



Policy for Traffic Management near Schools, Preschools and Childcare Centres

Our Policy

This Policy relates to traffic and parking management near schools, preschools and childcare centres within the Woollahra Municipality.

Most schools within Woollahra experience congestion and parking issues in the morning and afternoon peaks. By managing traffic and parking movements around schools, preschools and childcare centres, and reducing the number of cars travelling to these facilities, these problems can be significantly reduced. The management of traffic and parking around schools, preschools and childcare centres is a responsibility shared by Council, schools, preschools and childcare centres, parents and carers, Roads and Maritime Services, education agencies, NSW Police and public transport providers.

Objective

The objectives of the Policy include:

- To improve safety for pedestrians, particularly children, in the vicinity of schools, preschools and childcare centres.
- To encourage a safe, efficient and coordinated traffic network which prioritises pedestrians and which provides for all users, including private cars, disabled access, emergency vehicles and service vehicles.
- To minimise conflict between vehicles and pedestrians, particularly at school, preschool and childcare centre entrances.
- To encourage staff and students to use public transport.
- To minimise the impact of staff and students arriving and departing on the community.
- To provide appropriate pick-up and drop-off opportunities for schools.
- To ensure sufficient on-site car parking is provided, particularly where a school, preschool or childcare centre is the subject of a development application.

Link to our Community Strategic Plan (Woollahra 2025) and Delivery Program & Operational Plan

This Policy relates to Themes, Goals and Strategies outlined in Council's Community Strategic Plan Woollahra 2025 and Priorities outlined in Council's Delivery Program and Operational Plan, specifically:

Theme: Quality Places and Spaces

Goal 6: Getting Around

Strategy 6.1: Facilitate an improved network of accessible and safe transport

options.

Priority 6.1.1: Provide for sustainable, safe convenient and efficient local movement of pedestrians and vehicles.

Strategy 6.2: Improve the management of public parking on-street and off-street.

Priority 6.2.1: Manage public parking infrastructure and parking across the municipality.

Want to know more?

For further information on this policy contact our Traffic and Transport section on 02 9391 7997.

Version 1.2

This Policy was adopted by Council on the 23 September 2013.

Implementation & Procedures

This Policy will generally apply to all schools, preschools and childcare centres within the Woollahra Municipality. Each school, preschool and childcare centre has specific site conditions which may mean that some of the strategies and procedures outlined below may not be appropriate in all circumstances. Each school, preschool and childcare centre should be assessed on its own merits.

This Policy demonstrates Council's commitment to road safety near schools, preschools and childcare centres through traffic and parking management. Traffic and parking management around schools, preschools and childcare centres is a shared responsibility. In the absence of specific development application conditions, Council cannot practically enforce the roles and responsibilities, as outlined below, on the other groups. Council will continue to work with relevant stakeholders on traffic and parking management near schools, preschools and childcare centres.

Responsibilities of Council

Woollahra Council has the following responsibilities with regard to traffic and parking management measures near schools, preschools and childcare centres:

Infrastructure & Speed Management

- To analyse statistical traffic information such as crash data, vehicle volume counts and speed counts to help determine if there are any specific infrastructure or speed management measures required.
- To undertake road safety audits near schools, in consultation with the school staff and parent groups. The road safety audit should be based on a risk minimisation strategy (rather than responding solely to historical accident statistics).
- To install appropriate local area traffic management and traffic calming, subject to prioritisation through the annual traffic strategy review process. This may include the following devices:
 - Marked pedestrian crossings
 - Raised pedestrian crossings (wombat crossings)
 - Roundabouts
 - Chicanes
 - Speed humps
 - Full or partial road closure to reduce vehicle volumes on the road
 - Pram ramps and kerb extensions
 - Pedestrian refuge islands
 - Pedestrian fencing, to force people to cross at safer locations
- To install appropriate linemarking and signage relating to safety and traffic management on public roads, in accordance with the delegation from Roads and Maritime Services (Section 50 Transport Administration Act 1988). To refer relevant traffic and parking matters to the Woollahra Traffic Committee.
- To refer relevant matters, which are outside the delegations to Council, to Roads and Maritime Services for further investigation.

