

Eremeran



Plan of Management

Eremeran Study Centre

1-3 Stevens Road & 26 Yarrara Road, Pennant Hills

Lot 12 DP 1151463 and Lot 13 DP 25833

—

Prepared by Association of Educational Projects Limited (AEPL)

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Contact	Marybel Escamilla		
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PART A PRELIMINARY

1.1 INTRODUCTION

This Plan of Management is submitted to Hornsby Shire Council on behalf of the Association of Educational Projects Limited (AEPL), a registered not for profit charity operating the Eremeran Study Centre (the Site). This document relates to the operation of the proposed study centre (being **the Educational Establishment and Community Facility**) located 1-3 Stevens Road & 26 Yarrara Road, Pennant Hills. The application of the 8 planning principles in Renaldo Plus 3 Pty Limited v Hurstville City Council [2005] NSWLEC 315 have been considered in the preparation of this document. The Site is described as Lot 12 DP 1151463 and Lot 13 DP 25833 respectively.

The Eremeran Study Centre organises a range of activities for young girls and women. These can include youth clubs (for girls in year 5 and above), weekly after school programs, study sessions, HSC seminars, supervised study, leadership conferences, personal coaching, and community projects in Australia and abroad. Eremeran provides permanent accommodation for teachers and staff involved in the Study Centre.

The Eremeran Study Centre has an educational focus on all aspects of human development. AEPL's educational philosophy fosters the development of one's character as a foundation for the acquisition of other virtues and skills.

The existing study centre operates with up to six (6) residents on-site and up to 10 students attending study session held throughout the week at varying times. The proposed works will see the development enhance the level of services provided to the community, namely:

- Demolition of existing structures,
- Site and civil preparation works,
- Construction and operational use of an Educational Establishment with ancillary teachers' accommodation,
- Construction and operational use of a Community Facility,
- Hardstand areas,
- Basement car parking,
- Augmentation of services and infrastructure,
- Landscaping, and
- Associated signage

PART B SITE ANALYSIS

2.1 SITE LOCATION AND CHARACTERISTICS

The Subject Site is identified as located 1-3 Stevens Road & 26 Yarrara Road, Pennant Hills, being legally described as Lot 12 DP 1151463 and Lot 13 DP 25833 respectively. The Site is currently occupied two existing single storey residences for the purpose of an afterhours school study centre with accommodation for the teachers ("Eremeran"). 1-3 Stevens Street was granted consent under DA/1494/2008 and continues to operate study rooms and accommodation for its teachers and staff involved in the Centre.

The Site exhibits a total area of approximately 2,468m². The Site has dual frontage to Stevens Street in the north and Yarrara Road to the southeast. Immediately to The Site's south and west are low density, standard residential dwellings on relatively average size blocks.

The Subject Site is surrounded by predominately low-density residential housing but is within proximity to high density residential apartments towards the north-east, and commercial to the south, including shops, food and drink premises, a bowling club, and associated services. The Site is also in very close proximity of Pennant Hills Road. The Subject Site is serviced by extensive road and public transport infrastructure including several bus routes and Pennant Hills and Thornleigh train stations.

The Subject Site can be seen **Figure 1** and **Figure 2** below.

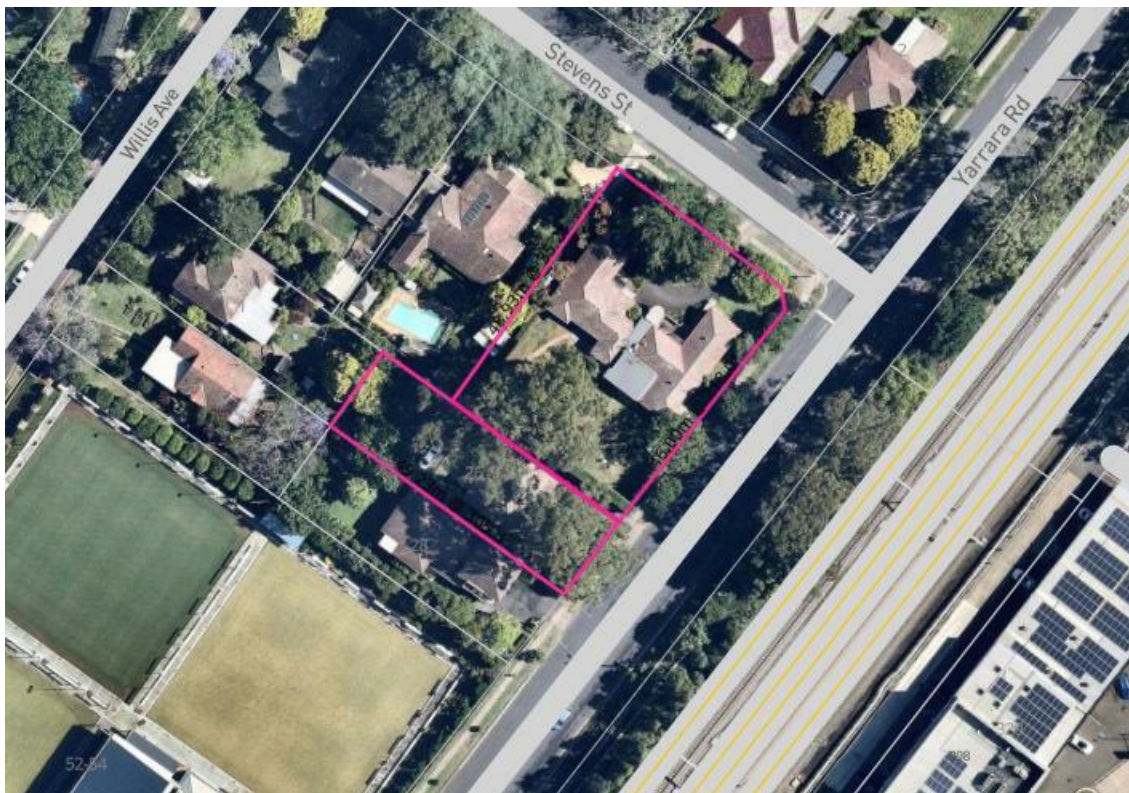


Figure 1. Aerial Map of Site (Source: Nearmaps, 2020)



Figure 2. Cadastral Map of Existing Site and Surrounding Area (Source: SIX Maps, 2020)

2.2 SITE CONTEXT

The Site is located in the suburb of Pennant Hills within the Hornsby LGA. It is situated approximately 4km south of the Hornsby Central Business District (CBD) and 19km northwest of the Sydney CBD.

The Site context exhibits a residential character, being dominated by similar one (1) to two (2) storey dwellings. The Site is highly accessible given its link to major roads including Pennant Hills Road and the Cumberland Highway.

The Site is also accessible via public transport with Pennant Hills Train Station located approximately 340m to the southwest and Thornleigh Train Station located 490m northeast of the Site. Busses are also located along Pennant Hills Road providing connectivity to the immediate locality, as well as the wider Sydney Metropolitan Area.

The surrounding local context is illustrated in **Figure 3** below.

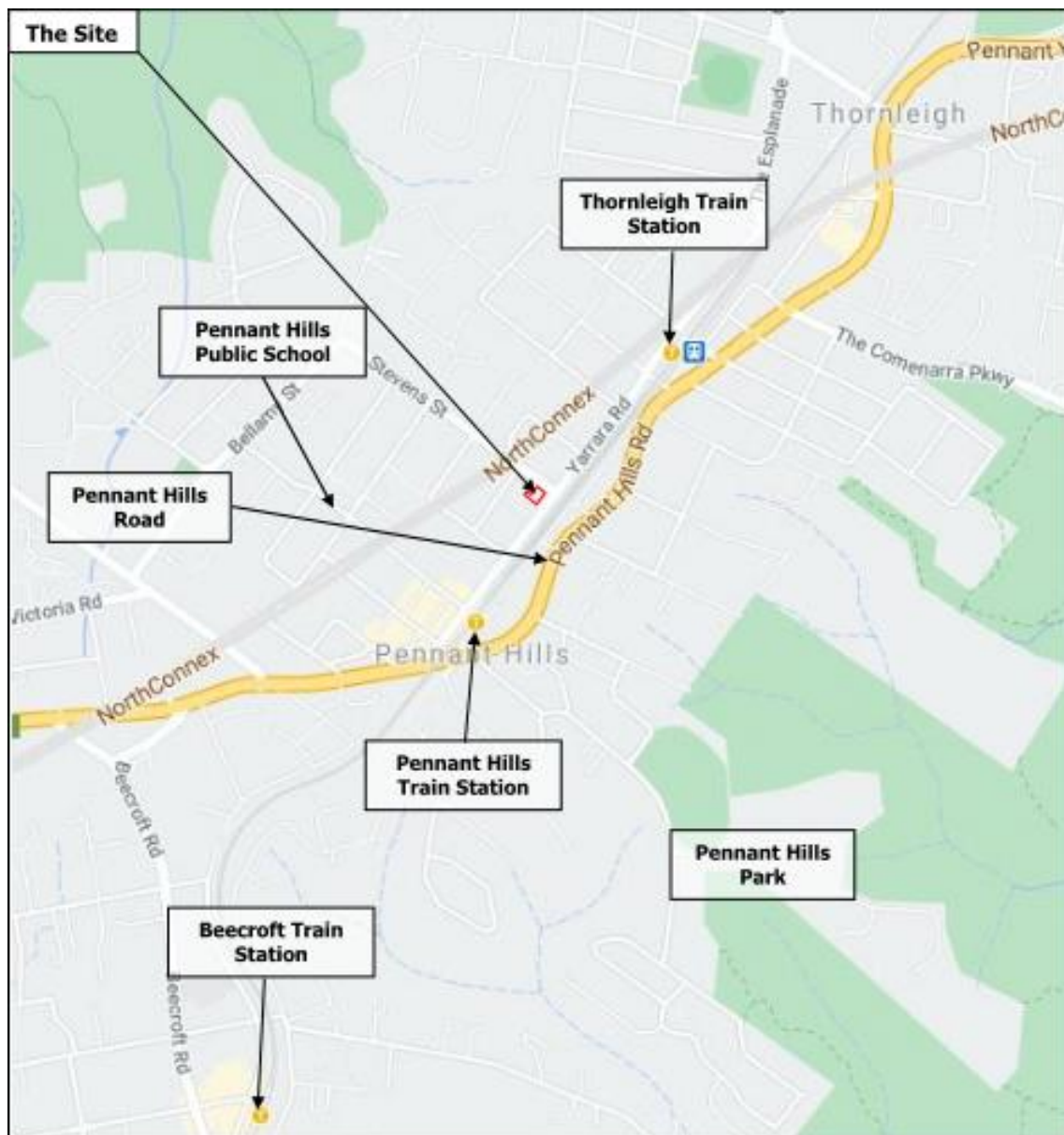


Figure 3. Site Context (Source: Nearmap, 2020)

PART C ORGANISATIONAL PROCEDURES & PLANS

3.1 PLAN OF MANAGEMENT CHANGE PROCESS

The process guided below is meant to function for alterations to the operations of the centre within the bounds of Development Consent, including specific internal program matters, activity planner etc. Where a material change is required to the operations of the centre, such as an alteration to operating hours, AEPL will be required to liaise with Council through a modification or development approval process. Below is a process flowchart which highlights internal change processes.

