



Operational School Travel Plan

Murrumbateman Public School

Murrumbateman

23/12/2022

Ref: P1669



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contents

Glossary

1	Introduction	1
1.1	Background	1
1.2	Response to Conditions	3
1.3	The School	4
1.4	Ongoing Consultation	5
2	Transport Conditions	14
2.1	Site Location	14
2.2	Site Transport Facilities	15
2.3	Existing Travel Mode Share	17
2.4	Public Transport	18
2.5	Active Transport	20
2.6	Catchment Analysis	21
3	School Travel Plan Framework	27
3.1	Transport Objectives	27
3.2	Implementation Plan	27
3.3	Communication Strategy	30
3.4	Mode Share Targets	32
4	Transport Operations and Access Management Plan	34
4.1	Operational Access Management Measures	34
5	Governance and Support	41
5.1	Travel Plan Coordinator	41
5.2	Resourcing	41
6	Monitoring and Review Process	42
6.1	Plan Maintenance	42
6.2	Monitoring and Review Actions	42
6.3	Feedback Framework	43

contents continued

Figures

Figure 1: Site Location	14
Figure 2: Site Context and Road Hierarchy	15
Figure 3: School Transport Facilities	16
Figure 4: Signage and Linemarking Plan	17
Figure 5: Bus Route 842 / 843	18
Figure 6: Murrumbateman Proposed School Bus Route	20
Figure 7: Pedestrian Access Mobility Plan and Bike Path Network	21
Figure 8: Murrumbateman Public School Student Catchment (K-6)	22
Figure 9: SSTS Exclusion Zones	23
Figure 10: Pedestrian Catchment Zones	24
Figure 11: Cycling Catchment Zones	25
Figure 12: Movement Hierarchy	27
Figure 13: Vehicular Access	37
Figure 14: Kiss and Ride Linemarking Plan	38

Tables

Table 1: Response to conditions	3
Table 2: Transport Working Group	5
Table 3: Post-Approval YVC Consultation Record	5
Table 4: Post Approval TfNSW Consultation Record	7
Table 5: Post-Approval QCity Consultation Record	11
Table 6: Existing Travel Mode Share	17
Table 7: Existing public bus connectivity	18
Table 8: Alternative bus route service opportunities	19
Table 9: Catchment analysis	25
Table 10: Implementation plan measures	28
Table 11: Communications Strategy	31
Table 12: Updated Mode Share targets - students	32
Table 13: Updated Mode Share targets - Staff	33
Table 14: Crossing Warrant Assessment	35
Table 15: Engagement 1	56
Table 16: Engagement 2	58
Table 17: Engagement 3	60
Table 18: Engagement 4	62

APPENDICES

Appendix A. Author CV
Appendix B. Record of TfNSW Consultation
Appendix C. Record of Council Consultation
Appendix D. Record of Bus Company Consultation
Appendix E. Signage and Line-marking Plan
Appendix F. Transport Access Guide
Appendix G. School Drop-off and Pick-up
Appendix H. Driver's Code of Conduct
Appendix I. Travel Mode Survey Sample
Appendix J. Consultation Records Prior to SSD

Glossary

Acronym	Description
AGRD	Austroads Guide to Road Design
AGTM	Austroads Guide to Traffic Management
CC	Construction Certificate
Council	Yass Valley Council
DA	Development Application
DCP	Development Control Plan
DoS	Degree of Saturation
DPIE	Department of Planning, Industry and Environment
FSR	Floor space ratio
GFA	Gross Floor Area
HRV	Heavy Rigid Vehicle (as defined by AS2890.2:2018)
LEP	Local Environmental Plan
LGA	Local Government Area
LoS	Level of Service
MOD	Section 4.55 Modification (also referred to as an S4.55)
MRV	Medium Rigid Vehicle (as defined by AS2890.2:2018)
NHVR	National Heavy Vehicle Regulator
OC	Occupation Certificate
RMS Guide	Transport for NSW (formerly Roads and Traffic Authority), Guide to Traffic Generating Developments, 2002
S4.55	Section 4.55 Modification (also referenced as MOD)
S96	Section 96 Modification (former process terminology for an S4.55)
SRV	Small Rigid Vehicle (as defined by AS2890.2:2018)
TDT 2013/04a	TfNSW Technical Direction, Guide to Traffic Generating Developments – Updated traffic surveys, August 2013
TfNSW	Transport for New South Wales
TIA	Transport Impact Assessment
TIS	Transport Impact Statement
veh/hr	Vehicle movements per hour (1 vehicle in & out = 2 movements)

1 Introduction

1.1 Background

Ason Group has been commissioned by School Infrastructure NSW (SINSW) on behalf of the Department of Education (DOE) to prepare a School Travel Plan (STP) for submission to Department of Planning and Environment (DPE) pursuant to the Conditions of Consent accompanying the School's initial development approval (SSD-11233241 granted 26 October 2021), for the operation of Murrumbateman Public School.

Specifically, conditions D22 and E9 specified the following requirements, addressed in this report.

"D22. Prior to the commencement of operation, a School Transport Plan (STP), must be submitted to the satisfaction of the Planning Secretary. The plan must:

- a. be prepared by a suitably qualified consultant in consultation with Council and TfNSW;*
- b. include arrangements to promote the use of active and sustainable transport modes, include:*
 - i. objectives and modes share targets (i.e., Site and land use specific, measurable and achievable and timeframes for implementation);*
 - ii. specific tools and actions to help achieve the objectives and mode share targets;*
 - iii. details regarding the methodology and monitoring/review program to measure the effectiveness of the objectives and mode share targets, including the frequency of monitoring and the requirement for travel surveys to identify travel behaviours of users of the development.*
- c. include operational transport access management arrangements, including:*
 - i. considerations of the operational and supervision requirements and route access for school activities to external locations (where proposed) to ensure the safety of students;*
 - ii. 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;*
 - iii. the location of all car parking spaces on the school campus and their allocation (i.e., staff, visitor, accessible, emergency, etc.);*
 - iv. the location and operational management procedures of the drop-off and pick-up parking, including staff management/traffic controller arrangements;*
 - v. the location and operational management procedures for the drop-off and pick-up of students by buses and coaches including staff management/traffic controller arrangements;*
 - vi. delivery and services vehicle and bus access and management arrangements;*
 - vii. management of approved access arrangements;*
 - viii. potential traffic impacts on surrounding road networks and mitigation measures to minimise impacts, including measure to mitigate queuing impacts associated with vehicles accessing drop-off and pick-up zones;*
 - ix. car parking arrangements and management associated with the proposed use of school facilities by community members; and*
- d. measures to promote and support the implementation of the plan, including financial and human resource requirements, roles and responsibilities for relevant employees involved in the implementation of the plan; and*
- e. a monitoring and review program.*

E9. The School Transport Plan required by condition D22 of this consent must be updated annually and implemented unless otherwise agreed by the Planning Secretary."

Authors of this School Travel Plan are suitably qualified and experienced consultants. Refer to **Appendix A** for the CVs of consultants involved in the preparation of this report.

1.1.1 Site Amenities and Existing Conditions

Section 2 of this Plan details the location and amenities of the site, i.e., bicycle parking, car parking, access locations, and drop-off / pick-up facilities. An analysis is also provided on the anticipated mode share of the school for students and staff when the school becomes operational. Details regarding the public transport within the area and pedestrian connectivity are also provided.

In addition, SINSW has requirements for a detailed catchment analysis to be undertaken for potential students in the region to be considered to assist with the planning of likely travel mode share and the planning of correlating transport services and infrastructure requirements to support future school operations.

1.1.2 Operational School Travel Plan

Section 3 of this document describes the Operational School Travel Plan (OSTP) and is intended to develop a package of site-specific measures to promote and maximise the use of sustainable travel modes, including walking, cycling, public transport, and carpooling. These strategies will assist in less reliance on the use of private vehicles for travel to and from the school, supporting sustainability initiatives for growth into the future, providing sustainable travel modes that support independent travel of children attending the school and potential health benefits associated with walking, scooter riding and bicycle riding.

The STP sets out objectives and strategies to assist the School in achieving green travel goals to improve sustainability.

It also includes a review of the existing transport modal choice and sets targets so that the effective implementation of the Plan can be assessed. These targets are intended to be realistic but ambitious enough to initiate substantive behavioural change to achieve the desired outcomes, given existing and future multi-modal transport networks. This is expected to be coordinated with the School or its representatives. It shall be reviewed regularly to ensure it remains relevant and reflective of current conditions.

1.1.3 Operational Transport Access Management Plan

Section 4 of this Plan, herein referred to as the School Transport Operations and Access Management Plan is to provide guidance in relation to the traffic management arrangements for the site. The overall objective is to ensure the safe and efficient movement of vehicles, students, visitors, and staff. In particular, this Plan details the following:

- A pedestrian access plan;
- Drop-off / Pick-up facilities management plan;
- Car parking plan;
- Servicing plan; and
- Details on the governance and administration of the plans.

1.2 Response to Conditions

In response to Condition D22, D26 and E9 of the Development Consent SSD-11233241 issued by Department of Planning, Industry and Environment on 26 October 2021, the following table provides details of the requirement of Condition D22, D26 and E9, and respective response to the conditions reference demonstrating compliance with the condition.

TABLE 1: RESPONSE TO CONDITIONS

Condition No.	Condition	Ason Group Response
D22 a)	Prior to the commencement of operation, a School Transport Plan (STP), must be submitted to the satisfaction of the Planning Secretary. The plan must: be prepared by a suitably qualified consultant in consultation with Council and TfNSW;	Details of the author's credentials are outlined in Sections 1.1 and Appendix A of this report. Consultation records are shown in Appendices B, C and Section 1.4.3 .
D22 b) i	include arrangements to promote the use of active and sustainable transport modes, include: objectives and modes share targets (i.e., Site and land use specific, measurable and achievable and timeframes for implementation);	Objectives of this report are outlined in Sections 1.1.2 and 1.1.3 . Mode share targets and arrangements to promote the use of active and sustainable transport modes are included in Section 3.4 .
D22 b) ii	specific tools and actions to help achieve the objectives and mode share targets;	Specific actions identified to aid the achievement of the STP targets are outlined in Sections 3.2 and 3.3 of this report. The identified strategies include the promotion of some event or day-specific activities.
D22 b) iii	details regarding the methodology and monitoring/review program to measure the effectiveness of the objectives and mode share targets, including the frequency of monitoring and the requirement for travel surveys to identify travel behaviours of users of the development.	Details regarding the methodology and monitoring/review program to measure the effectiveness of the objectives and mode share targets are outlined in Sections 6 of this report.
D22 c) i	include operational transport access management arrangements, including: considerations of the operational and supervision requirements and route access for school activities to external locations (where proposed) to ensure the safety of students;	Operational transport access management arrangements are outlined in Sections 4.1.1 and 4.1.2 of the report. Route access for school activities to external locations is outlined in Section 4.1.12 of this report.
D22 c) ii	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;	Refer to Section 4.1.4 of this report.
D22 c) iii	the location of all car parking spaces on the school campus and their allocation (i.e., staff, visitor, accessible, emergency, etc.);	Refer to Section 4 of this report.

D22 c) iv	the location and operational management procedures of the drop-off and pick-up parking, including staff management/traffic controller arrangements;	Refer to Section 4 of this report.
D22 c) v	the location and operational management procedures for the drop-off and pick-up of students by buses and coaches including staff management/traffic controller arrangements;	Refer to Section 4 of this report.
D22 c) vi	delivery and services vehicle and bus access and management arrangements;	Refer to Sections 4 of this report.
D22 c) vii	management of approved access arrangements;	Refer to Section 4.1 of this report.
D22 c) viii	potential traffic impacts on surrounding road networks and mitigation measures to minimise impacts, including measures to mitigate queuing impacts associated with vehicles accessing drop-off and pick-up zones;	Refer to Section 4 of this report.
D22 c) ix	car parking arrangements and management associated with the proposed use of school facilities by community members; and	Refer to Section 4 of this report.
D22 d)	measures to promote and support the implementation of the plan, including financial and human resource requirements, roles and responsibilities for relevant employees involved in the implementation of the plan; and	Refer to Section 5 of this report.
D22 e)	a monitoring and review program	Refer to Section 6 of this report.
D26	Prior to the commencement of operation, bicycle way-finding signage must be installed within the site to direct cyclists from footpaths to designated bicycle parking areas.	Refer to Section 4 of this report.
E9	The School Transport Plan required by condition D22 of this consent must be updated annually and implemented unless otherwise agreed by the Planning Secretary.	Refer to Sections 1 and 6 of this report.

1.3 The School

Murrumbateman Public School is a Core 21 facility that will accommodate up to 368 students and 25 staff.

The School development includes:

- A collection of 1-2 storey buildings containing 14 home base units, 2 special education learning units, a hall, administration facilities and a library.
- On-site parking lot with 40 spaces and a kiss-and-ride area.
- OSHC with a capacity of 110 students.
- Outdoor sports court and play area.
- Integrated landscaping, fencing and signage.

1.4 Ongoing Consultation

As an ongoing engagement process, Ason Group has consulted with key stakeholders including Transport for NSW (TfNSW), Yass Valley Council, the Bus Company and the School Principal. This report provides details of the consultation undertaken by the Project Team in its preparation of this STP.

1.4.1 Transport Working Group

As part of the initiatives outlined in this document, a Transport Working Group has been established as the first point of consultation for any traffic and transport-related queries that the school may encounter.

At present, the current entities within the Transport Working Group are referred to below.

