



Crossley Transport Planning  
Level 11, 338 Pitt Street  
SYDNEY NSW 2000  
Australia

[www.crossleytp.com.au](http://www.crossleytp.com.au)

# School Transport Plan

For the Upgrade to  
Camberay Public School

Rev 03



# Quality Assurance

## Project Details

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# Glossary

Term	Description
CPS	Cammeray Public School
Hands-up travel survey	A survey conducted in class. Teachers read out the various transport options children could choose to arrive at school. Then the children are asked to raise their hand to indicate which travel option was chosen on that day. The number of hands raised is counted to survey the transport mode share for that class. This survey is conducted on the same day, for every class to capture the mode share of the school.
Mode share	Mode share refers to the percentage share of students or teachers walking, cycling, catching public transport or being driven to and from school.
Rapid Transport Assessment (RTA)	A Rapid Transport Assessment is a focused study to understand how students currently travel to and from school and explore how they could travel in the future. It identifies improvements to infrastructure and operations that would make it easier and safer for students to walk, cycle, or use public transport. This assessment helps provide important information to support planning decisions, including the Review of Environmental Factors (REF) and environmental approval processes.
Review of environmental factors	A <b>Review of Environmental Factors (REF)</b> is a document that evaluates the potential environmental impacts of a proposed project or activity under the <b>Environmental Planning and Assessment Act 1979 (EP&amp;A Act)</b> . The REF assesses whether the project is likely to have a significant environmental impact and identifies measures to mitigate these impacts. It considers a range of factors, including traffic and transport, noise, air quality, biodiversity, and social impacts.
School Student Transport Scheme (SSTS)	The School Student Transport Scheme (SSTS) provides eligible school students with free or subsidised travel on public transport between home and school. To be eligible for a free school travel pass at primary school, the student must be a resident of NSW, at least 4 years and 6 months of age and live more than 1.6 km (straight line distance) from school, or 2.3 km or more by the most direct practical walking route to the nearest entry point to the school.
Travel Coordinator	The individual responsible for implementing the transport program to achieve travel behaviour change during the duration of construction and the first year of post-occupancy.
Traffic management	This refers to traffic signs and road markings which control or direct the operation and behaviour of people and vehicles. For example, this includes measures like speed limits, street parking restrictions, and pedestrian crossings.

# 1 Introduction

## 1.1 Background

Crossley Transport Planning (CrossleyTP) have been commissioned by RP Infrastructure on behalf of NSW Department of Education (DoE) to prepare a School Transport Plan (STP) for Cammeray Public School (CPS). CPS will undergo an upgrade with the construction of four new permanent teaching spaces in a two-storey building near Miller Street, replacing the three existing demountable classrooms near Bellevue Street. The student capacity of the school is not expected to change following this upgrade.

This School Transport Plan (STP) has been prepared to support a Review of Environmental Factors (REF) for the Department of Education (DoE) for the upgrade of the Cammeray Public School (CPS) (the activity). The purpose of the REF is to assess the potential environmental impacts of the activity prescribed by State Environmental Planning Policy (Transport and Infrastructure) 2021 (T&I SEPP) as “development permitted without consent” on land carried out by or on behalf of a public authority under Part 5 of the Environmental Planning and Assessment Act 1979 (EP&A Act). The activity is to be undertaken pursuant to Chapter 3, Part 3.4, Section 3.37 of the T&I SEPP and in consideration of the stakeholder and community participation plan.

The proposed activity is for upgrades to the existing CPS at 68 Palmer Street, Cammeray NSW 2062 (the site).

The purpose of the STP is to guide the implementation of infrastructure and operational measures to improve transport safety, reduce congestion, and encourage active and sustainable travel behaviours among students and staff at CPS.

## 1.2 Site description

CPS is located at 68 Palmer Street, Cammeray on the northern side of Palmer Road, bound by Palmer Street to the south, Bellevue Street to the east and Miller Street to the west. The site has an area of 1.36 ha and comprises 11 allotments, legally described as:

- Lot 11 DP 837836
- Lot 1 DP 316130
- Lot 1 DP 316706
- Lot 1 DP 123406
- Lot 2 DP 174370
- Lot 1 DP 174370
- Lot 4 Sec 35 DP 758790
- Lot 5 Sec 35 DP 758790
- Lot 66 DP 1049613
- Lot 3 DP 571310
- Lot 4 DP 571310

The site currently comprises an existing co-education primary (K-6) public school with 6 permanent buildings, 3 demountable structures, covered walkways linked at multiple levels,



play areas, on-grade parking, sports court, covered outdoor learning area (COLA) and vegetation/green spaces with mature trees.

The existing school buildings are clustered towards the southern portion of the site and comprise both single and 2 storey buildings. The northern portion of the site contains the sports court, vegetable garden and play equipment. The north-western portion of the site is heavily vegetated with trees of high landscape significance that are protected with fencing.

The site is identified as a locally listed heritage item (I0019) under Schedule 5 Environmental Heritage pursuant to the North Sydney Local Environmental Plan 2013 (NSLEP). The school is also identified in the Plateau Heritage Conservation Area (HCA) (Part 2 Schedule 5 of the NSLEP). The school is listed on the Department of Education (DoE) Section 170 Heritage Conservation Register as 'Cammeray Public School'. The site is approximately 115 metres from a State heritage item (I0004) being the electricity substation at 143 Bellevue Street and in close proximity to locally heritage listed items.

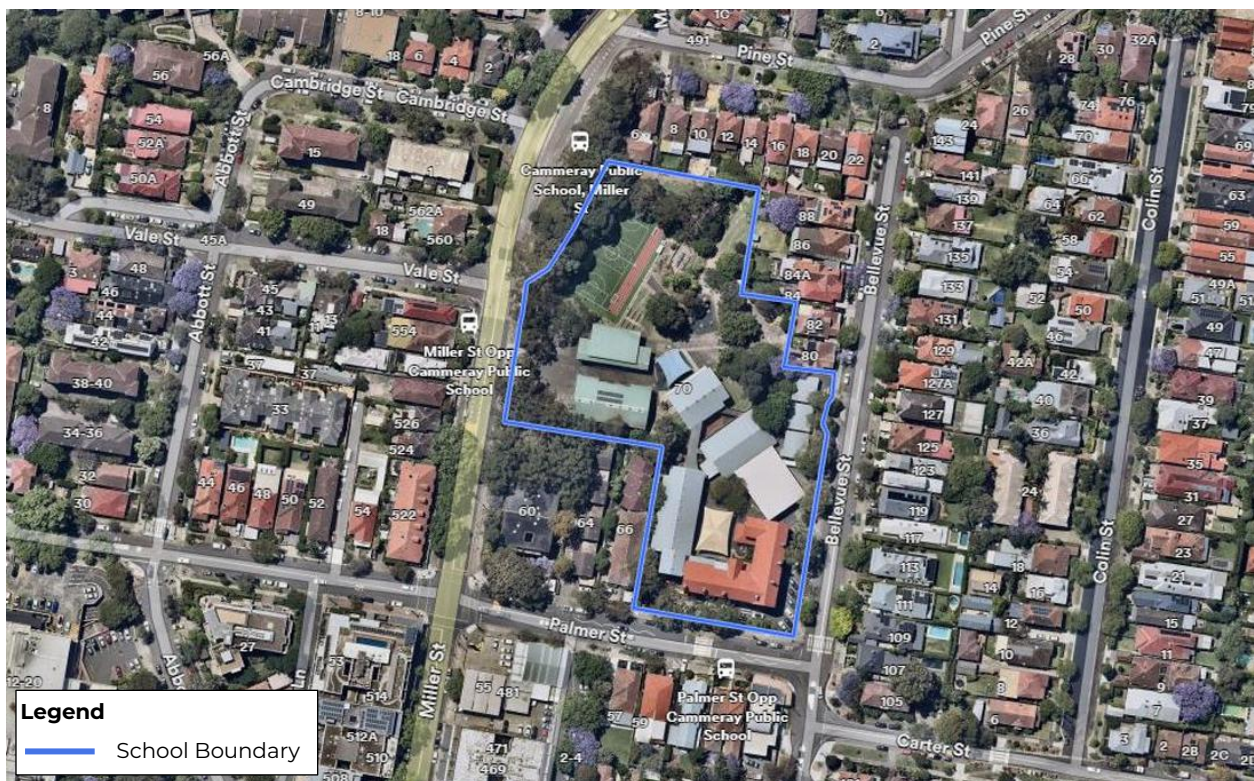


Figure 1-1 Cammeray Public School site boundary (Source: NearMap, 30/10/2024)

### 1.3 Purpose of the School Transport Plan

The purpose of this School Transport Plan (STP) is to guide the school in implementing changes that promote sustainable and active transport options, with the goal of achieving 85% of students walking, cycling or using public transport to travel to and from school.

The STP outlines specific action to:

- Reduce congestion at the school gates by providing practical alternatives to car travel.
- Encourage healthier and more active lifestyles for students, parents and teachers.
- Monitor progress and evaluate success to ensure the plan remains effective and adaptable.

- This plan serves as a 'living' document with the key objectives reviewed and updated annually by the Principal and/or the School Travel Coordinator to reflect the school's evolving needs and priorities.

## 1.4 Planning Status

The proposed activity at Cammeray Public School is designed to replace outdated infrastructure while supporting educational and transport improvements for the school community. This School Travel Plan (STP) aligns with the Review of Environmental Factors (REF) process by identifying potential transport challenges and proposing mitigation measures to address them. The STP provides operational strategies to support sustainable transport modes, ensuring these upgrades meet accessibility and environmental objectives.

### 1.4.1 Proposed activity

The proposed activity involves upgrades to the existing CPS, including the following:

- Construction of 4 new permanent teaching spaces in a two-storey building incorporating 2 general learning spaces and 2 practical activity areas
- New egress lift and stairs for access to all building levels
- External covered walkways connecting the new building to the existing school network
- Landscaping and external works including compensatory planting
- Upgrades to site infrastructure and services to support the new buildings
- Removal of 3 temporary (demountable) classrooms from the eastern side of the school
- 50 bicycle parking spaces

The intent of the activity is to provide 4 permanent teaching spaces (PTS) plus 2 practical activity areas (PAA) across a two-storey addition, adjoining Building E. This will result in CPS retaining the capacity of a 'large' school (553-1,000 students) under EFSG (SINSW Education Facilities Standards and Guidelines).

