



ptc.

31 March 2026

**William Clarke  
College;  
Mostyn Copper;  
Operational  
Transport and  
Access Management  
Plan;**

For: Mostyn Copper

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For the attention of:

**Erica Choo**  
**Project Manager**  
**MostynCopper**

Contact:

**Jake Jansen**  
**+61 2 8920 0800**  
**+61 415 626 505**  
**jake.jansen@ptccconsultants.co**

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**ptc.**  
 Suite 502, 1 James Place, North Sydney NSW 2060  
 info@ptccconsultants.co | (+61) 2 8920 0800 | ptccconsultants.co  
 ABN 85 114 561 223

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# 1. Introduction

## 1.1. Overview

ptc. has been engaged by MostynCopper on behalf of William Clarke College (the School) to prepare an Operational Traffic and Access Management Plan (OTAMP) to satisfy Consent Conditions related to a State Significant Development Application (SSDA) for the School.

The report presents operational management measures and plans for various transport activities associated with the School, such as pedestrian & cyclist access, bicycle and car parking, pick-up and drop-off, etc. for students, parents and staff.

## 1.2. Conditions of Consent

The following Consent Conditions are relevant and addressed by this document.

Table 1: Consent Conditions

| Consent Condition                                       |  | Response   |
|---|--|--|
| <b>Operational Transport and Access Management Plan</b> |  |  |
| <b>E12</b>  | Prior to the issue of the occupation certificate for the carpark forming part of the Stage 1, an OTAMP is to be prepared by a suitably qualified person, in consultation with Council and TfNSW, and submitted to the satisfaction of the Planning Secretary. The OTAMP must be consistent with Operational Traffic and Access Management Plan prepared by ptc dated 6 June 2023 and address the following (including but not limited to): | The content of this report constitutes response to the relevant Consent Conditions related to Operational Transport and Access Management Plan.<br>This document has been prepared by ptc. with reference to the OTAMP previously prepared by ptc.   |
|   | a) detailed pedestrian analysis including the identification of safe route options – to identify the need for management measures such as staggered school start and finish times to ensure students and staff are able to access and leave the Site in a safe and efficient manner during school start and finish;  | Details of the pedestrian access locations (as well as other travel modes) is provided in Section 2, more specifically Section 2.2.<br>Section 3.1 provides details relating to the staggering of bell times, pick up locations for various year groups, and more, which act to provide a safe environment for pedestrians and cyclists alongside the vehicular access requirements. |
|   | b) the location of all car parking spaces on the school campuses and their allocation (i.e. staff, visitor, accessible, emergency, etc.);  | Refer to Section 2.5 for details of the various car park areas, and Section 3.1.4 for operational management of the various car park areas.  |
|   | c) the location and operational management procedures of the pick-up and drop-off parking located within primary school car park, bus bay and Morris Grove, including staff management/traffic controller arrangements;  | Refer to Section 3 for details of the operational management, for both day-to-day activities, as well as special events.   |
|   | d) the location and operational management procedures for the pick-up and drop-off of students by buses and coaches for excursions and sporting activities during the hours of bus lane operations along bus bay on Morris Grove and Wrights Road, including staff management/traffic controller arrangements;   | Refer to Section 3.2 for event management procedures.  |
|   | e) delivery and service vehicle and bus access and management arrangements;  | Refer to Sections 3.1.3 and 3.1.5.   |
|   | f) management of approved access arrangements;   | Refer to Section 3.  |

|   |  |
|---|--|
| <p>g) potential traffic impacts on surrounding road networks and mitigation measures to minimise impacts, including measures to mitigate queuing impacts associated with vehicles accessing pick-up and drop-off parking in primary school car park off Wrights Road;</p> | <p>Refer to Section 3.1.<br/>In accordance with the GTP prepared separately, the travel mode targets set for the increased school population are intended to maintain vehicle numbers, if not decrease them.<br/>Furthermore, the school site operates pick-up and drop-off from various locations, with staggered bell times, to ease the intensity of vehicle movements at the site and within the surrounding road network.</p> |
| <p>h) car parking arrangements and management associated with the proposed use of school facilities by community members; and</p>   | <p>Refer to Section 3.3.</p>   |
| <p>i) a monitoring and review program.</p>  | <p>Refer to Section 5 for details of the monitoring and review processes.</p>  |

### 1.3. School Characteristics

The School has a frontage to Wrights Road on the south, Green Road on the west and Cormack Circuit on the east. Morris Grove traverses north-south between school buildings.

