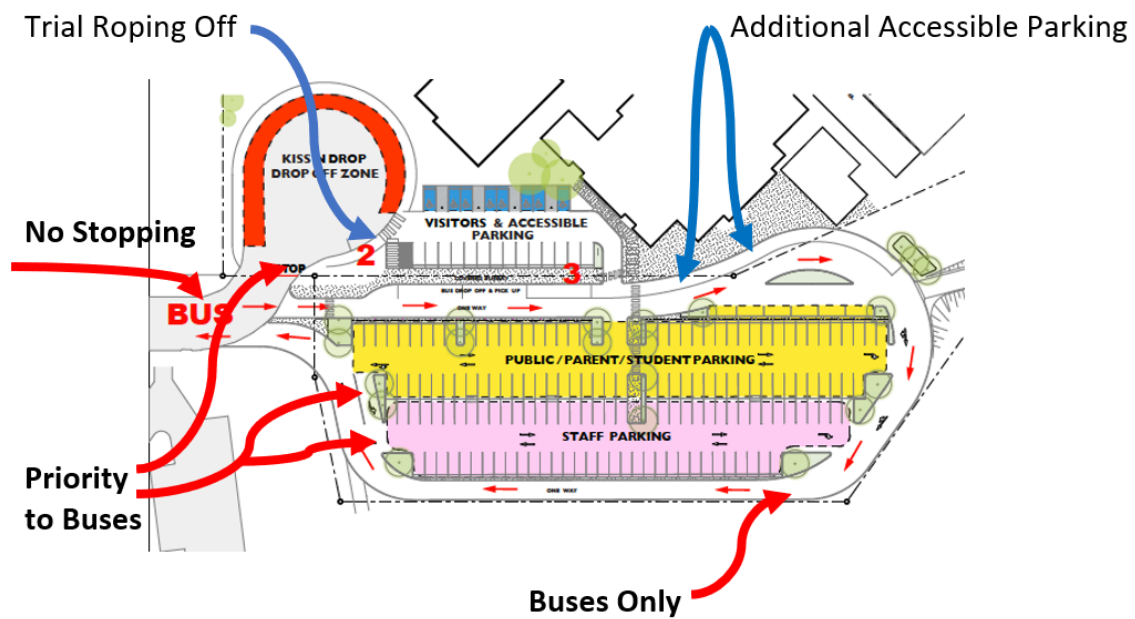


Figure 5 - School on-site car parking

#### 6.1.6 Service Vehicle / Emergency Vehicle

The existing 'Kiss & Drop' zone as seen in Figure 4 also accommodates service vehicle access, as well as the area denoted as 'Additional Accessible Parking' dependent on the service or delivery type. There is sufficient area for maneuvering to ensure all vehicles can enter and leave the school grounds in a forward direction.

It is also noted that emergency vehicles also use the existing 'Kiss & Drop' zone to access the site.

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

Recommended speed within the zone is 10km/h.

#### 6.2.1 School Kiss and Drop

An off-street 'Kiss & Drop' area is provided at the school's internal roundabout, which is located on the school property as shown in Figure 5. The 'Kiss & Drop' zone provide capacity for 11 cars (approx. 68 metres).

School policy limits parking restrictions for the 'Kiss & Drop' zone to between 8.10 am to 8.40 am and 3.00 pm to 3.30 pm. At other times of the day, parking in this zone is reserved for service and emergency vehicles only.

## 6.2.2 Kiss and Drop Management

The 'Kiss & Drop' zone as shown in Figure 5 has a maximum time limit of 5 minutes. This operates before school from 8.10 am and after school until 3.40 pm.

Two staff and two student leaders are rostered on duty each morning to welcome students and manage traffic flow.