**Figure 1-2** below shows the scope of works for the proposed activity.

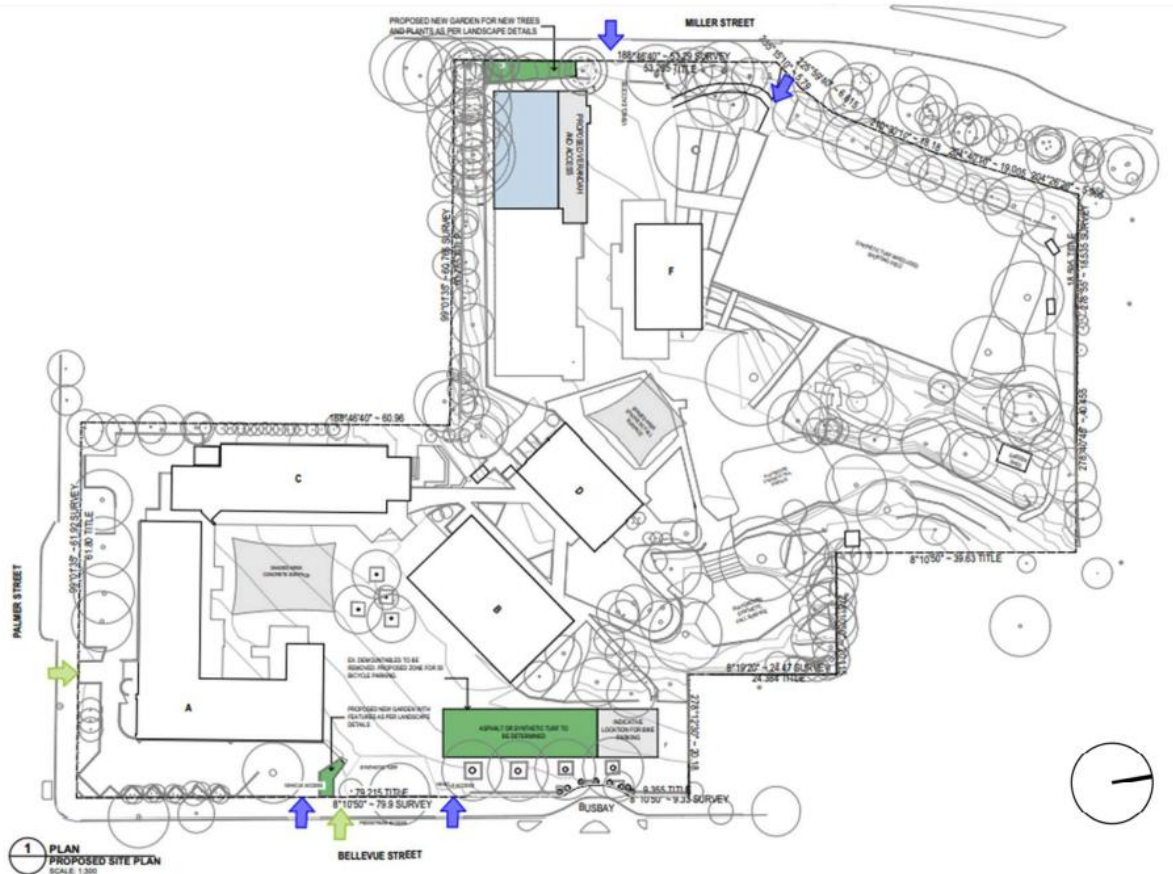


Figure 1-2 Proposed Scope of Works (Source: Fulton Trotter Architects, Proposed Site Plan (Rev P6))

## 1.5 School Transport Plan Goals

The overall vision of the School Transport Plan (STP) for Cammeray Public School is to create a safe, sustainable, and accessible transport environment that prioritises walking, cycling, and public transport as the primary modes of travel. This vision aligns with the objectives of reducing traffic congestion, improving safety, and promoting active and sustainable travel behaviour within the school community. By fostering these habits, the goal is to achieve **85% of students regularly walking, cycling, or choosing public transport.**

To achieve this vision, the STP outlines the following objectives:

- Encouraging walking and cycling by addressing existing barriers and deficiencies in pedestrian and cycling infrastructure.
- Supporting increased use of public transport by improving accessibility to bus services and ensuring adequate capacity for surrounding residents.
- Reducing vehicle congestion around the school by promoting sustainable transport modes and minimising the need for car travel.
- Providing tools to identify barriers to active travel and collaborating with Council and Transport for NSW to develop solutions and support in funding their implementation.
- Setting up accountability and responsibility for rolling out the School Transport Plan.
- Establishing systems to monitor progress toward the mode share target and make necessary adjustments to achieve the desired outcomes.



The key objectives will be reviewed and amended as required by the Principal and/or School Travel Coordinator each year.

## 1.6 Consultation

A meeting with the School Principal and Business Manager occurred on 17<sup>th</sup> November 2023 to discuss current travel behaviour, transport operations and general issues. Further consultation is required to refine this school transport plan's vision statement, action plan and governance arrangements. This will require involvement from:

- Department of Education (DoE)
- Cammeray Public School

## 1.7 Links to other application documentation

This School Transport Plan (STP) is informed by the Rapid Transport Assessment and the subsequent Transport Accessibility and Impact Assessment (TAIA).

The STP provides a mechanism to address some of the traffic mitigation measures identified in these documents, supporting the Review of Environmental Factors.

### Upgrade of Cammeray Public School – Review of Environmental Factors

This School Transport Plan forms part of the Review of Environmental Factors (REF), which provides detailed information on the upgrade of Cammeray Public School (CPS). The REF evaluates the environmental impacts of the activity, classified as “development permitted without consent” under the State Environmental Planning Policy (Transport and Infrastructure) 2021 (T&I SEPP). It includes comprehensive details on the proposed upgrades, such as the addition of permanent teaching spaces, practical activity areas, covered walkways, and bicycle parking facilities, while addressing measures to mitigate potential environmental impacts associated with the school's expansion.

### Upgrade of Cammeray Public School - Rapid Transport Assessment (RTA)

This document summarises the current transport conditions and identifies deficiencies in the area surrounding the school. It includes hands-up travel surveys for students and staff and sets mode share targets for future year scenarios. The RTA provides recommendations to enhance transport safety, accessibility, and sustainability for the school community. The STP aligns with the recommendations and findings of the RTA to ensure a coordinated approach to addressing transport-related challenges and achieving the school's transport goals.

### Upgrade of Cammeray Public School – Transport Accessibility and Impact Assessment

This document provides a comprehensive analysis of the traffic, transport, and construction impacts associated with the proposed school upgrade. It evaluates existing travel patterns, identifies transport deficiencies, and assesses the projected impacts of the development. The document outlines proposed enhancements, including improved pedestrian and cycling infrastructure. These measures are designed to support an increased proportion of students travelling via walking, cycling, and public transport. Additionally, they aim to ensure minimal disruption during construction and address long-term transport needs for the school and surrounding community.

# 2 School Travel Survey

## 2.1 Student travel to school

Students at CPS completed a hands-up travel survey on Friday 1<sup>st</sup> December 2023 detailing how they travelled to and from school. The survey questions are attached in **Appendix D** and the responses are illustrated in **Figure 2-1** and **Figure 2-2** below.

The survey results indicate that the majority the students arrive at school in the morning by car (48%), with a significant portion also walking to school (40%). The remaining students use public transport (7%) and cycle or scoot to school (5%). In the afternoon, 44% travel by car, 41% walk, 13% use public transport, and 2% cycle from school to home.

The lower car use and higher public transport use in the afternoon suggest an opportunity to achieve similar improvements in the morning.

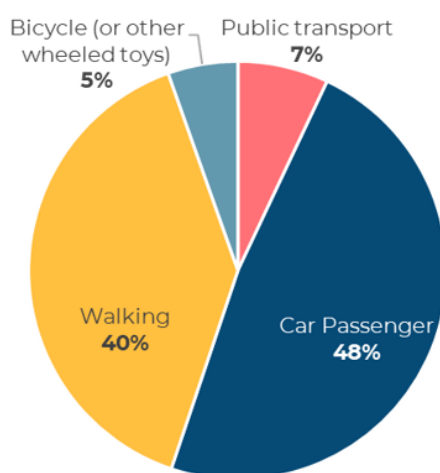


Figure 2-1: Morning - student drop-off travel mode share

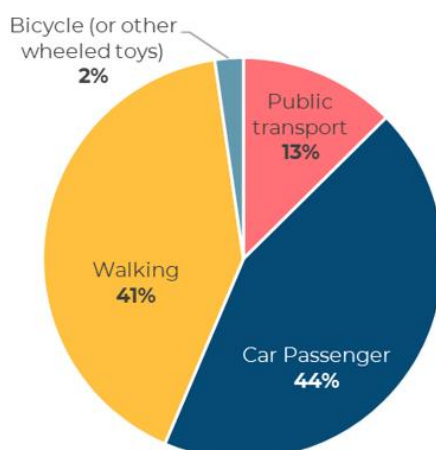


Figure 2-2: Afternoon - student pick-up travel mode share

## 2.2 Staff travel patterns

Staff at CPS, which total to 25 members, also completed a travel survey regarding their commuting modes to school. The data is demonstrated in **Figure 2-3** below.

The results show that the majority of staff commute to school by car, accounting for 84% of all trips. The remaining four members are equally distributed between walking or cycling (8%) and other travel modes such as riding a motorcycle or using public transport (8%).

These travel patterns highlight a significant reliance on car travel, presenting an opportunity to promote sustainable transport options among staff members. However, this car reliance is still relatively low compared to other primary schools, so the car mode share is considered sufficient for staff.