The School site is shown in Figure 1.

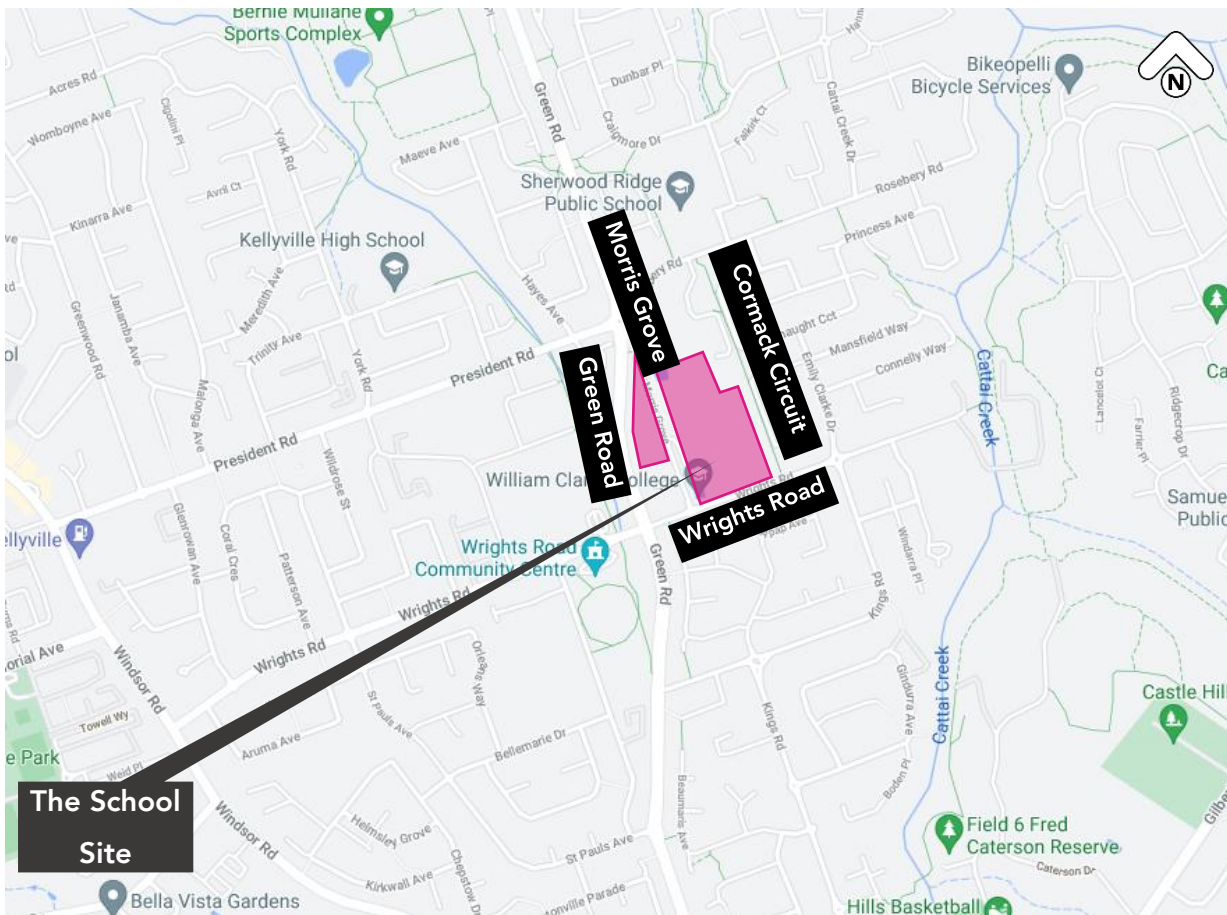


Figure 1: Site Location (Source: Google Maps)

The School will have the following enrolment characteristics, following the completion of the Stage 1 development:

- Student capacity: 2,050 (an increase of 143 students)
- Staff: 225.5 full time equivalents (FTE) (raised from 211.6)
- Hours of Operation including bell times, before and after school care and extra-curricular activities are outlined in the Operational Management Plan.