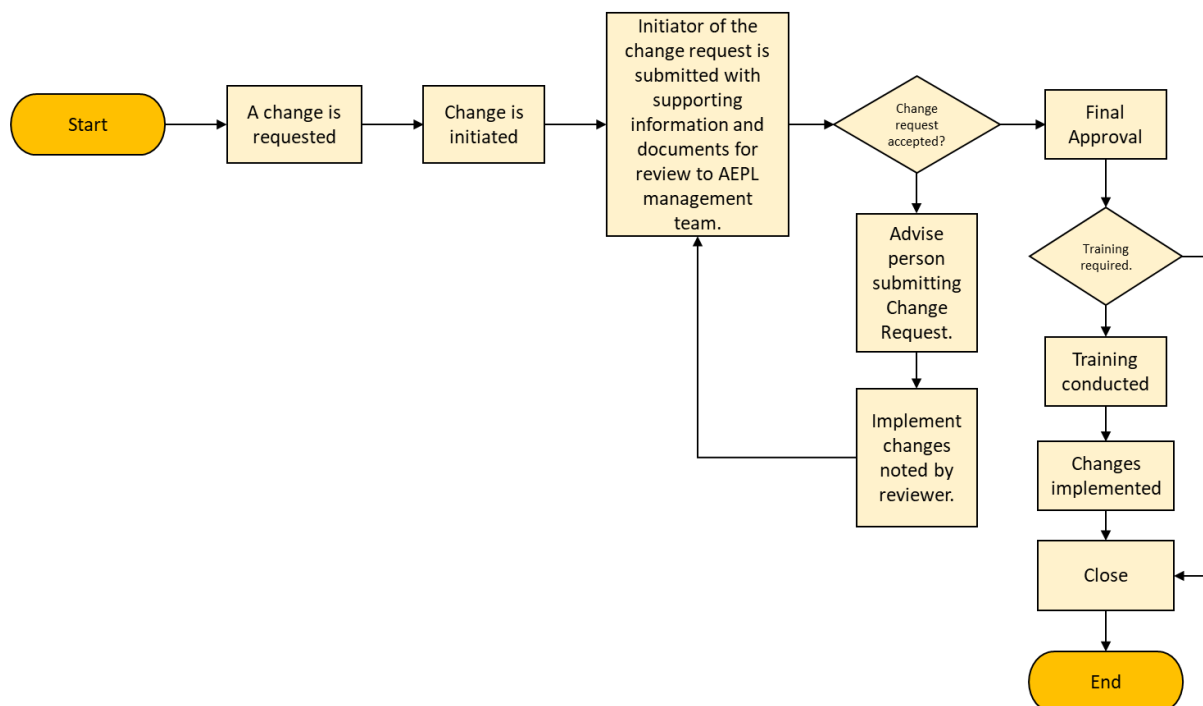


Figure 4 AEPL Change Management Process

All changes to documentation that impact the way the centre operates are only to be approved via the above process and endorsed by the management team. As stated, any material operational change may warrant consenting authority approval, this includes hours of operation. The Plan of Management will be made available to all staff, visitors or contractors ensuring continuity in understanding how the centre functions. Where changes are made to this document a physical copy can be made available where required or emailed to the requesting party.

3.2 COMPLAINTS MANAGEMENT POLICY

A separate Complaints Management Policy is provided and annexed to this Plan of Management. Refer to appendix [1].

3.3 EMERGENCY SITE CONTACT

Stude Centre Director which currently is **Jane Woodhead**. Jane Woodhead is listed as the primary contact for emergencies onsite. Her details are as acknowledged below.

Email:	admin@eremeran.org.au
Phone:	02 9980 2258
Mobile:	+61 400 194 810

PART D CURRENT AND PROPOSED OPERATIONS

4.1 ACTIVITY SCHEDULE

The following list outlines the typical spaces and activities offered through the AEPL's programs:

1. HSC study sessions and seminars
2. Youth Groups
3. Leadership workshops and sessions
4. Personal coaching & one-on-one mentoring
5. One-on-one mentoring for young women
6. Supervised study sessions
7. A variety of volunteering activities

Included as part of this Plan of Management (POM) is an indicative monthly program identifying how, where and when different components of the facility are utilised by its members. The monthly planner shown in **Appendix 2** provides an indicative outline of activities undertaken across both the Community Facility and Educational Establishment.

4.2 ACTIVITY AND EVENT DESCRIPTIONS

Below includes a clear description of typically and regular activities which take place at The Eremeran Study Centre. The activities are shown based on their general location of operation across The Study Centre. The Study Centre Director and management team are responsible for the activities and programs offered by AEPL. At no time is the centre to be hired out to the public.

Appendix 2 shows an indicative monthly activity plan for consideration of how The Study Centre operates its programs.

4.2.1 Community Facility

Generally, the following activities take place within the Community Facility as a primary place of operation.

Activity	Description
Mothers Group	AEPL host mothers within the community center for coffee, activities and broader support programs. This typically occurs daily and offers a supportive, safe, and cohesive environment for mothers to meet socially through the program. This program open to the community but requires registration to attend as the programs hosted are small.
Youth Groups	AEPL host small youth groups for students, typically in years 5 and 6 ensuring they can socialize with friends within a safe space. These sessions are typically small in nature.

4.2.2 Educational Establishment

Generally, the following activities are to take place within the Educational Establishment as a primary place of operation.

Activity	Description
Supervised Study & Mindfulness/ Mentoring	The AEPL Study Centre offers supervised study sessions for students and university students. Through this program they extend to mentoring students and encouraging mindfulness meditation and reflection. This program takes part across the week and operating hours. Refer to the indicative monthly planner for further details.
University Leadership Courses	AEPL encourages and offers educational programs that encourage each individual to develop fully as a person. This involves a multi-faceted approach to education, looking at issues of competency, motivation, and support. As students pursue their studies, these leadership small course aim to develop a 'whole' person.
Private Study Sessions	To assist in preparations for the final years of high school studies, AEPL offer a space and supportive space through Eremeran an opportunity for students to attend private study sessions. This assists in preparing students for their next phase of life.

4.3 STAFFING NUMBERS AND TYPE

There will be a total of up to three (3) staff on site during student hours on a rotating roster throughout the operating hours. There will be a maximum number of twelve (12) staff on site per day through the rotating roster.

The Site is staffed by volunteers and who are known to the group with the sole purpose of the first-floor accommodation being for teachers of the centre only.

4.4 MAXIMUM CAPACITY

The total centre maximum capacity post completion of the proposed development will increase to accommodate nine (9) residences and a maximum number of students during staffed hours of twenty (20).

4.5 OPERATING AND TRADING HOURS

The centre operates 6 days per week in accordance with the times below. For specific monthly activities refer to the annexed Monthly Planner. Hours of operations are:

- Monday – 8:30am to 8pm
- Tuesday to Thursday - 10am to 6pm
- Friday – 8:30am to 6pm
- Saturdays – 10am to 6pm (Third Saturday of the month 8pm)
- Sunday - Closed

Noting the surrounding properties are residential dwellings the centre volunteers are to always ensure noise is maintained at a respectable level when in outdoor spaces. As most of the activities are centred around learning and workshops, and conducted inside it is not anticipated that excess levels of noise are going to be generated above what would be considered acceptable for a residential area. It is the responsibility of centre staff and volunteers guiding the sessions to ensure any unsuitable noise is monitored and controlled as to not disturb neighbouring properties.

4.6 MINIMISATION OF WASTE MANAGEMENT

The centre operates as a home for the teachers and staff. While a few of the residents work from home, majority of the residents go to their place of work during the day and assist in mentoring and formational activities carried out at the centre. Therefore, they do not generate the amount of waste a typical household would. Other factors and circumstances contributing to the reduction in waste generation at the premises: the residents are absent themselves regularly from the centre, meals are normally partly or wholly produced offsite with the consequent of a reduction in waste generation and the character of the residents make them disciplined in their waste and recycling practices.

The following collection frequency is outlined below.

- General waste serviced seven (7) days/week;
- Paper & Glass recycling serviced seven (14) days/fortnightly.
- Green and organic waste serviced (14) days/fortnightly.

All current waste facilities on site being, an allocation of 2 x 240 ltr green waste bins, 2 x 140 ltr general waste bins and 2 x 240 ltr recyclable waste bins. Typically, the green waste bins do not exceed 50% capacity, the general waste bins do not exceed 85% and the recycling bins do not exceed 70% capacity.

The visiting non-resident guests do not generate waste as their attendance to the residence is for short-term (no more than 2-3 hours) mentoring or study assistance. It should be stressed, that whilst the ground floor is to operate and be open to students, it does not operate as a typical educational facility open to the public.

To continue to minimise the generation of waste, the group have determined that a proposed waste generation figure of **40 Ltr/** per person can be achieved. This **NET GAIN** results in an additional 0.84 General Waste Bins required. To accommodate this a Request for 1 x Additional Waste Bin will be submitted post the approval and determination of this Development Application.

4.7 OPERATIONAL NOISE MANAGEMENT

Noise is to always be managed appropriately with consideration to neighbouring properties. To assist with managing noise AEPL adopt the principles set-out in the Acoustic Report prepared by PWNA dated 2nd August 2023, specifically "Operational Noise Control Measures – Outdoor Private Space". Operational parameters to be managed by the staff include:

- Restrict the number of people permitted in the outdoor private spaces to a maximum of 20. Specifically ensuring noise is minimised.

- Not to engage in any active outdoor play activities that would generate unreasonable and excessive noise such as amplified outdoor music or parties.
- Maintain the acoustic barrier that surrounds the property (i.e., fence) to ensure it remains operational sound, that includes ensuring no perforations or penetrations.

Any matters of concern in relation to the operation of the centre should be directed to the Study Centre Director, with contact details available in section 3.3 of this policy.

4.8 PUBLIC TRANSPORT AWARENESS

The Site is located within approximately 470m of Pennant Hills Road to the northeast and just off Yarrara Road major bus routes connect with surrounding suburbs and provide connection to major transport hubs such as Castle Hill, Beecroft, Pennant Hills, and Thornleigh.

In addition, the Site is also located in very close proximity to Pennant Hills and Thornleigh train station and bus terminals in easy walking distance of the Site. Refer to **Appendix 3** Green Travel Plan & Access Travel Guide which demonstrates the Green Travel Plan and Access Travel Guide.

4.9 STUDENT PARKING POLICY

As an organisation offering programs that generally cater to a younger cohort and students that may elect to drive, AEPL have formulated an Eremeran Parking Policy which sets out the expectations and conditions for allowing students to drive their own vehicles to and from school. This is further supported by the implemented Green Travel Plan and Access Travel Guide.

AEPL propose to implement a parking booking system and promote travel via alternative modes of transportation. Refer to the following documents and guidelines for reference to the specific policies and guiding principles. **Appendix 4** highlights the Eremeran Parking Policy.

AEPL promote and encourage the use of alternative modes of transport and advocate for this with its students and program attendees. Strategies have been implemented within the design, such as spaces for the storage of bicycles and facilities for people to ensure public transport can be a preferred option.

4.10 SITE CLEANING AND SERVICING

The Site is serviced and cleaned regularly by its residents and volunteers.

PART E PICK-UP AND DROP-OFF MANAGEMENT PLAN

5.1 PICK-UP AND DROP-OFF TIMES

The pick-up and drop-off times are anticipated to remain consistent with the operations of the centre. However, it is anticipated that most students or participants in workshops will utilise public transport and walk to the centre. This is supported by the plans outlined in **Appendix 3**. It is expected pick-up of students (where applicable) will be at the commencement and conclusion of the sessions run by the Study Centre.

- Monday to Friday (School Term)
 - Drop-off anticipated around **3:30pm**
 - Pick-up anticipated around **6pm**
- Monday to Friday (holidays)
 - Drop-off anticipated around **10am**
 - Pick-up anticipated around **6pm**
- Saturdays
 - Drop-off anticipated around **10am**
 - Pick-up anticipated around **6pm**

Where a visitor is to be picked-up or dropped-off outside the start times a member of staff will ensure no vehicle queuing is observed on the driveway and greet the student inside for the teaching sessions.

5.2 STAFFING DURING PICK-UP AND DROP-OFF

AEPL will ensure a dedicated member of staff is present during the pick-up and drop-off of students at the commencement and conclusion of the operating times. Where a student is to be picked-up outside these times a member of staff will ensure vehicles do not stay for a prolonged period.

The member of staff will ensure vehicles are not stopped or parked for a prolonged period to ensure safe movement of vehicles in and out of the centre. Where a vehicle is parked within the driveway for an extended period, the staff member will ensure they request the vehicle be moved from the driveway as to not disturb the flow of traffic in and out.

In the event the staff are to meet with a visitor they are to ensure the vehicle is parked within the basement in the provisioned visitors parking area.

PART F GROUP REPRESENTATION DECLARATION

I **Marybel Escamilla** of Association for Educational Projects Ltd, has read, contributed to, and understands this Plan of Management.

Marybel Escamilla

Director & Company Secretary

APPENDIX 1 COMPLAINT MANAGEMENT POLICY

COMPLAINTS MANAGEMENT PROCEDURE

Complaint Management Procedure

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Introduction

When responding to complaints, staff (paid and volunteer) act in accordance with complaint handling procedures as well as any other internal documents providing guidance on the management of complaints.

Staff should also consider any relevant legislation and/or regulations when responding to complaints and feedback.

The five key stages in our complaint management system are set out below



1. Receive

Unless the complaint has been resolved at the outset, we will record the complaint and its supporting information. We will also assign a unique identifier/number to the complaint file.

The record of the complaint will document:

- Contact information of the person making a complaint and the date received
- Issues raised by the person making a complaint and the outcome/s they want
- Any other relevant information, and
- Any additional support the person making a complaint requires.

(Refer to Schedule A for Complaints Register template)

2. Acknowledge

We will acknowledge receipt of each complaint promptly, and preferably within 5 working days. When appropriate we may offer an explanation or apology. Consideration will be given to the most appropriate medium (e.g. email, letter) for communicating with the person making a complaint.