TABLE 2: TRANSPORT WORKING GROUP

Organisation	Personnel	Role/Position
Ason Group	Dora Choi	Principal Lead
	Wendy Zheng	Senior Design Traffic Engineer
Yass Valley Council	Terry Cooper	Engineering Services Manager
	Meryl Hinge	Road Safety Officer
TfNSW	Melanie Lausz	Community & Safety Support Officer
CDC buses (QCity)	Brendan Pender	Network Planning Manager Regional Australia Division
	Steve Siddall	General Manager - QCity
Murrumbateman Public School	Liz Beasley	Principal

1.4.2 Consultation Prior to SSD Approval

Details of the consultation with relevant stakeholders prior to the approval of the SSD are presented in **Appendix J**.

1.4.3 Consultation Post to SSD Approval

Details of the consultation with relevant stakeholders are presented in the tables below and **Appendices B, C and D**.

TABLE 3: POST-APPROVAL YVC CONSULTATION RECORD

Identified Party to Consult:	Yass Valley Council
Consultation type:	E-mail correspondence and tele-conference

When is consultation required?	Prior to school opening as Council is the local road authority
Why	To discuss Section 138 Works accompanying the school construction and consult in relation to the Operational School Travel Plan.
When was consultation scheduled/held	25 th November 2022 2 nd December 2022 5 th December 2022
When was consultation held	25 th November 2022 2 nd December 2022 5 th December 2022
Identify persons and positions who were involved	SINSW - Alfred Jury (Project Director), Lix Beasley (Murrumbateman PS Principal) Yass Valley Council – Terry Cooper (Engineering Services Manager), Meryl Hinge (Road Safety Officer) Savills – Emma Viljoen (Project Manager) Hansen Yuncken – Paul Todhunter (Project Engineer) Ason – Dora Choi (Principal Lead), Wendy Zheng (Senior Traffic Design Engineer)
Provide the details of the consultation	25 th November 2022: Terry provided comments on the submitted STP 2 nd December 2022: Meryl introduced herself to Liz as the Council road safety person and to request Murrumbateman PS participation in the Council Road Safety programs 5 th December 2022: Meryl provided her comments regarding the submitted STP
What specific matters were discussed?	25 th November 2022 <ul style="list-style-type: none"> Management of students to and from the school bus stop on Fairley Street Size of on-site parking given that visitors to the School are to use the on street parking which is very limited Safety of students if they need to cross the Barton Hwy 2 nd December 2022 <ul style="list-style-type: none"> YVC has a number of targeted school road safety programmes and they would like Murrumbateman to participate Liz agreed to participate in the road safety programme YVC has received funding for a number of road safety measures around schools and the area around the School will be an area of investigation YVC has noted that they have received a number of queries from families living along Murrumbateman Road for bus services to the school and want to know the school bus service route and details 5 th December 2022

	<ul style="list-style-type: none"> • Management of students to and from the school bus stop on Fairley Street • Safety of students if they need to cross the Barton Hwy • Size of on-site parking given that visitors to the School are to use the on street parking which is very limited • YVC would like to know what is the school bus service route and details
What matters were resolved?	<ul style="list-style-type: none"> • Students accessing the school bus stop will be escorted by a staff member noting the footpath connecting the bus stop to the school has pedestrian fencing along the entire length • The School will participate in all Council school road safety awareness programmes • Students are not expected to cross the Barton Hwy unless in the company of adults • The maximum number of staff expected at this school within the current school scope is far less than the amount of carparking available. Visitors to the school staying for a longer period of time (visiting staff, repair people etc) can be arranged to park within the staff carpark. Visitors to the school staying for a short period of time such as parents dropping off lunch etc will use the on street parking.
What matters are unresolved?	<ul style="list-style-type: none"> • Ason is currently following up with TfNSW regarding the school bus details
Any remaining points of disagreement?	n/a
How will SINSW address matters not resolved?	SINSW is following up with TfNSW regarding the school bus details

TABLE 4: POST APPROVAL TfNSW CONSULTATION RECORD

Identified Party to Consult:	Transport for NSW
Consultation type:	Teleconference & E-mail correspondence
When is consultation required?	Prior to school operations as TfNSW is the regional road authority
Why	The purpose of the meeting is to discuss the school bus provision for the School and consult in relation to the Operational School Travel Plan prior to school opening
When was consultation scheduled/held	1 st September 2021 26 May 2022 27 th June 2022

	26 th July 2022 1 September 2022 25 th November 2022 15 th December 2022 20 th December 2022
When was consultation held	1 st September 2021 26 May 2022 27 th June 2022 26 th July 2022 1 September 2022 29 th September 2022 25 th November 2022 15 th December 2022 20 th December 2022
Identify persons and positions who were involved	<p>SINSW - Alfred Jury (Project Director), Rebecca Lehman (Sustainable Transport Technical Advisor)</p> <p>Savills – Emma Viljoen (Project Manager)</p> <p>Hansen Yuncken – Andrew Lesh (Project Engineer)</p> <p>Ason – Dora Choi (Principal Lead), Wendy Zheng (Senior Traffic Design Engineer)</p> <p>TfNSW – Tanya Jennison (Contracts Manager - South Rural & Regional Contracts), Salma Cook (Commercial Manager, Southern Rural & Regional Contracts), Andrew Lissenden (Development Case Officer), Mel Lausz (Road Safety Officer), Andrew Lissenden (Development Assessment Officer)</p> <p>Sophia Grieve (Travel Demand Project Manager Customer Journey Planning), Mel Lausz (Community & Safety Support Officer)</p> <p>QCity – Brendan Pender (Network Planning Manager - Regional Australia Division), John Tokaji (Bus Planner), John Meldrum (Bus Planner), Steve Siddall (QCity GM)</p>
Provide the details of the consultation	1 st September 2021 – Meeting between TfNSW bus contracts team, bus provider and project team to discuss the school bus provision 26 th May 2022 – Provision of SSTS registration information pack to TfNSW 27 th June 2022 – Provision of preliminary bus use demand to TfNSW 26 th July 2022 – Confirmation of SSTS registration from TfNSW 1 September 2022 – Meeting between TfNSW bus contracts team, bus provider and project team to discuss the school bus provision 25 th November 2022 – Confirmation that TfNSW has received the STP for review and that they will return the STP mid December 15 th December 2022 – TfNSW has provided comments on the STP 20 th December 2022 – TfNSW has confirmed the provision of school bus service for Murrumbateman PS but can not confirm route details or timing
What specific matters were discussed?	1 st September 2021

	<ul style="list-style-type: none"> • Whether the proposed bus bay and kiss-and-ride locations work from a bus route point of view • Presentation of school catchment and proposed bus route to TfNSW • How can a school bus operate on unpaved roads surrounding Murrumbateman
	<p>26th May 2022</p> <ul style="list-style-type: none"> • TfNSW requested information from SINSW in a specific format in order to register the school on the SSTS portal
	<p>27th June 2022</p> <ul style="list-style-type: none"> • SINSW conducted a community survey of prospective students for the School to estimate bus demand and the data was analysed by Ason and issued to TfNSW
	<p>26th July 2022</p> <ul style="list-style-type: none"> • TfNSW confirmed that the School has now been registered on the SSTS portal and the school community would be able to register on 10th October 2022
	<p>1st September 2022</p> <ul style="list-style-type: none"> • Salma introduced herself as the new contracts manager for the region • The principal has nominated that the School bell time must be no later than 3 pm due to the demand for after-school sport attendance • TfNSW is aware that there is significant demand for bus service in time for school opening and they will action the BSAR request immediately when they receive it. Given prior experience, if they receive the BSAR from QCity in September the timeline should work • QCity confirmed that they will submit the BSAR by mid-September. • TfNSW confirmed that the School will receive an independent bus service • QCity notes that all proposed routes try to be on roads they already use but again 6-9 months down the track they will reassess for efficiency and capacity • SINSW notes that there is an urgent need for the school bus time and routes confirmed as a TAG needs to be put out with that information in October 2022 • QCity has offered a staff member and a bus for school orientation to promote bus use
	<p>25th November 2022</p> <ul style="list-style-type: none"> • STP review will take longer than expected and TfNSW has requested an extension until mid December

	<p>15th December 2022</p> <ul style="list-style-type: none"> Action Plan to be updated to "Implementation Plan" and include definitive actions for the delivery and implementation of each element of the STP and that the monitoring and review period is committed to for at least 5 years post OC Parking Management Strategy for staff parking to be incorporated into the Implementation Plan Monitoring of the bicycle parking and EoT requirements of the school is done during school operations Travel mode surveys are to be conducted on a regular basis for staff and students each year for the life cycle of the development Travel Access Guide is to be updated with a map and is to be kept as a live document TfNSW note that the Travel Plan Coordinator position will need to be funded so the School Travel Plan can be implemented Update maximum student capacity to the correct number Will Murrumbateman Oval be used by the school and if they are, how will the Oval be accessed by the school Update of signage and Linemarking plan shown in Section 4.1.9 to shown all signs proposed Update of arrangements for accessible parking and mini bus access <p>20th December 2022</p> <ul style="list-style-type: none"> TfNSW has confirmed the provision of school bus service for Murrumbateman PS No details of the route or timetable can be provided at this stage as the southern region bus network is currently under review and details will be issued out as a whole in mid Jan
<p>What matters were resolved?</p>	<ul style="list-style-type: none"> Ason has provided all mapping and data to TfNSW for review SSTS portal registration has been completed for the School Action Plan in Section 3 has been updated for TfNSW recommendations Bicycle parking, EoT, travel mode surveys and TAG monitoring has been added to Section 6 Use of Murrumbateman Oval has been excluded by the School Signage and Linemarking Plan for the internal carparking / kiss and ride area has been updated in Section 4.1.8 Access for visitors with accessible needs and mini bus access is detailed in Section 4.1.9

What matters are unresolved?	<ul style="list-style-type: none"> School bus route and timing has not yet been provided by TfNSW
Any remaining points of disagreement?	n/a
How will SINSW address matters not resolved?	n/a

TABLE 5: POST-APPROVAL QCITY CONSULTATION RECORD

Identified Party to Consult:	Bus Company
Consultation type:	Teleconference & E-mail correspondence
When is consultation required?	Prior to school operations as QCity is the main bus provider for this region.
Why	Purpose of the meeting is to discuss the school bus provision for the School
When was consultation scheduled/held	1 st September 2021 26 th April 2022 5 th July 2022 12 th July 2022 24 th July 2022 1 st September 2022 16 th September 2022 29 th September 2022
When was consultation held	1 st September 2021 26 th April 2022 5 th July 2022 12 th July 2022 24 th July 2022 1 st September 2022 29 th September 2022
Identify persons and positions who were involved	<p>SINSW - Alfred Jury (Project Director), Rebecca Lehman (Sustainable Transport Technical Advisor)</p> <p>Savills – Emma Viljoen (Project Manager)</p> <p>Hansen Yuncken – Andrew Lesh (Project Engineer)</p> <p>Ason – Dora Choi (Principal Lead), Wendy Zheng (Senior Traffic Design Engineer)</p> <p>TfNSW – Tanya Jennison (Contracts Manager - South Rural & Regional Contracts), Salma Cook (Commercial Manager, Southern Rural & Regional Contracts), Andrew Lissenden</p>

	<p>(Development Case Officer)</p> <p>QCity – Brendan Pender (Network Planning Manager - Regional Australia Division), John Tokaji (Bus Planner), John Meldrum (Bus Planner), Steve Siddall (QCity GM)</p>
Provide the details of the consultation	<p>1st September 2021 – Meeting between TfNSW bus contracts team, bus provider and project team to discuss the school bus provision</p> <p>26th April 2022 – QCity nominated their preferred bus route through Googong town centre</p> <p>5th July 2022 – QCity has driven the route for the School and has concerns</p> <p>12th July 2022 – QCity requested depersonalised student data for the school for route planning</p> <p>24th July 2022 – QCity nominated preferred bell times for the school</p> <p>1st September 2022 – Meeting between TfNSW bus contracts team, bus provider and project team to discuss the school bus provision</p> <p>29th September 2022 – Confirmation that the BSAR for Murrumbateman PS has been lodged with TfNSW</p>
What specific matters were discussed?	<p>1st September 2021</p> <ul style="list-style-type: none"> • Whether the proposed bus bay and kiss-and-ride locations work from a bus route point of view • Presentation of school catchment and proposed bus route to TfNSW • How can a school bus operate within Googong Township given the incomplete road network <p>26th April 2022</p> <ul style="list-style-type: none"> • The preferred school bus route is Gorman Dr, L) Wilkins, L) Aprasia, L) Caragh, R) Gorman • Requested remediation works to widen the intersection at Gorman/Wilkins and Wilkins/Aprasia, as this will future-proof route. • Confirmed that they have no concerns regarding mixing kiss-and-ride traffic with the bus route through Wilkins Way <p>5th July 2022</p> <ul style="list-style-type: none"> • QCity tested the possible routes around the School and is concerned with the road condition – buses cannot be sent down unsealed roads • The location of the bus bay on Gorman Drive is a concern due to conflicting movements and sightlines • QCity requested mapping and depersonalised data for the School so they can give advice regarding the bell times <p>12th July 2022</p> <ul style="list-style-type: none"> • QCity has confirmed that following the meeting on 5th July they have no further issues with the bus routes presented

	<p>24th July 2022</p> <ul style="list-style-type: none"> Recommended bell time for the School is 9.20 am and 3.20 pm Bell times can vary by 15min on either side <p>1st September 2022</p> <ul style="list-style-type: none"> Salma introduced herself as the new contracts manager for the region The principal has nominated that the School bell time must be no later than 3 pm due to the demand for after-school sport attendance TfNSW is aware that there is significant demand for bus service in time for school opening and they will action the BSAR request immediately when they receive it. Given prior experience, if they receive the BSAR from QCity in September the timeline should work QCity confirmed that they will submit the BSAR by mid-September. TfNSW confirmed that the School will receive an independent bus service QCity notes that all proposed routes try to be on roads they already use but again 6-9 months down the track they will reassess for efficiency and capacity SINSW notes that there is an urgent need for the school bus time and routes confirmed as a TAG needs to be put out with that information in October 2022 QCity has offered a staff member and a bus for school orientation to promote bus use <p>29th September 2022</p> <ul style="list-style-type: none"> BSAR for the school bus route was submitted 28th September
What matters were resolved?	<ul style="list-style-type: none"> QCity now has no issues with the bus routing inside Googong Township BSAR for an independent school bus route has been submitted to TfNSW
What matters are unresolved?	QCity submitted the BSAR application for a school bus route in September and the project team is awaiting TfNSW feedback or approval.
Any remaining points of disagreement?	n/a
How will SINSW address matters not resolved?	n/a

2 Transport Conditions

2.1 Site Location

The site is located at 2 Fairley Street, Murrumbateman, in the local government area of Yass Valley Council. The site is formally described as Lot 302 DP1228766. The site is irregular in shape and has an area of 15,434.92m².