The current management of kiss and drop is in line with the TfNSW literature with respect to the "pick-up and drop-off initiative" to help children get in and out of cars<sup>4</sup>

### 6.2.2.1 Drop Off Procedures

- Vehicles enter the student 'Kiss & Drop' via the intersection of Salamander Way and Bagnalls Beach Road for all students, Kindergarten to Year 12.
- Parents / carers to remain within their vehicle and continue to move forward as the 'rolling queue' proceeds.
- Staff and student leaders will be available to welcome students at the drop-off zone approximately 30 minutes before the start of school.
- Parents / carers to remain in the vehicle with staff assisting students in exiting the vehicle quickly and safely (mostly for the junior school).
- Parents / carers depart safely.

### 6.2.2.2 Pickup Procedures

- Vehicles enter the student 'Kiss & Drop' via the intersection of Salamander Way and Bagnalls Beach Road for all students, Kindergarten to Year 12.
- Parents / carers are encouraged to display 'pick-up sign' with student surname displayed in the passenger side windscreen.
- When the bell goes, students (and their siblings) go to their respective marshalling area
- Parents / carers approach the zone in their vehicle with surname displayed and staff call the students.
- Parents/ carers to remain within their vehicle and continue to move forward as the 'rolling queue' proceeds.
- Staff and student leaders to assist students into their respective vehicles.
- Parents/ carers depart the area.

## 6.2.3 Special Needs Pick Up Drop Off

Currently, the pick-up/set-down area for children with special needs is facilitated in the visitor / accessible car parking as shown in Figure 4. Parents / carers of these students enter the school grounds as per the remainder of the school population. There are currently zero special needs students requiring this access. Provision will remain to allow for future students to avail themselves of this plan.

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<sup>4</sup> [https://roadsafety.transport.nsw.gov.au/stayingsafe/schools/dropoff\\_pickup.html](https://roadsafety.transport.nsw.gov.au/stayingsafe/schools/dropoff_pickup.html)

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

The bus zone is provided along the northern boundary of the main school car park as shown in Figure 6