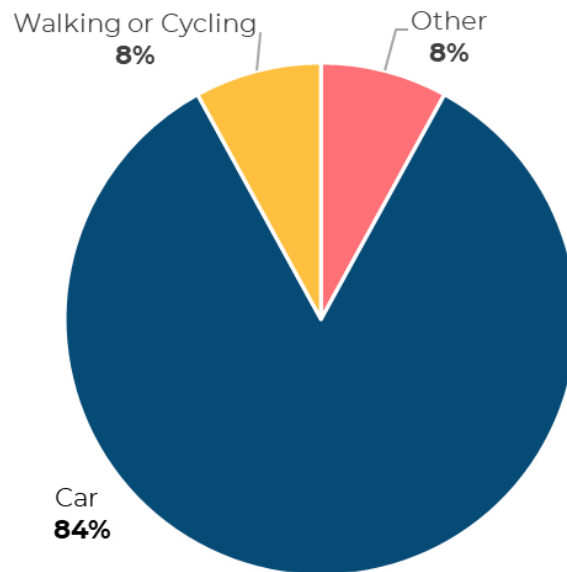


Figure 2-3: Staff travel mode share

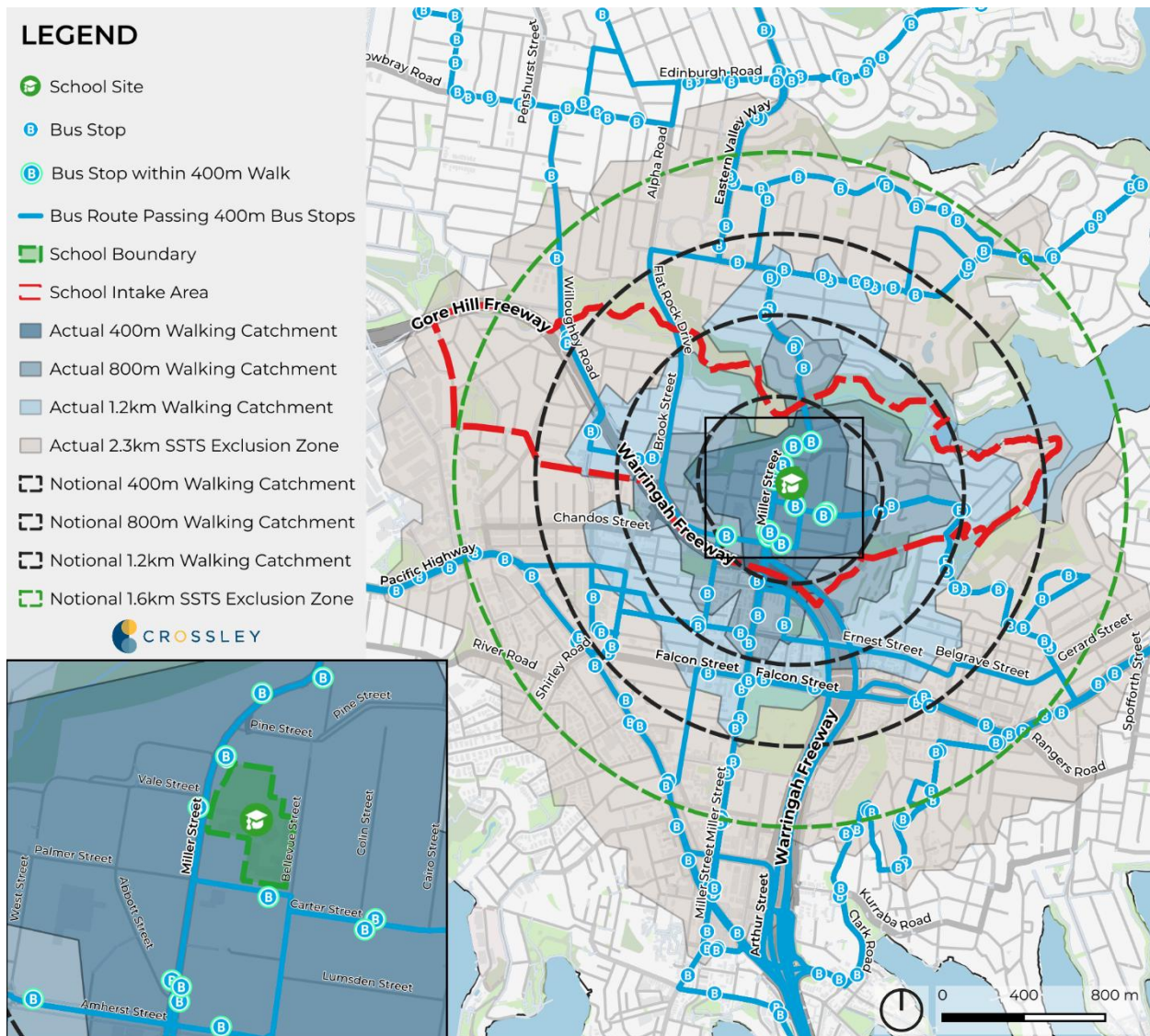
## 3 Future Travel Analysis

### 3.1 Walking catchment analysis

A walking catchment analysis was completed based on the current student depersonalised data provided by the DOE on 14/08/2023. The analysis included identifying the number of students enrolled who live within the following distances to school:

- 400m / 5-minute walking distance
- 800m / 10-minute walking distance
- 1200m / 15-minute walking distance
- 2300m walking distance / 1600m straight line (School Student Transport Scheme (SSTS) exclusion zone)

The catchment extents are shown in **Figure 3-1**:



These distances were selected based on the propensity for students to walk to school. Research indicates that the willingness to walk diminishes rapidly beyond a 15-minute walk. Therefore, the 1200m distance represents a practical limit for most students. The 2300m distance aligns with the School Student Transport Scheme (SSTS) exclusion zone, beyond which students are eligible for a free bus pass, encouraging those living further away to use public transport instead of being driven to school.

The results from the walking catchment analysis are shown in **Table 3-1**. The analysis reveals that approximately 68% of students live within walking distance to the school. Around 25% of students live too far to walk comfortably but are within the 2.3km zone and would need to pay for public transport. The remaining 7% live beyond the 2.3km zone and can access a free public transport pass.

*Table 3-1: The proportion of students living within each walking catchment*

Catchment Analysis	Actual (on path / using road network as a proxy)
1-400m (5-min walk)	27%
401-800m (10-min walk)	26%
801-1200m (15-min walk)	16%
1201-2300m (Within SSTS exclusion zone)	25%
More than 2300m (Outside SSTS Exclusion zone)	7%

In conclusion, the walking catchment analysis highlights that a significant proportion of students live within a walkable distance to the school, yet the current mode share indicates that many still travel by car. This suggests there is substantial potential to increase the number of students walking, cycling, or using public transport. By improving infrastructure and promoting active travel options, the school could then promote and encourage more students within the 15-minute walking zone to walk or cycle. Additionally, enhancing public transport accessibility and cycling infrastructure for those in the 1200m to 2300m zone can further reduce car usage, supporting the goals of reducing congestion and promoting sustainable travel habits.

### 3.2 Public transport catchment analysis

This analysis focuses on understanding the level of access to public transport services for students who are more likely to use them. This includes students who live more than a 15-minute walk from school and have access to a free public transport pass under the SSTS. It also considers students who live beyond walking distance but need to pay for public transport. Access is defined by walking proximity to a bus stop that has services routing to the school. Based on best practice, most people are willing to walk up to 400m to a bus stop. Therefore, the analysis examines how many students have the potential to walk and catch a bus, and the proportion that can do this for free.

The results from the public transport catchment analysis are shown in **Table 3-2**. The analysis reveals that 74% of students live within 400m of a public transport stop that brings them close to school, and 97% live within 800m of such a stop. However, only 3% of these students live within 400m of a bus stop that takes them to school and qualify for a free bus pass under the



SSTS, while another 4% reside outside both the SSTS zone and the 400m public transport catchment.

Table 3-2: Public transport catchment analysis

Catchment Analysis	Actual (on path/using road network as a proxy)
Within 400m of a public transport stop that brings them close to school	74%
Within 800m of public transport that brings them close to school	98%
Outside SSTS zone, within 400m of public transport	3%
Outside SSTS zone, greater than 400m to public transport	4%

### 3.3 Mode share targets and assumptions

The mode share targets are derived to quantify the vision for sustainable travel outcomes at the school. These targets are not fixed and can change as the street and transport environment around the school evolves and the distribution of enrolled students shifts.

Based on the catchment analysis and current travel behaviour, targets for walking, cycling, and public transport use are defined. These targets include a reach mode (ultimate goal) and a moderate mode (mid-point goal) and are compared to a benchmark school.

The targets are presented in **Table 3-3**, representing the potential for walking, cycling, and traveling by bus based on the current school catchment and a student enrolment of 685, as well as 25 staff members. The resultant reduction in private vehicle trips would reduce kiss and drop activity outside the school and on-street parking pressures around school opening and closing times.

Table 3-3: Travel mode share target scenarios for students and staff

Travel mode	2023 Existing (Base Mode Share Scenario)	Moderate target share scenario	Reach target share scenario	North Sydney Public School 2024 Average (Benchmark School)
Students				
Walk	40% (276 students)	47% (320 students)	53% (364 students)	45% (265 students)
Bicycle (or other wheeled toy)	4% (26 students)	6% (41 students)	7% (48 students)	6% (35 students)
Public transport	10% (67 students)	17% (117 students)	25% (171 students)	2% (12 students)
Car	46% (316 students)	31% (212 students)	15% (103 students)	47% (277 students)
Total Participation Enrolments	<b>685 (523 survey participants*)</b>	<b>Approx. 685 students</b>	<b>Approx. 685 students</b>	<b>Approx. 589 students</b>
Staff				

Travel mode	2023 Existing (Base Mode Share Scenario)	Moderate target share scenario	Reach target share scenario	North Sydney Public School 2024 Average (Benchmark School)
Car	84% (21 Staff)	84% (21 Staff)	84% (21 Staff)	N/A
Walking or Cycling	8% (2 Staff)	8% (2 Staff)	8% (2 Staff)	N/A
Other	8% (2 Staff)	8% (2 Staff)	8% (2 Staff)	N/A

In developing the reach mode share for Cammeray Public School the following assumptions were made:

#### Walking

- 53% of students live within a 10-minute walk of the school.
- Some students living 10-15 minutes away may also walk, balancing those within 10 minutes who may choose other modes.

#### Cycling (including scooting)

- A 6-7% cycling mode share is estimated, based on North Sydney Public School benchmark school.
- This assumes the propensity to cycle to school is greatest for those students who live outside the walking catchment but within a distance that disqualifies them from receiving free public transport under the School Student Transport Scheme (SSTS).

#### Public Transport

- 74% of students live within 400 meters of a bus stop.
- A 25% mode share for bus usage is considered achievable.

#### Car Passenger:

- The remaining 15% of students are expected to be driven to school.

#### Staff Travel:

- 84% of staff currently travel by car, which is low compared to other primary schools.
- This car mode share is considered sufficient for staff.

## 4 Policies and procedures

To support sustainable transport at Cammeray Public School (CPS), we have developed a preliminary set of policies and procedures to be discussed and approved in consultation with DoE and Cammeray Public School. These measures aim to create a safer, more efficient, and environmentally friendly travel environment for students and staff. The following sections outline our strategies to encourage greater participation in student walking, cycling and taking public transport to school.

The implementation and communication of the policies and procedures are outlined in the action plan and the communication plan together with infrastructure recommendations (refer to section 5 and section 6).