The site is located at the northern end of the Murrumbateman village, which is characterised by a mix of uses including low-density residential and commercial development.

Immediately surrounding development includes a tourist hotel to the north across Fairley Street, Murrumbateman Library (located in the former Murrumbateman schoolhouse, a local heritage item) to the south, a medical centre and childcare centre to the west, and rural land and equestrian facilities to the east across Barton Highway. There is also a cycling and equestrian pathway to the south between the site and the library.

The surrounding locale is designated as an RU5 'Village' land use in accordance with Council LEP and predominantly consists of low-density residential, as well as childcare and aged care facilities in the vicinity. The current site access, which terminates as a cul-de-sac is anticipated to be decommissioned for the construction of the school.

The Site and surrounding context are demonstrated in **Figure 1** and **Figure 2**.



Figure 1: Site Location

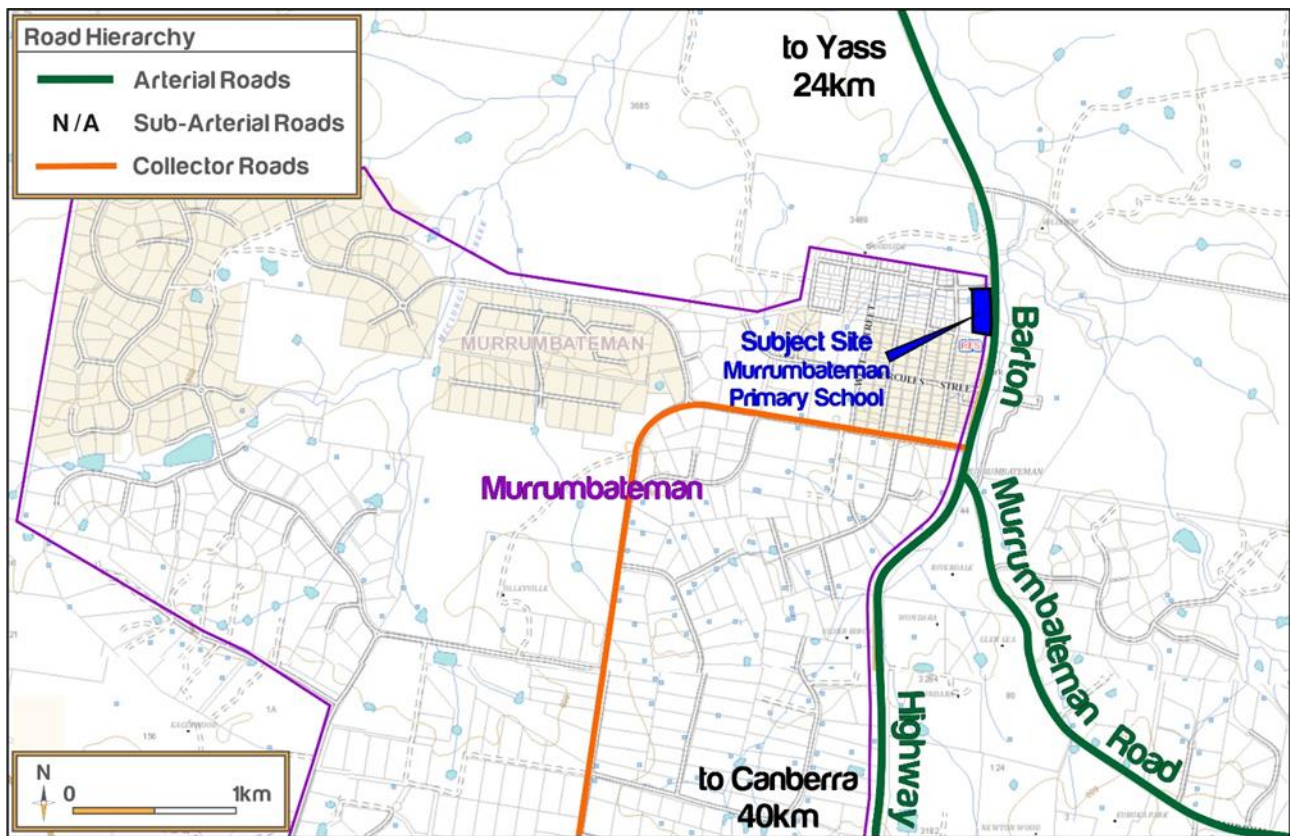


Figure 2: Site Context and Road Hierarchy

2.2 Site Transport Facilities

As it relates to travel planning, the School development and immediate surroundings of the School Site provide the following transport facilities:

- 40 staff car parking spaces located north of the School with access via Fairley Street;
- 36 bicycle parking spaces located on the northern side of the Block D building;
- On-street kiss and ride area along internal road located between staff carpark and School's northern frontage;
- Bus bay along Fairley Street;
- Pedestrian footpath and shared path located west and south of the School;
- Access crossover for the staff carpark along the internal access adjacent to the cul-de-sac; and
- 2 pedestrian entries to the north of the School and 1 pedestrian entry to the south of the School;



Figure 3: School Transport Facilities

With consideration for these facilities, Ason Group has prepared a Signage and Line Marking Plan to assist with access to the Site as well as manage the drop-off / pick-up facilities. This is detailed in Figure 4 and has also been attached in **Appendix E** for further information.

This Signage and Line Marking Plan details the traffic controls on Gorman Drive, Wilkins Way, Aprasia Avenue and McPhail Way along the School frontage in particular: parking restrictions relating to the drop-off / pick-up facilities; bus stop controls; pedestrian crossings; and school zone signage.

It should be noted that the Signage and Line Marking Plan has been submitted for endorsement by Yass Valley Council's Local Traffic Committee (composed of four formal members each with one vote. These four members are a representative from Council, the Police, and Roads and Maritime Services and the Local State Member of Parliament or their nominee).

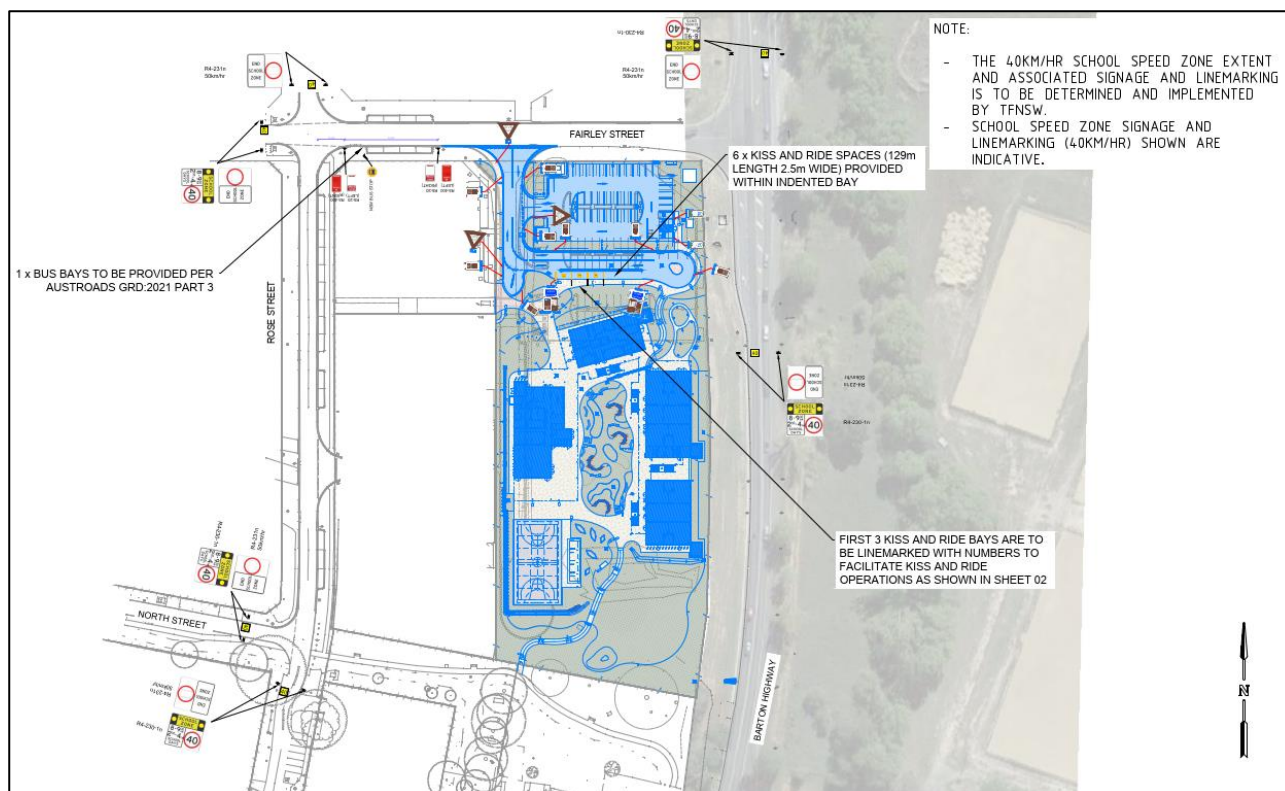


Figure 4: Signage and Linemarking Plan

2.3 Existing Travel Mode Share

An assessment of the ABS 2016 Census Data for the region was undertaken to determine the mode share in Murrumbateman. The results are provided in the table below:

TABLE 6: EXISTING TRAVEL MODE SHARE

Travel Mode ¹	%
Car (as driver)	82%
Car (as passenger)	7%
Bus	1%
Walking	4%
Cycling	0%

Note: 1. Excludes people who worked from home or do not work

The above table demonstrates typical modal share characteristics of regional areas, featuring a high dependency on private vehicles (~89%) and reduced dependency on public transport resultant from reduced coverage in township areas. Notwithstanding, local activity centres (including schools, commercial and retail centres) will generally note increases in public and active transport usage relative to convenience and proximity.

It is considered that this data is also representative of the general travel mode choice such as for shopping and recreational trips. At the time of preparation of this report, package 1 of the ABS 2021 Census Data was released. However, travel-related data from the ABS 2021 Census Data is not available until October 2022. It is expected that bus usage would have increased due to the development within the local area.

2.4 Public Transport

2.4.1 Existing Services

The Murrumbateman township has limited connectivity to public transport networks. Notwithstanding, it is anticipated that as additional land in the township activates, further urban centres develop to the north and additional land releases in the wider region come online there will be additional opportunities for additional bus routes and increased frequencies to service the locale.

Currently, the 842 and 843 bus routes are the two public bus routes servicing Murrumbateman. The routes provide direct connectivity between Yass and Canberra as a regional transit bus shown in **Figure 5**.

TABLE 7: EXISTING PUBLIC BUS CONNECTIVITY

Route	Description	Service
842	Yass to Canberra City Centre via Woden Interchange & Canberra Hospital	1 service during AM peak
843	Canberra City Centre to Yass Rossi St via Calvary Hospital & Belconnen	1 service during AM peak; 1 service during PM peak

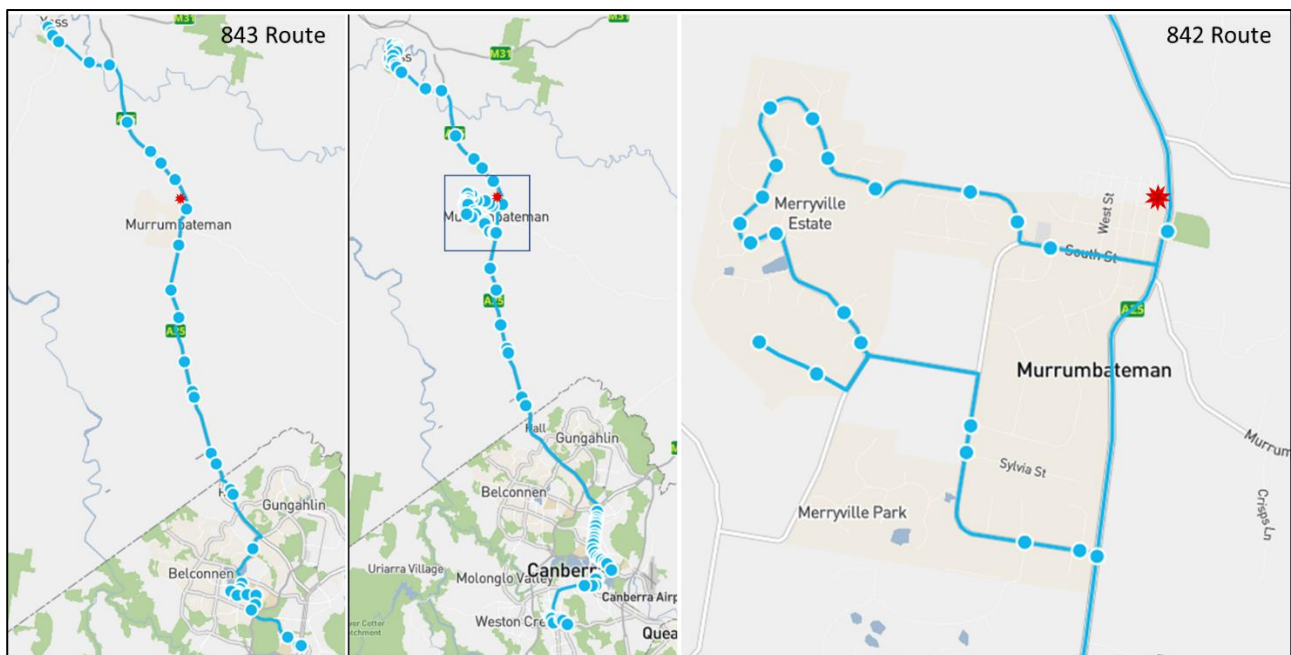


Figure 5: Bus Route 842 / 843

2.4.2 Future Opportunities for Services

To align with modal transport goals supported by TfNSW and SINSW, it is considered that future bus routes for school developments should provide full catchment zone coverage for students requiring access to the

School. As such, consultation with TfNSW and private bus companies is currently being undertaken to undergo a strategic assessment of future catchment zones relating to the School.