## 1.4. Authority Consultation

Table 2: Authority Consultation Record

| Date       | Details   | Sender              | Recipient                      |
|------------|---|---------------------|--------------------------------|
| 16/02/2026 | Document issued to relevant authorities as per Consent Condition E12 for consultation purposes. | ptc.                | TfNSW, and Hills Shire Council |
| 19/03/2026 | Comments received from TfNSW  | TfNSW               | ptc.                           |
| 23/03/2026 | Comments received from Council  | Hills Shire Council | ptc.                           |
| 26/03/2026 | Comments received from DPHI   | DPHI                | ptc.                           |

A comments and responses matrix has been prepared as a separate letter to outline more clearly how each comment received has been addressed. Following receipt of the comments as outlined in Table 2, this report has been updated where appropriate.

# 2. School Transport Access

## 2.1. School Access Map

A map of the School’s transport access arrangements is presented in Figure 2, which outlines access points, parking locations, end of trip facility locations and drop-off and pick-up locations for various modes of transport into the School.



Figure 2: School Access Map

## 2.2. Pedestrian & Cyclist Access

The School has a total of 12 gates which can be used by pedestrians and cyclists for accessing the campus from various directions. The access points are at the following locations:

- West - Morris Grove: a total of 9 gates are available for accessing the School's western and eastern side of Morris Grove.
- South - Wrights Road: 2 gates are available, one located near the roundabout of Wrights Road and Morris Grove and the other one located in the middle of the School's southern frontage on Wrights Road.
- East - Cormack Circuit: 1 gate is available for accessing the campus from the residential area on the eastern frontage.

Safe walking routes to the site are complimented with raised pedestrian crossing facilities on both Morris Grove and Wrights Road. Pedestrian facilities are outlined in the TAG. Note that there are some roads surrounding the site without footpaths. Further, the use of signalised crossings is to be prioritised for safety when walking to and from the school.