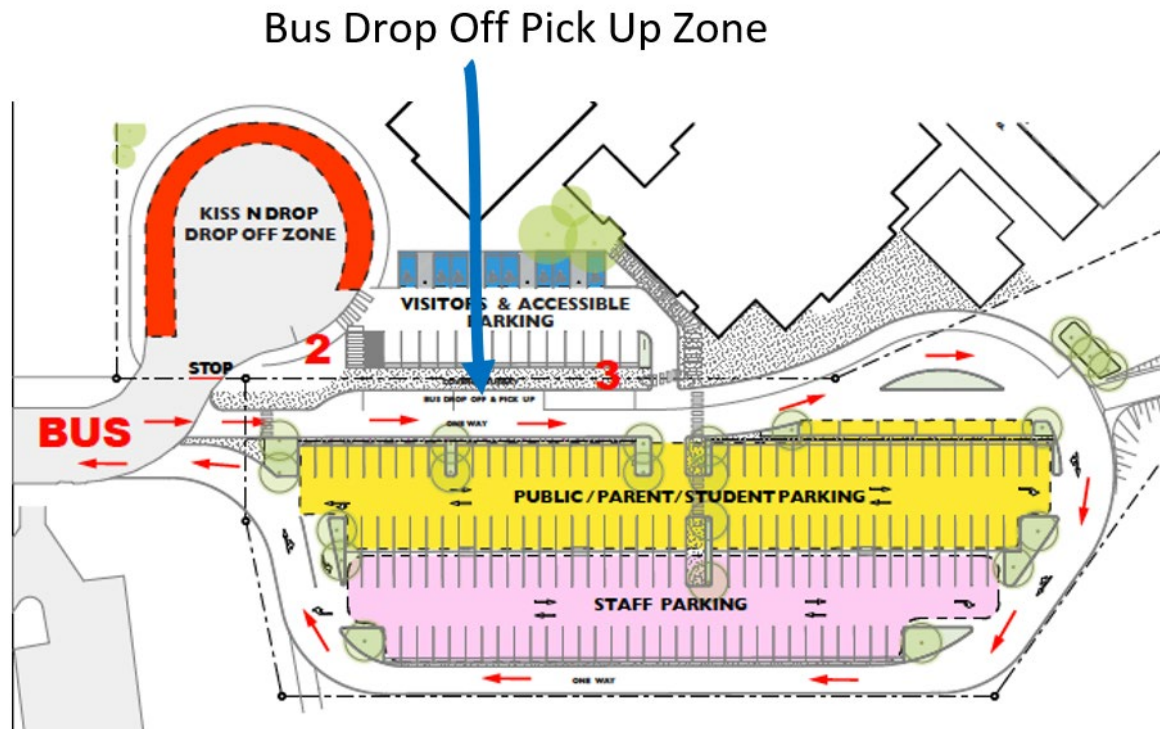


Figure 6 - Bus Drop Off Pick Up Zone

The school is served by several school buses which are listed in Section 5.1.

There are existing internal pedestrian footpaths along the side of the Bus Drop Off Pick Up Zone with a crossing traversing the exit to the Visitor & Accessible Parking. The school is presently trailing roping off the entry to the Visitor & Accessible Parking to provide safer access for students.

Staff are rostered to greet students at the bus drop off pick up zone and ensure their safety as they move from the bus zone across the Visitors & Accessible Parking car park to safely enter the school grounds.

At the end of the school day Junior school teachers (K-4) walk the students in rows to the various buses.

Middle and Senior school staff are rostered on the loud hailer to call for students on the various service routes as the buses arrive. Bus Duty expectations are attached from the Middle School and Senior School Handbook.

Senior staff also oversee the traffic management of an afternoon on a rotating basis.

### 6.3.1 Bus Duty Procedures

Staff must arrive as soon as possible.

#### 6.3.1.1.1 Middle School Stage teacher:

- Collect megaphone & walkie talkie from MS office.
- Station yourself close to the admin building back door, facing the MS Stage area.
- Announce each of the bus departures in order listed in the table below.
- Use the walkie talkie to communicate with the bus bay duty teacher.
- After announcing the last group's departure check in with the bus bay duty teacher and if not needed return the megaphone and walkie talkie to the MS office.

#### 6.3.1.1.2 Bus bay teacher:

- Collect walkie talkie & box of masks from the main reception area on your way out.
- Ask students to wear a mask before getting on the bus. If the student has no mask, offer them 1 from your box. If the student refuses to wear a mask, remind them it is a government public health order, but do not stop them from getting on the bus.
- Attach the crossing block cord to stop vehicles from entering the Visitors & Accessible Parking in front of the admin building (check map if not clear).
- Ensure students are not on the yellow painted area or touching the parked buses.
- Junior School students should always be allowed to board the buses first.
- Announce as loud as possible each buses departure according to the timetable listed above.
- If late students arrive and the bus has not left the back side of the car park, take them over to board the bus before exiting.
- After the final group of students cross into the bus bay area, the small carpark can be unblocked.
- After the last student has boarded the last bus the walkie talkie can be returned to main reception.

## 7 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 Port Stephens Council.

This OTAMP is a live document that can be updated as required.

In addition to the above monitoring the school will:

- Conduct staff and student travel surveys at 1 yearly interval to understand the changing needs of travel to and from school.
- The travel survey is to capture student travel and staff travel mode share separately to ensure sufficient
- Detail is captured to inform the decision-making process.