In the immediate future, it should be considered that the 842 and 843 bus routes may provide an opportunity to allow for the provision of school service through the implementation of alternative routing during the following services:

TABLE 8: ALTERNATIVE BUS ROUTE SERVICE OPPORTUNITIES

Bus	Direction	Departure Location	Departure Time	Arrival Location	Arrival Time
842	SB	Yass	07:05 AM	Murrumbateman	07:35 AM
843	SB	Yass	08:45 AM	Murrumbateman	09:05 AM
843	SB	Murrumbateman	02:48 PM	Yass	03:04 PM

It should be noted that the above suggestions only provide limited catchment and may not be sufficient for service following operational commencement and scheduled bell times.

While the above option provides a modification of existing services, an additional bus route is proposed based on the student location data provided by SINSW on 23 March 2021 and the School enrolment intake catchment boundary available on the NSW Public School Finder website¹ (as of 24 May 2022) to maximise student bus usage for the School.

- Proposed Route 1 - Murrumbateman East Loop

The proposed bus loop provides service access to students west of the township, utilising Longrail Gully Road, Dog Trap Road, Merryville Drive, McIntosh Cct, Jiparu Drive and Barton Highway, targeting rural areas of the region.

While the suggested route below provides western accessibility, it should be considered that there may be several constraints to the route, including unsealed road sections of Longrail Gully Road between Barton Highway and Dog Trap Road, and Dog Trap Road between Longrail Gully Road and Isabel Drive. Additionally, the route is anticipated to require upwards of 45-minutes of travel time.

The route is demonstrated in **Figure 6**.

¹ NSW Public School Finder Website: <https://schoolfinder.education.nsw.gov.au/>

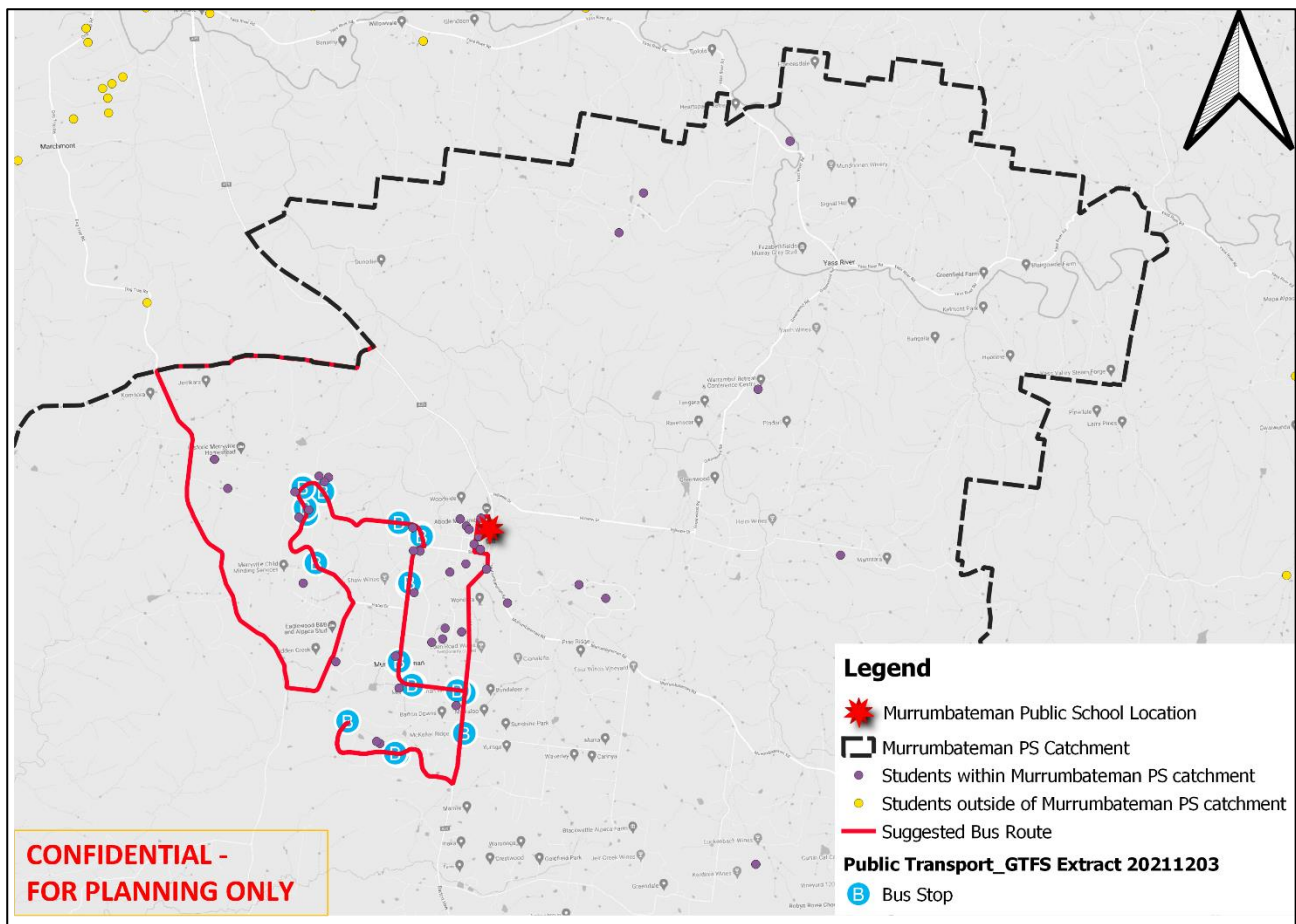


Figure 6: Murrumbateman Proposed School Bus Route

2.5 Active Transport

2.5.1 Pedestrian Network & Connectivity

Currently, the provision for footpaths and pedestrian connectivity throughout the Murrumbateman township is predominantly concentrated around the town centre at the corner of Barton Highway and Hercules Street. Future developments towards the towns' north and north-east are anticipated to provide new footpaths in certain locations to the north of the school site.

Figure 7 below demonstrates the existing pedestrian access mobility plan coverage for Murrumbateman in the context of proximity to the School.

2.5.2 Cycling Network

Currently, the existing cycling network throughout the Murrumbateman township is predominantly concentrated around the town centre, with a single connection to the south via McIntosh Court. Future developments are anticipated to connect to the existing shared path network.

Figure 7 below demonstrates the existing shared path and bike path network for Murrumbateman in the context of proximity to the School.

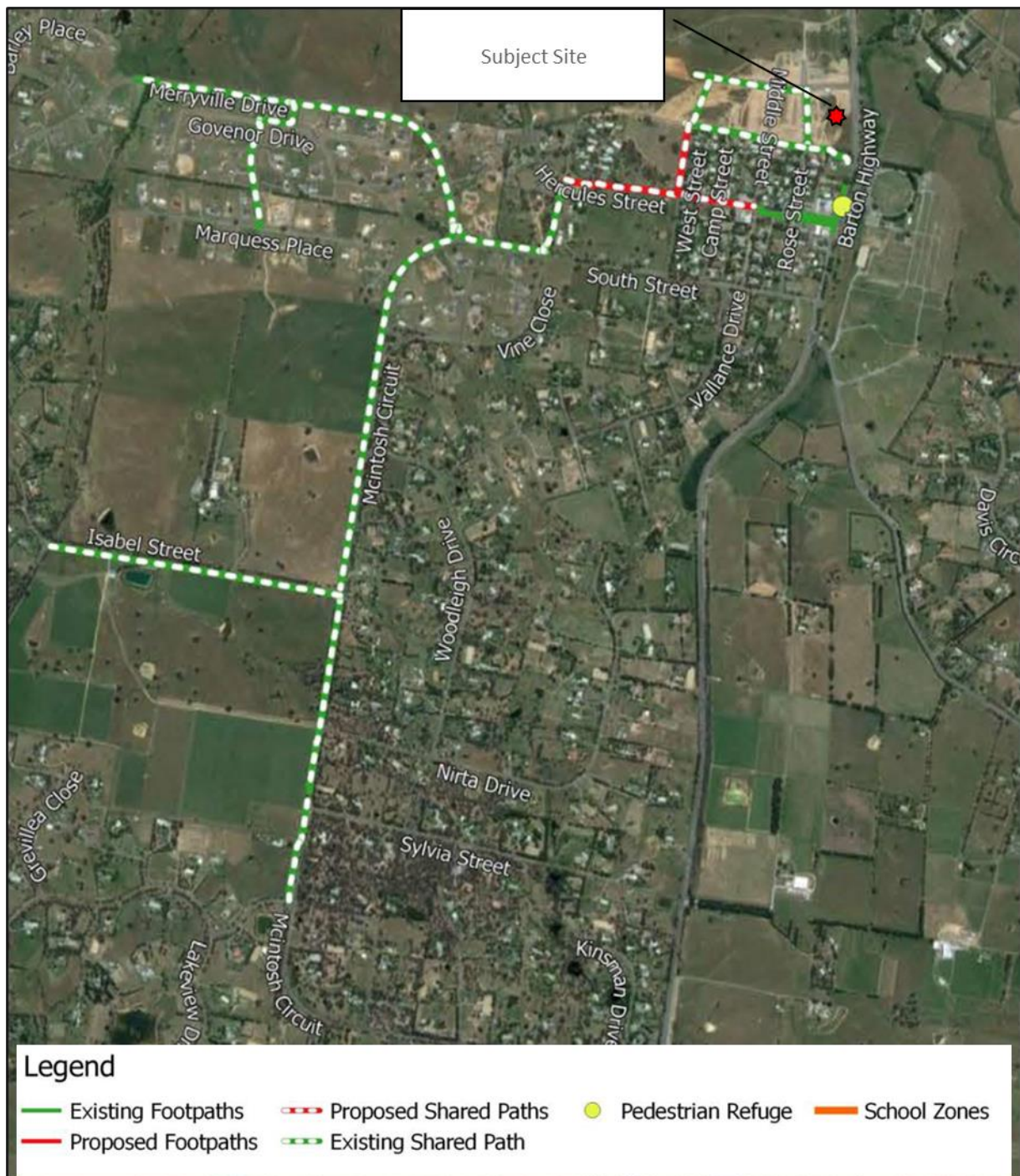


Figure 7: Pedestrian Access Mobility Plan and Bike Path Network

2.6 Catchment Analysis

Analysis has been undertaken of de-personalized school catchment data provided by SINSW on 23 March 2021 for enrolments anticipated at the School for its commencement in Term 1 2023.

The Murrumbateman Public School enrolment intake catchment boundary available on the NSW Public School Finder website (as of 24 May 2022) has been included and shown in **Figure 8** below.