- To install appropriate on-street pick-up/ drop-off parking restrictions for schools. The pick-up/ drop-off zone should be on the school side of the road, as far as possible. Where a school has multiple entrances, the pick-up/ drop-off zone should be on the least busy road.
- To install Bus Zone signage and bus stop furniture, where appropriate. The Bus Zone should be located as close to the school, preschool or childcare centre as practical. If feasible, the Bus Zone (inbound and outbound) should be located on the school, preschool or childcare centre side of the road. If this cannot be achieved, where possible, a pedestrian crossing should be provided to the other side of the road to provide access to the Bus Zone.
- To identify locations near a school, where appropriate, which provide larger quantities of parking. This allows parents to park and walk the final part of the journey to school (eg. within a Council park, shopping centre, community centre).
- To provide safe and accessible footpaths for pedestrians.
- To provide safe bicycle facilities, in accordance with the Woollahra Bicycle Strategy 2009.
- To provide adequate street lighting, particularly at pedestrian facilities.
- To undertake road pavement reconstruction where the road surface is unsafe or in poor condition, in accordance with the priorities outlined in the capital works program.
- To trim street trees, where appropriate, which impact on sight distance to pedestrians.

Education and Awareness Raising

- To provide information on Council's website regarding the operation of the Woollahra Traffic Committee and school road safety tips for use near schools.

Enforcement

- To allocate Council Rangers and Parking Patrol Officers to enforce parking restrictions near schools, preschools and childcare centres, particularly where offences create safety concerns (eg. parking across a pedestrian crossing, double parking, parking across a driveway).

Planning

- To develop, review and impose appropriate planning controls, including an Education Establishments Development Control Plan and a Child Care Centre Development Control Plan.

Responsibilities of Schools, Preschools and Childcare Centres

Schools, preschools and childcare centres have the following responsibilities with regard to traffic and parking management measures near their premises:

Infrastructure & Speed Management

- To provide appropriate pedestrian access, generally to all frontages that adjoin the public road. All pedestrian accesses should be segregated from vehicular access with clearly defined paths.
- To provide driveway accesses which conform with Figure 3.3 of AS 2890.1, to ensure adequate pedestrian sight lines.
- If there is on-site parking, all vehicle movements should be separated from pedestrian movements by safety fencing, defined pathways, gates or other means.
- To provide on-site bicycle parking for staff and students.
- To consider the provision of school owned or chartered buses to transport students to and from school.

Observation and Supervision

- To allocate staff to supervise and manage the pick-up/ drop-off zone. This may be undertaken in conjunction with parent supervisors. Staff are to encourage parents to move efficiently through the pick-up/ drop-off zone and not to park and loiter for extended periods. Staff are to encourage parents who are visiting for a longer period or socialising with other parents to park outside the pick-up/ drop-off zone and walk the remaining distance.

Education and Awareness Raising

- To continue to provide road safety education as part of the school curriculum.
- To develop a Sustainable Transport Plan for staff and parents that addresses the following:
 - States formally, in writing that the school, preschool or childcare centre supports the use of public and active transport and encourages families to leave their car at home.
 - States formally, in writing that students are discouraged from driving to school.
 - Identification of nearby public transport options.
 - Identification of safe walking routes.
 - Identification of nearby bicycles facilities.
 - Provides support to walking buses.
 - Provides support to cycling groups.
- To carry out regular travel surveys in order to monitor travel patterns to the school, preschool or childcare centre and to develop appropriate strategies in response to overcome barriers and encourage the use of public and active transport.
- To participate in “Ride to School” and “Walk to School” events as a means to encourage active transport options. Schools should consider providing participants with a reward, such as a breakfast event.
- Consideration should be given to setting up temporary in-ground bike skills courses for students to utilise during lunchtimes.
- To develop a Traffic Management Plan for staff and parents that addresses the following:

- Identifies potential impacts to the surrounding road network, specifically in relation to pedestrian safety and vehicle traffic, and recommends a course of action to address these impacts.
 - Identifies the safe traffic routes to the school, preschool or childcare centre.
 - Identifies the pick-up/ drop-off zone for the school and advises parents of the parking restrictions and rules relating to the management of the pick-up/ drop-off zone.
 - Directs parents who are arriving from multiple directions to park on the correct side of the road, adjacent to the school, preschool or childcare centre, such that children do not have to cross the road.
 - Reminds parents of the rules relating to parking restrictions, particularly where offences create safety concerns (eg. parking across a pedestrian crossing, double parking, parking across a driveway).
- To develop a car pooling database that parents can sign up to and arrange to share lifts with other families.
 - To promote the Sustainable Transport Plan and Traffic Management Plan through the school, preschool or childcare centre newsletter and website. To promote the Sustainable Transport Plan and Traffic Management Plan in welcome packs which are provided to families new to the school, preschool or childcare centre.
 - To consider the creation of a road safety committee made up of parents, students and staff, who can be responsible for promoting road safety amongst parents and who can liaise with the other groups (Council, RMS, etc.) who also share responsibility for road safety near schools, preschools and childcare centres.

Planning

- To consider “sharing” parking spaces with another nearby property. For example, a nearby business or church may have parking spaces which are under-utilised during the school peak pick-up/ drop-off time.