### 4.1 Creating an improved walking environment

#### Policy Statement

*"Cammeray Public School is committed to creating a safe, accessible, and pleasant walking environment to encourage more students and staff to walk to school."*

#### Procedures:

- Regularly inspect walking paths and report any hazards to the local council for maintenance.
- Encourage students and staff walking to school to report hazards via the "snap, send solve" app.
- Support the school crossing supervisor to ensure safe crossing for students.
- Promote walking to school through school newsletters, assemblies, and events such as Walk Safely to School Day.

### 4.2 Support public transport use with upgraded facilities

#### Policy Statement

*"Cammeray Public School aims to support and increase the use of public transport by working with Transport for NSW (TfNSW) to identify potential bus route adjustments and service improvements."*

#### Procedures:

- Collaboration with TfNSW to identify and advocate for necessary bus route adjustments and service uplifts to better serve the school community.
- Provide up-to-date information on bus routes, schedules and the benefits of using public transport through the school website, newsletters and social media.

### 4.3 Formalising kiss-and-drop locations

#### Policy Statement

*"DoE will review kiss and drop demand and address any deficits via the REF pathway. Cammeray Public School will support the safe use and self-enforcement of the facility."*

#### Procedures:

- Communicate the location of the kiss-and-drop zones to parents and caregivers and associated rules to support self-enforcement.

- Offer supervision to ensure that vehicles do not stop in unsafe or obstructive locations on the school boundary.

# 5 School transport operations

To ensure the safe and efficient access to the school for staff, students, caregivers, and visitors, the following actions will be implemented as part of the activity. These strategies encompass the management of site transport access, day-to-day school operations, and event transport operations, along with initiatives to encourage sustainable transport. The Department of Education's (DoE) Travel Coordinator will collaborate with the school community, as outlined in the communications plan, to ensure the safe and efficient operation of the school.

## 5.1 Site transport access

Cammeray Public School has 3 pedestrian gates, one of these is the main entry gate on Bellevue Street, while the other two are located at Palmer Street but are inactive and remain closed. Vehicle access to the school is provided by 3 vehicle gates, where two are located on Miller Street and the third at Bellevue Street (see **Figure 5-1**).

- **Pedestrian and Bicycle Access:** Students walking and cycling to school can access the school via the pedestrian gate at Bellevue Street. **Bus Access:** Students travelling to school on the bus will access the school via the gate on Bellevue Street. There are 12 bus stops within 5-minute walk from school, three of which are located adjacent to the school. These bus stops provide access to school buses as well as public buses. The bus services align with school start and end times, ensuring timely and efficient transportation for students.
- **Kiss-and-Drop Zones:** For parents and caregivers driving their children to school, a kiss-and-drop zone is located along the 'No Parking' zone at Bellevue Street, adjacent to the main gate. **Vehicle parking:** Off-street parking is provided for staff with the vehicle access in and out of the school located via Bellevue Street. For staff who are not able to find parking off-street, unrestricted on-street parking is available along the surrounding streets of Bellevue Street, Palmer Street, Miller Street, Carter Street, and Vale Street.
- **Mobility parking:** A mobility parking space is provided on-site within the staff parking area.





Figure 5-1: Proposed Site Transport Access for Cammeray Public School

## 5.2 Traffic management

Traffic management refers to the strategies, policies, and systems put in place to control the movement of vehicles, cyclists, and pedestrians on roads and public spaces. It includes the use of traffic signals, road signs, lane markings, speed limits, and other mechanisms to guide road users effectively.

Traffic management measures in operation around the school boundary are designed to support safe access for students to and from school. These measures include:

- 40km/h School Zone:** A 40 km/h school zone is in effect on the surrounding streets of Bellevue Street, Palmer Street, Miller Street, Carter Street, and Vale Street. The school zone operates from Monday to Friday, 8:00-9:30am and 2:30-4:00pm during the school term. School zone entry treatments include school zone signage with flashing lights and dragon teeth's road surface markings which are in place to alert drivers of children crossing in the area.

- **50km/h Speed Limit:** Outside of school zone hours, the standard speed limit of 50 km/h applies. However, North Sydney Council's 40km/h and 10km/h Shared Zone Masterplan and Action Plan proposes to extend the 40km/h speed limit beyond school hours for streets surrounding Cammeray Public School. Streets identified as part of this scheme include Bellevue Street, Palmer Street and Miller Street.
- **Bus Zones:** Bus zones at Palmer Street and Miller Street provide a dedicated and secure space for school bus and public bus services to pick-up and drop-off students. Access to and from the bus stop is via the school main gate at Bellevue Street. **No Parking / Kiss-and-Drop Zone:** There is a No Parking Zone along the school frontage of Bellevue Street which operates on school days from 8:30-9:30AM and 2:30-4:00PM. The No Parking Zone provides kiss-and-drop opportunities for caregivers to collect their children. The kiss-and-drop zones are currently able to cater for up to 10 vehicles at a time and is supported by access to school via pedestrian gate 1. Outside of the operational time, this length of the kerbside can be utilised as visitor parking. **Unrestricted on-street parking:** Unrestricted parking is provided on the surrounding streets of Bellevue Street, Palmer Street, Vale Street, and Carter Street. There are approximately 66 parking spaces provided at these locations.
- **Restricted parking:** Time restricted parking is provided at Bellevue Street, Carter Street, Palmer Street, Miller Street, and Cambridge Street, with a 2-hour limit from 8:30AM to 6:00PM, Monday to Friday, except for Miller Street. On Miller Street, the eastern side has a 1-hour limit from 10:00AM to 6:00PM, while the western side has a 30-minute limit from 8:30AM to 3:00PM, Monday to Friday. These restrictions encourage the turnover of vehicles in these spaces providing more opportunity for visitors or caregivers to park in the vicinity of the school.
- **Clearway:** A clearway zone is installed along the eastern and western sides of Miller Street. This zone is dedicated to providing two lanes of traffic during peak hours. Vehicles must not stop in this area when the clearway zone is in effect, except in an emergency. The clearway zone is in operation from Monday to Friday, 6:00-10:00am along the eastern side of Miller Street and 3:00-7:00pm along the western side of Miller Street.
- **Children's crossing:** A children's crossing is located on Palmer Street and is operated by a TfNSW school crossing supervisor during the morning and afternoon school periods. During these times, the crossing supervisor assists students in safely crossing the road. Outside of these hours, the crossing functions as a wombat crossing. Visibility is maintained through No Stopping zones on both sides of the street and zig-zag road markings to alert drivers to the approaching crossing.
- **Wombat crossing:** A wombat crossing is located at the intersection of Bellevue Street and Carter Street to provide pedestrian-priority and safe crossing. Visibility is maintained through No Stopping zones on both sides of the street and zig-zag road markings to alert drivers to the approaching crossing.

The traffic management measures are communicated through a series of traffic signs, lines and pavement markings. This includes the children's crossing (see **Figure 5-2**), which is marked by high-visibility orange flags indicating when it is in operation. Additionally, children crossing supervisors wear high-visibility uniforms to ensure they are easily seen by road users.



Figure 5-2: Children's Crossing at Palmer Street, Cammeray

### 5.3 Day-to-day school operations

The daily transport operations at Cammeray Public School include managing various aspects of student and staff movement. This covers school drop-off and pick-up, movement between buildings on the site, access to the sports fields and other external venues, parking, and service vehicle access.

**Table 5-1** summarises the types of site access for walking, cycling, public transport, and general vehicles for day-to-day school operations as well as where management measures can be found in this document.

Table 5-1: Day-to-Day School Operations

Types of Site Access	On-site	Adjacent-to-site	Management measures
Site entries, pedestrian and vehicle	Yes	Yes	Yes (refer to section 5.3.1)
Kiss-and-drop including Assisted School Transport Program	No	Yes	Yes (refer to section 5.3.2)
Buses	No	Yes	Yes (refer to section 5.3.3)
Parking incl carpool, car share pod	Yes	Yes	Yes (refer to section 5.3.4)
Deliveries and service vehicles	No	No	Yes (refer to section 5.3.5)



### 5.3.1 Site entries

The school site features three pedestrian access points and three vehicle access points as illustrated in **Figure 5-1** each serving a specific purpose as detailed in **Table 5-1**. The purpose of each access point is influenced by the school operating hours and activities in the nearest building, as well as the availability of specific end-of-trip facilities such as pedestrian crossing facilities, bicycle parking, adjacent kiss and drop zones and car parking. The gates are carefully managed to ensure the smooth flow of students and vehicles during school hours.

The specifics of each gate and the recommended operating hours and procedures are presented in **Figure 5-3**, while **Table 5-2** summarises the location and function of each school gate.



Figure 5-3: School Access Locations

Table 5-2: Details of operation for each school gate

Gate No.	Location	Purpose of gate	Operating hours and procedures
Gate 1	Eastern side of the site on Bellevue Street.	Main pedestrian access for: <ul style="list-style-type: none"> <li>• Student walking and cycling to school</li> <li>• Students cycling to school will be able to park their bikes near the entrance of this gate.</li> <li>• Student drop-off and pick-up on Bellevue Street.</li> <li>• Student entry for bus arrivals.</li> <li>• Students arriving and parking at Phyllis Street.</li> <li>• Special events</li> </ul>	Gate 1 is currently manually operated and requires a staff member to open and lock the gate between operating hours. School caretakers will open gates during the following times to allow students to enter and exit the school grounds <ul style="list-style-type: none"> <li>• Weekdays: Open between 8:40-9:10 am and 2:45-3:30 pm for arrivals/departures.</li> <li>• Weekends: Only upon arrangement with the school for special events.</li> </ul>
Gate 2	Southern side of the site on Palmer Street	Pedestrian access for: <ul style="list-style-type: none"> <li>• Outside of pick-up and drop-off time</li> <li>• Visitor access</li> </ul>	Gate 2 is an automated entry point that facilitates visitor access to the school outside the morning and afternoon peak periods. Visitors entering through this gate must use the intercom to contact the school office, which will grant them access.
Gate 3	Southern side of the site on Palmer Street	This gate is inactive	Gate 3 provides pedestrian access to the school but is not in operation during the school morning and afternoon period.
Gate 4	Eastern side of the site on Miller Street	Vehicle access for emergency vehicles and maintenance vehicles.	Gate 4 is manually operated and requires a staff member to open and lock the gate.
Gate 5	Eastern side of the site on Miller Street	Vehicle access for waste collection vehicle.	Gate 5 is manually operated and requires a staff member to open and lock the gate.
Gate 6	Western side of the site on Bellevue Street	Vehicle access for: <ul style="list-style-type: none"> <li>• Staff car park</li> <li>• Accessible parking</li> </ul>	Gate 6 is manually operated and requires a staff member to open and lock the gate.