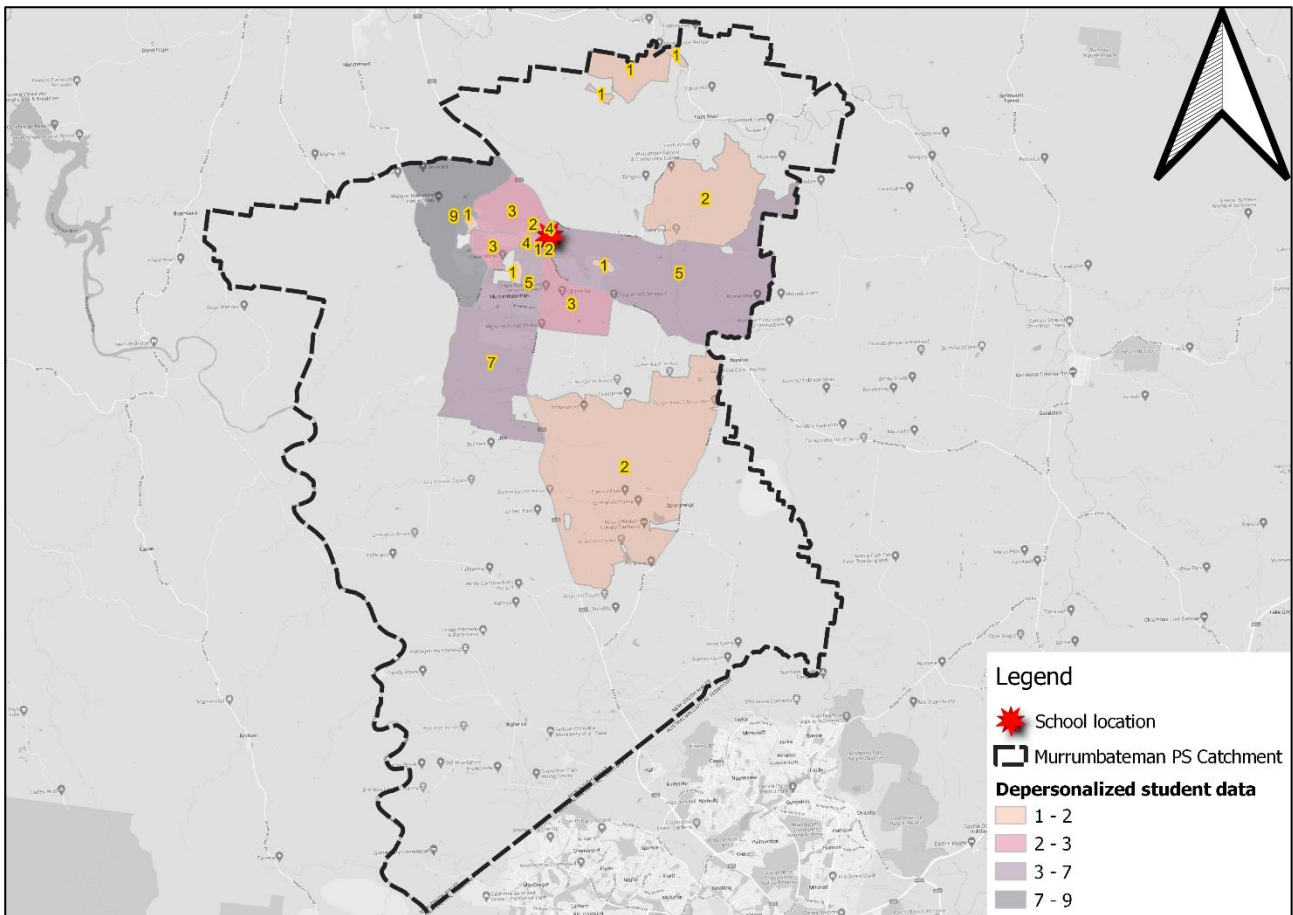


Figure 8: Murrumbateman Public School Student Catchment (K-6)

The above figure demonstrates the priority areas of student density relative to the School. For the purposes of reporting, student information has been ‘anonymised’ for assessment. The figure demonstrates a high concentration of students specifically within Murrumbateman Township located west of Barton Highway. A lower density of students located to the east of Barton Highway is observed.

2.6.1 Public Transport Catchment

In line with guidelines outlined by the NSW Government and Transport for NSW, the School Student Transport Scheme (SSTS) provides catchment guidelines to provide eligibility for school public transport. For grades 3 – 6, the following eligibility criteria apply –

- They are a resident of NSW, or an overseas student eligible for free government education.
- The straight line distance from their home address to school is more than 1.6 km.
- The walking distance from home to school is 2.3 km or further.

As defined above, **Figure 9** below demonstrates the catchment areas with reference to the new primary school development in Murrumbateman.

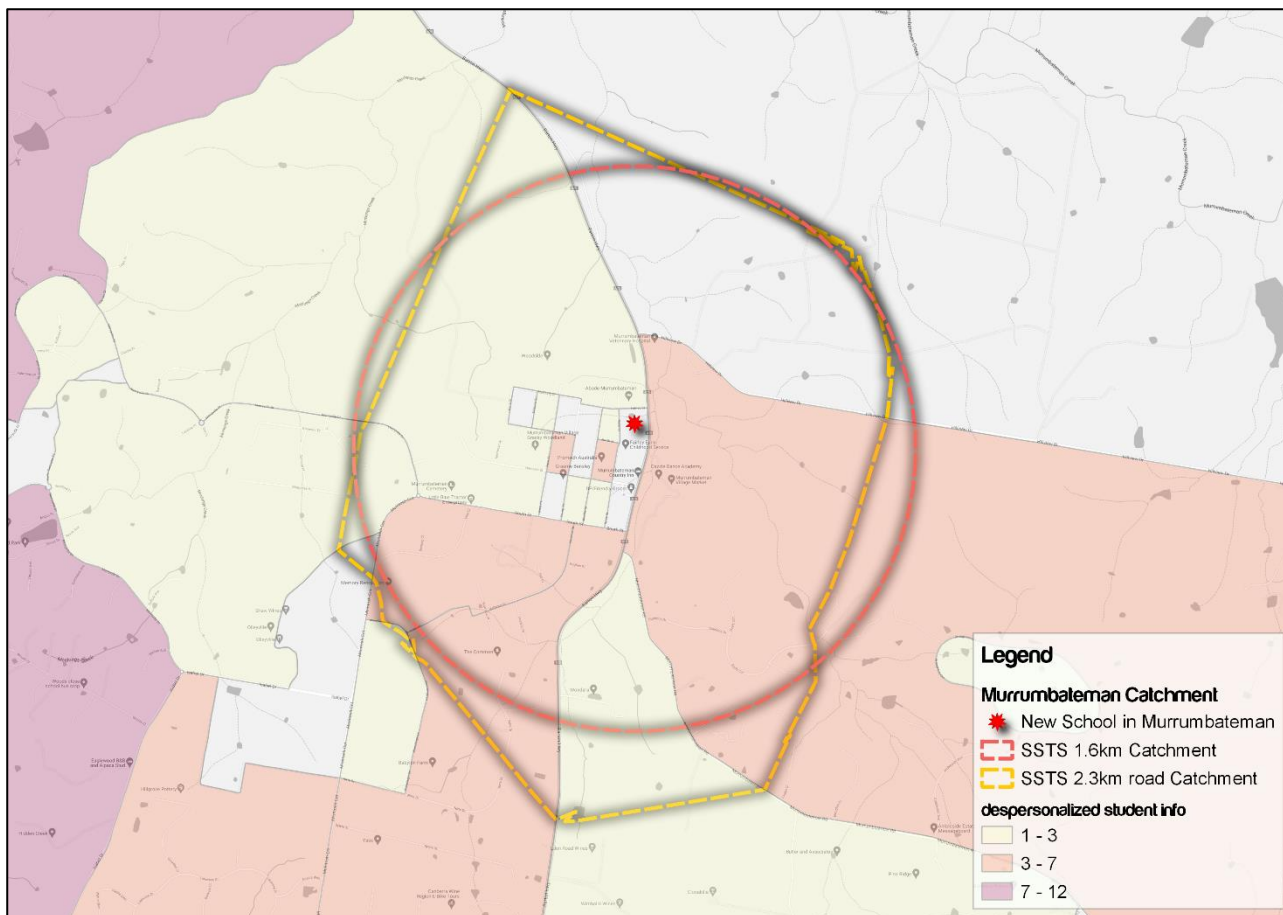


Figure 9: SSTS Exclusion Zones

The boundaries above demonstrate that both the 1.6km radius and 2.3km distance capture the wider proportion of the township.

2.6.2 School Drive Subsidy

In line with guidelines outlined by the NSW Government and Transport for NSW, the School Drive Subsidy is available in areas where there is limited or no public transport. The subsidy is intended to partly offset the cost of using a private vehicle to drive the eligible student all or part of the way to school. For grades Kindergarten to Year 6, the following eligibility criteria apply –

- They are a resident of NSW, or an overseas student eligible for free government education.
- Be aged 4 years 6 months or older and enrolled full-time in a school or TAFE (pre-school children are not eligible).
- Live in an area where there is limited or no public transport.
- Live more than the minimum distance to school (the minimum distance varies according to the year or grade the child is enrolled in). For grade Kindergarten to Year 6:
 - The distance to school exceeds 1.6km (straight line distance) or is at least 2.3km walking distance, and
 - The distance to the nearest transport pick-up point (where available) exceeds 1.6km (straight line distance) or is at least 2.3km walking distance.

De-personalized school catchment data analysis (Figure 8) indicates a low density of students located to the east of Barton Highway scattering across the school catchment boundary. School bus route analysis demonstrates the difficulty to provide an additional bus route to service students located east of Barton Highway due to their locality and poor existing road conditions. Therefore, it is noted that students located in areas with limited or no public transport options are able to apply for School Drive Subsidy.

2.6.3 Active Transport Catchment

- Pedestrian Catchment

SINSW has characterised the walking catchment of a school within 5, 10 and 15-minute walking distance increments of the school, representing desirability for the catchment area. **Figure 10** demonstrates the walking distance isochrones relative to the Site.

For students under the age of 16, Yass Valley Council has advised against utilisation of the crossing location on Barton Highway adjacent to the Jones Park Rest Area and the Oval to the east, east of the community centre. Accordingly, the pedestrian catchment below demonstrates restricted access towards the east due to the constraints imposed by the Barton Highway.

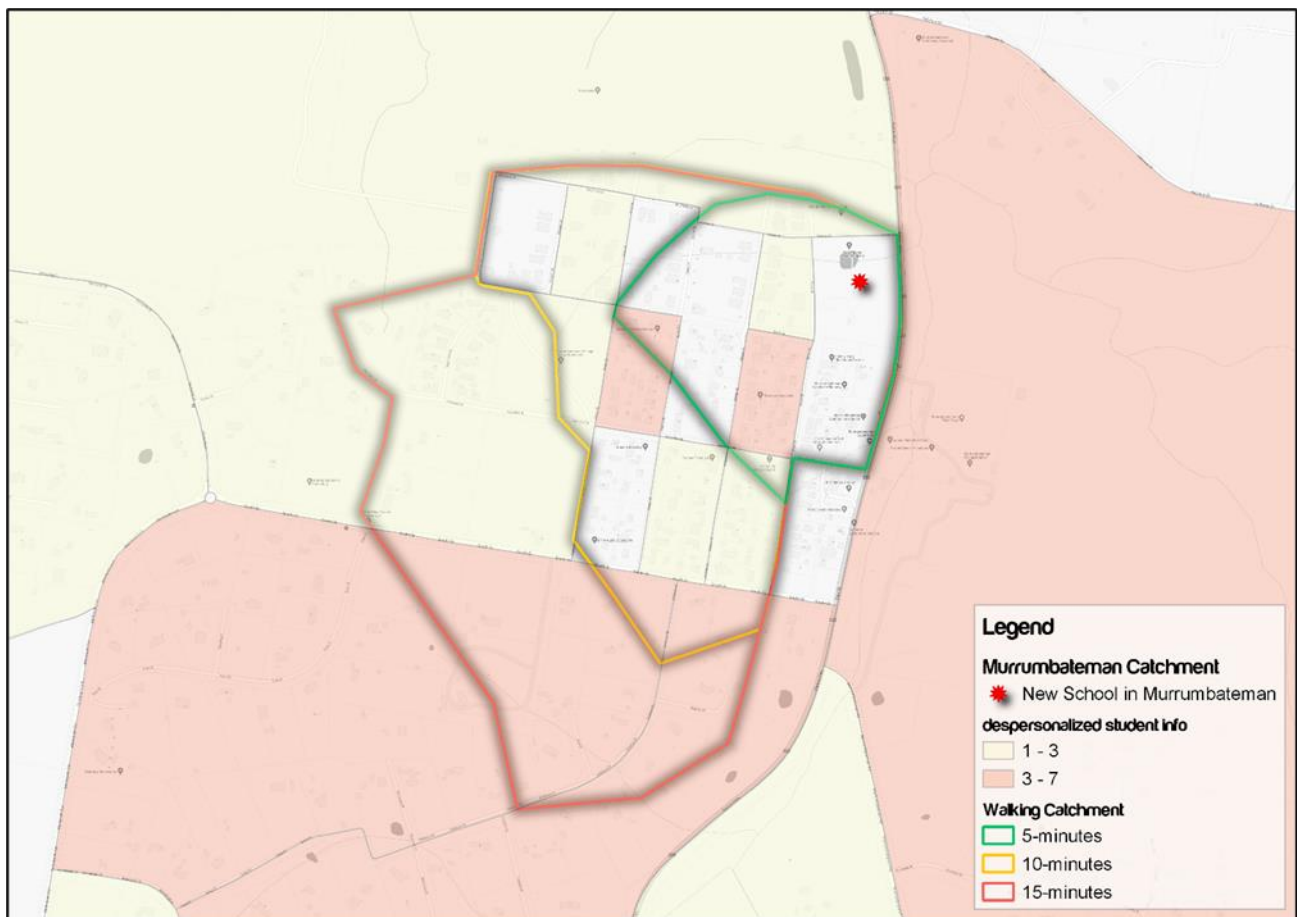


Figure 10: Pedestrian Catchment Zones

- Cycling Catchment

In addition to the pedestrian catchment guidelines described by SINSW, the catchment areas for cycling are defined in a similar format of 5-minute increments. **Figure 11** demonstrates the maximum extent of the cycling catchment zone. Similar to the walking catchment, Yass Valley Council has advised against utilisation of the crossing location on Barton Highway adjacent to the Murrumbateman Fields Days east of the community centre for students under the age of 16.

Notwithstanding this, it should be considered that while the catchment analysis is determined by the on-road network, the limited provision of pedestrian footpaths and off-road cycling infrastructure do not support the active transport mode, particularly for younger students.