Responsibilities of Schools

Schools have the following responsibilities with regard to traffic and parking management measures near their premises:

Infrastructure & Speed Management

- To assist Council staff by providing feedback on road safety audit questionnaires.
- To provide observational advice and work with Council staff when they are undertaking a road safety audit near schools.
- To make recommendations to Council on the school’s desired pick-up/ drop-off zone parking restrictions (eg. No Parking, 5 Minute Parking or 15 Minute Parking restrictions). Note: the length of the pick-up/ drop-off zone will not generally be increased. This reflects the objective for Council to balance the needs of the school versus the local residents.

Planning

- To consider the introduction of staggered start and finish times for students in different school years.
- To try to minimise the number of days that students have to bring equipment, instruments and/or books to school with them in order to minimise barriers to active travel.

Responsibilities of Schools, Preschools and Childcare Centres, where subject to a Development Application

Schools, preschools and childcare centres, where subject to a development application, have the following responsibilities with regard to traffic and parking management measures near their premises:

Infrastructure & Speed Management

- To fund any traffic calming required as a result of the proposed development, including any additional pedestrian facilities or crossings required.
- To provide on-site parking, including the provision of parking for people with disabilities, in accordance with the appropriate Council Development Control Plan.
- To provide an internal driveway for vehicles that are picking-up and dropping-off students, in accordance with the appropriate Council Development Control Plan.
- To provide an on-site bus pick-up/ drop-off facilities in accordance with the appropriate Council Development Control Plan.
- To provide on-site parking for service and emergency vehicles, in accordance with the appropriate Council Development Control Plan.
- To provide equitable access in accordance with the appropriate Council Development Control Plan.
- To provide undercover bicycle parking and lockers in accordance with the appropriate Council Development Control Plan.

Education and Awareness Raising

- To develop a detailed Traffic Management Plan, prepared by a suitably qualified traffic consultant, for staff and parents that addresses the following:
 - Identifies potential impacts to the surrounding road network, specifically in relation to pedestrian safety and vehicle traffic, and recommends a course of action to address these impacts.
 - Identifies the safe traffic routes to the school, preschool or childcare centre.
 - Identifies the pick-up/ drop-off zone for the school and advises parents of the parking restrictions and rules relating to the management of the pick-up/ drop-off zone.
 - Directs parents who are arriving from multiple directions to park on the correct side of the road, adjacent to the school, preschool or childcare centre, such that children do not have to cross the road.

- Remind parents of the rules relating to parking restrictions, particularly where offences create safety concerns (eg. parking across a pedestrian crossing, double parking, parking across a driveway).
- Measures to enhance pedestrian safety when entering or crossing roads.
- Pedestrian desire lines.
- Public buses, school buses and lay-by areas.
- Strategies to minimise the impact of students arriving and departing (such as staggering school start and finish times and minimising the use of amplified devices).
- The numbers and type of vehicles used to transport students to and from school.
- An analysis of the surrounding road network.
- Provision of drop off/pick up areas.
- Provision of appropriate parking.

Responsibilities of Parents and Carers with Children attending Schools, Preschools and Childcare Centres

Parents and carers have the following responsibilities with regard to traffic and parking management measures near schools, preschools and childcare centres:

Observation and Supervision

- To assist staff to supervise and manage the pick-up/ drop-off zone. Parent supervisors are to encourage parents to move efficiently through the pick-up/ drop-off zone and not to park and loiter for extended periods. Parent supervisors are to encourage parents who are visiting for a longer period or socialising with other parents to park outside the pick-up/ drop-off zone and walk the remaining distance.

Education and Awareness Raising

- To educate and encourage children to utilise the following road safety tips:
 - Utilise designated pedestrian facilities (crossings, refuges, signals) where available. Pedestrians should take care when crossing the road. Cars don't always stop even when they should.
 - Do not cross the road, from between parked vehicles. Children are often too short to be observed by motorists.
 - Where there is a school crossing supervisor, pedestrians must wait on the footpath, at least one step back from the edge of the road, until the school crossing supervisor indicates that it is safe to cross.
- To utilise the following road safety tips:
 - Children aged four years to under seven years must be secured in a forward facing restraint or booster seat.
 - Children should always get in and out of the car through the rear kerb side or 'safety door'. Where possible, children should remain in the car until an adult opens the "safety door". This helps ensure that children get out of the car safely.
 - Children should be dropped off and picked up from the school's designated pick-up/ drop-off zone, in compliance with the school's road safety procedures and with care and courtesy.
 - Children should be met on the school side of the road, preferably at the school gate, particularly in wet weather. Do not wait (in a vehicle or standing) on the opposite side of the road, as this may encourage children to run across the road.