### 5.3.2 Bus services

Bus services currently operate from the bus stops on Palmer Street and Miller Street. Access to the school from these bus stops is via Gate 1 located along Bellevue Street.

To ensure safety of students, the following procedures are documented in the parent information handbook (2024).

#### Morning Procedure

There is no teacher supervision before 08:40am.



School supervision commences in the school playground from 08:40am – 9:10am.

In the event of wet weather before school, children are to wait under the covered area near the canteen before 08:40am. After 08:40am bell, children may proceed to their classrooms where their teacher will be responsible for supervision.

### Afternoon Procedure

The children are supervised getting onto the bus in the afternoon and directed over the school crossing by our Crossing Supervisor.

### Safety Measures

The school will communicate the following road safety guidelines to parents and carers to enhance student safety when disembarking from buses:

- Wait until the bus departs before choosing a safe place to cross.
- Maintain a safe distance from the road's edge while waiting at the bus stop.
- Use the pedestrian crossing to cross the road after the bus has left.

### 5.3.3 Kiss-and-drop

Existing kiss-and-drop zone is located west of Bellevue Street, adjacent to the school main gate. The kiss-and-drop zone provides space for 10 vehicles (see **Figure 5-4**). The school encourages caregivers to pull into the first available space, let out children from the car and then proceed to the G-turn bay located past the gate to turn around and exist the school vicinity.



Figure 5-4: Kiss and drop locations

### 5.3.4 Parking

The school currently has on-site car parking providing 14 parking spaces and 1 accessible parking bay. **Figure 5-5** illustrates the location of the proposed available parking in the surrounding area of Cammeray Public School.



Figure 5-5 Proposed parking locations

### Parking arrangements for staff

The staff car park is located on the southern side of the school, accessible via Gate 6 on Bellevue Street. The off-street parking accommodates approximately 33% of the staff driving to school, while the remaining staff use on-street parking in the surrounding areas. The proposed parking operations for Cammeray Public School staff are as follows:

- Staff are encouraged to arrive and depart outside of peak drop-off and pick-up times (between 8:40-9:10 am and 3-3:15 pm) to minimise conflicts with parents/carers.
- These parking arrangements will be communicated to staff at the start of each school year and reinforced with reminders at the start of each school term.

### Parking arrangements for parents and carers:

The following parking arrangements are proposed to support the school's pick up and drop off of procedure.

- Parents and caregivers are able to kiss and drop off their children from the designated kiss and drop points along Bellevue Street. However, parents will be encouraged to use unrestricted parking and walk to the school gates to pick their children up.

#### Parking arrangements for visitors:

All visitors and volunteers entering the school grounds between 9:00am and 3:00pm are required to sign in via a QR code at the school office accessed from Gate 2. On-street parking is available on the surrounding streets of Cammeray Public School.

#### 5.3.5 Service vehicles

Waste collection/service vehicle access is located at Gate 5 along Miller Street which is separated from other access gates. Waste collection and larger truck deliveries will occur outside of school hours and out of school hours care (OOSH), either before 7:00am or after 6:00pm on weekdays, to avoid conflicts with pick-up, drop-off, and other service vehicles.

Small delivery vehicles can access the site at Gate 6. Alternatively, they can use the kiss and drop zone without entering the car park.

Emergency vehicles and maintenance vehicles enter the school site from Gate 4. Access to the site will be provided by the school caretaker.

Any changes need to be discussed with the school and recorded in this document.

### 5.4 Event management

Special events at the school, such as parent-teacher interviews, sports days, and excursions are communicated in the fortnightly school newsletter. Typical events include the following, and would require additional transport management measures to support access, traffic and safety around the school:

- School Information Session
- School Art Show
- Parent Teacher Interviews
- Meet and Greet BBQ Breakfast
- Sports events such as sports carnivals
- Camp
- Excursions
- Trivia Night
- Spring fair
- Mothers' day and Fathers' Day Breakfast

For events held outside of regular school hours, pedestrian **Gate 1** will serve as the primary access point. Other gates may be used depending on the specific needs of the event.

For excursions requiring students to be transported off-site by bus, the buses will be coordinated to arrive and depart within a designated timeframe to avoid congestion. Students will be organised into groups and supervised by staff to ensure orderly boarding and alighting.



For events where students are walking to a specific location like a local sports oval for a sports carnival, students will be asked to gather at a specific gate and will walk in groups supervised by staff and volunteers who will facilitate students crossing the road and keeping students safe.

## 5.5 Transport encouragement programs

Cammeray Public School is committed to promoting sustainable transport options and road safety through various programs aimed at encouraging active travel among students.

In the Parent Information Book (2024), expectations and safe use of the kiss-and-drop zone and 40km/h school zone is communicated. This education piece also details frequent enforcement activities through Council's Parking Rangers and the consequential demerit points and fines for not following the road rules.

**Active Transport Initiatives:** The school will implement programs such as walking school buses and cycling groups to foster a culture of active travel. These initiatives not only promote physical health but also reduce the environmental impact of school commutes.

**Public Transport Support:** The school will work with local transport providers to ensure that public transport services meet the needs of the school community. Regular surveys will be conducted to assess satisfaction and identify areas for improvement.

Cammeray Public School already has high participation rates for students catching the bus to school. To further encourage this mode of transport, it is recommended that the school actively promote the availability and benefits of public transport to both parents and students.

**Carpooling and Park-and-Walk:** To further reduce traffic congestion, the school will promote carpooling among families and designate safe drop-off points within walking distance of the school.

**Table 5-3** details guidance on how these actions will be implemented to achieve the school's transport policy objectives.



Table 5-3: Available transport encouragement programs (action plan)

Action	Details	How	Responsibility	Collaboration	Target timescales	Frequency	Monitoring
Deliver the road safety education program	This program aims to enhance road safety awareness among students, providing them with valuable knowledge to navigate pedestrian hazards. It enhances students' awareness of cycling safety hazards and provides peace of mind for parents and caregivers.	Integrate road safety into the school curriculum and integrate State, National and/or World road safety days into the school's calendar of recognised days.	School Travel Coordinator	Transport for NSW provides funding to support the delivery of road safety education and events.  <a href="https://www.transport.nsw.gov.au/roadsafety/community/schools/road-safety-education">https://www.transport.nsw.gov.au/roadsafety/community/schools/road-safety-education</a>	Short-term	Start of the Term 1 and 3	Annually review the plan.
Launch a school walking bus	The walking school bus is a group of children walking to school with one or more adults. This initiative is designed to inspire students / parents to adopt walking as their primary mode of transportation to school. It contributes to healthier lifestyles, reduces traffic congestion, and minimises environmental impact.	Identify key walking routes (to school or off-site locations for excursions), potential volunteers to run the initiative, and complete required training and work health and safety policy procedures.	School Travel Coordinator	NSW Government Department of Education provides resources to set up Walking School Buses <a href="https://education.nsw.gov.au/teaching-and-learning/curriculum/road-safety-education/safe-travel/walking#:~:text=A%20walking%20school%20bus%20is,route%2C%20accompanied%20by%20supervising%20adults.">https://education.nsw.gov.au/teaching-and-learning/curriculum/road-safety-education/safe-travel/walking#:~:text=A%20walking%20school%20bus%20is,route%2C%20accompanied%20by%20supervising%20adults.</a>	Medium/ Long term	Depending on levels of participation and volunteers. For travel to school, this could be once a month and then increase regularity year-on-year. For school excursions, this could be used to reduce private bus operations to access nearby sports facilities etc.	Number of children per walking bus  Frequency of walking bus  Cost savings on private bus hire.

Action	Details	How	Responsibility	Collaboration	Target timescales	Frequency	Monitoring
Walk safely to school day	Walk Safely to School Day is an event that encourages children and families to walk to school safely, highlighting the importance of pedestrian safety and physical activity.	Register to participate in the walk safely to school day. Plan communications with staff and caregivers to encourage participation and distribute event information. Consider organising an intra-school competition or quiz on safety.	School Travel Coordinator	NSW Government Department of Education provides funding to host the Walk safely to school day event <a href="https://education.nsw.gov.au/teaching-and-learning/curriculum/road-safety-education/news/walk-safely-to-school-day--can-be-the-start-of-a-new-routine">https://education.nsw.gov.au/teaching-and-learning/curriculum/road-safety-education/news/walk-safely-to-school-day--can-be-the-start-of-a-new-routine</a>	Medium/Long term	Occurs year with the next event being held on 16 May 2025	Number of participants (hands-up travel survey on the day)
National Ride2School Day	Ride to School Day is part of the National Ride2School program, an Australia-wide initiative. It encourages students to cycle to school on a specific day, promoting cycling as a viable and enjoyable mode of transportation.	Register to participate in National Ride to School Day. Plan with staff and caregivers to encourage participation and distribute event information and resources from the website. Consider organising an intra-school competition or quiz on safety.	School Travel Coordinator	Bike Network provides resources to set up Ride to School Day for each school <a href="https://bicyclenetwork.com.au/rides-and-events/ride2school/ride2school-day/">https://bicyclenetwork.com.au/rides-and-events/ride2school/ride2school-day/</a>	Medium/Long term	Occurs year with the next event being held on 21 March 2025	Number of participants (hands-up survey on the day)
Cycling School Bus	The Cycling School Bus is a group of students who cycle to school together under the supervision of an adult leader. It is designed to make cycling to school a social and organised activity.	Identify key cycling routes to school, potential volunteers to run the initiative, and complete required training and work health and safety policy procedures.	School Travel Coordinator	Cycling school buses are supported by the NSW Government Department of Education. <a href="https://education.nsw.gov.au/teaching-and-learning/curriculum/road-safety-education/safe-travel/riding#:~:text=A">https://education.nsw.gov.au/teaching-and-learning/curriculum/road-safety-education/safe-travel/riding#:~:text=A</a>	Medium/Long term	Depending on levels of participation and volunteers. For travel to school, this could be once a month and then increase regularity year-on-year.	Number of children per cycling school bus  Frequency of cycling school bus