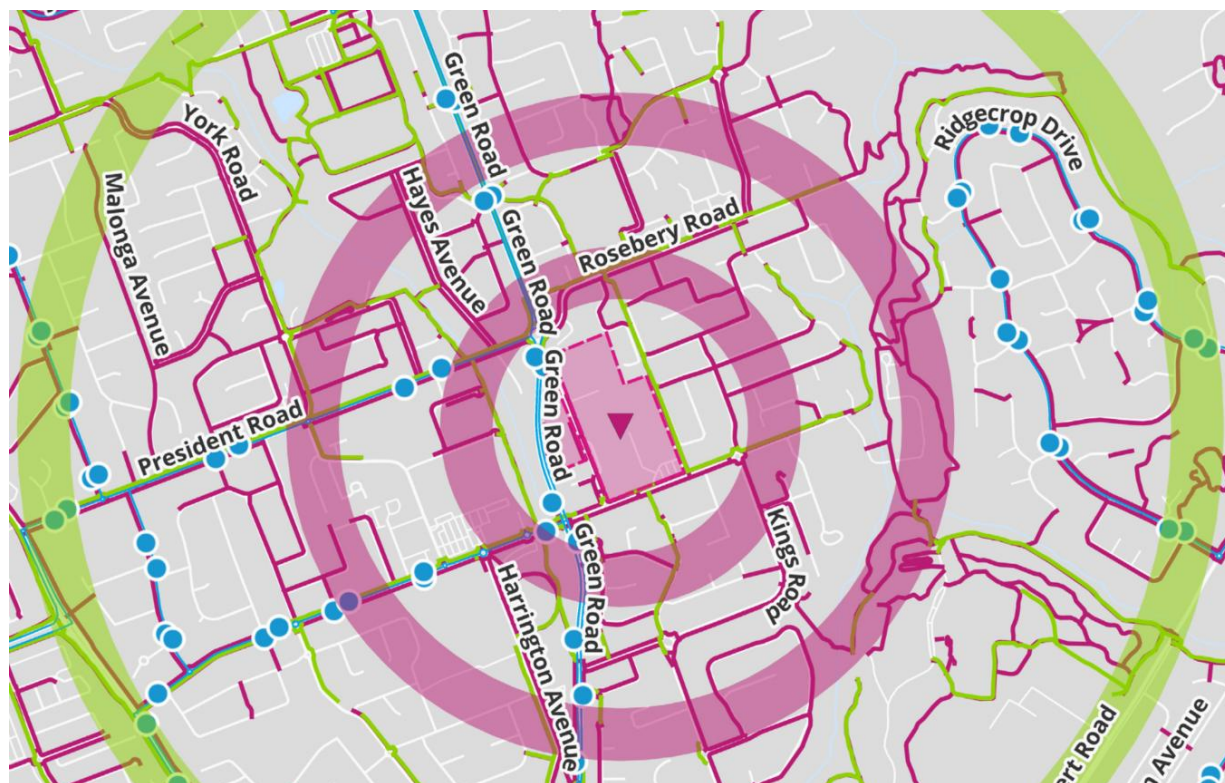


Figure 3: Walking and Cycling Assessment (Extract from TAG)

## 2.3. Bicycle Parking and End of Trip Facilities Access

For any students or staff accessing the School by cycling, the bicycle parking and end of trip facilities are at the following locations:

### Students

- Bicycle Parking: dedicated bicycle parking spaces are provided near the primary school car park with access via Gate 4 and at the sports centre with access via Gate 16.

## **Staff**

- Bicycle Parking: dedicated bicycle parking spaces are provided at Building 15 with access via Gate 6.
- End of Trip facilities: dedicated staff end of trip facilities are provided in the Branwhite Centre and Building 15.

## **Visitors**

It is noted that it is highly unlikely that there would be a high demand for visitors arriving at the School by bicycle during the course of a school day. The expected low demand of visitors can utilise any vacant student bicycle parking facilities. The School is capable of accommodating additional bike parking spaces when the demand increases.

## **2.4. School Bus Access**

School buses and hired coaches can access the site via Morris Grove and use the dedicated bus layby. Buses can also utilise the bus zone located at Wrights Road while it is not used by public buses.

## **2.5. Car Parking Access**

The School provides car parking spaces at various locations, which are as follows:

- Staff car park at Building 15 via Gate 5 off Wrights Road and Gate 8 off Morris Grove.
- Ingress to the sports centre staff car park via Gate 15 off Morris Grove and egress via Gate 18.
- Secondary school car park via a combined entry / exit gate off Morris Grove (Gate 18).
- Primary school car park via the new combined entry / exit gate off Wrights Road (Gate 2).

## **2.6. Drop-off and Pick-up**

The School has different pick-up and drop-off locations around the campus, which are as follows:

- Primary School Carpark: access via Gate 2 off Wrights Road.
- Morris Grove: access from the roundabout of Wrights Road and Morris Grove.

The drop-off and pick-up locations are allocated to specific year groups, the detailed operational measures are presented in Section 3.1.2.

## **2.7. Service Vehicle and Emergency Vehicles**

- Waste Collection Vehicles: Vehicles can access the waste compound via Gate 14 off Morris Grove.
- Delivery Vehicles: Vehicles can access the School utilising the on-street loading zone provided at Wrights Road near the Morris Grove roundabout intersection.
- Emergency Vehicles: Vehicles can access the site via the primary school car park off Wrights Road and the proposed vehicular access gate between Gate 9 and Gate 10 near the bus zone at Morris Grove. A fire booster is located on Wrights Road in the middle of the School southern boundary and two fire boosters are located on Morris Grove on either side of the western campus.

# 3. Operational Management Plan

## 3.1. Day to Day Operational Management

Day-to-day operational measures required are based on any transport activities that may occur in the vicinity of the School, which are summarised in Table 3 and detailed in the following sub-sections.

