Preliminary School Transport Plan

Melrose Park High School

Prepared for School Infrastructure NSW

22 January 2025

231605

TTW (NSW) Pty Ltd (ACN 649 974 112)
(ABN 74 649 974 112) I Consulting Engineers
Level 6, 73 Miller Street, North Sydney NSW 2060

Your Partner in Engineering

Revision Register

Rev	Date	Prepared by	Reviewed by	Approved by	Remarks
P1	29/11/24	E. Cowdery	M. Mulholland	M. Babbage	Issued as draft
1	22/01/25	E. Cowdery & M. Partadinata	M. Mulholland	M. Babbage	Final issue

Document Control

Internal reference	231605
File path	P:\2023\2316\231605\Reports\TTW\3. Transport Planning\98. School Transport Plan\250122 MPHS Preliminary School Transport Plan Rev 1.docx

Contents

Section 1 Introduction

1.1 Introduction

This Preliminary School Transport Plan (STP) has been prepared by TTW on behalf of the Department of Education (DoE) to accompany the assessment of potential environmental impacts that could arise from the construction and use of the new Melrose Park High School (MPHS) project (the **Activity**) at 37 Hope Street, Melrose Park. This report accompanies the assessment of the proposed Activity under Part 5 of the *Environmental Planning and Assessment Act 1979*. The Activity is proposed by the DoE to meet the growth in educational demand in the Melrose Park precinct.

This report has been prepared to accompany the Transport and Accessibility Impact Assessment (TAIA) prepared for the proposed Activity, which has been prepared in support of a Review of Environmental Factors (REF). This STP is preliminary in nature and is intended to be dynamic and respond to the future operation of the site. It is anticipated that this STP will be developed into a more comprehensive and detailed STP prior to commencement of operations of the school. This document may also form a reference point for further development of new operational plans in the future.

1.2 Summary of the Activity

The proposed activity involves the construction and use of a new high school, known as Melrose Park High School (MPHS) in two stages for and ultimate capacity of approximately 1,000 students.

Stage 1 of the proposed activity includes the following:

- Site preparation works.
- Construction of Block A – a six-storey (with additional roof/plant level) school building in the south-western portion of the site containing staff rooms and General Learning Spaces (GLS).
- Construction of Block B – a one storey (double height) hall, gymnasium, canteen and covered outdoor learning area (COLA) building in the south-eastern portion of the site.
- Construction of Block C – a single storey plant and storage building at the north-eastern portion of the site.
- Associated landscaping.
- Construction of on-site car parking.
- Provision and augmentation of services infrastructure.
- Associated public domain infrastructure works to support the school, including (but not limited to):
    - Provision of kiss and drop facilities along Wharf Road, and widening of the Wharf Road footpath.
    - Raised pedestrian crossings on Wharf Road and Hope Street.
    - Consolidation of 2 bus zones on the southern side of Hope Street

Stage 2 of the proposed activity includes the following:

- Construction of Block D – a five-storey (with additional roof/plant level) school building in the north-western portion of the site containing staff rooms and GLS:
- Additional open play spaces within the terrace areas of Building D.
- Minor layout amendments to Block A.

The Review of Environmental Factors prepared by Ethos Urban provides a full description of the proposed works.

1.3 Site Description

The site is located at 37 Hope Street, Melrose Park within the Parramatta LGA. The school covers an approximate area of 9,500m^2 and is generally rectangular in shape. The site is currently cleared and vacant. The site is located approximately 8km east of the Parramatta CBD.

1.4 Operational Stages

As mentioned in Section 1.2, the new MPHS is intended to be constructed in 2 stages to provide an ultimate capacity of 1,000 students. Stage 1 includes the construction of Block A, B, C, associated landscaping, on-site car parking and public domain upgrades. From an operational perspective all proposed transport provisions, including pedestrian accesses, end of trip facilities, on-site bicycle spaces and public domain upgrades will be implemented by day 1 term 1. Figure 1 below provides an overview of MPHS Stage 1.