Action	Details	How	Responsibility	Collaboration	Target timescales	Frequency	Monitoring
				<a href="#">%20cycling%20school%20bus%20is, rear%20of%20the%20'bus'.</a>			
Review demand and provision of public transport	Ensure that public transport is sufficient and satisfactory to cater for students and staff.	Audit the number of students catching public transport once a year and identify if the buses they are taking have sufficient capacity when they are arriving or departing the school. Monitor any complaints from parents regarding bus capacity.	School Travel Coordinator	n/a	Medium/ Long term	A review of public transport needs can be completed once a year	Capacity of buses arriving and leaving the school.
Promote the availability of school bus passes to the school community	Provide the school community with clear information about who qualifies for a free bus pass and the steps required to apply for one. For students who do not qualify for a free bus pass because they live within the SSTS zone, parents are encouraged to consider purchasing a School Term Bus Pass for \$55 per school term. This option offers an affordable solution for families whose children wish to travel to school by bus but are not eligible for a free pass.	At the start of each school year, the school shares information across relevant communication channels (e.g., TAG, newsletter, Facebook groups) to guide parents on how to apply for a school bus pass for their child.	School Travel Coordinator	n/a	Short term	Information regarding how parents can apply for a school bus pass is to be shared once a year at the beginning of the school year.	Public transport mode share during the travel to school questionnaire

Action	Details	How	Responsibility	Collaboration	Target timescales	Frequency	Monitoring
Establish carpooling	Carpooling involves sharing a car ride with other families to reduce the number of vehicles commuting to school. It aims to decrease traffic congestion, lower emissions, and foster community connections.	Communicate with parents and caregivers about the benefits of carpooling. Encourage the facilitation of carpooling in social media groups	School Travel Coordinator	n/a	Medium/ Long term	A review of carpooling participation can be completed once a year	Number of parents /caregivers participating in carpooling on social media

## 6 Communication plan

The communication plan outlines the strategy for promoting and disseminating information about the various transport options detailed in the School Transport Plan (STP). This section is designed to ensure that all stakeholders, including students, parents, and school staff, are well-informed about available transportation methods, access points, and any operational changes. The Travel Coordinator will employ a variety of communication channels and methods to effectively reach these stakeholders, ensuring transparency and encouraging active participation.

### 6.1 Communication channels

The school will use multiple communication channels to keep parents and the school community informed, depending on the nature and frequency of the messages.

**Table 6-1** provides a summary of the required communication channels, their purposes, and the individuals responsible.

Table 6-1: Communication Channels

Communication Channel	Purpose	Frequency of use	Individuals responsible
School starter kit	<p>Parents will receive a starter kit on enrolment. This kit will include formal information on:</p> <ul style="list-style-type: none"> <li>• Bell times</li> <li>• Gate locations</li> <li>• Transport options to/from the school</li> <li>• What travel programs are available at the school and when they are held (e.g. walk safely to school day)</li> <li>• Bus route maps and timetables</li> <li>• Information on how to obtain a bus pass</li> <li>• Where parents can pick up and drop off their children</li> <li>• Information on appropriate behaviour during pick-up and drop-off etc.</li> </ul>	A school starter kit should be updated each year and distributed to new enrolments	Travel Coordinator alongside the School Registrar
School Newsletter	The school newsletter will feature regular articles to keep the community informed about transport-related matters. These articles will highlight key events related to the School Road Safety Plan and Active Transport initiatives, promote upcoming events, and celebrate successes. The goal is to engage parents and carers, reinforce safe behaviour, and encourage participation in school transport programs.	The school newsletter is distributed fortnightly. The requirement for articles will need to be planned as part of the school's action plan.	Travel Coordinator alongside school principal and admin
School website	The school website will update the site's <i>location and transport</i> page to include comprehensive information on transport options to the school, with a focus on active and public transport.	The school website will be updated to include any transport operations changes.	Travel Coordinator alongside school principal and admin
Facebook group	The school Facebook group will be used as a promotional channel to remind parents of active and public transport options, and transport programs organised by the school.	The Facebook group will be used throughout the school year to promote road safety education and active travel events, posting as needed according to the calendar of activities.	Travel Coordinator alongside school principal and admin
Whatsapp group	Teachers from each class will share information with parents directly through a WhatsApp group which parents are prompted to join at the beginning of each year.	Teachers from each class will share information with parents through the class' WhatsApp group throughout the school year as required.	Travel Coordinator alongside school teachers from each class.
School meetings	The school will have meetings with the school community to address transport concerns and explore resolutions.	The school meeting will occur every 6 months. Suggest the first meeting of the year is to discuss the action	Travel Coordinator alongside school principal and admin



Communication Channel	Purpose	Frequency of use	Individuals responsible
	Engages the school community to address transport concerns and explore resolutions. Opportunity to add school transport operations as a set agenda item.	plan, and the second to discuss progress against the plan.	
Parents and Citizens Association (P&C)	The P&C decide how to best support the school and staff and is a point of social contact for parents. All members of the school community are welcome to attend and participate.	The P&C meets on the third Wednesday evening of every month at 7.00pm.	Travel Coordinator alongside the P&C group via the school principal

## 6.2 Messages

The school will regularly distribute information using a combination of the above channels to inform parents of the following:

- School start and end times,
- Out of School Hours (OOSH) start and end times
- Principal's message about transport goals and expectations
- Construction works near the school which may impact on walking, cycling and travel routes for parents and students.
- Transport access modes, with links for more information on road safety, bus passes, and reporting issues.
- Proper behaviour at pick-up and drop-off points
- Contacting the governance committee

**Appendix B** provides sample messages that would be used for the School Community.

The school should also communicate with parents and caregivers on how to efficiently use the existing traffic controls surrounding the school. Messages which should be communicated to parents and caregivers include the following:

### 6.2.1 Kiss and Drop zones

The parents' information book already provides information to parents about the road rules governing the use of the Kiss and Drop Zone. This could be supported with periodic reminders in the school newsletter about:

- Parents should try to limit their kiss and drop activities to 2 minutes. For safe and efficient operation, parents/guardians should remain in their vehicles and refrain from exiting them to collect their students.
- Vehicles are not to undertake U-turns across the designated double lines. This is to improve safety and reduce potential queueing along the local road network.

### 6.2.2 Parking zones

Parents/carers driving must adhere to legal and safe parking practices, even if it means walking a longer distance to reach the school gate. Parents/carers will be advised by the school to:

- Avoid illegal parking practices, such as double parking and dangerous manoeuvres like U-turns and three-point turns, as they pose risks to children's safety.
- Avoid parking in bus zones.

## 6.3 Travel Access Guide

A Travel Access Guide (TAG) has been prepared for the school, refer to **Appendix E**. This information will be shared through multiple channels, including the school website, newsletters, and during school inductions for new and returning students. The guide will cover the following key areas:

- School entry points
- Transport access, including footpaths, cycleways, public transport options, the local road network, and pedestrian crossing facilities
- Bike parking locations
- Kiss and drop zone location and expectations
- Reporting issues through Send Snap Solve

# 7 Data collection and monitoring

The success of the School Transport Plan (STP) hinges on the continuous monitoring and evaluation of travel behaviours among students and staff at Cammeray Public School. This chapter outlines the processes for data collection, program evaluation, and reporting, which are essential for ensuring that the transport strategies are meeting the school's sustainable transport objectives.

## 7.1 Data collection

To accurately assess travel patterns and identify areas for improvement, the following actions will be undertaken:

Once per year

- **Transport catchment analysis:** Using anonymised student data, a 5, 10, and 15-minute walking catchment analysis will be conducted to determine how accessible the school is by foot for students living nearby.
- **Travel to school questionnaire:** A questionnaire will be distributed to staff and parents/carers at the start of Term 1 and reviewed annually. This survey will gather consistent data on travel habits, preferences, and any barriers to active transport.

Twice a year

- **Hands-up survey:** Conducted in class twice a year. The hands-up survey will provide a quick snapshot of how students are travelling to school. The questions will remain consistent year on year to track changes in behaviour.

Once per term

- **Site observations:** Observations of student behaviours while travelling to school will be conducted to identify safety issues and opportunities for operational improvements. This includes monitoring how students walk, cycle, board and alight from buses, and use kiss-and-drop facilities.
- **Infrastructure audit:** An audit of the conditions and capacity of school bus stops, bike parking facilities, footpaths, and crossing facilities within the vicinity of the school will be carried out. This will help identify any outdated or overcrowded infrastructure that may require upgrades.

## 7.2 Program evaluation

The collected data will be analysed to assess the performance of the School Transport Plan. Success will be measured by evaluating the effectiveness of the action plan against the achievement of the mode share targets. Key areas of focus will include:

**Increase in Active and Public Transport Usage:** Monitoring the percentage of students walking, cycling, and using public transport year on year will help assess progress towards the school's sustainable transport goals. The target is for 60% of students to walk or cycle and 25% to use public transport. Regular tracking of these figures will identify trends and areas requiring intervention.

**Car and Bicycle Parking Occupancy:** Regular checks on car and bicycle parking usage will provide insight into the effectiveness of the school's transport policies. High car usage at kiss-and-drop areas or underutilised bicycle parking may indicate a need for additional initiatives to promote walking, cycling, or public transport.

**Evaluate road safety and active transport marketing strategies:** Understanding how the school community interacts with transport-related information provided to them helps tailor communication and engagement strategies.

- By tracking clicks on articles and links about school transport, the school can gauge which topics resonate most with students, parents, and staff. High engagement might indicate a strong interest in certain areas, such as safety tips for walking or updates on bus routes. Conversely, low engagement could suggest that the information isn't reaching the audience effectively or that different topics should be prioritised.
- This approach will allow the school to refine its communication strategies, ensuring that the most relevant and useful information is reaching the community, which in turn supports the overall goals of the School Transport Plan.

**Program Participation Rates:** Monitoring student participation rates in various transport programs and events will help identify which events are:

- Successful and could be considered for program expansion or increased frequency.
- Not engaging sufficient levels of participation and may require investigating potential barriers to participation and/or appropriateness for school travel needs.

### 7.3 Program reporting

Following each annual review, the Department of Education (DoE) and the Travel Coordinator will compile a report summarising the findings and recommendations for the Council. This report will include:

- **Student and Staff Numbers:** An overview of the current population of the school.
- **Travel Mode Split:** Details on the distribution of different modes of transport used by students and staff, compared against the mode share targets.
- **Success or Failure of Strategies:** Evaluation of strategies based on their effectiveness in increasing active transport modes. Successful strategies will show increased participation in walking or cycling, while unsuccessful strategies will be identified as a lack of participation or no significant change.
- **Adjustment Measures:** Recommendations for any necessary adjustments, such as the installation of additional bike parking facilities to meet increased demand.