3. Assess and investigate

3.1 Initial assessment

After acknowledging receipt of the complaint, we will confirm whether the issue/s raised in the complaint is/are within our control. We will also consider the outcome/s sought by the person making a complaint and, where there is more than one issue raised, determine whether each issue needs to be separately addressed. When determining how a complaint will be managed, we will consider:

- How serious, complicated or urgent the complaint is
- Whether the complaint raises concerns about people's health and safety
- How the person making the complaint is being affected
- The risks involved if resolution of the complaint is delayed, and
- Whether a resolution requires the involvement of other organisations.

3.2 Investigating the complaint

After assessing the complaint, we will consider how to manage it. We may:

- Give the person making a complaint information or an explanation
- Gather information about the issue, person or area that the complaint is about, or
- Investigate the claims made in the complaint.

We will keep the person making the complaint up-to-date on our progress, particularly if there are any delays. We will also communicate the outcome of the complaint using the most appropriate medium. Which actions we decide to take will be tailored to each case and consider any statutory requirements.

4. Determine outcome and provide reasons for decision

Following consideration of the complaint and any investigation into the issues raised, we will contact the person making the complaint and advise them:

- The outcome of the complaint and any action we took
- The reason/s for our decision
- The remedy or resolution/s that we have proposed or put in place, and
- Any options for review that may be available to the complainant, such as an internal review, external review or appeal.

5. Close the complaint: document and analyse data

5.1 Document

We will keep records about:

- How we managed the complaint
- The outcome/s of the complaint (including whether it or any aspect of it was substantiated, any recommendations made to address problems identified and any decisions made on those recommendations), and
- Any outstanding actions to be followed up, including analysing any underlying or root causes.

5.2 Analyse data

We will ensure that outcomes are properly implemented, monitored and reported to the complaint handling manager, senior management or the Chair of our governing body.

Schedule A

Complaint Register

Date of Complaint	Full Name of person making the complaint	Contact details (Email and/or phone no.)	Issue/s raised (incl. desired outcomes	Response to the complaint	Full name of staff responding to the complaint	Any outstanding actions	Final outcome/ resolution	Complaint resolved (Yes/No)	Date resolved

APPENDIX 2 INDICATIVE MONTHLY ACTIVITY SCHEDULE

Monthly planner

School term

Blue: Community Facility

Black: Educational
Establishment

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK A	8.30am-11.30am External staff working on site 12pm-2pm Mothers group 1 3.30-6pm Supervised Study & mindfulness/mentoring Yr 7 6.30-8pm Leadership course for university students	10am-11am Mothers group 2 12pm-2pm Mothers group 3 3.30-6pm Supervised Study & mindfulness/mentoring Yr 8	8.30am-11.30am External staff working on site 12pm-2pm Mothers group 4 3.30-6pm Supervised Study & mindfulness/mentoring Yr 9	10am-11am Mothers group 5 12pm-2pm Mothers group 6 3.30-6pm Supervised Study & mindfulness/mentoring Yr 10	8.30am-11.30am External staff working on site 12pm-2pm Club4Mums 3.30-6pm Year 5 Club	10am-12.30am Year 11 & 12 private study 1pm-3pm Year 7 Club 4pm-6pm Year 9 Club
WEEK B	8.30am-11.30am External staff working on site 12pm-2pm Mothers group 1 3.30-6pm Supervised Study & mindfulness/mentoring Yr. 7 6.30-8pm Leadership	10am-11am Mothers group 2 12pm-2pm Mothers group 3 3.30-6pm Supervised Study & mindfulness/mentoring Yr 8	8.30am-11.30am External staff working on site 12pm-2pm Mothers group 4 3.30-6pm Supervised Study & mindfulness/mentoring Yr 9	10am-11am Mothers group 5 12pm-2pm Mothers group 6 3.30-6pm Supervised Study & mindfulness/mentoring Yr 10	8.30am-11.30am External staff working on site 12pm-2pm Mothers group 7 3.30-6pm Year 6 Club	10am-12.30am Year 11 & 12 private study 1pm-3pm Year 8 Club 4pm-6pm Year 10 Club

WEEK A	8.30am-11.30am External staff working on site 12pm-2pm Mothers group 1 3.30-6pm Supervised Study & mindfulness/mentoring Yr 7	10am-11am Mothers group 2 12pm-2pm Mothers group 3 3.30-6pm Supervised Study & mindfulness/mentoring Yr 8	8.30am-11.30am External staff working on site 12pm-2pm Mothers group 4 3.30-6pm Supervised Study & mindfulness/mentoring Yr 9	10am-11am Mothers group 5 12pm-2pm Mothers group 6 3.30-6pm Supervised Study & mindfulness/mentoring Yr 10	8.30am-11.30am External staff working on site 12pm-2pm Mothers group 7 3.30-6pm Year 5 Club	10am-12.30am Year 11 & 12 private study 1pm-3pm Year 7 Club 4pm-8pm High school recollection
WEEK B	8.30am-11.30am External staff working on site 12pm-2pm Mothers group 1 3.30-6pm Supervised Study & mindfulness/mentoring Yr 7 6.30-8pm Leadership	10am-11am Mothers group 2 12pm-2pm Mothers group 3 3.30-6pm Supervised Study & mindfulness/mentoring Yr 8	8.30am-11.30am External staff working on site 12pm-2pm Mothers group 4 3.30-6pm Supervised Study & mindfulness/mentoring Yr 9	10am-11am Mothers group 5 12pm-2pm Mothers group 6 3.30-6pm Supervised Study & mindfulness/mentoring Yr 10	8.30am-11.30am External staff working on site 12pm-2pm Mothers group 7 3.30-6pm Year 6 Club	10am-12.30am Year 11 & 12 private study 1pm-3pm Year 8 Club 4pm-6pm Year 10 Club
WEEK A	8.30am-11.30am External staff working on site 12pm-2pm Mothers group 1 3.30-6pm Supervised Study & mindfulness/mentoring Yr 7 6.30-8pm Leadership	10am-11am Mothers group 2 12pm-2pm Mothers group 3 3.30-6pm Supervised Study & mindfulness/mentoring Yr 8				

Monthly planner

School holidays

Blue: Community Facility

Black: Educational
Establishment

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK A	8.30am-11.30am External staff working on site 12pm-2pm Mothers group 1 6.30-8pm Leadership course for university students	10am-11am Mothers group 2 12pm-2pm Mothers group 3 3.30-6pm Year 12 private study	8.30am-11.30am External staff working on site 12pm-2pm Mothers group 4 3.30-6pm Year 12 private study	10am-11am Mothers group 5 12pm-2pm Mothers group 6 3.30-6pm Year 12 private study	Day out / weekend away	Day out / weekend away
WEEK B	8.30am-11.30am External staff working on site 12pm-2pm Mothers group 1 6.30-8pm Leadership course for university students	10am-11am Mothers group 2 12pm-2pm Mothers group 3 3.30-6pm Year 11 & 12 private study	8.30am-11.30am External staff working on site 12pm-2pm Mothers group 4 3.30-6pm Year 11 & 12 private study	10am-11am Mothers group 5 12pm-2pm Mothers group 6 3.30-6pm Year 11 & 12 private study	Day out / weekend away	Day out / weekend away

APPENDIX 3 GREEN TRAVEL PLAN & ACCESS TRAVEL GUIDE

GREEN TRAVEL PLAN
FOR
EREMERAN HILLS STUDY CENTRE
AT
26 YARRARA ROAD & 1-3 STEVENS
STREET, PENNANT HILLS

Assessed and Approved by:



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1 Introduction

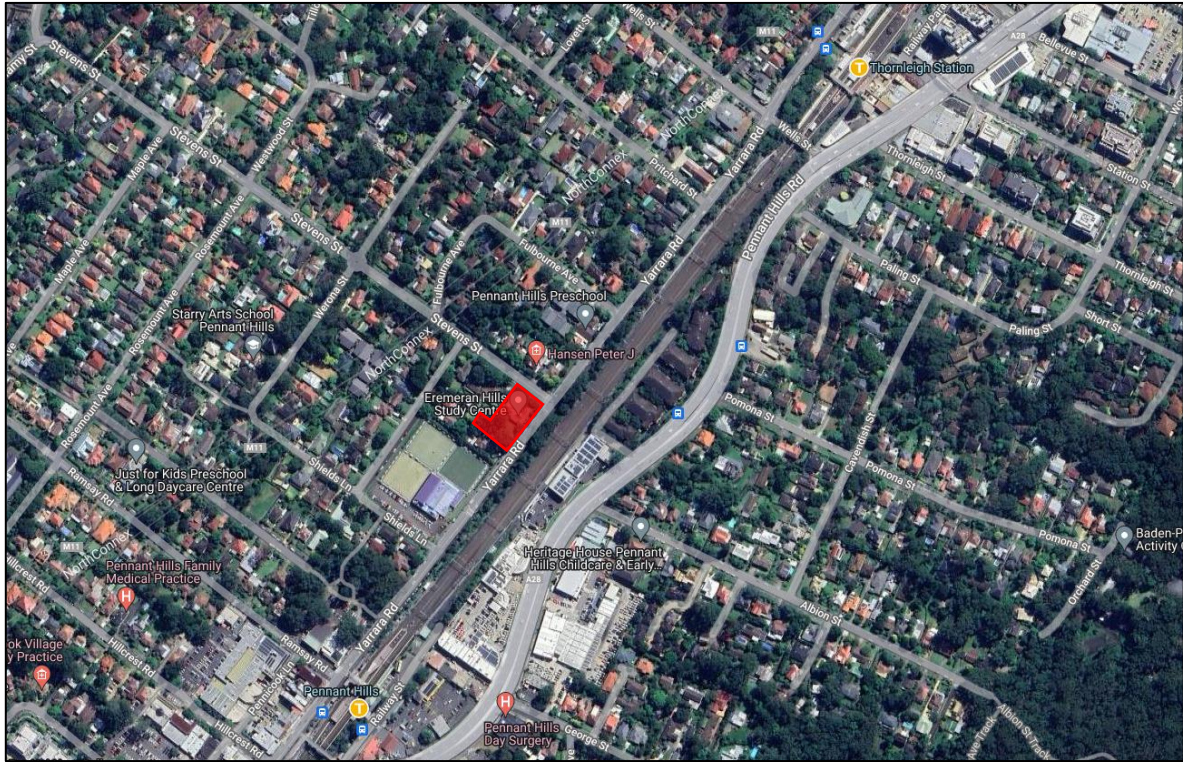
McLaren Traffic Engineering (MTE) was commissioned by Association of Education Projects Ltd c/- Invoke Property to provide a Green Travel Plan (GTP) for the proposed Eremeran Hills Study Centre at 26 Yarrara Road & 1-3 Stevens Street, Pennant Hills.

1.1 Development Characteristics and Approvals

The proposed development has the following characteristics relevant to traffic and parking:

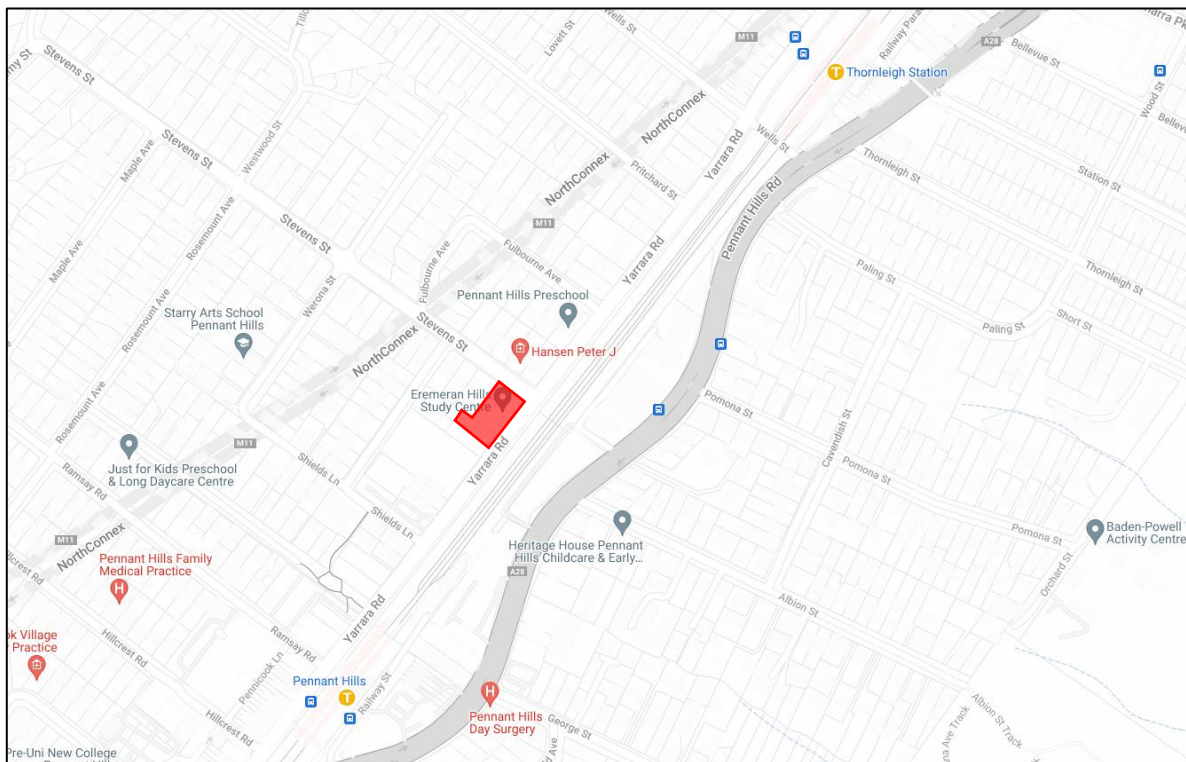
- Ground floor containing several rooms including offices, library, study rooms, quiet room, meeting rooms and other common areas.
- First floor containing:
 - Nine (9) one-bedroom units for residential accommodation;
 - Common areas and other ancillary rooms.
- Proposed hours of operation are:
 - Monday – 8:30am to 8:00pm
 - Tuesday to Friday – 10:00am to 6:00pm
 - Saturdays – 10:00am to 6:00pm (Third Saturday of the month 8pm)
- A maximum of 20 students to be on site at any one time for study purposes;
- A basement parking level with vehicular access via a proposed two-way driveway from Stevens Street, accommodating **12** car parking spaces including two (2) accessible car parking spaces;
- A proposed one-way loop driveway with entry via the proposed two-way vehicle crossover on Stevens Street and exit via an existing one-way vehicle crossover on Stevens Street. The proposed two-way entry driveway is located to the north of the proposed exit driveway;