Table 3: Transport Operational Measures Assessment and Checklist

| Transport Activities                   | On-site | Adjacent to site | Management measures |
|--|---------|------------------|---------------------|
| Site entries, pedestrians and vehicles | Y       | N                | Y                   |
| General Drop-off and Pick-up           | Y       | Y                | Y                   |
| Buses                                  | N       | Y                | Y                   |
| Parking incl. carpool, carshare pod    | Y       | Y                | Y                   |
| Delivery and service vehicles          | Y       | Y                | Y                   |

For clarify, on-site activity occurs within the school boundaries, whilst adjacent activity occurs outside the boundary, such as on surrounding roads.

The detailed operational management measures and plans for the respective day-to-day transport activities are presented below.

### 3.1.1. Site Entries

The opening and closure of all school access gates are carried out and monitored by dedicated staff on a daily basis. The access gates are open generally between 7:00am – 6:30pm on weekdays and upon prior arrangement with the School on weekends.

Student groups will be directed to use specific access gates according to Section 3.1.2 so that numbers can be monitored and controlled to avoid congestion on footpaths. Parents and carers are communicated with to identify the specific access gate arrangements for drop-off and pick-up activities relevant to each individual.

### 3.1.2. Drop-off and Pick-up

It is beneficial to disperse the pick-up and drop-off location to reduce the number of vehicles arriving / leaving at the same time in a concentrated area. The School has different pick-up and drop-off locations as presented in Section 2. The operational arrangement and measures listed below are to be communicated to parents via regular communication channels, with updates provided in the event of any changes.

- **Preparatory students:** park and walk in the primary school car park.
- **Year K-2 students:** within the primary school car park with access via Wrights Road.
- **Year 3-6 students:** within the Morris Grove bus bay before the bus arrival time during the afternoon peak.
- **Year 7-12 students:** on the eastern side of Morris Grove, north of the bus stop.

This strategy will be communicated to all parents and carers, which allows the efficient use of the drop-off and pick-up zones during busy times – at the beginning and end of the school day.

Drivers will be directed to pull into the kerb and remain in control of the vehicle while an identified supervising adult from the School community assists students to exit or enter the vehicle.

The following arrangements are made for pick-up and drop-off:

- Visitor spaces are provided for preparatory school students inside the primary school car park. Parents shall utilise these spaces for parking and accompany their children to / from the school.
- Pick-up and drop-off for year K-2 students is provided inside the primary school car park on the northern side. The management of this area is expected to require at least three staff members.
- The school bus timetables show that the first bus arriving for pick-up in the afternoon arrives at 3:30pm while the afternoon bell time of year 3-6 is 3:10 pm. As such, the pick-up of year 3-6 students will be managed from the bus bay before the bus arrival in the afternoon. The management of this area is expected to require at least three staff members.
- Pick-up and drop-off for year 7-12 students is provided on the eastern side of Morris Grove. The management of this area is expected to require at least three staff members.

The following management measures shall be put in place:

- Staff members will be present during drop-off and pick-up to assist students. These staff members will communicate with each other via radio or similar to ensure an efficient, effective and safe operation of the drop-off/pick-up. It is expected that staff will be appropriately trained to manage vehicles and pedestrians within the site in a safe manner. The staff are expected to be appointed to these roles by the school. Each on duty staff member should be stationed at a pre-determined location, for example; one at the entry / exit gate, another at the start of the drop-off/pick-up area, and so on.
- In the afternoon, students are to be held back behind the access gates/pick-up spot until they are called out. This is to ensure a calm and a more managed process, and separate waiting students from areas of moving vehicles.
- Parents / guardians shall have a name / number card in their vehicle and a staff member calls out the appropriate student. This would reduce the quantity of staff required as well as speed up the process and therefore reduce chances of queuing. This would also increase safety, having only relevant students entering the trafficked area whilst the rest remain at a safe location.
- Parents / guardians of students are not to exit their vehicles from the queue to pick up students in order to by-pass the formal process.
- Vehicles are not to undertake U-turns across the local roads. This is to increase safety and to reduce potential queuing.
- Left out movement will be enforced at the primary school car park.
- A parent drop-off/pick-up "no-queue" protocol is to be enforced by supervising staff to prevent disruption to the public road. Parents are to be informed of this restriction via regular communication channels. Staff which are on duty to manage the drop-off/pick-up shall enforce this arrangement, and any parent arriving to the rear of a queue which already reaches the site boundary shall be told to find parking on a nearby street, perform a loop of the block, or similar, before returning.