Approved modifications to the STP or actions resulting from the findings will be implemented promptly. **Appendix A** provides an Implementation Checklist summarising the necessary steps as part of the plan.

### 7.4 Staff induction

To ensure that new staff members are well-informed about transportation arrangements and the role of the STP, it is essential to incorporate this information into their induction process. The induction process should include:



- A concise overview of the STP, highlighting its objectives and importance.
- A tour of the school facilities, including a visit to the bike parking areas.

## 8 Governance framework

This section outlines the governance structure for implementing and managing the School Transport Plan (STP), defining the roles of key stakeholders and establishing collaborative frameworks to ensure the effective execution and sustainability of the plan. The Travel Coordinator will oversee the plan's execution during construction and the first year, supported by two working groups: the Internal School Working Group and the External Transport Working Group. These groups will facilitate effective communication, stakeholder engagement, and the ongoing adaptation of the plan to meet travel behaviour goals and operational needs.

### 8.1 Travel Coordinator

To implement the STP and effectively engage stakeholders, a dedicated Travel Coordinator is essential throughout the construction phase and the first year of post-occupancy. This role, initially funded by the project, is crucial for driving travel behaviour change. Future arrangements for the continuation of this role will be determined by Department of Education (DoE), the Department of Education and Training (DET), Transport for NSW (TfNSW), and the Department of Planning and Environment (DPE) after the first year.

The responsibilities of the Travel Coordinator are:

- **Communicating Transport Options:** Clearly convey available transport options to the school community, ensuring that information is accessible and engaging.
- **Coordinating Implementation Efforts:** Oversee the execution of transport programs and initiatives outlined in the STP.
- **Conducting Surveys and Data Collection:** Regularly gather and analyse data to measure progress and assess the effectiveness of the STP.
- **Engaging Stakeholders:** Maintain effective communication with the school principal, Road Safety Education Officer, Council, and TfNSW to align efforts and address concerns.
- **Coordinating Events and Promotions:** Organise events to raise awareness and promote the STP and associated initiatives.
- **Monitoring and Reviewing the STP:** Continuously review and update the STP based on feedback and performance data.

### 8.2 Internal school working group (consultation stream 3)

The Internal School Working Group will be established before the commencement of construction, focusing on school-specific issues to be discussed at quarterly meetings. This group will be formed during Consultation Stream 3, which emphasises the development of transport options.

Participants will include school leadership, the Road Safety Education Officer, the Asset Management Unit, Workplace Health and Safety, and members of the Parents and Friends committee. This group will serve as a sounding board for the Travel Coordinator and school leadership, playing a critical role in implementing and monitoring the STP's measures and goals.

The responsibilities of the internal school working group are:

- **Oversee the Implementation of STP Measures:** Ensure the STP remains a living document and adapt strategies based on performance evaluations.
- **Measure Progress:** Track progress against key targets and work towards achieving positive changes in travel behaviour.
- **Identify issues:** Report any operational, training or infrastructure issues observed during the day-to-day activities of the school.

### 8.3 External transport working group (consultation stream 2)

The External Transport Working Group will be established during Consultation Stream 2, focusing on broader transport concerns discussed at quarterly meetings. This group will include participants such as the Council, bus operators, and TfNSW. If an existing group from a previous DoE project is available, its Terms of Reference will be updated to include this school project. The responsibilities of the external transport working group are:

- **Regular Meetings:** Schedule and hold regular meetings quarterly, to ensure ongoing communication and progress tracking. A monthly meeting may be held if an urgent issue arises.
- **Confirm Annual Changes in Travel Demand:** Monitor changes such as new student enrolments or graduating classes.
- **Report on Transport Usage:** Provide updates on transport usage and suggest necessary updates to the STP.
- **Inform Updates to the STP:** Use data and insights to inform and update the STP as needed.
- **Explore Funding Options:** Identify and pursue funding to address missing links or operational issues.
- **Formulate Collaborative Responses:** Develop responses to key issues by incorporating input from all stakeholders.
- **Communicate new legislation:** To communicate any changes to local planning policies, plans or standards that may impact school transport operations and associated goals for the transport plan.

# Appendix A Implementation checklist

Task	Timeframe	Responsibility	Notes	Estimated Cost
Programs				
Recruit Travel Coordinator	Before construction commences	Project Team	Appoint Travel Coordinator before construction commences.	-
Develop Travel Access Guide (Brochure)	Attached to this STP	Travel Coordinator	Staff to provide assistance.	-
Convene Internal School Working Group	December 2025	Travel Coordinator	The internal school working group will consist of staff, students, parents.	-
Develop Transport Access Guide (Brochure)	December 2025	Travel Coordinator	Staff to provide assistance.	-
Develop and Distribute New Starter Kits	December 2025	Travel Coordinator	Staff to provide assistance.	-
Occupancy	Term 1 2026	Project Team	-	
Annual Transport Survey	Start of term 1 and reviewed after 6 months.	Travel Coordinator	Staff to provide assistance.	-
Road Safety Program	On-going	Travel Coordinator	Currently undertaken by Staff.	-
Walking bus program launch	Term 1 2026	Travel Coordinator	This program will need two volunteers per group (e.g. parent, staff) to lead the walking group, with one volunteer positioned at the front and the other at the back of the group.	-
Cycling bus program launch	Term 1 2026	Travel Coordinator	Staff to provide assistance.	-
Car Share/Carpooling launch	Term 1 2026	Travel Coordinator	Staff to provide assistance.	-
Review demand and provision of public transport	Annually	Travel Coordinator	Surveys to be undertaken to assess the demand.	-
Engage with TfNSW on improving public transport access	On-going	Travel Coordinator	-	-
Engage with Council on improving active transport access	Annually, tied into the active travel funding submission timescales	Travel Coordinator	-	-
Infrastructure				
Install bike parking facilities	Pre-occupancy	Project Team	-	-

## Appendix B Sample messages

### Sample 1 – National Road Safety Week

We have some exciting news for you. From (Date) to (Date), we are joining the National Road Safety Week, an annual campaign to raise awareness and prevent road accidents. Did you know that traffic injury is the biggest threat to Australian children under 15? That's why we need your help to make our roads safer for everyone.

Each day of the week will have a different theme. You can pledge and participate in these themes by following the tips and resources on the National Road Safety Week website. You can also show your support by wearing a yellow ribbon or displaying a sticker on your car. We know how busy you are, but we also know how much you love your children. That's why we encourage you to walk or cycle with them to school whenever you can. Walking or cycling is not only good for your health and the environment, but also a great way to bond with your children and avoid traffic stress. Our school has pedestrian crossings and bicycle racks for your convenience.

We appreciate your cooperation and participation in this campaign. Together, we can make our school and our community a safer, greener, and happier place for everyone.

### Sample 2 – National Walk Safely to School Day

Join us for a safe and fun walk to school!

We are thrilled to tell you that on (Date), we are taking part in the National Walk Safely to School Day! This is an awesome initiative by the NSW Government and Transport for NSW to encourage walking and cycling as healthy and safe ways to get to school. We would love you to join us in this fun and meaningful event!

For our families who are up for the challenge and ready to walk, we have a special surprise for you. We are preparing a yummy breakfast at the school to thank and support you for your efforts. You can enjoy some fresh fruits, cereals, milk, juice, and more!

This is also a great chance to teach your children about road safety. You can talk to them about the Stop, Look, Listen, Think rule every time they cross the road:

- **Stop** one step back from the kerb
- **Look** continuously both ways
- **Listen** for the sounds of approaching traffic
- **Think** whether it is safe to cross and keep checking until safely across.

We have also attached a link to Transport for NSW's 'Back to School Safety' tips for your information. You can find these tips in several languages on their website: <https://roadsafety.transport.nsw.gov.au/stayingsafe/schools/backtoschoolsafety.html>

We are excited to see how many families we can get walking or cycling to our school! Let's make this day a blast and a joy for everyone.



## Sample 3 – National Ride2School Day

### Ride to School on National Ride2School Day!

We are excited to announce that our school will be participating in the National Ride2School Day on (Date). This is a great opportunity for us to enjoy the benefits of cycling and active travel, such as:

- **Improving our physical and mental health:** Cycling is a fun and easy way to get our daily dose of exercise, which can boost our immune system, mood, and concentration.
- **Reducing our environmental impact:** Cycling reduces greenhouse gas emissions, air pollution, and traffic congestion, which can make our school and community more liveable and sustainable.
- **Developing our independence and confidence:** Cycling teaches us valuable skills such as road safety, time management, and problem-solving, which can help us grow as responsible and capable individuals.
- **Having fun and making friends:** Cycling is a social activity that can help us bond with our family, classmates, and neighbours. We can also discover new places and experiences along the way.

To join the National Ride2School Day, all you need to do is bring your bike, helmet, and water bottle to school on (Date). We will have a designated area for bike parking and a special assembly to celebrate our achievements. We will also have prizes for the most creative bikes and outfits, so feel free to dress up and decorate your bike!

If you don't have a bike or need some tips on how to cycle safely, you can visit the Bicycle Network website (<https://bicyclenetwork.com.au/rides-and-events/ride2school/>) for more information and resources.

We hope that you will join us in this exciting event and make cycling a regular part of your school routine. Let's ride together and make a positive difference for ourselves and our planet!

## Sample 4 – Walking School Bus

### Join the Walking School Bus: A Fun and Healthy Way to Get to School!

We're excited to share a fantastic opportunity for our students to get active, have fun, and contribute to a greener environment! Introducing our **Walking School Bus** – a safe and enjoyable way for kids to walk to school together.

#### Why Join the Walking School Bus?

1. **Stay Active and Healthy:** Walking is a great way for kids to get their daily exercise. It helps build strong muscles and bones, improves cardiovascular health, and keeps energy levels high throughout the day.
2. **Enjoy the Fresh Air:** Instead of being stuck in a car, students can enjoy the fresh air and beautiful surroundings of our community. It's a great way to start the day on a positive note!

3. **Build Friendships:** Walking with friends and classmates makes the journey to school more enjoyable. It's a perfect opportunity to chat, play, and make new friends.
4. **Help the Environment:** By choosing to walk, students are reducing traffic congestion and lowering their carbon footprint. It's a simple way to help our planet and make our community cleaner and greener.

### How Does It Work?

The Walking School Bus operates on a set route with designated pick-up and drop-off points. We have scheduled times and routes to make it easy and convenient for families to participate.

### Get Involved!

Joining the Walking School Bus is easy! Simply sign up at the school office or visit our website for more details. We encourage all families to take part in this fun and healthy initiative. The more, the merrier!