The site is shown on aerial imagery and a street map in **Figure 1** and **Figure 2**, respectively.



 Site Location

FIGURE 1: SITE CONTEXT – AERIAL IMAGE



 Site Location

FIGURE 2: SITE CONTEXT – MAP

1.2 References

A number of sources have been consulted to inform the preparation of this Green Travel Plan including:

- NSW Premier's Council for Active Living's Workplace Travel Plan Guidelines – Final Report (April 2010);
- NSW State Government Long Term Transport Master Plan;
- Transport for NSW Future Transport Strategy 2056;
- Australian Bureau of Statistics (ABS) Census Data;
- NSW Bureau of Transport Statistics Journey to Work Data;
- Hornsby Cycling Map 2008 by Hornsby Shire Council;
- Public Transport or Private Vehicle: Factors That Impact on Mode Choice, Grace Corpuz (Transport Data Centre, New South Wales Ministry of Transport).

2 **Objectives**

Alternative modes of transport including walking, cycling and public transport quantifiably promote positive transport and health outcomes. The NSW State Government *Long Term Transport Master Plan* emphasises the importance of alternative transport options in the growth of Greater Metropolitan Sydney. Further to this, the *Future Transport Strategy 2056* also emphasises the importance of encouraging active travel (walking and cycling) and the use of public transport.

Reference is made to the *NSW Premier's Council for Active Living Workplace Travel Plan Guidance – Final Report (April 2010)* provides examples of travel plans appropriate for different size and types of employers outlining that for:

20-250 employees

Mainly office-based employees

Likely to be beneficial to form alliances with other organizations in the locality also developing a WTP [Workplace Travel Plan].

Could focus on key cost saving opportunities such as business travel, and reducing fleet expenses.

While the employees and students at Eremeran Hills Study Centre are not strictly office-based employees this description best matches the nature of how staff work at the centre and students arrive to the site and their associated travel patterns.

This Green Travel Plan has been developed to assist in identifying a range of low-cost initiatives and promotions which will directly benefit staff and students. This plan will help advise staff and students of sustainable and alternative transport options. The overall objective is to shift travel from private cars to active or public transport options, with the following positive implications:

- Reduced parking demand;
- Reduced traffic congestion and trip duration;
- Positive health outcomes from walking and cycling;
- Improved air quality and reduced per-capita emissions.

3 Existing Alternative Transport Facilities

3.1 Public Transport – Bus Services

Eremeran Hills Study Centre is serviced by the following bus stops and bus routes:

- Bus Stop ID: 2120117 – Approximately six (6) minutes (400m) walking distance south of the subject site on Yarrara Road, servicing the following bus routes:
 - 586 (Westleigh to Pennant Hills) provided by CDC NSW.
 - N80 (Hornsby to City Town Hall via Strathfield, Night Service) provided by Busways North West.
- Bus Stop ID: 212018 – Approximately seven (7) minutes (500m) walking distance south of the subject site on Railway Street, servicing the following bus routes:
 - 600 (Hornsby to Parramatta) provided by Hillsbus.
 - 632 (Rouse Hill Station to Pennant Hills via Norwest & Castle Hill) provided by Hillsbus.
 - 633 (Rouse Hill to Pennant Hills via Kellyville & Castle Hill) provided by Hillsbus.
 - 638 (Berowra Waters to Castle Hill or Pennant Hills) provided by Hillsbus.
- Bus Stop ID: 212051 – Approximately eight (8) minutes (550m) walking distance north of the subject site on Yarrara Road, servicing the following bus routes:
 - 586 (Westleigh to Pennant Hills) provided by CDC NSW.
 - N80 (Hornsby to City Town Hall via Strathfield, Night Service) provided by Busways North West.

Figure 3 below outlines the local transport network surrounding Eremeran Hills Study Centre.

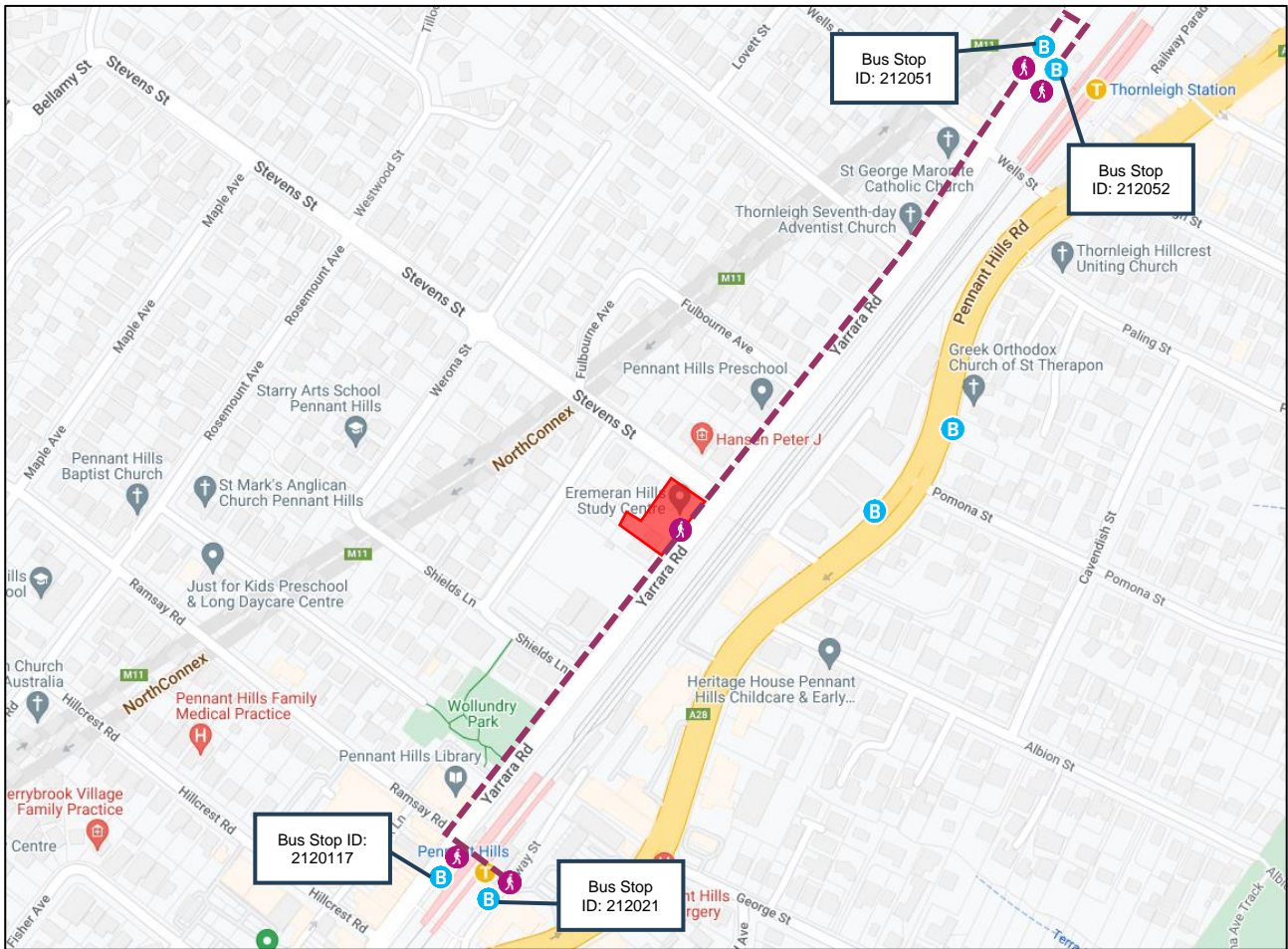


FIGURE 3: BUS STOP LOCATIONS

Table 1 outlines the frequency of the local bus services provided by *Hills Buses*, *CDC NSW* and *Busways North West*, which pass the site along Yarrara Road.

TABLE 1: BUS ROUTE FREQUENCY

Route	Destination	Frequency		
		8 – 9 AM	Off-Peak ⁽¹⁾	4 – 5 PM
586	Pennant Hills to Westleigh	-	-	1 hour
	Westleigh to Pennant Hills	-	-	1 hour
600	Parramatta to Hornsby	7.5-minutes	15-minutes	9-minutes
	Hornsby to Parramatta	12-minutes	15-minutes	9-minutes
632	Pennant Hills to Rouse Hill Station via Norwest & Castle Hill	30-minutes	30-minutes	30-minutes
	Rouse Hill Station to Pennant Hills via Norwest & Castle Hill	30-minutes	30-minutes	30-minutes
633	Pennant Hills to Rouse Hill via Kellyville & Castle Hill	30-minutes	30-minutes	1 hour
	Rouse Hill to Pennant Hills via Kellyville & Castle Hill	30-minutes	30-minutes	30-minutes
638	Castle Hill or Pennant Hills to Berrilee and Berwora Waters	-	-	-
	Berowra Waters to Castle Hill or Pennant Hills	1 hour	-	1 hour
N80	City Town Hall to Hornsby via Strathfield	-	-	-
	Hornsby to City Town Hall via Strathfield (Night Service)	-	-	-

NOTE:

(1) Off-peak period – 12:00_{PM} to 1:00_{PM}.