Staff and parents / guardians should be informed at the beginning of each year and receive a mid-year reminder about the correct pick-up and drop-off behaviour. Additional communication to staff and parents can be distributed as needed through appropriate communication channels.

### **3.1.3. Buses**

Students using public buses to travel to school will be dropped off at the bus stops along Wrights Road and Morris Grove. A staff member will be positioned at the bus stop on the school side to oversee the process.

In the afternoon, two staff members will be positioned at the Morris Grove bus stop and Wrights Road bus stop to support students getting onto the correct buses. Students should be grouped within school grounds according to the buses they need to take to enable a smoother process and shorten the time outside of the school gate.

Students are most at risk in the minutes after getting off the bus. Therefore, some ways that these risks can be reduced are:

- Adults to meet students directly at the bus stop; Never call children across from the opposite side of the road.
- Wait until the bus has gone, then cross the road at a designated crossing.
- Wait at the bus stop and stand at least one step back from the edge of the road.

### **3.1.4. Parking**

#### **Staff**

- Staff shall arrive and depart outside of the pick-up and drop-off peak times to reduce conflicts with parents / guardians. Ideally, staff should not travel between 8:00-9:30am and 2:30-4:00pm.
- The entry and exit to the sports centre car park off Morris Grove are operated by a boom gate, staff members shall be provided with a swipe card to enable access to this car park.
- Staff should be informed of these measures at the beginning of each year and shall be reminded throughout the year as required.

#### **Parents / Carers / General**

- Drivers must park safely and legally, even if it means walking further to the school access gate.
- Parking signs are planned with children's safety in mind and all vehicles must slow down to 40km/h in the school zone and stay aware of crossings.
- Drivers must always park and turn legally in streets around the school and never double park as it puts children at risk and creates traffic congestion.
- Manoeuvres such as U-turns and three-point turns are dangerous and should not be made.
- Parking in the bus zones should not occur and the rear footpath side door should be used to get in and out of the car.

### **3.1.5. Service Vehicles and Emergency Vehicles**

#### **Delivery Vehicles**

Small deliveries can occur throughout the day, upon prior arrangement with the School. Delivery vehicles can use the loading zone and parking spaces available along the surrounding local roads.



Should an evacuation be required, staff members are to supervise and manage students at emergency assembly points, and to meet emergency personnel at the access gate that emergency services have been advised for entry.

Should an evacuation not be required, a staff member should be appointed to meet emergency personnel at the access gate that emergency services have been advised for entry.

## **3.2. Event Operational Management**

### **School Event Access**

Should an event require specific adjustment to the day-to-day operation of the school access gates, prior arrangements are to be discussed and made with the School, and dedicated staff or personnel are to monitor and maintain the opening and closure of the access gates.

### **Event Transport**

Buses of varying sizes may be used to transport students to and from excursions. The following management measures shall be implemented:

- Buses will arrive at the School 15 minutes prior to student pick-up and depart 5min after the drop-off is completed. This is to eliminate potential conflicts between buses and students. The additional time needs to be considered upon booking of the bus.
- Buses will park in the Morris Grove bus bay to provide direct access to the school gate. The public/school bus timetable needs to be considered to ensure that the bus stop is unobstructed throughout the pick-up / drop-off of students. Between approximately 08:30 and 15:00, there are no regular student or public buses scheduled in the Morris Grove bus bay or on Wrights Road outside the School. This is a large window of time during which excursion pick-up and drop-off could take place. Further, excursion buses should not arrive at the site during pick-up and drop-off periods to limit interaction between cars and buses, and limit the possible extent of queuing.
- For larger excursions, if buses need to queue, they will do so along Morris Grove in a manner which does not obstruct general traffic.
- At least two staff members will accompany a group of students to ensure that buses have arrived on time and that students board the buses in a good manner.