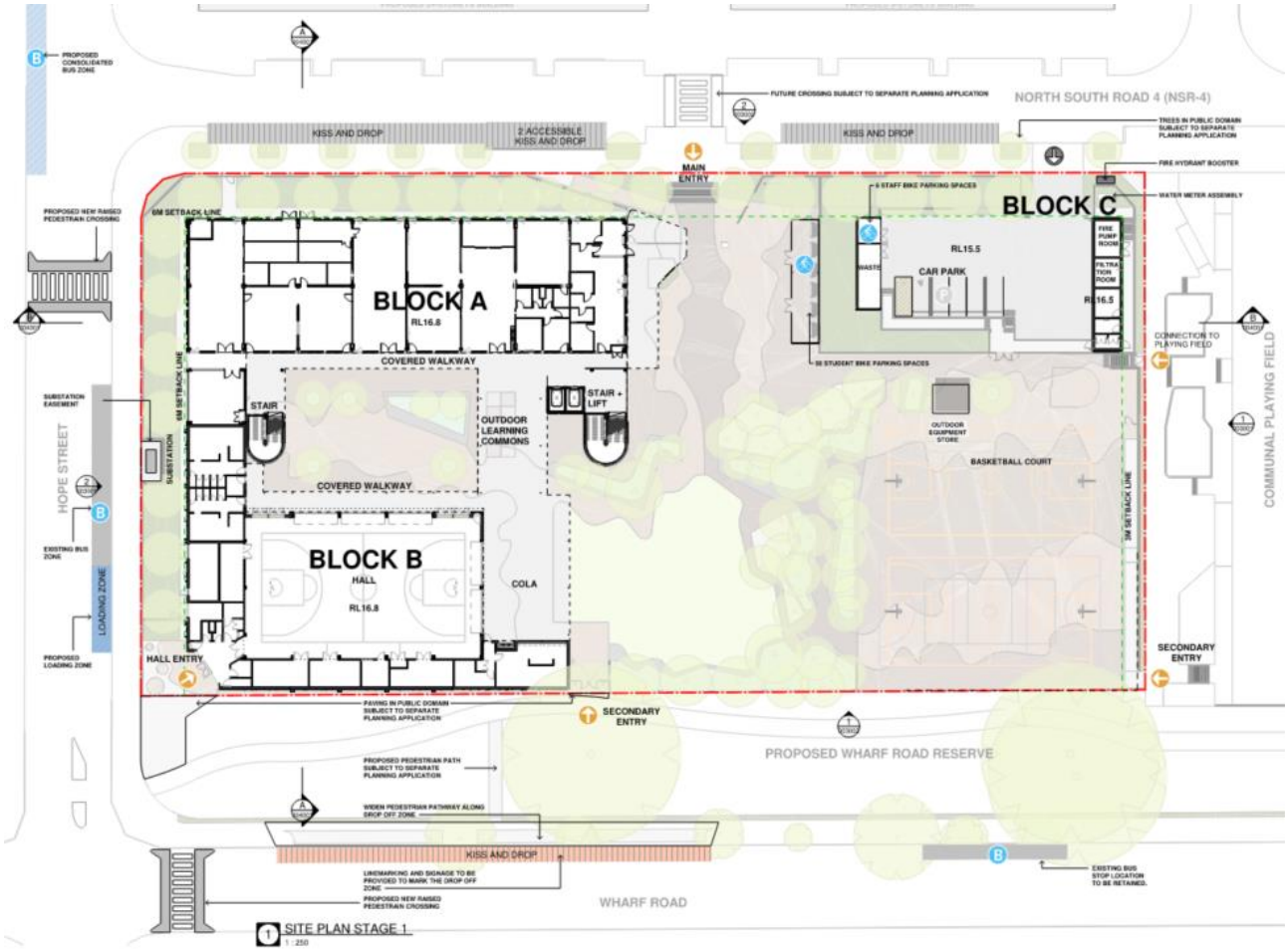

Figure 1: MPHS Stage 1

Source: NBRS (MPHS-NBRS-ZZ-ZZ-DR-A-000200[5])

Stage 2 of MPHS is intended to be constructed and operational by 2036. Stage 2 includes construction of Block D, additional open play space, additional on-site bicycle spaces and additional staff car parking spaces. It is intended Stage 1 MPHS will be operational while Stage 2 works are constructed, a detailed CTMP will be provided detailing how Stage 2 construction activity will be separated from school activity. Figure 2 provides details of the Stage 2 site plan.