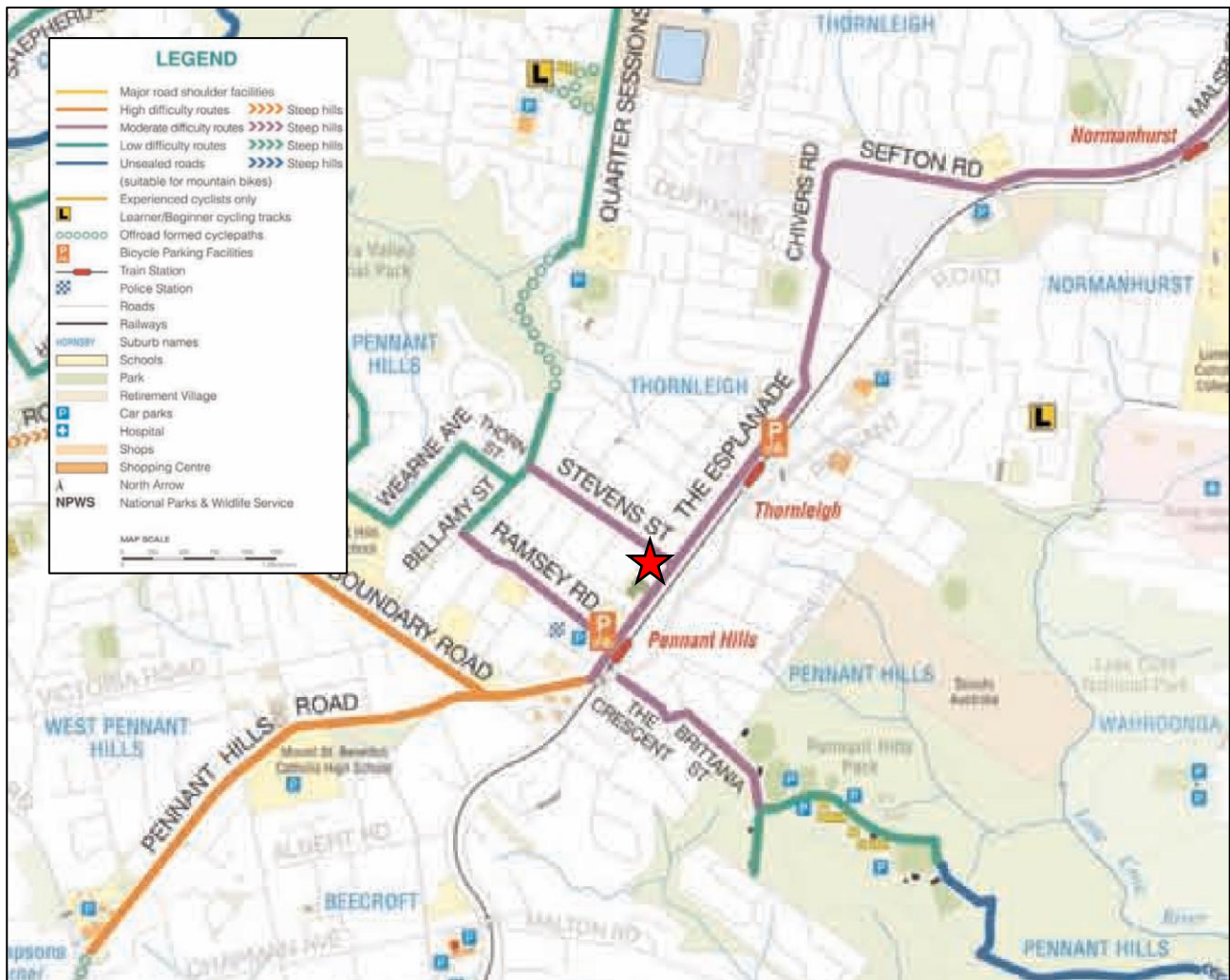
As shown above, the subject site is within close proximity to several bus routes with frequent bus services.

3.2 Public Transport – Train Services

Eremeran Hills Study Centre is within 500m walking distance to Pennant Hills Train Station and 400m walking distance to Thornleigh Train Station located to the south and north, respectively. These train station run along the T9 – Northern Line which provides connection from Hornsby Station to Central Station.

3.3 Active Transport – Cycling

The subject site has access to cycle paths as presented within the *Hornsby Shire Cycling Map 2008* with an extract presented in **Figure 4** with the complete document presented in **Annexure A**.



Site Location

FIGURE 4: HORNSBY SHIRE CYCLING MAP 2008 EXTRACT

Marked cycle routes encourage individuals to utilise bicycles as a mode to travel, reducing motor vehicle congestion and overall motor vehicle usage. Cyclists can travel north or south utilising Yarrara Road and east using Stevens Street which are marked as “*moderate difficulty routes*”. It should be noted that the centre proposes to provide four (4) bicycle parking spaces on-site and end of trip facilities available to both staff and students.

3.4 Active Transport – Walking

Pedestrian walking facilities are abundantly provided within close proximity to the site. Specific details of the walking facilities are provided below:

- **Yarrara Road:**

- Pedestrian footpath provided on the western side of Yarrara Road;
- Signalised pedestrian crossing facility located at the intersection of Yarrara Road / Ramsay Road;
- Signalised pedestrian crossing facility located at the intersection of Yarrara Road / Stevens Street.

- **The Esplanade:**
 - Pedestrian footpaths are provided along both sides of the road;
 - Signalised pedestrian crossing facility located at the intersection of The Esplanade / Eddy Street.
- **Stevens Street**
 - Pedestrian footpaths are provided along both sides of the road.

There are numerous existing pedestrian walking facilities that have been provided by council within close proximity of the site. Staff and students who live close to the site may utilise these facilities to reduce the number of vehicles driven.

Furthermore, the study centre is to accommodate high school and university students. The nearest high school is Pennant Hills High School located approximately 1.4km (20-minutes) walking distance to the west of the site. A footpath connection is provided between Pennant Hills High School and the subject site such that students can safely walk between the two.

4 Alternative Transport Strategy

4.1 Timeframe

This Green Travel Plan will apply from the issue of the Occupation Certificate for any works performed under this development application.

4.2 Cycling and Walking Suitability

To determine the walking & cycling suitability of the centre, the following assumptions have been made to produce this assessment:

- A reasonable cycle time of ten (10) minutes (2.5km cycling distance);
- A reasonable walking time of ten (10) minutes (800m walking distance).

The walking and cycling catchment areas are depicted in **Figure 5** and **Figure 6**, respectively.

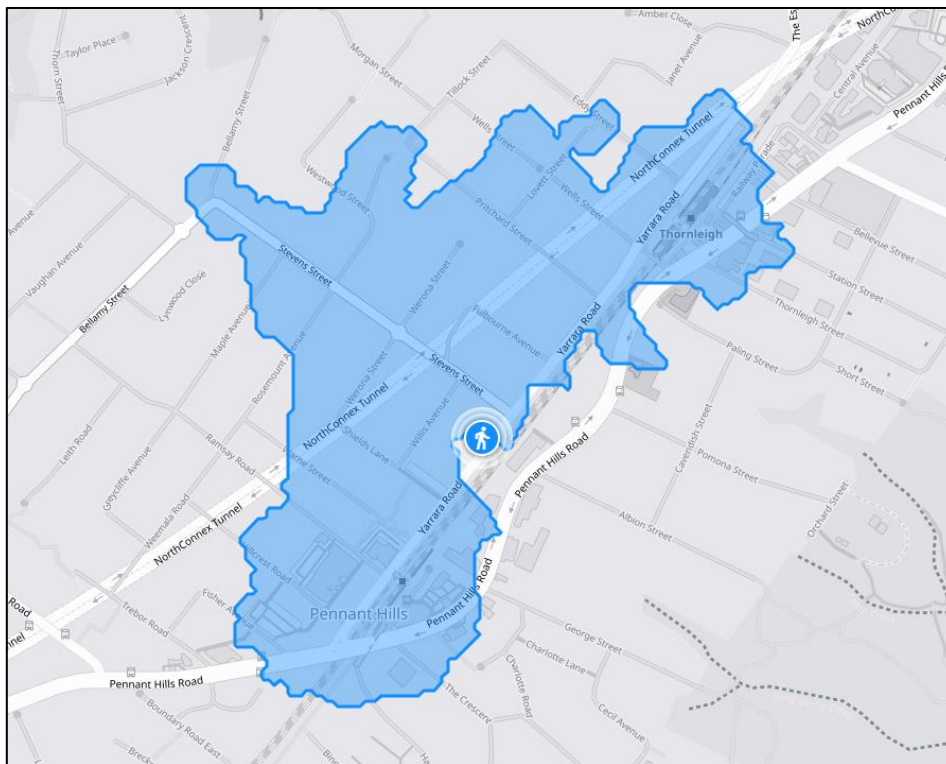


FIGURE 5: INDICATIVE 10-MINUTE WALKING CATCHMENT AREA

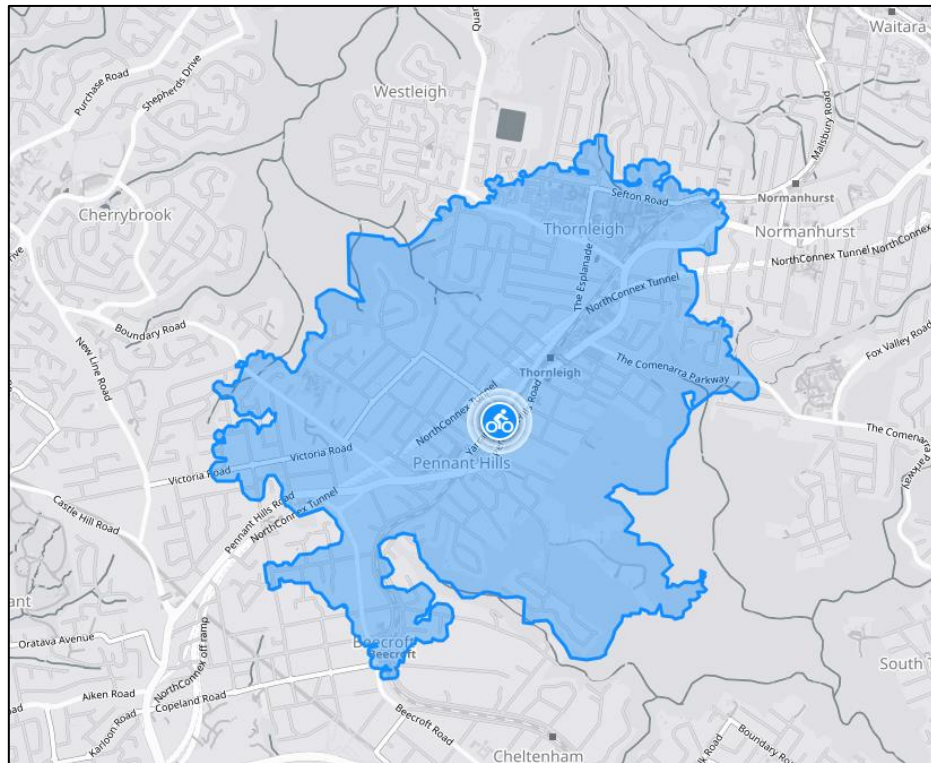


FIGURE 6: INDICATIVE 10-MINUTE CYCLING CATCHMENT AREA

Any staff or students that live within or close to the walking and cycling catchment areas above should be encouraged to consider active transport options. Initiatives and strategies to promote active transport are outlined in **Section 5**.

5 Projects and Programs

The following actions form the basis for the implementation of the Green Travel Plan.

Collectively, these actions have been designed to help reduce reliance on private vehicle trips. It should be noted that these actions are potential options that should be investigated and implemented as appropriate.

5.1 Initiatives to Specifically Reduce Private Car Use

The following initiatives are suggested to lower private car usage by providing for facilities or programs with the aim to allow for greater flexibility in the choice of travel mode to and from the centre. The strategies that can be implemented with this goal in mind are not limited to the following actions as shown in **Table 2**, but these are the basis for further reduction in private car reliance.

TABLE 2: INITIATIVES TO REDUCE PRIVATE CAR USAGE

Action	Cost	Target Group	Date
Provide large lockers or storage areas for the storing of books and other bulky items	Moderate	Staff and Students	Ongoing
Encourage staff to plan ahead and to transport heavy/bulky items once or twice per week only	Minimal	Staff	From date of implementation
Limit the number of car spaces when more sustainable transport options are available in the future	Minimal	Staff	Ongoing
Charge a fee for car parking which is pledged toward sustainable transport initiatives	Moderate	Staff	Ongoing
Provide pre-loaded opal cards to staff dedicated to public transport use	Moderate	Staff	Ongoing
Allocate on-site visitor parking via a booking system.	Low	Students	From date of implementation

5.2 Public Transport Initiatives

The following actions are focused on encouraging staff and students to partake in public transport when travelling to and from the site. The strategies to be implemented are not limited to the following actions as shown in **Table 3**, but these are the basis for further development of public transport options.

TABLE 3: PUBLIC TRANSPORT INITIATIVES

Action	Cost	Target Group	Date
Develop a map showing public transport routes to Eremeran Hills Study Centre	Minimal	Staff and Students	Ongoing
Put up a notice board with leaflets and maps showing the main public transport routes to and from Eremeran Hills Study Centre	Minimal	Staff and Students	From date of implementation
Prepare a Transport Access Guide (TAG) for the site	Minimal	Staff and Students	From date of implementation
Create student groups based on home address, pairing groups of students to assist in the use of public transport	Minimal	Students	Ongoing
Make access to OPAL cards for students more accessible (i.e. provide cards to students upon enrolment)	Minimal	Students	Ongoing
Offer Staff subsidies to offset public transport costs	Minimal	Staff	Ongoing

5.3 Walking and Cycling Initiatives

5.3.1 Walking

The following actions are focused on encouraging staff and students to partake in walking when travelling to and from the site. The strategies to be implemented are not limited to the following actions as shown in **Table 4**, but these are the basis for further development of active transport options.