# Appendix C Journey to school questionnaire

Please explain the "hands up" protocol to the principal during the interview.				
Prepare the 5 question survey in your survey tool.				
Principal to distribute the link to this survey on a <b>typical</b> day with no excursions and fine weather.				
<p>Please read the below before starting the questionnaire:          School Infrastructure NSW are conducting this questionnaire to understand how your students travel to and from school. This should take 5 minutes to complete. Please complete the survey by xx/xx/xx.          If you have transport feedback for our team, please contact us at _____.@.com.au</p>				
<i>required</i>	1	About this class:	year group	[free form]
			name of person completing this survey	[free form]
			total students in your class	[free form]
			total absent today	[free form]
<i>required</i>	2	How did you travel to school on the survey day?	walked the whole trip	[for each option, please ask students to raise their hand if this is how they travelled to school this morning]
			rode a bicycle or other rideable toy (incl ped scooter, skateboard, rollerblades)	
			bus	
			train	
			dropped off (driver did not stay)	
			drove a car and parked on-site	additional options, high school only
			drove a car and parked nearby	
			motorcycle / motor scooter	
<i>required</i>	3	How will you go home this afternoon?	walk the whole trip	[for each option, please ask students to raise their hand if this is how they will travel home this afternoon]
			Ride a bicycle or other rideable toy (incl ped scooter, skateboard, rollerblades)	
			bus	
			train	
			picked up by car	
			drive a car	additional options, high school only
			motorcycle / motor scooter	
<i>optional</i>	4	How did you travel to school today?	walked the whole trip	[drop down, select one]
			rode a bicycle or other rideable toy (incl ped scooter, skateboard, rollerblades)	

			bus			
			train			
			dropped off (driver did not stay)			
			drove a car and parked on-site			
			drove a car and parked nearby			
			motorcycle / motor scooter			
<i>optional</i>	5	Any other transport feedback or road safety issues you would like to alert our team to?		[free form]		

# Appendix D Hands-up travel survey

## Hands-up travel survey questions

### Class Details

- Date of survey completion?
- What grade is this class?
- Number of students present.
- Number of students absent.

### Travel to school

- How many students walked to school?
- How many students cycled to school?
- How many students took the bus to school?
- How many students were driven to school?
- How many students used other methods of travel to school? (e.g. scooters)
- For students who used other methods of travel, please provide some more details here

### Travel from school

- How many students will walk home from school?
- How many students will cycle home from school?
- How many students will take the bus home from school?
- How many students will be driven home from school?
- How many students will use other methods of travel home from school (e.g. scooters)
- For students who use other methods of travel, please provide some more details here



# Appendix E Travel Access Guide



# Cammeray Public School

## Travel Access Guide

13/12/2024

### Project overview

The upgrade to Cammeray Public School will replace demountables with new permanent classrooms in a two-storey building that will include a lift and covered walkways.

### Message from your Principal

- Insert text from Principal that lets the school community know they are becoming an active travel school.
- Principal message to include relevant safety information.
- Principal message may include their own commitment to active travel.
- Include Principal photo and signature block.

### Message from your P&C President

- Insert text from P&C President that outlines their support for becoming an active travel school.
- P&C message may include information about how changing the way you get to school even one day per week can make a 20% difference to local traffic congestion.
- Include P&C President photo and signature block.

### Active ways to get to school

#### Walking is an active and healthy way to get to school



- Be aware of your surroundings: Watch out for potential hazards like cars reversing out of driveways, bikes, and other pedestrians.
- Follow the safety steps: Remember to STOP, LOOK, LISTEN, AND THINK before you cross the street.
- Use pedestrian crossings: Always cross at designated crosswalks and look for traffic signals if available.

#### Ride your bike or scooter



- Wear a Helmet/Protective Gear: Always wear a helmet to protect your head in case of a fall or accident and consider other protective gear like knee and elbow pads.
- Cycle on the footpath: Children under 16 are allowed to cycle on the footpath, which keeps you safe from passing traffic.
- Stay Alert: Watch out for pedestrians and other cyclists. Be aware of any obstacles like curbs, cracks in the pavement, or other pedestrians.

#### For more information contact:

School Infrastructure NSW  
Email: [schoolinfrastructure@det.nsw.edu.au](mailto:schoolinfrastructure@det.nsw.edu.au)  
Phone: 1300 482 651  
[www.schoolinfrastructure.nsw.gov.au](http://www.schoolinfrastructure.nsw.gov.au)

## Plan your trip to school

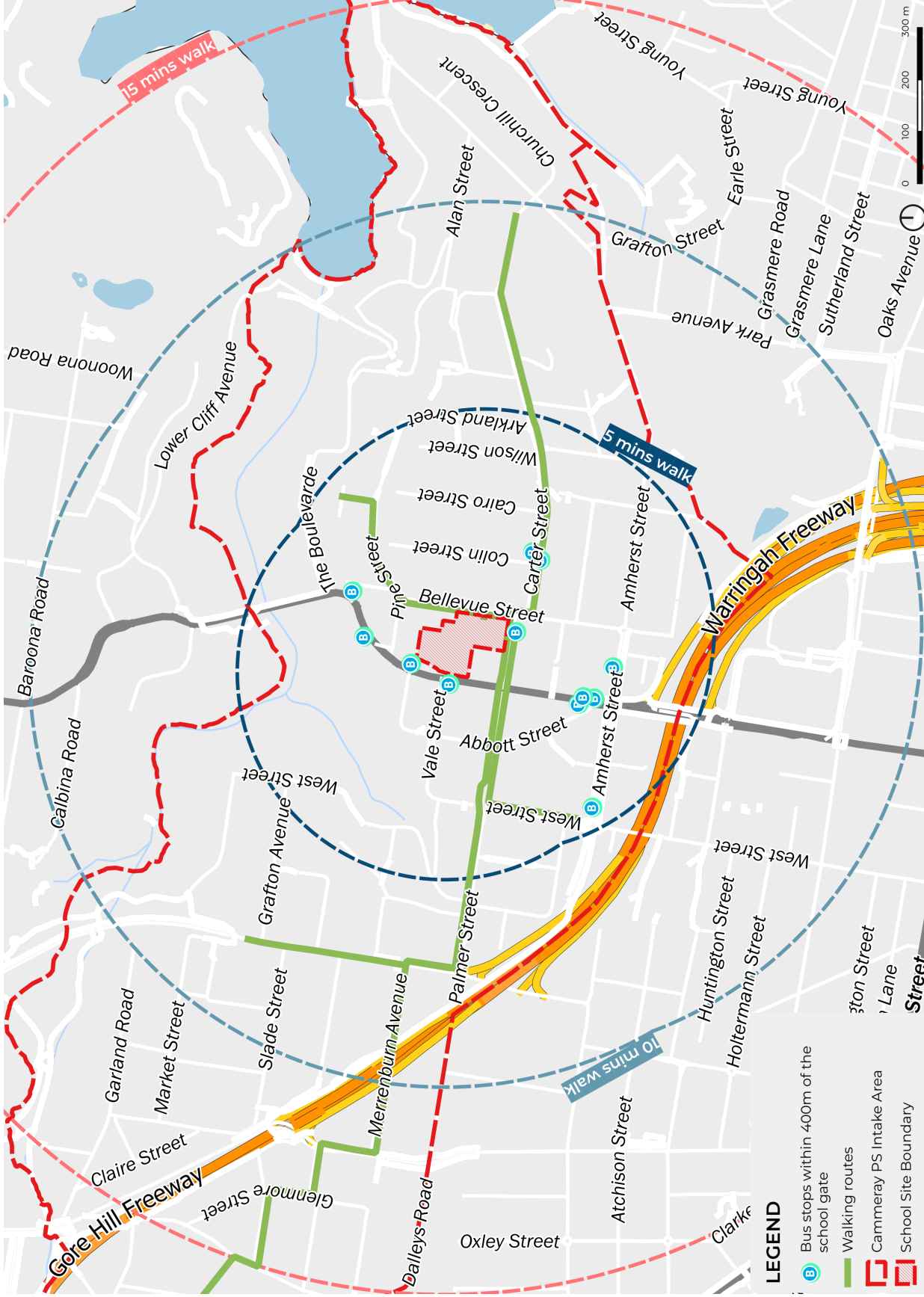
You can plan ahead to make sure you get to school on time!

Visit [transport.info](https://transport.info) or download an app to help:

- Trip View
- Next There

## Apply for a School Opal Card | School Term Bus Pass

- The School Student Transport Scheme (SSTS) provides free or subsidised travel to and from school for eligible school students. Visit [transportnsw.info/school-travel](https://transportnsw.info/school-travel) to check if you are eligible.
- Students are expected to follow the school's code of conduct while travelling on public transport.



### For more information contact:

School Infrastructure NSW  
 Email: [schoolinfrastructure@det.nsw.edu.au](mailto:schoolinfrastructure@det.nsw.edu.au)  
 Phone: 1300 482 651  
[www.schoolinfrastructure.nsw.gov.au](http://www.schoolinfrastructure.nsw.gov.au)



## Kiss and drop code of conduct

- For parents dropping their children off at school, the designated 'No Parking' or Kiss and Drop zone is located along Bellevue Street. Parents can stop in this area for a maximum of 2 minutes to drop off their children.
- Parents and carers must remain in their vehicles at all times in the Kiss and Drop zone.
- Please ensure that children use the car door adjacent to the footpath side for entering and exiting the car.

## Something broken on the way to school?

Use the Snap Send Solve app or website to report issues to the people who can fix them.

Things like abandoned trolleys, broken footpaths or water leaks can all be reported in the app.

Download it today from the App Store or Google Play. Or visit [www.snapsendsolve.com](http://www.snapsendsolve.com)

## Discounts, offers or initiatives for students and parents

### Bicycle NSW

If you or a member of your family joins Bicycle NSW, you have access to many benefits, such as 15% discounts on bicycle insurance and news about bicycle events in NSW.

Please contact Bicycle NSW: [www.bicyclensw.org.au](http://www.bicyclensw.org.au) | Email: [info@bicyclensw.org.au](mailto:info@bicyclensw.org.au) | Phone: (02) 9704 0800

### For more information contact:

School Infrastructure NSW  
Email: [schoolinfrastructure@det.nsw.edu.au](mailto:schoolinfrastructure@det.nsw.edu.au)  
Phone: 1300 482 651  
[www.schoolinfrastructure.nsw.gov.au](http://www.schoolinfrastructure.nsw.gov.au)