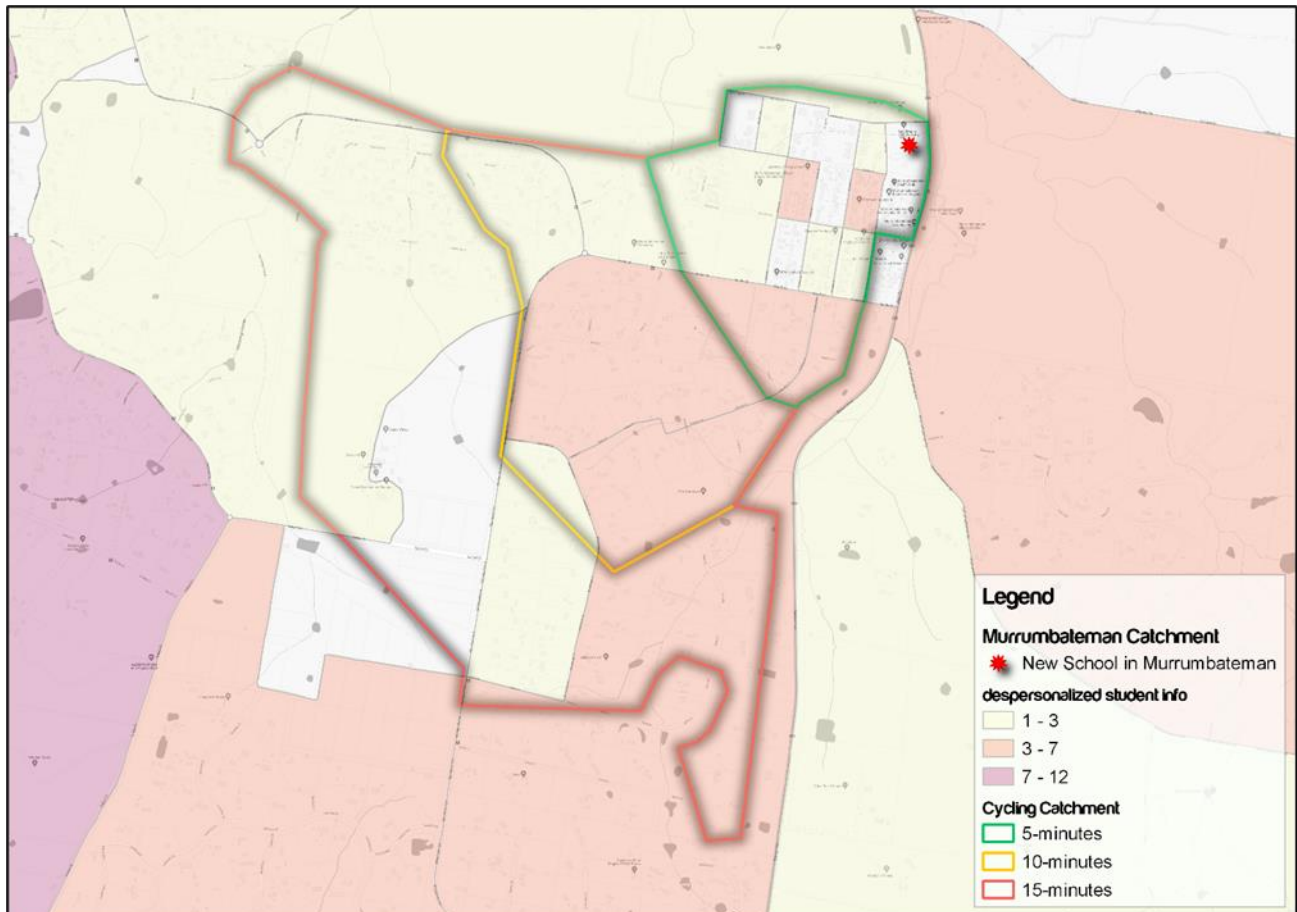


Figure 11: Cycling Catchment Zones

2.6.4 Catchment Summary

An assessment of the student catchment information provided by SINSW in the context of public and active transport catchment areas has been conducted, with the assessment results summarised in the below table.

As with the above assessments, the below information captures information of students across a wider catchment area associated with several schools in the region. As such, the results of **Table 9** can be considered 'indicative' of the new primary school in Murrumbateman.

TABLE 9: CATCHMENT ANALYSIS

Catchment Analysis	Notional (as the crow flies)	Actual (on path/using road network as proxy)
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1-400m (5-min walk)	8	1%	9	2%
401-800m (10-min walk)	10	2%	5	1%
801-1200m (15-min walk)	1	0%	1	0%
5-min cycling	19	3%	15	3%
10-min cycling	14	2%	7	1%
15-min cycling	12	2%	2	0%
1-1600m crow flies / 2300m on a path (excl from SSTS Primary)	25	4%	27	5%
Within 400m of public transport stop / station / wharf that brings them closer to school	0	0	0	0%
Within 800m of public transport that brings them closer to school	0	0	0	0%
# outside SSTS zone, with PT access with no PT option	-	-	551	95%
# outside SSTS zone, with PT access	-	-	0	0%
OSHC placements				
Total Students (2020) enrolments	578		578	

The key points of the catchment are summarised below –

- The potential catchment area for the new primary school in Murrumbateman largely spans the township, as well as rural communities to the immediate north, east and south of the town. In addition, as additional land releases unlock in the region, the suburban catchment is anticipated to further grow northwards.
- There are generally gaps within the townships' current pedestrian network, with active travel by walking and cycling having to be facilitated on-road or on the verge. This infrastructure is expected to improve with the construction of nearby developments. In the interim, it is not considered desirable to encourage a modal shift towards these active modes, due to safety considerations.
- There are potential opportunities for the student population to be serviced by several regional bus routes and loops, as suggested above. It may be beneficial for the school to be supported by OSHC placements to facilitate more convenient drop-off and pick-up timings for parents of students at the school.

3 School Travel Plan Framework

3.1 Transport Objectives

The primary objectives of this Plan are to:

- Reduce the environmental footprint of the school,
- Promote the use of 'active transport modes such as walking and cycling, particularly for short-medium distance journeys,
- Promote the use of 'public transport' modes including a bus network with full coverage of the catchment area,
- Reduce reliance on the use of private vehicles for travel to / from the School, and
- Encourage a healthier, happier, and more active social culture.

Having regard to the above, this Plan adopts the following movement hierarchy with priority given to 'active transport' followed by mass public transport and lastly the use of cars and other private vehicles. This hierarchy is reflected in the recently released Road User Space Allocation Policy, January 2021 prepared by TfNSW.

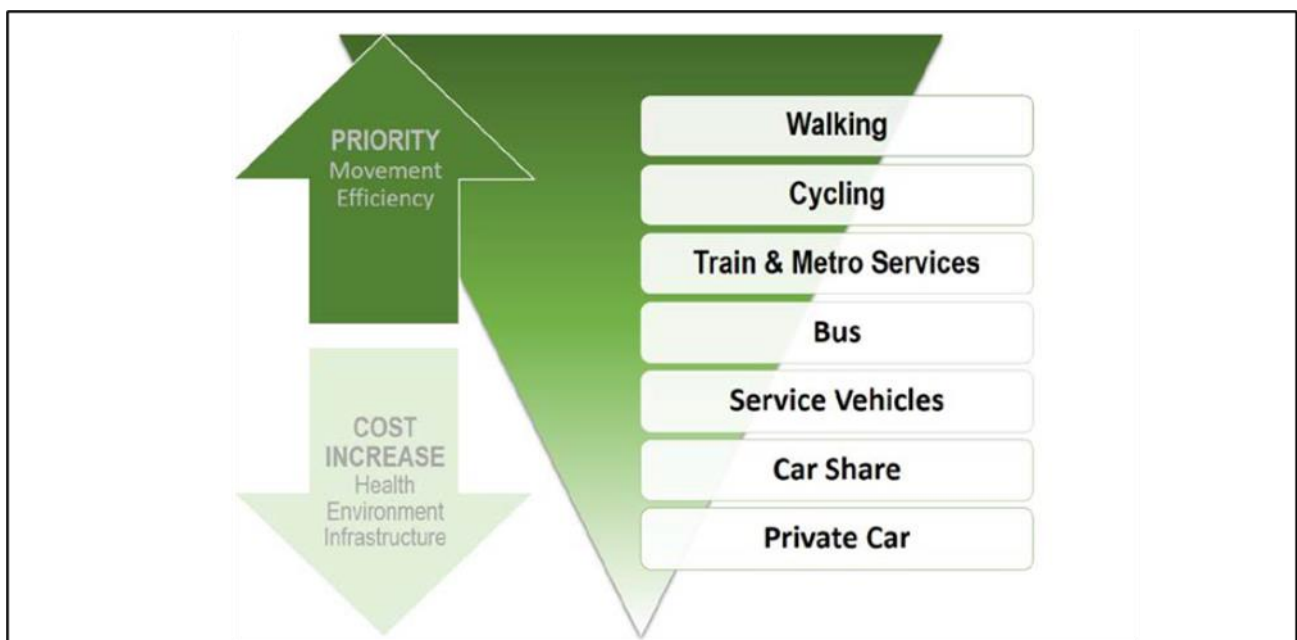


Figure 12: Movement Hierarchy

In a broad sense, this Plan is intended to encourage the use of active transport thereby reducing the overall distance travelled by private vehicles.

3.2 Implementation Plan

3.2.1 Implementation Plan Measures

The following specific actions have been identified to aid the achievement of the STP targets. These identified strategies include promotion of some event or day-specific activities. In isolation, these may not

dramatically alter the day-to-day travel of staff. However, there are benefits of such activities whereby participation can increase awareness of alternative modes of travel that can then form the basis of future travel patterns.

TABLE 10: IMPLEMENTATION PLAN MEASURES

Item No.	Action / Description	Responsibility	Response
1. General			
1.1	Establish a centralised Travel Plan Coordinator (TPC) who is to take responsibility for the ongoing review and monitoring of this Plan. This person(s) shall also provide direction to staff/parents in relation to specific requirements arising from the Plan. The estimated annual budget for a TPC assuming 10 weeks per term, 4 terms, and 10 hours per week is \$80,000 excl. GST	School	For SINSW / Department of Education to engage / appoint a Travel Plan Coordinator noting that the personnel is currently being discussed for the future undertaking within SINSW
1.2	Provide a 'Travel Welcome Pack' for newly employed staff, highlighting alternate modes of transport other than the use of a private vehicle.	TPC	Travel Welcome Pack to be provided on Day 1 for all staff
1.3	Review of the Plan as a regular item on the agenda of staff / management meetings.	School	To be undertaken
1.4	Preparation of a Transport Access Guide (TAG) and review following changes stipulated by the TPC	TPC	A Transport Access Guide will be provided to all staff, students and parents
2. Walking and Cycling			
2.1	Promote National Ride2Work Day and coincide with participation in Ride-To-School Day. This provides an opportunity for students, parents, and staff to try riding to school as well as celebrating those that currently utilise bicycles.	School / TPC	Consultation with School has been undertaken and the School is aware of the initiative
2.2	Promote Walk to Work Day and coincide with participation in "Walk Safely to School" Day. Similar to the above, it would encourage alternative modes of transport. Older students can be paired with younger students who live close together to walk to school as a pair or group	School / TPC	Consultation with School has been undertaken and the School is aware of the initiative
2.3	Develop further school-specific activities designed to get people moving with reward participation. For example, a competition to see which staff and/or student in each year can get the most 'steps' in a	School / TPC	Consultation with School has been undertaken and the School is aware of the initiative

	given time period; is similar to September activities.		
2.4	Encourage volunteers to organise a 'walking school bus'. This allows students to travel to school in an organised group guided by two adults. This would require liaising with the TPC.	School / TPC / Parents	Consultation with School has been undertaken and the School is aware of the initiative
2.5	Advocate, provide, and maintain safe pedestrian and bicycle facilities to and from the school.	School	Consultation with School has been undertaken and the School is aware of the initiative
2.6	In accordance with the cycling mode share targets identified, sufficient secure parking spaces and 'EoJ' facilities shall be provided and maintained.	School	Consultation with School has been undertaken and the School is aware of the initiative
2.7	Continue to monitor and review the demand for bicycle parking and end of trip facilities, including showers for staff, change rooms for staff and the need for lockers for staff and students. Seek opportunities to increase supply of bicycle parking and end of trip facilities at the school.	School / TPC	To be undertaken once school is operational.
3. Education Initiatives			
3.1	For Year K-2 students include education programs teaching road awareness using play-based learning	School / TPC	Consultation with School has been undertaken and the School will participate in the Council road safety initiatives
3.2	For Year 3 students include education programs teaching road safety with a focus on walking independently to school.	School / TPC	Consultation with School has been undertaken and the School will participate in the Council road safety initiatives
3.3	For Year 4 students include education programs to teach road safety with a focus on cycling independently to school. This may include an experience or an excursion.	School / TPC	Consultation with School has been undertaken and the School will participate in the Council road safety initiatives
3.4	For Year 5-6 students include education programs to teach how to travel independently on the public bus system in preparation for travelling to high school and other destinations.	School / TPC	Consultation with School has been undertaken and the School will participate in the Council road safety initiatives
4. Public Transport			
4.1	Display route maps and timetables (for services within 10 minutes walking distance) in high trafficable areas within the school.	School / TPC	To be undertaken once school is operational.
4.2	Advocate for TfNSW to improve public transport services in response to increased	TPC	To be undertaken following Term 1 operations for reassessment by TfNSW

	development within the surrounding area.		
4.3	Update this Plan and TAG to reflect changes to any bus routes and service times.	TPC	To be undertaken when changes to any bus routes and service times take place
4.4	Undertake a review to promote initiatives for staff using public transport. This may include a review of potential tax incentives for Government employees that use public transport.	School / TPC	To be undertaken following Term 2 travel mode surveys
4.5	Promote the use of public transport for students with a rewards scheme. i.e., students are provided incentives to travel to and from the school.	School / TPC	To be undertaken once school is operational
4.6	Liaise and discuss with TfNSW the feasibility of providing bus services for students outside of the 2.3km driving distance from the School.	TPC / TfNSW	This has been undertaken and SINSW confirmed the provision of school bus services for D1 T1 2023
5. Reducing Car Travel			
5.1	Review initiatives for staff and parents to promote car-pooling. This may include (but is not limited to) the provision of online services or forums to facilitate ease of finding carpooling scheme participants.	TPC	To be undertaken follow review of staff travel mode share in Term 2
5.2	Potentially introduce and enforce parking restrictions around the school. This is to be discussed and implemented in collaboration with Council's Road Safety Officer	TPC / Council	Refer to Signage and Linemarking Plan for parking restrictions around the school. School will be in continuous liaison with the Road Safety Officer once in operation.
5.3	Liaise with staff to discuss the feasibility of a parking management scheme which would discourage the use of single-occupant car travel to the site while incentivising employees to travel by alternative modes of transport.	School / TPC	To be undertaken once school is operational
5.4	Parking Management Strategy for staff to prioritise use by staff on a needs basis, e.g. preference for staff are carpooling or car sharing	School / TPC	To be implemented once parking management becomes necessary

3.3 Communication Strategy

With consideration of the above measures, a communication strategy has been developed that can be adopted by the future school administration and TPC to communicate the measures detailed above. It should be noted that this communication strategy is subject to review following further discussions with the School administration.