TABLE 4: WALKING INITIATIVES

Action	Cost	Target Group	Date
Identify students and staff living near work that may be interested in walking to work	Nil	Staff and Students	Ongoing
Produce a map showing safe walking routes to and from the site with times, not distances, to local facilities, such as shops and public transport	Minimal	Staff and Students	From date of implementation
Provide showers, lockers and changing room facilities	As per construction	Staff	From date of implementation
Implement incentive schemes to encourage employees to walk to work	Minimal	Staff	From date of implementation
Take part in ' <i>National Walk to Work Day</i> '	Nil	Staff and Students	Annually
Have some ' <i>TravelSmart Get to Work</i> ' days encouraging staff to commute by alternative transport modes	Nil	Staff and Students	Annually
Encourage staff and students to walk as a method of exercise	Nil	Staff and Students	Ongoing
Promote active travel as a means to support staff and students health and wellbeing	Nil	Staff and Students	Ongoing

5.3.2 Cycling

The following actions are focused on encouraging staff and students to partake in cycling when travelling to and from the site. The strategies to be implemented are not limited to the actions as shown in **Table 5**, but these are the basis for further development of active transport options.

TABLE 5: CYCLING INITIATIVES

Action	Cost	Target Group	Date
Organise an after-work ride. It does not have to be long or strenuous and could end up somewhere for dinner. This idea is to encourage people who might be reluctant to cycle to give it a go	Nil	Staff	Quarterly
Provide sufficient bicycle parking to meet peak needs	As per construction	Staff and Students	From date of implementation
Have good, secure bicycle parking in an easily accessible location	As per construction	Staff and Students	From date of implementation
Provide bicycle parking for visitors	As per construction	Site Wide	From date of implementation
Ensure bicycle parking is clearly visible or provide signage to direct people to cycle bays	As per construction	Staff and Students	From date of implementation
Provide showers, changing rooms and lockers	As per construction	Staff	From date of implementation
Provide e-bike charging stations	As per construction	Staff and Students	From date of implementation
Wayfinding at the centre for End of Trip facilities locating where showers, lockers and change rooms are.	As per construction	Staff and Students	From date of implementation
Circulate maps of cycle paths in the vicinity	Nil	Staff and Students	Ongoing
Participate in annual events such as 'Ride to Work Day'	Nil	Staff	Annually
Arrange information sessions outlining cycling safety and health benefits	Minimal	Staff and Students	Annually
Hold yearly cycling safety sessions, promoting how to be a safe cyclist on the roads	Minimal	Students	Annually

5.4 Sustainable Transport Initiatives

5.4.1 Carpooling

The following actions are focused on encouraging staff and students to partake in carpooling and limiting the number of cars used to travel when travelling to and from the site. The strategies to be implemented are not limited to the following actions as shown in **Table 6**, but these are the basis for further development of alternative transport.

TABLE 6: CARPOOLING INITIATIVES

Action	Cost	Target Group	Date
Set up carpooling databases for staff and students	Nil	Staff and Students	From date of implementation
Encourage carpooling amongst staff members with similar travel routes	Nil	Staff	Quarterly
Encourage use of carpooling apps and/or subsidise costs of carpooling trips	Nil	Staff and Students	From date of implementation
Subsidise the cost of fuel for carpooling staff	Minimal	Staff	From date of implementation

5.4.2 Car Parking

The following actions are focused on encouraging staff and students to partake in alternative options when travelling to and from the site. The strategies to be implemented are not limited to the following actions as shown in **Table 7**, but these are the basis for further development of alternative transport.

TABLE 7: CAR PARKING INITIATIVES

Action	Cost	Target Group	Date
Identify priority users of car park e.g. people with disabilities, carpoolers	Nil	Staff	From date of occupation
Actively discourage students from driving to and from centre through implementation of meetings and newsletters, with an emphasis and promote alternative transport modes such as the train or bus	Nil	Students	Ongoing

5.5 Use of Incentives

Many of the alternative transport initiatives described above require the willing participation of employees and students and would not otherwise be effective. The incentivisation of alternative transport options could increase the number of employees and students using alternative transport options.

The direct advertisement for alternative transport use is suggested as part of increasing alternative transport utilisation. Some incentivisation strategies are outlined below.

- Provide a yearly seminar of the benefits of utilising public transport including reduced greenhouse gas emissions and health benefits;
- Create and distribute a Travel Access Guide which details accessible cycle paths, walking routes and information regarding public transport routes. The Travel Access Guide should be updated when alternate transport modes become available.

In addition, a review of the NSW Household Travel Survey by Grace Corpuz identified several factors that affected the use of alternative travel options, identifying the following factors as most influential on alternative transport use (in order of importance):

- Parking capacity and arrangements (destination factor);
- Where a vehicle is not available or accessible (origin factor);
- Where it is cheaper (origin & destination factor);
- Travel time (origin & destination factor);
- Convenience (origin & destination factor);
- Accessibility (origin & destination factor).

Future development of this Green Travel Plan should take into consideration the factors listed above.

6 Implementation Strategy

6.1 Management and Authority

The distribution of and implementation of the measures detailed in this Green Travel Plan is the responsibility of the management bodies of Eremeran Hills Study Centre. It is the responsibility of the centre's management to include alternative transport methods and initiatives in the centre website and the centre newsletter as well as their regular communications to centre staff and students.

Accordingly, authority is provided to the centre's management to implement measures, review the plan and undertake further relevant and appropriate actions.

6.2 Distribution

Eremeran Hills Study Centre management will be responsible to inform staff and students about any initiatives that they choose to implement via the centre website, newsletter and any message boards accessible to members of the centre.

6.3 Proposed Incentives

The proposed incentives to be adopted by the centre and relevant timeframes for completion are presented in **Table 8**.

TABLE 8: PROPOSED INCENTIVES

Inputs	Activities			Outputs	Impacts	Outcomes
What resources are required?	What	Who	When	What needs to be created?	Performance indicators	What will be achieved?
Funds for bicycle racks	Provision of 4 bicycle racks for students and staff	Centre Management	Prior to site operation	Bicycle rack installation	Decrease reliance on private vehicles 100% staff and student engagement with Travel Plan Increase uptake of active transport for staff and students	Improve health and wellbeing of staff and students
Funds for Opal Cards	Pre-loaded opal cards	Centre Management	Within 6-months	Public transport fare subsidies		Reduce the number of vehicles arriving at the site during peak periods
Staff Resources	Time in staff meetings to share tips and support for staff wanting to start walking to and from centre.	Centre Management	Within 1-month and ongoing	Communication materials		Education for all staff about different travel options to the centre.
Funds for signage	Wayfinding at the centre for End of Trip facilities locating where showers, lockers and change rooms are.	Centre Management	Within 12-months	Signage		All staff and students aware of travel options.
Large lockers or Storage Areas	Provision of large storage areas for staff to store bulky items needed throughout the week that usually requires transportation by a private vehicle	Centre Management	Within 12-months	Locker or Storage installation		Allow staff to store large items on-site which would typically need to be transported by a private vehicle.
Construction of End of Trip Facilities	Construction of end of trip facilities including showers	Centre Management	As per Construction	Shower Facilities		Provide end of trip facilities for staff/student who choose to use active transport

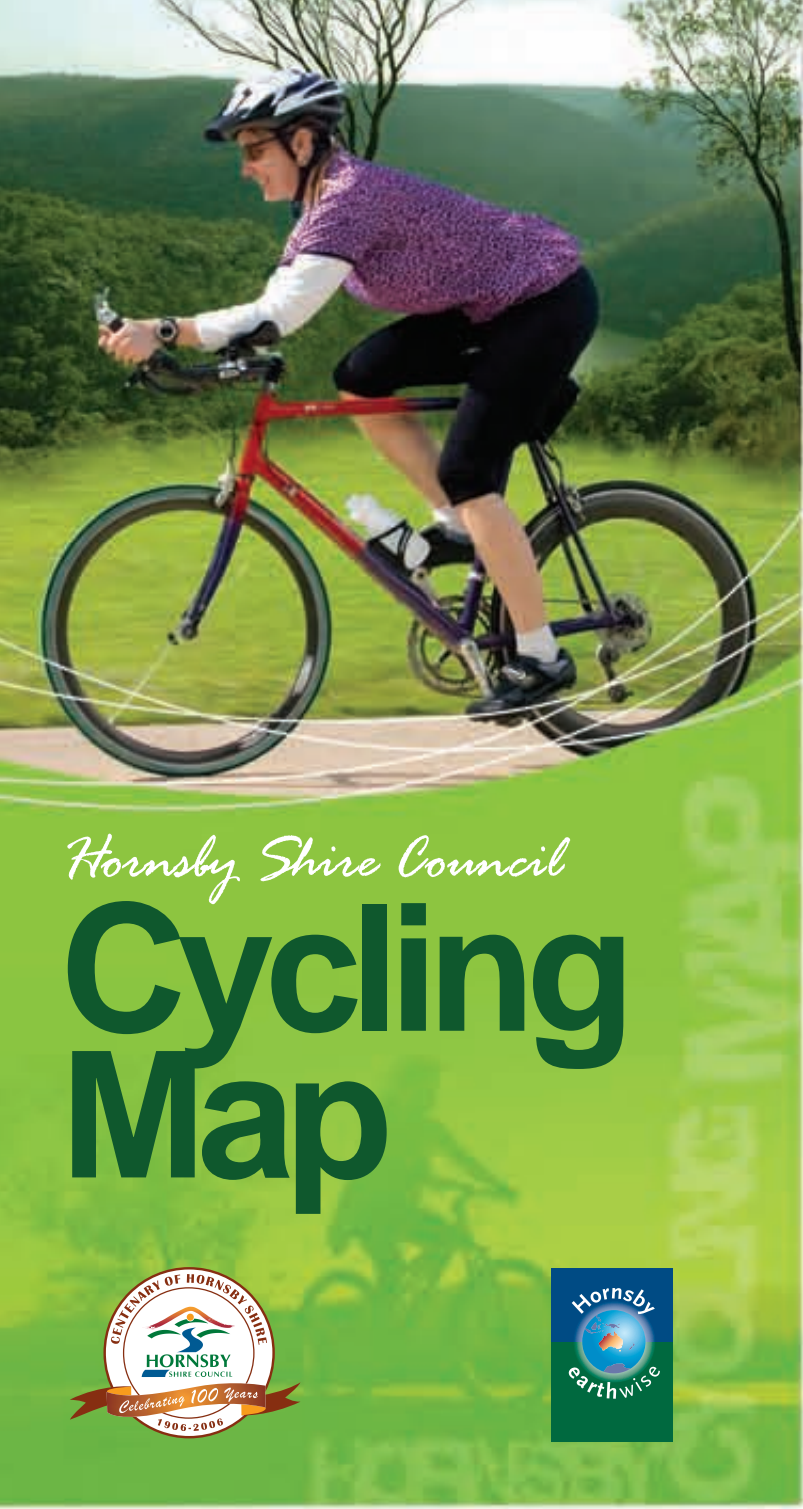
Development and Distribution of a Travel Access Guide	Developing a Travel Access Guide which details nearby public transport facilities and alternate transport modes.	Centre Management	Within 6-months	Travel Access Guide		Inform staff and students about alternate transport options which may have not previously been known.
Development and organisation of a booking system	Allocate on-site visitor parking via a booking system.	Centre Management	Within 6-months	Parking Policy		Reduce the number of vehicles parking on-site
...

7 Travel Access Guide

A Travel Access Guide (TAG) outlining relevant public transport maps and timetables is provided within **Annexure B**. More recent updates can be accessed via the Trip Planner (transport.info).



**ANNEXURE A: HORNSBY CYCLING MAP
(2 SHEETS)**



Hornsby Shire Council

Cycling Map



further enquiries

or copies of the map contact:



CUSTOMER SERVICE

(02) 9847 6666

EMAIL

hsc@hornsby.nsw.gov.au

WEB

www.hornsby.nsw.gov.au/recreation

FAX

(02) 9847 6999

TTY

(02) 9847 6577

Warning: cycling may present some risk of injury.

- Cyclists are recommended to always wear appropriate protective equipment.
- When cycling on an unfamiliar route, proceed with care.
- Children should be subject to parental supervision.
- Although every care has been taken, no responsibility is accepted for error or omissions.

using this map

This map is designed to help you find the best way of getting around Hornsby by bicycle. The highlighted routes are not always the most direct routes but are usually the best for riding a bike.

Marked on road cycling routes

We have shown the marked cycle routes which have signs on poles or logos on the road.

Useful cycling routes

These are mainly routes chosen to avoid major hills or busy roads and intersections. Green routes are generally low difficulty routes. Purple or moderate difficulty routes have more traffic and are more challenging. Brown or high difficulty routes are the most challenging and should only be used by experienced cyclists. In order to follow a more direct route or to avoid busy roads it is often necessary to climb steep hills. To assist you in choosing a route we have marked the hillier sections with arrows. The arrows point up the hill so you can plan your routes accordingly.