## 8 Appendix A



### St Philips Christian College Salamander Bay – Morning Services

Shift	Route	Start Time	Service Route
Salt Ash, Marsh Rd (Service starts at 7.00am from Newcastle)	130	7.50am	Depart Salt Ash (Pauls Corner), L Marsh Rd, 8.00am <b>Bobs Farm Primary School</b> , L Nelson Bay Rd, R Gan Gan Rd, 8.10am Anna Bay Shops, R Blanch St, L Kingsley Dr, R Blanch St 8.15am Boat Harbour, R Gan Gan Rd, L Frost Rd, R Nelson Bay Rd, L Salamander Way 8.27am <b>St Philips Christian College</b> (front gate)
Anna Bay, Birubi Point, One Mile	S201	7.55am	Depart Anna Bay shops, R Campbell Ave/Margaret St/Campbell Ave/Robinson St/Fitzroy St, R Pacific Ave, L Ocean Ave, 8.00am L Morna Point Rd, R Gan Gan Rd, 8.05am Opposite Middlerock Holiday Park, L Frost Rd, R Nelson Bay Rd, L Salamander Way, 8.12am <b>St Philips Christian College</b> (front gate)
Nelson Bay, Corlette, The Peninsula	S202	8.17am	Depart corner of Nelson Bay Rd/Galoola Dr, L Church St, 8.18am L Government Rd/Sandy Point Rd, 8.22am Corlette shop, L The Peninsula, L The Peninsula (loop road), L Sandy Point Rd, 8.29am Cnr Sandy Point Rd/Spinnaker Way, R Bagnall Beach Rd, 8.34am <b>St Philips Christian College</b>
Fingal Bay, Shoal Bay, Seabreeze, Nelson Bay	S302	7.56am	Depart Govt Rd (near Messines St)/Marine Dr, R Tuna Cr, R Market St, 8.01am Fingal Bay Shops, L Boulder Bay Rd, R Rocky Point Rd, L Marine Dr, R Tomaree Rd, L Shoal Bay Rd, 8.12am Shoal Bay Resort, R Shoal Bay Rd intersection, 8.19am L Trafalgar St, L Fingal St, R Trevally St, R Austral St, R Trafalgar St, L Fingal St, L Yacaaba St, R Donald St, 8.23am Nelson Bay Woolworths, L Church St, R Stockton St, R Galoola Dr, 8.29am L Wallawa Rd, R Spinnaker Way, L Bagnall Beach Rd, 8.35am <b>St Philips Christian College</b>
Sandhills, Bobs Farm, Anna Bay	S402	8.05am	Depart 8.05am Corner of Marsh Rd / Nelson Bay Rd (Salt Ash end of Marsh Rd), L Nelson Bay Rd, 8.16am Trotter Rd Intersection, R Gan Gan Road, 8.20am Anna Bay shops, 8.22am <b>Anna Bay Primary</b> , L Frost Rd, R Nelson Bay Road, L Salamander Way, 8.33am <b>L St Phillips</b>
Birubi Point, Boat Harbour	S503	8.13am	Depart Campbell Ave, R Pacific Ave, L Ocean Ave, L Morna Point Rd, R Gan Gan Rd, R Blanch St, L Kingsley Dr, R Blanch St, 8.26am Depart Boat Harbour ( <b>Express to St Philips Christian College</b> ), R Gan Gan Rd, L Frost Rd, R Nelson Bay Rd, L Salamander Way, 8.36am <b>St Philips Christian College</b> (front gate)
Soldiers Point, Salamander Bay	S703	8.13am	Depart Soldiers Point Bowling Club, L Brown Ave, R Sunset Blvd, 8.16am R Ridgeway Ave, R Soldiers Point Rd, R Cromarty Rd, <b>Soldiers Point Primary [Bus continues as S704]</b>
	S704	8.21am	<b>Soldiers Point Primary School</b> , R Soldiers Point Rd, L Foreshore Dr / Port Stephens Dr, L Salamander Way, 8.31am Horizons Golf Course 8:32am <b>R St Philips Christian College</b>
Fingal Bay, Shoal Bay, Seabreeze, Nelson Bay	S902	7.58am	Depart corner of Government Rd & Peterie St (Continues onto Marine Pde), R Tuna Cr, R Market St, 8.03am Fingal Bay shops, L Boulder Bay Rd, R Rocky Point Rd, L Marine Dr, R Tomaree Rd, L Shoal Bay Rd, 8.13am Ramada Resort Shoal Bay, L Trafalgar St, L Fingal St, R Trevally St, 8.19am R Austral St, R Trafalgar St, L Fingal St, L Yacaaba St, R Donald St, 8.22am Nelson Bay Woolworths, R Church St, L Government Rd, L Seaham St, L Wahgunyah Rd, 8.25am <b>St Michaels Primary School [Bus continues as S903]</b>
<i>Continued Over</i>			