TABLE 11: COMMUNICATIONS STRATEGY

What	When	Method	Target	Responsibility
Share objectives and goals with the student body and staff	Prior to school opening and every term during operation	<ul style="list-style-type: none"> - Welcome packs to new staff and families. - Social media. - Website. 	Staff, Students, Parents	TPC
Provide information regarding transport options to and from the school, and on-site end-of-trip facilities.	Prior to the school opening. This information is to be available always and presented every term	<ul style="list-style-type: none"> - Welcome packs to new staff and families. - Website. - Information boards within school grounds. 	Staff, Students, Parents	TPC
Provide details regarding school-promoted initiatives that encourage alternative modes of transport, such as Ride-To-School Day, Walk-To-School Day, September, etc.	Annually prior to the event	<ul style="list-style-type: none"> - Social Media. - Website. - Skool Bag App - E-newsletters. 	Staff, Students, Parents	TPC
Provide details regarding the safety and volunteer process to manage a walking school bus	This information is to be available always and presented every term	<ul style="list-style-type: none"> - Welcome packs to new families. - Website. - Skool Bag App - E-newsletters. 	Students and Parents	TPC
Provide details regarding the availability of student bus passes	Prior to, and at school opening. This information is to be available always and presented every term	<ul style="list-style-type: none"> - Welcome packs to new families. - Website. 	Students and Parents	TPC
Liaise with parents regarding the education programs provided by the school that encourage alternative transport modes	Prior to the school opening. This information is to be available always and presented every term	<ul style="list-style-type: none"> - Welcome packs to new families. - Website. 	Students and Parents	TPC
Link key resources regarding the operation of school zones, road safety, and parking restrictions within the local area.	Prior to, and at school opening. This information is to be available always and presented every term.	<ul style="list-style-type: none"> - Welcome packs to new families. - Social Media - Website. - Skool Bag App - E-newsletters. 	Parents	TPC
Detail information regarding the operation of the	Prior to, and at school opening. This information is	<ul style="list-style-type: none"> - Welcome packs to new families. 	Parents	TPC

drop-off / pick-up area	to be available always and presented every term.	- Social Media - Website. - Skool Bag App - E-newsletters.		
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3.3.1 Welcome Packs

As detailed above, new staff and families shall be provided with a 'welcome pack' as part of the on-site induction process which includes the Plan and other information in relation to sustainable transport choices. This pack shall include a copy of the Plan as well as general information regarding the health and social benefits of active transport. Advice on where to find further information should also be included.

3.3.2 Accurate Transport Information

In addition to these 'welcome packs', a Transport Access Guide (TAG) shall be provided to all staff.

A copy of the TAG should also be displayed prominently in staff areas, such as lunchrooms and foyer areas, and information boards throughout the school for parents and students. The TAG shall be presented in a form that is reflective of the commitment to achieving positive transport objectives. The TAG is attached in **Appendix F**.

3.4 Mode Share Targets

The following student and staff target mode shares have been identified with consideration for the public transport and active transport coverage, catchment analysis and existing and future residential occupancy within the catchment area. Three scenarios are established for the School with the corresponding timeframe:

- Base: 1 – 3 years of operation
- Moderate: 3 – 5 years of operation
- Reach: 5 – 10 years of operation

Note all calculations below are based on the school being at full capacity.

TABLE 12: UPDATED MODE SHARE TARGETS - STUDENTS

Travel Mode ¹	Base		Moderate		Reach	
	#	%	#	%	#	%
Car (as driver)	-	-	-	-	-	-
Car (as passenger)	257 / 368	70%	220 / 368	60%	180 / 368	49%
Bus	74 / 368	20%	85 / 368	23%	92 / 368	25%
Walking	30 / 368	8%	48 / 368	13%	74 / 368	20%
Cycling	7 / 368	2%	15 / 368	4%	22 / 368	6%

As detailed in Section 2.5, the existing pedestrian and cycling network within the Murrumbateman Township provides limited accessibility to and from the School, with restricted student access towards the east of the School due to the constraints imposed by the Barton Highway. As such, students located to the west of the School within the Murrumbateman Township are able to travel to / from the school via walking and cycling. The increase in the walking and cycling mode share target reflects the proposed active transport network provision and expected population growth in the area.

As detailed in the catchment analysis, 95% of students located in the indicative school catchment are eligible for SSTS travel with access to public transport but have no public transport options. Consultation between TfNSW, the bus service provider and the School is currently underway to establish the proposed loop services. It is anticipated that an increase of students will be traveling via bus with the operation of the existing and proposed bus routes providing adequate coverage for students eligible for SSTS travel.

TABLE 13: UPDATED MODE SHARE TARGETS - STAFF

Travel Mode ¹	Base		Moderate		Reach	
	#	%	#	%	#	%
Car (as driver)	18 / 25	70%	13 / 25	56%	10 / 25	45%
Car (as passenger)	5 / 25	20%	7 / 25	25%	8 / 25	30%
Bus	0 / 25	0%	1 / 25	3%	1 / 25	5%
Walking	1 / 25	5%	2 / 25	8%	3 / 25	10%
Cycling	1 / 25	5%	2 / 25	8%	3 / 25	10%

Staff travel mode share targets are established with reference to the Journey-to-work analysis for the 2016 census year for the Murrumbateman area as well as the typical staff travel behaviour within ACT, which demonstrates high dependency on vehicle (as driver) for staff members.

Further analysis with reference to student and staff travel mode survey and depersonalized staff location data will be conducted. It is expected that the proposed student and staff travel mode share target would be reviewed on a yearly basis as part of the ongoing Operational School Transport Plan process.

4 Transport Operations and Access Management Plan

4.1 Operational Access Management Measures

4.1.1 Plan of Management

The School can and will coordinate pedestrians and vehicles on-site and within the local road network to meet operational requirements and ensure the safety of students with maintaining efficiency on-street. The following management measures are proposed.

4.1.2 Key Responsibilities of Management

Management shall:

- Ensure all staff is provided with sufficient training to undertake the required tasks. This includes responsibility for measures to ensure that all staff, parents/carers, visitors, and students are familiar with site-specific rules through appropriate site induction procedures.
- Be familiar with and address their respective duty of care requirements in accordance with the applicable state Work Health and Safety legislation.
- Ensure WHS Incident logbooks are maintained and undertake necessary action(s) in relation to any reported issues.

4.1.3 Hours of Operations

The School is anticipated to be accessible from 6:30 AM – 6:30 PM on weekdays with restricted access outside of these hours. The bell times are as follows:

- Start Time: 9:00AM
- Finish Time: 3:00PM

In addition to standard school hours, the school provides Out of School Hours Care (OSHC) services between the following times:

- Before School: 7:00 AM to 9:00 AM
- After School: 3:00 PM to 6:00 PM

4.1.4 Pedestrian Access

With reference to Section 2.2, no pedestrian crossing locations currently exist in the immediate vicinity of the Site.

Notwithstanding, Ason Group is in discussion with the project team and Council to establish the potential for future pedestrian crossings within the immediate vicinity of the school. Specifically, two future key crossing locations include the following:

- An east-west crossing along the south side of Fairley Street across Rose Street, at the southern leg of the Rose Street / Fairley Street intersection; and
- An east-west crossing across Rose Street, providing pedestrian and bicycle connectivity between the equestrian path and North Street.

It is recommended that traffic counts be commissioned initially at 6 months following Day 1 operations to review and validate whether the level of pedestrian / traffic activities meets the warrants set out in the TfNSW Supplement to AS1742.10:2009. These surveys will need to be organised by the Travel Plan Coordinator.

The below table demonstrates a preliminary warrant assessment against TfNSW Supplement to AS1742.10:2009 (Version 3.1) based on existing conditions (traffic and pedestrian survey counts undertaken for the site) of the proposed crossing locations. The data presented are existing conditions, whereby the school is currently undeveloped.

TABLE 14: CROSSING WARRANT ASSESSMENT

Warrant Type	Reduced Warrant (Children)		Special Warrant			Children's Crossing		
	Ped => 30	Veh => 200	Ped => 30	Veh => 200	PV => 45,000	Ped => 20	Veh => 50 (per direction)	Spd <= 60 km/h
Access Rd (Via Fairley Street)	N	N	N	N	N	M	M	Y
Rose St (E-W, adj North St)	N	N	N	N	N	M	M	Y

Note: "M", or orange scores indicate that based on existing surveys, the current numbers do not meet volume requirements; however, there is potential for growth as the School comes online and future urban developments come online.

The above warrant assessment demonstrates that broadly, the level of the existing volume of vehicles demonstrated in the traffic surveys falls under the requirements for both the reduced and special warrants for the provision of a zebra crossing. Notwithstanding, both locations exhibit acceptable speed conditions for dedicated children's crossings, with the potential for pedestrian demand and vehicle volumes to increase with the implementation of the school and future developments.

However, as the pedestrian sightlines at the Rose Street crossing investigated above are poor and are the main east-west pedestrian / cyclist / equestrian route to and from the school, speed reduction treatment is recommended on the approach to the crossing location.

The project team understands that Council has recently received grant funding to improve road safety around schools and are investigating interventions to increase pedestrian safety crossing Rose Street. At the end of Term 2 2023 this STP will be reviewed following school opening and this issue will be reviewed with the report.

4.1.5 Visitor Access

Visitor access to the school will be via the main access gate on Fairley Street:

- The intercom, gate control panel (GCP) and video monitor will be located and controlled from the administration office or an alternate central location.

- Key FOBs or proximity cards will be provided to staff who have access to the car park. Others will need to use the intercom to be granted access.
- Visitors to the school will utilise on-street parking and access the School via the main gate.
- If visitors to the school require access to an accessible parking space, they are to notify the school prior to visiting and arrangements will be made to ensure access to the staff carpark.

4.1.6 Out of Hours Access

As established above, indicative OSHC hours are anticipated between the operational hours of 7:00 AM and 6:00 PM. Regarding the general site as a whole; access will be restricted at these times:

- weekdays: before 6:00am and after 6:30pm
- weekends and public holidays: before 8:00 am and after 6:00 pm

Notwithstanding the above, prior to any larger scale out-of-school-hours activities (fete, sporting events, carnivals, community use of school hall, church groups, etc), an Event Traffic Management Plan specific to the activity should be prepared to address traffic and parking management matters.

4.1.7 Vehicle Access

Given the nature of the Site, different vehicle types will be required to access the School and will utilise the drop-off / pick-up areas. As detailed in Section 2.2, the School provides a drop-off / pick-up area as well as access to the staff car park via the access road from Fairley Street to the north as detailed in **Figure 13**.

Service vehicles will access the servicing area via the staff carpark access. The internal car park is for the exclusive use of staff and service vehicles only.

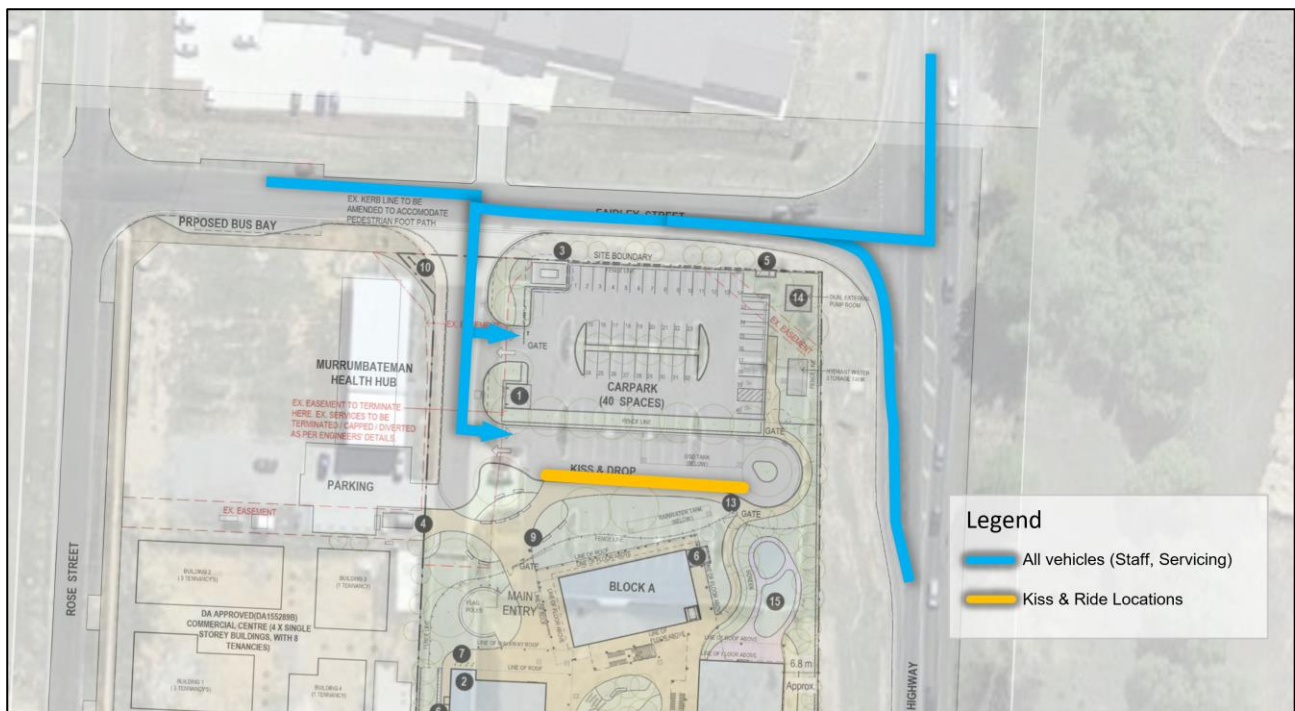


Figure 13: Vehicular Access

The management procedures of these amenities are discussed below.