Unsealed tracks and trails suitable for mountain bikes

These are mainly firetrails or management trails which can be used by mountain bikers. Conditions vary so exercise care and ride within your abilities.

Cycle paths

There are some cycle paths that pass through parks in Hornsby and occasionally travel on signposted shared footpaths/cycleways. These are often important links and provide low stress options for beginning cyclists.

Children's cycle tracks

Several children's facilities in parks have been shown. Each is a closed track providing a safe environment and is a good place to practice riding a bike. These venues often also provide toilets and BBQ facilities for family outings.



major cycle routes across Hornsby

Hornsby-Pennant Hills

Follow College Cs, R onto Clark Rd, L onto Malsbury Rd and continue onto Milson Pde and Sefton Rd then turn L onto Chilvers, follow signposts through lights then follow the Esplanade and Yarrara Rd to Pennant Hills.

Hornsby-Bobbin Head-Turramurra (or return to Hornsby)

This popular recreational route starts at Hornsby, continue northwards using the routes indicated on the map to reach Ku-ring-gai Chase Rd. A nice ride through the bushland with a steep descent to Bobbin Head where you can reward yourself with spectacular water views. A steep climb back to Turramurra then follow the backstreets to return to Hornsby. Can be busy on weekends.

Westleigh-Pennant Hills

Follow Quarter Sessions Rd to the south of Duffy Ave then turn right onto Timbarra Rd then travel through the bush along a wide cycleway and continue along Bellamy St and Ramsay Rd to Pennant Hills station.



Cherrybrook-Pennant Hills

Start at Francis Greenway Dve near Pecan Cl in Cherrybrook and cycle up and down a steep unsealed firetrail to exit at Laurence St in Pennant Hills.

Pennant Hills-Epping

At the eastern end of Pennant Hills Park you can join the mostly unsealed Whale Rock Track which connects with North Epping at Boundary Rd via a firetrail, or with Macquarie University and M2 via a cycleway near Browns Waterhole.

Epping-Macquarie University

Cycle east along Pembroke St, cross Epping Rd at the pedestrian lights then continue along Pembroke St, walk across Terrys creek bridge to connect with Ryde Council cycleway.

local cycle routes across Hornsby

Cherrybrook

Marked cycle routes along roads Purchase Rd/Eldridge St/Francis Greenway/Macquarie Dve. Connect with unsealed firetrails at various locations including Pecan Cl where you can join a steep unsealed firetrail which links with Schofields Pde in Pennant Hills.

Berowra Heights

Cycle along Berowra Waters Rd or along Woodcourt Rd and Alan Rd. Connect with unsealed firetrails at Ti Tree Cr, Berkeley Cl, Warrina St or off Gully Rd.



Mt Colah

Cycle along Excelsior Rd, Beryl Ave and Oxley Dve.

Hornsby Heights

Cycle along mostly marked cycle route along Galston Rd and Somerville Rd. Reach Asquith Station along Sutton Link St and Amor St. Connect with unsealed firetrails at Clarinda St, opp Rofe Park, the Outlook, Montview Pde.

Asquith

Cycle from Asquith to Hornsby along Haldane St/Heath/Lockwood/Lessing/Stephen/Railway Pde.

Epping

Cycle along mostly marked cycle route on Norfolk Rd and parts of Oxford St. Cycle to Macquarie University by following Pembroke St to the east where you will need to walk across the Terrys Creek bridge to join with the cycleway on the Ryde side which joins Vimiera Rd.

Carlingford

Cycle to western end of Murray Farm Rd to join cyclepath leading to M2.

bike riding rules

Riders of bicycles should:

- Correctly wear an approved helmet, with straps fitting snugly under the chin.
- Obey all the road rules.
- Ride on the left side of a road unless signposted otherwise.
- Only ride on a footpath if aged 12 years or less or accompanying a child under 12 years age.
- Use a bicycle lane if one is marked on the road, unless impracticable to do so.
- Always use hand signals when turning or stopping.
- Walk, not ride, across pedestrian crossings.
- Travel no more than 1.5 metres apart if riding two abreast.
- Slow down on a cycle path when pedestrians are present and warn pedestrians of your approach.
- Cycle only on firetrails or management trails in bushland or parks. It is illegal to cycle on designated walking tracks.



All bicycles must:

- Be fitted with an effective brake and a bell, horn or similar warning device.
- If used at night have a steady or flashing white light on the front and a red reflector and red light at the rear.

bicycle parking locations

Hornsby currently has bicycle parking racks and rails which includes most railway stations, shopping centers and carparks. For bicycle parking locations and updates visit www.hornsby.nsw.gov.au.



For details on how to hire a bike locker phone Bicycle NSW on (02) 9281 4099.

cycle paths and other cycle facilities

Small sealed cycle paths suitable for beginners

Asquith, Lessing St Playground
Hornsby, Holman Park
Mt Colah, Parklands Oval
Mt Colah, Oxley Drive Reserve
Normanhurst, Charles Curtis Playground
North Epping, North Epping Oval
West Pennant Hills, Edward Bennett Oval
Westleigh, Ruddock Park
Castle Hill, Erlestone Place

Other sealed cycle paths suitable for all cyclists

Asquith, Mills Park
Cherrybrook, Greenway Park
Hornsby Heights, Rofe Park
Hornsby Heights, Crosslands Reserve
Westleigh – Pennant Hills, Timbarra Cycleway

Unsealed cycle tracks

Arcadia, Fagan Park
Hornsby Heights, Hopeville Park BMX Track
Fiddletown, Coba Ridge Firetrail, end Bloodwood Rd

Skate parks suitable for BMX freestyle use

Cherrybrook, Greenway Park
Brooklyn, Skate Ramp near Baden Powell St
Hornsby Heights, Hopeville Park

ALWAYS WEAR YOUR HELMET

Sustainable Action Committee

This Cycling Map was an initiative of Council's Sustainable Action Committee (SAC). SAC aims to improve quality of life by making sure our community, environment and economy are respected and equitably sustained. SAC provides residents, businesses, institutions and Council with a forum to meet others who are committed to making a difference, whilst learning, making decisions, developing strategies and undertaking projects such as this Cycling Map that contribute to the Shire's vision of creating a living environment...

contact details

Baulkham Hills Council

PO Box 75
Castle Hill NSW 2154
129 Showground Road
Castle Hill NSW 2154
Ph: 02 9843 0555

Ku-ring-gai Council

Locked Bag 1056
Pymble NSW 2073
818 Pacific Hwy
Gordon NSW 2072
Ph: 02 9424 0888

Parramatta Council

PO Box 32
Parramatta NSW 2124
30 Darcy Street
Parramatta NSW 2124
Ph: 02 9806 5000

Ryde Council

Locked Bag 2069
North Ryde NSW 1670
1 Devlin Street
Ryde NSW 2112
Ph: 02 9952 8222

Bicycle NSW

GPO Box 272
Sydney NSW 2001
Ph: 02 9218 5400
www.bicyclensw.org.au

Bike North

PO Box 719
Gladesville NSW 1675
www.bikenorth.org.au



BAULKHAM HILLS COUNCIL JOINS

KU-RING-GAI COUNCIL JOINS

PARRAMATTA COUNCIL JOINS

RYDE COUNCIL JOINS

LEGEND

Major road shoulder facilities

High difficulty routes

Moderate difficulty routes

Low difficulty routes

Unsealed roads

(suitable for mountain bikes)

Experienced cyclists only

Leanner/Beginner cycling tracks

Offroad formed cyclepaths

Bicycle Parking Facilities

Train Station

Police Station

Roads

Railways

Suburb names

Schools

Park

Retirement Village

Car parks

Hospital

Shops

Shopping Centre

North Arrow

NPWS

Steep hills

Steep hills

Steep hills

Steep hills

Steep hills

MAP SCALE

0 200 400 600 800 1000

Map Continues Overleaf

Contact NPWS for more information on 02 9472 8949

Contact NPWS for more information on 02 9472 8949

Contact NPWS for more information on 02 9472 8949

Contact NPWS for more information on 02 9472 8949



**ANNEXURE B: TRAVEL ACCESS GUIDE
(7 SHEETS)**

TRAVEL ACCESS GUIDE FOR EREMERAN HILLS STUDY CENTRE AT 26 YARRARA ROAD & 1-3 STEVENS STREET, PENNANT HILLS

Assessed and Approved by:



**Address: Shop 7, 720 Old Princes Highway Sutherland NSW 2232
Postal: P.O Box 66 Sutherland NSW 1499**

**Telephone: +61 2 9521 7199
Web: www.mclarentraffic.com.au
Email: admin@mclarentraffic.com.au**

Division of RAMTRANS Australia ABN: 45067491678 RPEQ: 19457

Transport Planning, Traffic Impact Assessments, Road Safety Audits, Expert Witness

TRAVEL MODES FOR YOU

Eremeran Hills Study Centre is located at 26 Yarrara Road & 1-3 Stevens Street, Pennant Hills. This Travel Access Guide outlines the various transport modes available to you when travelling to and from Eremeran Hills Study Centre.

There are many alternate transport modes connecting the study centre to the rest of the Hornsby LGA. In many cases it may be faster and more convenient to travel to the study centre by alternate transportation than private vehicle.



Public Bus



Train

PLANNING AHEAD

To ensure that you arrive to the study centre on time, plan ahead using the following resources provided by **Transport for New South Wales (TfNSW)**:

- **Trip Planner** accessed via <https://transportnsw.info/>
- **Opal Travel** – accessed via a downloadable application on your mobile device
- **TripView** – accessed via a downloadable application on your mobile device
- **City Mapper** – accessed via a downloadable application on your mobile device (<https://citymapper.com/>)

The above resources provide real-time service updates, detailed service information, walking and cycling distances and accessibility details.

USING ACTIVE TRANSPORT MODES FOR ALL OR SOME OF YOUR JOURNEY

Using active transport modes such as walking or cycling, for a part of your daily journey to and/or from school/work is a great way to improve and maintain your physical health along with your mental health. It can provide some well needed 'me-time' in your day.

PUBLIC TRANSPORT – OPAL FARES

The use of an OPAL card ensures the most efficient way to use public transport. A summary OPAL fares for available transport modes for children and adults are provided below:

- Adult OPAL fares:
 - Adult fares are capped to **\$17.80** a day or **\$50** a week
 - A discount of 30% fare discount incurs when using public transport outside of the peak times

For more information regarding OPAL fares please visit the [OPAL fares and payments website](#).

GETTING TO THE EREMERAN HILLS STUDY CENTRE

PUBLIC BUS SERVICES

Eremeran Hills Study Centre is well connected through many public bus services, as shown below.

PUBLIC BUS SERVICES

Route	Destination	Frequency		
		8 – 9 AM	Off-Peak ⁽¹⁾	4 – 5 PM
586	Pennant Hills to Westleigh	-	-	1 hour
	Westleigh to Pennant Hills	-	-	1 hour
600	Parramatta to Hornsby	7.5-minutes	15-minutes	9-minutes
	Hornsby to Parramatta	12-minutes	15-minutes	9-minutes
632	Pennant Hills to Rouse Hill Station via Norwest & Castle Hill	30-minutes	30-minutes	30-minutes
	Rouse Hill Station to Pennant Hills via Norwest & Castle Hill	30-minutes	30-minutes	30-minutes
633	Pennant Hills to Rouse Hill via Kellyville & Castle Hill	30-minutes	30-minutes	1 hour
	Rouse Hill to Pennant Hills via Kellyville & Castle Hill	30-minutes	30-minutes	30-minutes
638	Castle Hill or Pennant Hills to Berrilee and Berwora Waters	-	-	-
	Berowra Waters to Castle Hill or Pennant Hills	1 hour	-	1 hour
N80	City Town Hall to Hornsby via Strathfield	-	-	-
	Hornsby to City Town Hall via Strathfield (Night Service)	-	-	-

ALTERNATE TRANSPORT



As shown above, the site is well serviced by public bus services.

TRAIN FACILITIES

Pennant Hills Train Station and Thornleigh Train Station is located is approximately 400m and 500m to the north and south of the subject site, respectively. Pennant Hills Train station and Thornleigh Train station service the T9 – Northern Line providing a connection between Central and Hornsby.