### St Philips Salamander Bay – Afternoon Services

Area	Route	Start Time	Service Route
Salamander Bay, Taylors Beach	S214	3.29pm	Depart <b>St Philips</b> , L Salamander Way, R Port Stephens Dr, 3.37pm L Soldiers Point Rd, R Port Stephens Dr, 3.40pm Trades Circuit Intersection, R Taylors Beach Rd, 3.44pm L Albert St (follow road left coming back onto Taylors Beach Rd), R Port Stephens Dr, R Port Stephens Coaches depot, 3.48pm R Port Stephens Dr, 3.50pm Anna Bay oval carpark (Jessie Rd)
Anna Bay, Bobs Farm, Marsh Rd, Salt Ash, Williamtown, Fern Bay	S413	3.15pm	Depart <b>St Philips</b> , R Salamander Way, R Nelson Bay Rd, L Gan Gan Rd 3:28pm <b>Anna Bay School</b> , R Essington Way, R Morna Point Rd, L Gan Gan Rd, L Nelson Bay Rd, R Marsh Rd, 3.46pm R Nelson Bay Rd 3.51pm U-turn at Richardson Rd (Paul's corner) roundabout – stops at Pauls corner roundabout, 3.52pm Depart bus stop and complete U-turn at Lemon Tree Passage Rd roundabout. 4.00pm Williamtown, 4.08pm Fern Bay
Galoola Dr, Stockton St	S713	3.33pm	Depart <b>St Philips</b> onto Bagnall Beach Rd), R Spinnaker Way, L Wallawa Rd, 3.41pm R Galoola Dr, L Stockton St, L Church St, R Tomaree St, R Stockton St, R Stockton St (Bowling Club) roundabout, L Stockton St / Nelson Bay Rd roundabout, 3.48pm Last stop at southern end of Tallean Rd intersection
Salamander Bay, Soldiers Point	S812	3.23pm	Depart <b>St Philips</b> , L Salamander Way, 3.25pm Horizons Golf Course, R Port Stephens Dr, 3.31pm R Soldiers Point Rd, L Brown Ave, R Sunset Blvd, 3.37pm R Ridgeway Ave, R Soldiers Point Rd, 3.40pm R Cromarty Rd / Bagnall Ave, R Soldiers Point Rd, R Port Stephens Dr, 3.47pm Horizons Residential Entrance
Nelson Bay, Shoal Bay, Fingal Bay	S912	3.26pm	Depart <b>St Philips</b> , Through roundabout onto Bagnall Beach Rd, R Government Rd, R Church St, 3.34pm L Donald St, L Yacaaba St, R Magnus St, R Trevally St, 3.37pm R Austral St, R Trafalgar St, 3.39pm Bill Strong Oval, R Shoal Bay Rd, L Shoal Bay Rd intersection, 3.42pm R Tomaree Rd, L Marine Dr, R Rocky Point Rd, L Boulder Bay Rd, R Tuna Cr, 3.55pm L Market St
Corlette	S122	3.15pm	Depart <b>St Philips</b> (Bagnall Beach Rd), L Sandy Point Rd (KFC), 3.20pm R The Peninsula, L The Peninsula (loop road), R Sandy Point Rd, R Bagnall Beach Rd, 3.29pm Regis Apartments
Boat Harbour, Anna Bay	S123	3.34pm	Depart <b>St Philips</b> , R Salamander Way, R Nelson Bay Rd, L Frost Rd, 3.40pm R Gan Gan Rd, L Blanch St, 3.45pm L Kingsley Dr, 3.46pm R Blanch St, L Gan Gan Rd, L Morna Point Rd, R Ocean Ave, R Pacific Ave, 3.55pm L Fitzroy St, L Gan Gan Rd, 3.58pm Anna Bay shops, 3.59pm Opposite Gateway Presbyterian Church (Last stop)

## 9 Appendix B