The transport procedure shall be explained to staff at the beginning of each year and documented in a controlled, easily accessible policy.

## **3.3. Share our Space**

The school will afford community access to the school's core facilities - the communal hall, the library and the outdoor sports court.

Share Our Space will be operating at the school during school holiday breaks. Gates will be opened by 8am and closed from 5pm each day.

Upon prior discussions and arrangements with the school Principal, the school car parking facilities may be used for other purposes such as after school performances or community use in the evenings or on the weekends.

Pedestrian access location and area may vary depending on the event. However, Wrights Road gate will be mostly the main pedestrian access point after hours. It is recommended that temporary wayfinding signage or similar be provided to assist with access to the designated areas.

The school caretaker or another person appointed by the Principal will be responsible to unlock and lock gates for events to allow vehicular and pedestrian access. The chosen pedestrian access points will be opened 1 hour prior and locked 1 hour post the event.

Appropriate temporary / permanent signage shall be installed prior to any events to provide guidance for vehicles and pedestrians. All signage shall be erected in such a way as to not obstruct public throughfare, and be mounted or situated on private School premises. Prior communication through appropriate channels is advised to minimise possibility of confusion as the site access locations.

# 4. Communication

The implementation of an OTAMP will not be successful without the awareness and compliance from parents and site users. Therefore, the School's operational measures and plans for both the day-to-day and special event operations are to be communicated effectively.

## 4.1. Channels

The school will utilise a combination of communication channels to send different messages to parents, staff and students. The channel that is used will depend on the type of message and how often the message needs to be repeated. The following channels can be implemented:

- Starter kit – Parents will receive a starter kit at the beginning of each year. This kit will include formal information on transport options to/from the school, including bus route maps and timetables, information on how to obtain an Opal Card, information on appropriate behaviour during pick-up and drop-off etc.
- Newsletter – to provide up-to-date information on transport and send reminders of programs.
- Skoolbag app – as a communication tool. Can be used to individually target students / parents to promote public transport or carpooling options.
- School website – will include comprehensive information on transport options to the school, with focus on active and public transport. Shall be updated every six months or sooner if required.
- Facebook Group – as a promotional channel to remind parents of public and active transport options and of transport programs organised by the school.
- P&F and P&C meetings – regular meetings with the community to discuss issues and ways to resolve them.

## 4.2. Travel Access Guide

A Travel Access Guide (TAG) has been prepared to support the initiatives of the OTAMP and GTP. The TAG includes the operational measures and plans in the OTAMP and GTP, and will be distributed on the school website, school inductions (new starters, returning students), print and e-newsletters.

The TAG is to be updated in future to reflect the current conditions and future changes to the school environment.

## 5. Monitoring and Review

The OTAMP does not only outline operational measures and plans, but also ensures they are regularly monitored and reviewed.

### Monitor

Dedicated staff will monitor and supervise the School's day-to-day and event transport operations, any issues, concerns or progress will be monitored and raised.

The responsibility of monitoring is shared by all School staff. Should any concerns be observed, all staff are to report issues or concerns to dedicated staff members or their supervisor.

Concerns may also be raised by parents, who should have appropriate methods of providing feedback or concerns on the strategies being implemented. It is suggested that the school issue a request for feedback from parents at routine periods throughout the year via the communication channels identified in Section 4.

### Review

The review will be supported by monitoring as outlined above. Any feedback received via various communication channels and data collection will be utilised to understand any issues justifying amendments or updates the OTAMP.

The review of the OTAMP will be undertaken as follows:

- **Regular review:** The School will review the implemented operational measures and plans every year to assess and act upon any issues observed or changes / improvements required.
- **Ad-hoc review:** Should any major changes or concerns occur and the existing measures are no longer fit for purpose, the OTAMP needs to be reviewed and updated immediately, so that new operational measures can be implemented in a timely manner.