- Parents should not call to their children to from across the road. Children should be taught to wait until parents come to them.
 - Children up to at least eight years old should hold an adult's hand in the car park, on the footpath and when crossing the road. Children between eight and at least ten years old should be closely supervised by an adult in the traffic environment and should hold an adult's hand when crossing the road.
 - Parents should talk their child through the 'STOP! LOOK! LISTEN! THINK!' routine every time they cross the road together.
 - Comply with the Australian Road Rules.
 - Comply with reasonable directions made by school crossing supervisors, school-designated parking supervisors, Council Rangers and the NSW Police.
 - Comply with 40 km/h School zones which operate 8am to 9.30am and 2.30pm to 4pm on gazetted school days. The 40 km/h speed limit must be observed even if school children are not visible.
 - Comply with 40 km/h speed limit for traffic passing a school bus that is pick up or setting down school children.
 - Slow down on the approach to pedestrian crossings.
 - Do not perform u-turn manoeuvres in the vicinity of the school, including u-turns in driveways.
 - Comply with parking restrictions particularly where offences create safety concerns (eg. parking across a pedestrian crossing, double parking, parking across a driveway).
- To utilise the following cycling safety tips:
 - Identify safe bicycle routes, preferably on low-trafficked roads.
 - Ensure your child has a helmet that complies with AS 2063.
 - Children under twelve and those adults accompanying them may ride on the footpath, unless there are signs specifically prohibiting cycling.

Responsibilities of Roads & Maritime Services

Roads and Maritime Services have the following responsibilities with regard to traffic and parking management measures near schools, preschools and childcare centres:

Infrastructure & Speed Management

- To install School Zones adjacent to schools, including the signage, linemarking and flashing lights where appropriate.
- To install speed cameras, where appropriate.
- To install pedestrian signals and pedestrian phases at traffic signals.
- To review and modify the traffic signal phasing near schools to ensure it is appropriate to meet the needs of the school, particularly during the morning and afternoon peaks.
- To install appropriate traffic calming on State Roads.
- To install appropriate linemarking and signage relating to safety and traffic management on public roads, where it has not been delegated to Council (Section 50 Transport Administration Act 1988).

- To investigate matters, which are outside the delegations to Council, at the request of Council and/ or the school, preschool or childcare centre.

Observation and Supervision

- To provide a school crossing supervisor, where needed.

Education and Awareness Raising

- To continue to provide road safety education materials to be taught as part of the school curriculum.
- To develop general road safety education policies and develop appropriate education materials, which can be utilised at all schools, preschools and childcare centres across the state.

Research

- To continue to fund a Centre for Road Safety, which includes the investigation of safety around schools.

Responsibilities of Education Agencies

The Education Agencies in NSW include the NSW Department of Education and Communities, the Catholic Education Commission NSW, the Association of Independent Schools of NSW and the Office of the Board of Studies NSW.

Education Agencies have the following responsibilities with regard to traffic and parking management measures near schools, preschools and childcare centres:

Education and Awareness Raising

- To continue to require road safety education to be part of the school curriculum.

Planning

- To plan new schools, preschools and childcare centres in appropriate locations, taking into consideration the surrounding land use and any traffic or parking management issues in the area.
- To try to avoid placing schools, preschools and childcare in locations which only have access from an arterial road.
- To consider “sharing” parking spaces with another nearby property. For example, a nearby business or church may have parking spaces which are under-utilised during the school peak pick-up/ drop-off time.

Responsibilities of the NSW Police

The NSW Police have the following responsibilities with regard to traffic and parking management measures near schools, preschools and childcare centres:

Enforcement

- To enforce parking restrictions near schools, preschools and childcare centres, particularly where offences create safety concerns (eg. parking across a pedestrian crossing, double parking, parking across a driveway).
- To enforce traffic restrictions near schools, preschools and childcare centres, particularly where offences create safety concerns (eg. speeding).

Responsibilities of Public Transport Providers

Public Transport providers have the following responsibilities with regard to traffic and parking management measures near schools, preschools and childcare centres:

Infrastructure & Speed Management

- To provide appropriate public transport options to meet the needs of the travelling public, including school children and their parents.

Budget & Identification of expenditure

Council's budgetary commitment to the above Council responsibilities includes:

- The provision of staff resources to undertake traffic and parking investigations and road safety audits.
- Funding for traffic calming, subject to prioritisation through the annual traffic strategy review process.
- Funding for signage and linemarking, from the RMS block grant.
- Funding for bus stop furniture, through the annual bus stop prioritisation process.
- Funding for infrastructure renewal, subject to priorities outlined in the capital works program.
- The provision of staff resources and equipment to trim street trees.