

Appendix 20

To 'ACC Cross Country' PARKING OFFICIALS

There will be three school allocated parking official roles and traffic management staff from Advanced Traffic Management (ATM). Support is also provided by Town of Cambridge Rangers.

Responsibilities: ACC has developed the parking and traffic plan in conjunction with the Town of Cambridge and all officials are tasked with carrying out the plan.

- **Advanced Traffic Management Staff:**
 - Set up all road closure barriers.
 - Cone off no parking areas.
 - Place traffic warning signs in and around the approach to the venue.
 - Supervise traffic flow and no parking areas.
 - Control flow of buses into and out of the pick-up/drop-off areas so that flow is in the correct direction and parking on the correct side of the road.
- **School Allocated Officials**
 - Assist ATM staff to ensure that vehicles park in the correct areas.
 - Actively supervise bus drop off and pick up areas so that students do not cross roads to exit/enter buses.

Parking officials need to arrive by 8.00am. Sign in, collect (two way radio, officials vest and file), the report to their designated area to commence parking supervision.

The main task of the parking officials is to assist the Town of Cambridge rangers and Advanced Traffic Management staff to ensure that all patrons park in the correct locations and that bus drop off and pick up follow the correct direction/side of the street. See section 26 for full parking and traffic details.

At the end of the carnival, after the last race has concluded, there will be an additional 10 parking marshals to assist with bus pickups. Station officials at numbers 21/22/23/24 and Student Supervisor 2 will assist on Alderbury St to ensure that no buses park/stand or pick up on this side. Station officials at numbers 25/2/3/1 and Student Supervisor 1 will assist on Perry Lakes Drive to ensure that buses park/stand or pick up on this side. Parking Officials 1 & 2 are to manage the station/student officials and spread them out at these locations during bus pick up. Parking Official 3 should remain at the grassed car park to supervise exit of vehicles.

Parking official 1 is responsible for **Alderbury Street** and the temporary grass car park (off Alderbury St). After the last event parking official 1 is to instruct the extra parking marshals to stand on the east side of Alderbury St to ensure that buses do not stand or pick up students on this side of the road. Pickups are only allowed on the west side with buses facing the north. Parking official 1 should be situated on the west side adjacent to the finish line to supervise the flow of buses.

- During the carnival: on arrival 8.00am and until 9.00am, parking official 1 should locate on Alderbury St (adjacent the finish line) and assist the ATM Traffic Controllers to ensure that buses only drop off on the west side of the street (park side).
- After 9.00am assist with supervising the grass car park off Alderbury St and ensure no buses park here.
- After 1.00pm supervise the buses as they start to line up on Alderbury St (west side) ready for pickups.
- Pick up: Ensure the smooth flow of buses during the pickup period. Buses should line up on the west/park side of Alderbury St ready for pick up, but not on the bend. Ensure that no buses attempt to pick up on the east/house side of Alderbury St. If there is no room for buses they are to wait either on Brookdale St or in the new housing development behind the old Perry Lakes Stadium off Alderbury St, until they can move safely down Alderbury St. If a bus is holding up the front of the line because their school is not ready to leave the venue, then that bus should be moved on so that they do not hold up the line of buses behind them.

Parking official 2 is responsible for **Perry Lakes Drive**, the car parking behind the YMCA hockey clubrooms and Bold Park car parks off Perry Lakes Drive. After the last event, parking official 2 is to instruct the extra parking marshals to stand on the west side of Perry Lakes Drive to ensure that buses pick up students from the other side of the road. Pickups are only allowed on the east side with buses facing the south. No pick-ups should occur on the west side of Perry Lakes Drive. Pick up and drop down is also NOT ALLOWED on Oceanic Drive. Parking official 2 should be situated on the east side adjacent to the skate park to supervise the flow of buses.

- During the carnival: on arrival (8.00am) and until 9.30am, parking official 2 should locate on Perry Lakes Drive (adjacent the skate park) and assist the ATM Traffic Controllers to ensure that buses only drop off on the east side of the road (park side).
- After 9.30am float between the car parking behind the YMCA hockey clubrooms, the Bold Park car parks off Perry Lakes Drive and the temporary grass car park off Alderbury St. Patrons are requested not to park in the Bold Park dirt car parks off Perry Lakes Drive (west side).
- After 1.00pm supervise the buses as they start to line up on Perry Lakes drive (east side) ready for pickups.
- Pick up: Ensure the smooth flow of buses during the pickup period. Buses should line up on the east/park side of Perry Lakes Drive moving south ready for pick up, but not on the west side. Ensure that no buses attempt to pick up on Oceanic Drive. If there is no room for buses they are to wait either on Brookdale St or in the new housing development off Alderbury St, until they can move safely down Perry Lakes Drive. If a bus is holding up the front of the line because

their school is not ready to leave the venue, then that bus should be moved on so that they do not hold up the line of buses behind them.

Parking official 3 – from 8.00am to 2.30pm parking official 3 is responsible for **the temporary grass carpark off Alderbury St** and will remain in this area. **Parking Official No 1** will also assist at the temporary car park after 9.00am. In the morning the official should ensure that cars park in an orderly fashion on the grass and that no vehicles are blocked in. Buses are not to park on the grassed car park. In the afternoon the official is to supervise vehicles leaving the grassed car park and ensure they are clear of bus traffic before entering Alderbury St.

Large Buses: are requested to drop off and pick up along Alderbury St or Perry Lakes Drive. Verges on Alderbury St & Perry Lakes Drive will be spiked signed “no parking”, but buses can still drop off and pick up at these sites. Large buses remaining for the duration of the event cannot remain in the Perry Lakes locality but have to park at the following location:

- Car parking areas at City Beach (between Challenger Parade and Fred Burton Way)
- **No** all day parking on Alderbury St, Perry Lakes Drive, Brookdale St, or behind YMCA hockey clubrooms.

Smaller Buses: smaller buses (capable of fitting in a standard car bay) should park in the following areas: car park behind the YMCA Hockey Club Rooms (before 9.15am), parking areas off east side of Perry Lakes drive, street parking west of Alderbury St or street parking in the new housing development south east of Perry Lakes. Small buses **MUST NOT** park on the temporary grass parking off Alderbury St or on Perry Lakes Drive in the vicinity of the skate park.