# **Appendix 1. Travel Access Guide (TAG)**



The following bus routes are accessible from bus stops within 800m of the site:

| Route | Operation/Coverage   |
|-------|--|
| 601   | <b>Rouse Hill Station to Parramatta via Hills Showground</b><br>Monday to Friday: Every 15 mins<br>Weekends: Every 30-60 mins        |
| 633   | <b>Rouse Hill to Pennant Hills via Kellyville &amp; Castle Hill</b><br>Monday to Friday: Every 30 mins<br>Weekends: Every 30-60 mins |
| 651   | <b>Rouse Hill Station to Epping via Castle Hill</b><br>Monday to Friday: Every 30 mins<br>Weekends: Every 60 mins                    |
| 715   | <b>Rouse Hill Station to Seven Hills via Kellyville &amp; Norwest</b><br>Monday to Friday: Every 30 mins<br>Weekends: Every 60 mins  |
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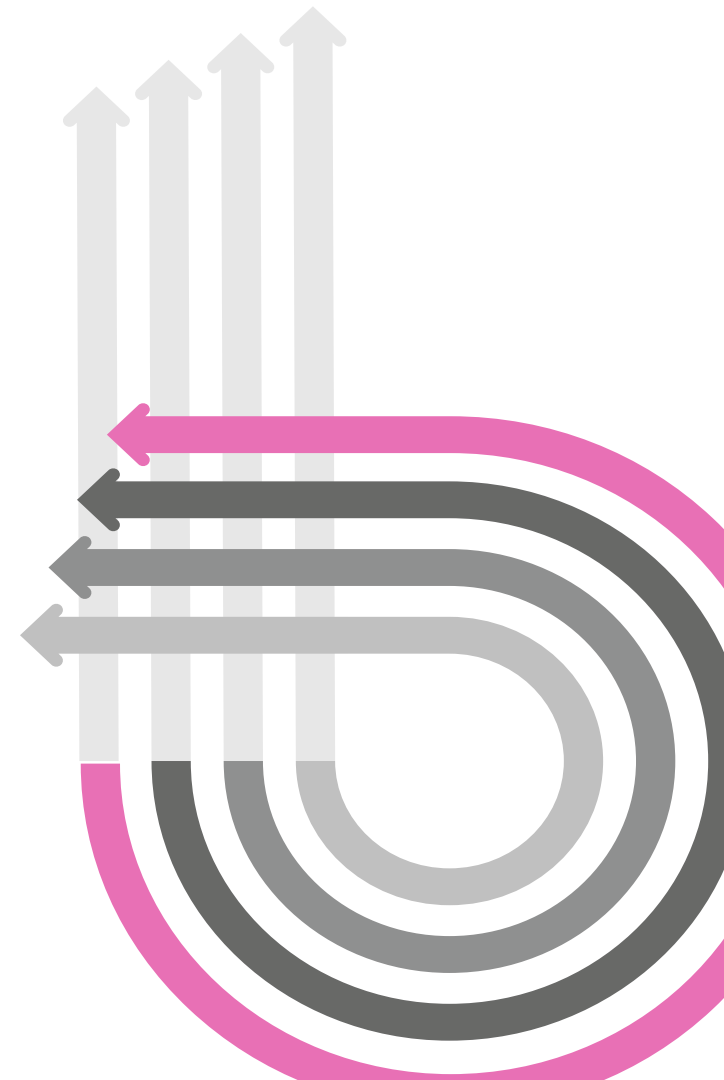


The closest metro station is Hills Showground. The following lines and services are provided at the station:

| Line and Coverage   |
|---|
| <b>M1 - Metro North West &amp; Bankstown Line</b><br>Monday to Friday: Every 4 - 10 mins<br>Weekends: Every 10 mins |
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# Transport Access Guide

**William Clarke College**  
**1 Morris Grove, Kellyville,**  
**NSW 2155**



Students, staff and visitors are encouraged to use public and active transport when travelling to and from William Clarke College.

Plan your journey by accessing [transport.info](http://transport.info), downloading the Opal app for smartphones or calling 131500 for Transport for NSW up-to-date timetables and maps.



There are abundant bicycle paths around the development. Bicycle parking facilities are available within the site for staff and visitors. End-of-Trip facilities including lockers, showers and change rooms are provided for staff use.



There are a variety of restaurants, shops, supermarkets within a short walk from the development.