4.1.8 Drop-off / Pick-up Facilities

As detailed in Section 2.2, Kiss & Ride arrangements are located on the internal circulating road south of the staff car park. **Figure 13** demonstrates the kiss & ride locations accessible by the internal access driveway.

As part of the Signage and Linemarking Plan prepared by Ason Group, the kiss and ride area will be signposted as “Kiss & Ride Area” between specific operational hours during the day. This will operate as “No Parking” zones where parents are unable to leave 3m from the vehicle or stay for longer than 2 minutes.

The first 3 bays in the internal kiss and ride area have been line-marked with numbers (1 to 3 per xx) to allow for school management of vehicles accessing the kiss and ride. Parents will be instructed that they are to pick up students in the 5 marked bays only and students will be waiting in a numbered section of the footpath when their parents / carers drive into the corresponding bay.

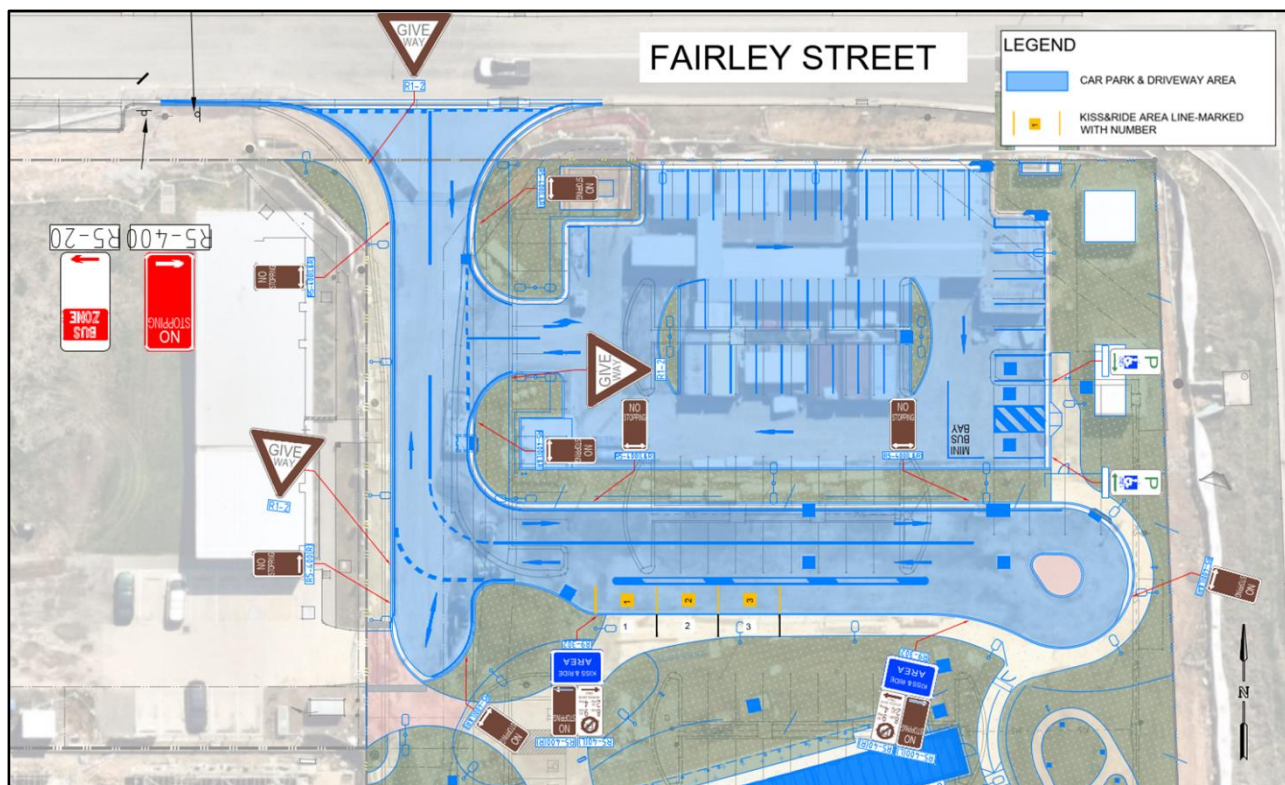


Figure 14: Kiss and Ride Linemarking Plan

TfNSW has prepared information documentation titled “School Drop-off and Pick-up; Organising the Initiative” details additional methods that can be adopted to assist in a safe and efficient management system for drop-off / pick-up areas. This has been attached in **Appendix G**.

Operation of the Kiss & Ride zone will be managed by the School to maximize vehicle flow through the Kiss and Ride zone and minimize queuing onto adjacent roadways. Ason Group recommends the following operational management procedure during the School pick-up period:

1. The Kiss and Ride facility has been designed to accommodate the queuing of 20 vehicles including 3 active pick-up bays and 17 queuing bays.
2. Students who require vehicular pick-up will be assigned a number and parents shall arrive at the Kiss and Ride at the dedicated timeslot and display the assigned number on the dashboard of their vehicle.
3. Students will arrive and wait at the shaded structure on-site, located east of the School's main entrance. This will require staff attendance on-site.
4. One staff member (as a minimum) will be situated on the pedestrian footpath near the internal kiss and ride. The staff will call out the number displayed on the vehicle dashboard for vehicles queuing in the active pick-up bays and communicate with staff in the on-site shaded structure to identify the corresponding student(s).
5. The corresponding students will be discharged from the main school gate and supervised/assisted by staff as they are aboard the parent's vehicle to ensure safety and efficiency.
6. Vehicles with students boarded safely will be encouraged to exit the Kiss and Ride zone as soon as possible ensuring the efficient flow of vehicles.

Operation of the Kiss & Ride zone will be continuously monitored by the School, review of the management plan and mitigation measures will be implemented to mitigate queuing along roadways and minimize traffic impacts on surrounding road networks.

Note that the vehicular access for the Murrumbateman Health Centre is planned to be relocated to Rose Street. Once that has occurred the extension of the access roadway to the Health Centre carpark will be discontinued and the access roadway will be stopped at the give way line shown south of the kiss and ride area access in **Figure 14**.

4.1.9 Staff Carpark

Access to the staff carpark is provided on-site via access on Fairley Street and accommodates 40 parking spaces including 2 accessible spaces.

Parking allocation is to be determined by the School administration noting that staffing levels for the maximum capacity of 368 students are not expected to exceed the number of car parking spaces provided.

Note that SINSW and Council are in the process of discussing the details of community use of the staff carpark

4.1.10 Accessible Access

Visitors with accessibility requirements will be directed to use the two accessible parking spaces within the staff carpark. As the number of car spaces provided within the staff carpark is in excess of the expected number of staffing levels for the maximum capacity of the school, the two accessible parking spaces would be reserved for anyone with accessible needs only. Correspondingly a pram ramp connecting to the on grade footpath into the school has been provided directly in front of the accessible car spaces.

The mini bus bay provided within the staff carpark is for the use of support learning student transport only. As support learning students are to be escorted to and from transport, staff will arrange for mini bus access to the staff carpark and escort the students from the mini bus via the pram ramp in front of the accessible car spaces into the school.

4.1.11 Onsite Bicycle Parking

Bicycle parking locations are indicated in close proximity to the northern main entry and southern secondary pedestrian entry locations. A total of 36 parking spaces are provided on-site.

Bicycle way-finding signage has been installed within the Site to direct cyclists from footpaths to designated bicycle parking areas prior to Day 1 Term 1 2023.

4.1.12 Bus Access

As per Section 2, the bus stop servicing the School will utilise be located in the kerbside indented parking bay located north-west of the School on Fairley Street. The bus stop will be operational during the School peak periods to allow students to travel to and from the School.

Students using the morning bus service will walk into the school along the pedestrian fenced footpath connecting Fairley Street bus bay to the school. Staff will keep students catching the bus within the school in the afternoon until the bus arrives into the bus stop and escort the students to the bus.

For special events such as excursions, this bus bay will also be utilised. Students would be escorted by staff to and from the bus stops through the secondary southern access to reduce the impact on Murrumbateman Health Hub and to eliminate the need to cross access driveways.

4.1.13 Servicing

All major deliveries and waste collection will occur via the staff car park.

Smaller delivery vehicles (limited to B99 vehicles) can use the internal kiss and ride area.

Delivery times would be strictly managed, whereby regular services are subject to strict timelines to ensure the minimum movements possible and these occur outside of the school's peak periods. Deliveries will be managed by the School's administration and management staff and will ensure that drivers are familiar with the details of the Plan, as well as the Code of Conduct discussed below.

4.1.14 Driver Code of Conduct

All drivers are to operate in a manner consistent with the requirements of applicable Work Health and Safety (WHS) legislation and other business-specific policies.

All commercial vehicle drivers are to be familiar with the Driver Code of Conduct before attending the Site. A copy of the Code is included in **Appendix H**.

4.1.15 Emergency Access

All emergency vehicles can access the school via either Fairley Street / access driveway or Rose Street / pedestrian pathway.

5 Governance and Support

5.1 Travel Plan Coordinator

To assist with the management of the School Travel Plan, a person(s) shall be nominated as the Travel Plan Coordinator (TPC) and be responsible for:

- Engagement with the staff and parent bodies,
- Implementation and promotion of the School Travel Plan actions,
- Monitoring the effectiveness of the Plan (refer to monitoring requirements outlined in Section 6) and ongoing maintenance of the School Travel Plan,
- Provide advice in relation to transport-related subjects to staff, management, and visitors, as required, and
- Liaise with external parties (i.e., Council, public transport, and car share operators) in relation to Travel Plan matters.

This role does not necessarily require a full-time position; however, it should be clearly designated among the key responsibilities of the building management group.

This may include financial incentives for staff to use active transport and public transport to travel to work. However, this is not a mandatory requirement and would be subject to management discretion.

5.2 Resourcing

It is not anticipated that the maintenance of this Plan will have significant ongoing cost implications and shall be reviewed on an annual basis by the TPC in order for the best outcome. To fund the monitoring of the PSTP, it is recommended that \$80k per year be allocated by DoE for the initial 2-years of implementation of the School Travel Plan.

6 Monitoring and Review Process

6.1 Plan Maintenance

This Plan shall be subject to ongoing review annually and will be updated accordingly. Annual reviews will be undertaken by the TPC, as required.

Key considerations regarding the review of the Plan shall be:

- Updating baseline conditions to reflect any changes to the transport environment in the vicinity of the Site such as changes to bus services, new cycle routes, new roads, etc. In this regard, a review of the Plan – and associated TAG in particular – may be undertaken on a more frequent basis,
- Tracking progress against proposed travel mode targets,
- Analysis and assessment of monitoring data collected to identify challenges preventing the school from achieving their targets and prepare solutions to address the challenges,
- To identify any shortfalls and develop an updated action plan to address issues, and
- Ensure travel mode targets are updated (if necessary) to ensure they remain realistic but also ambitious.

6.2 Monitoring and Review Actions

To assess the efficacy of the Plan strategies, the following actions are to be undertaken by the TPC:

- Review updated de-personalised data from the Department of Education with GIS analysis.
- Travel mode surveys to determine the proportion of persons travelling to/from the site by each transport mode. This will be in the form of annual travel mode questionnaire surveys to be completed by all persons attending the Site, as far as practicable. This survey may be undertaken online or in-person at the discretion of the TPC once a term in the first year of operations. See **Appendix I** for examples of the student and staff travel mode surveys.²
- Conduct physical counts and visual surveys once a term in the first year.
- Continue to monitor and review the demand for bicycle parking and end of trip facilities, including showers for staff, change rooms for staff and the need for lockers for staff and students. Seek opportunities to increase supply of bicycle parking and end of trip facilities at the school should additional funding and land become available.
- Analysis and assessment of monitoring data collected to identify challenges preventing the school from achieving their targets and prepare solutions to address the challenges
- Review information regarding participation in active travel programs.
- Undertake community consultation to gauge feedback regarding implemented strategies and areas for improvement to further encourage the use of alternative modes of transport.
- Periodic on-site review of facilities such as the drop-off / pick-up area, and bicycle racks.

It is recommended that an initial audit be undertaken within 6-months of the school opening to establish baseline mode share as early as possible.

Following the review process, the Plan would be updated with consideration for the findings and resubmitted to DPE. It should be noted that the initial review of the STP will be undertaken in Term 4, 2023.

² Travel Mode Survey for Staff and Students are based on questions and sequence of questions set by SINSW in accordance with their Transport Planning procedure. Customisation of surveys for Murrumbateman Public School will be undertaken in Week 3 or 4 of Term 1.

6.3 Feedback Framework

Following the actions undertaken as part of the review process, feedback is to be provided to key stakeholders including the community, TfNSW, Council, and the Department of Education, detailing the efficacy of the strategies. The strategies and Plan will be adapted accordingly