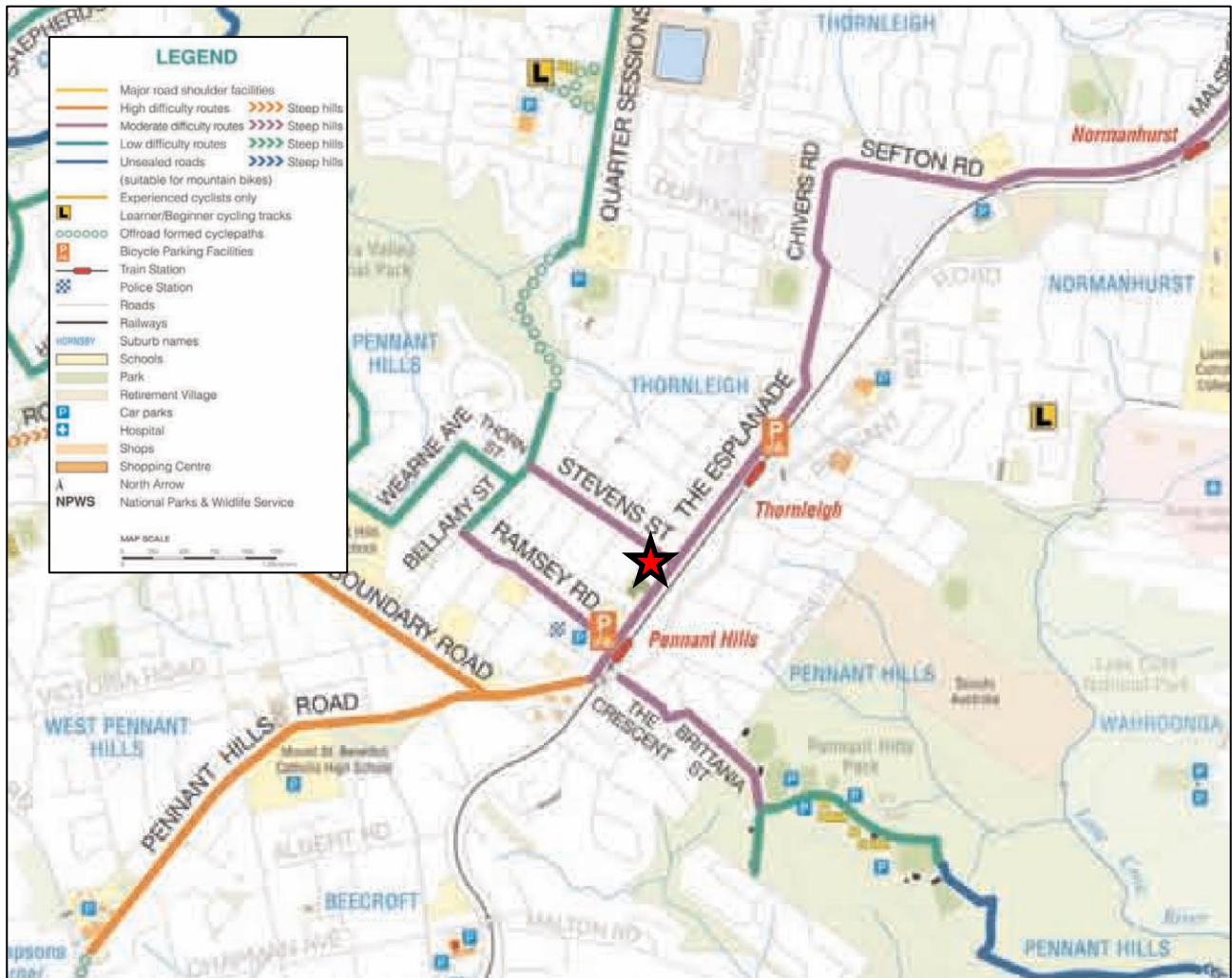
Destination	Frequency		
	Off-Peak ⁽¹⁾	8 – 9 AM	4 – 5 PM
T9 – Northern Line	15 mins	12 mins	15 mins

NOTE:

(1) Off-peak period – 12:00PM to 1:00PM.

CYCLING FACILITIES

The subject site has access to cycle paths as presented within the *Hornsby Shire Cycling Map* as shown.



 Site Location

Within close proximity of the site there are routes marked “moderate difficulty routes”. Cyclists can travel north or south utilising Yarrara Road and east using Stevens Street.

APPENDIX 4 EREMERAN PARKING POLICY

Eremeran



Eremeran Parking Policy

Eremeran Study Centre

1-3 Stevens Road & 26 Yarrara Road, Pennant Hills

Lot 12 DP 1151463 and Lot 13 DP 25833

—

Prepared by Association of Educational Projects Limited (AEPL)

POLICY CLASSIFICATIONS

Date of Origin:	November 2023		
Policy Review:	This policy is to be reviewed every 2 years.		
Next Review:	November 2025		
Policy Approval:	This policy is to be reviewed by and approved by AEPL Directors.		

DOCUMENT CONTROL TABLE

Document Reference:	AEPL Eremeran Pennant Hills Plan of Management (PoM)		
Contact	Marybel Escamilla		
Version and Date	Prepared by	Checked by	Approved by
Version No. 1 10 November 2023	Marybel Escamilla	Marybeth Bartholemew	Marybel Escamilla
	Signature	Signature	Signature



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Part A Rationale

As an organisation that provide and offer programs that cater to a younger cohort and students that may elect to drive their vehicle to participate in the programs offered, AEPL have formulated a Borad Parking Policy which sets out the expectations and conditions for allowing specifically students to drive their own vehicles to The Eremeran Study Centre.

Whilst it is the expectation and promotion is that majority of students utilise public transport to and from the Study Centre, AEPL are aware that some students may elect to drive to the site. This policy assists in providing additional governance and oversight on how carparking is managed onsite.

Part B Guiding Principles

1. Any student (generally) who holds a current and active NSW Drivers Licence and who intends to drive to the Study Centre must comply with this policy.
2. As there is significant public transport infrastructure within close proximity of the Study Centre, AEPL strongly promote and encourage the use of public transport through their Green Travel Plan and Travel Access Guide.
3. AEPL advocate and encourage the use of public transport to and from the site. This policy however has been developed to provide an additional level of governance and control on how the parking facilities available onsite are utilised by its members.
4. Where students are required to utilise their vehicle to attend programs the Eremeran study Centre offers amply parking facilities to cater for students. To ensure a fair and equitable allocation of spaces are made available, this policy promotes and operates a booking system.

Part C Policy

1. AEPL reserves the right to enforce this policy and to withdraw parking privileges from any student who fails to meet its requirements or comply with the elements of this policy.
2. The following conditions are designed to keep our student drivers and user of The Eremeran Centre as safe as possible and ensure they meet legal obligations as a motorist and AEPL's expectations regarding behaviour when they drive to Eremeran.
 - 2.1. Students are required to adhere to all road rules and drive in a safe and responsible manner.
 - 2.2. The Eremeran Centre takes no responsibility for damage to cars either on site or off site.
 - 2.3. Due to the available parking spaces onsite only students who have been allocated a space through the policy booking system are allowed to park onsite.
 - 2.4. Based on the nature Students attending most utilise public transport and are encouraged to do so by AEPL. A Green Travel Plan and Access Travel Guide are made available for all users of Eremeran to demonstrate the alternative modes of transport.

- 2.5. All users of the carparking available to ensure they are to drive with extreme caution and respect pedestrians. Any violation of these principles will result in removal of parking permits and disciplinary action by The Eremeran Study Centre.
- 2.6. Any accidents sustained on the Study Centre's premises must be reported immediately to the Study Centre Director.

3. Booking System

- 3.1. As there are a limit on the parking facilities available onsite the most fair and equitable method of allocating spaces to govern and limited the number of students who do choose to utilise their vehicle is through a booking system.
- 3.2. Students looking to have a space allocated must complete the Driver Information Form and sent through to the Study Centre Director at admin@eremeran.org.au. The Study Centre Director reserves the right to approve or reject parking registration and allocation onsite.
- 3.3. The booking system will be made available to allow for the reservations of parking spaces ensuring appropriate allocations are made.
- 3.4. Names will be assigned based on the booking allocation and drivers (generally students) will be able to choose their parking space. Parking spaces are issued at the based on a 'first-come, first-serve' basis in line with the booking made.
- 3.5. Individuals whose names are registered through the booking system will be issued with a permit for the corresponding time, including their names and car registration plate to be always displayed when parked onsite.
- 3.6. The parking permit must be always displayed on the dashboard while on the Eremeran Study Centre property.
- 3.7. Students are not to loiter in the carpark or outside in the driveway.

4. Supporting Documents, Procedures and Guidelines

- 4.1. Appendix A – Driver Information Form
- 4.2. Appendix B – Parking Rules – Produced by Hornsby Shire Council
- 4.3. Appendix C – Green Travel Plan

Appendix A – Driver Information Form

This form is to be used by any student who utilises or plans to utilise their vehicle as a means of transport to and from the Eremeran Study Centre for the purposes of attending registered activities. From time-to-time AEPL staff may need to contact student drivers for a variety of reasons.

[email of logged-in account]

*indicates required question

Email*

[tick box] Record *email* as the email to be included with my response

Information to be provided

Please complete the information to the best of your knowledge

First Name of Student *

Last Name of Student *

Vehicle 1 Registration *

Vehicle 1 colour, make and model (E.g. White Toyota Yaris) *

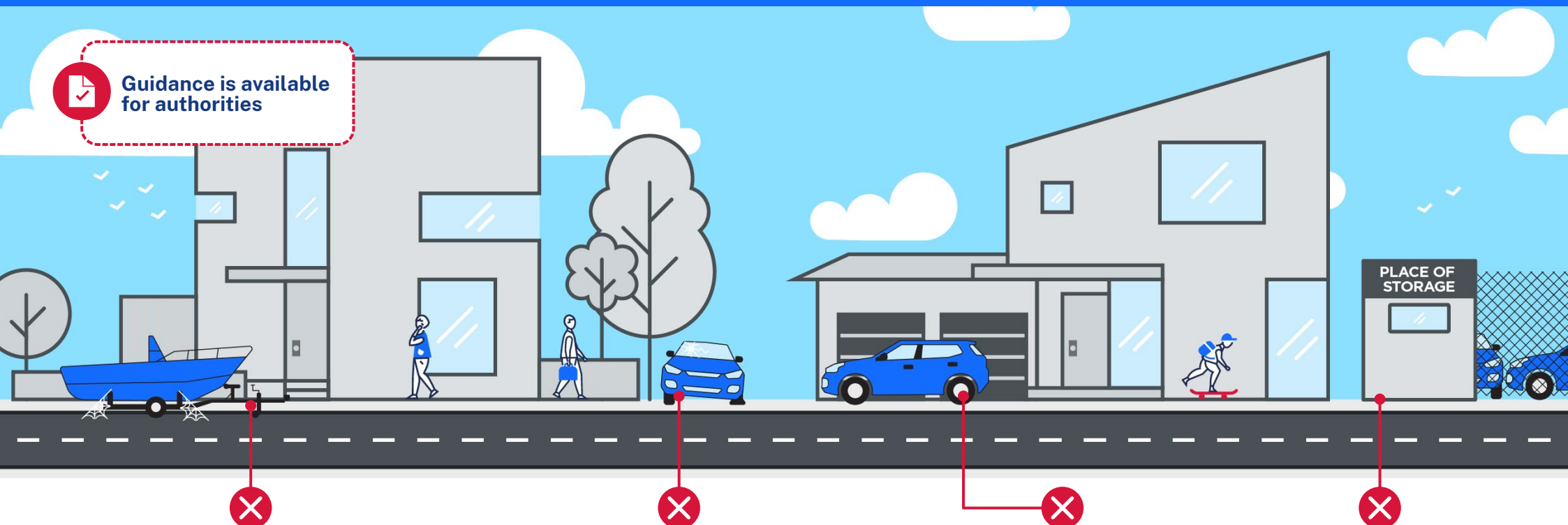
Vehicle 2 Registration

Vehicle 1 colour, make and model

Appendix B – Parking Rules – Produced by Hornsby Shire Council

New rules for vehicles

This includes (class A) motor vehicles e.g. caravans, boat trailers, and cars.



Registered vehicle parked safely

Unattended in same place for 28 days or unattended and interfering with amenity

After 28 days, notice given to remove vehicle

Owner has 15 days to act after which authority can take possession of vehicle

Owner may be fined \$660

Maximum court-imposed penalty, \$2,750



Unregistered vehicle parked safely

Unattended in same place for 15 days or unattended and interfering with amenity

After 15 days, notice given to remove vehicle

Last known owner has 3 days to act after which authority can take possession of vehicle

Owner may be fined \$660

Maximum court-imposed penalty, \$2,750



Obstruction / Safety Risk

Unattended and obstructing access or posing safety risk

Authority can take possession immediately

No notice period for owner to comply

Owner may be fined \$660

Maximum court-imposed penalty, \$2,750



After vehicle is taken possession of

Authority may quickly dispose of vehicle valued under \$1,500

Owner has 28 days to reclaim vehicle if valued over \$1,500

If not reclaimed, owner may be fined, and authority may sell or dispose of vehicle



Public Spaces
(Unattended Property) Act 2021