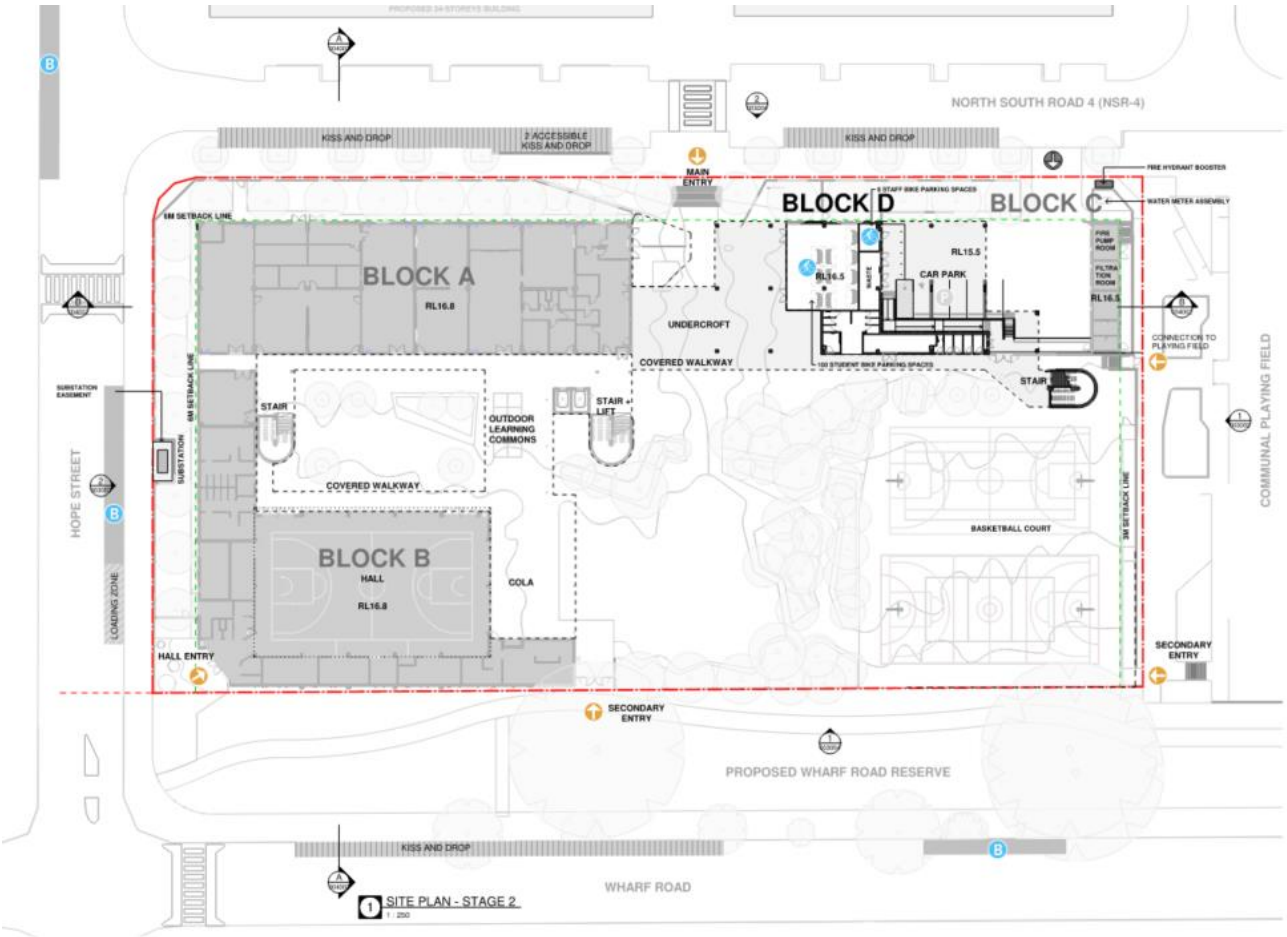

Figure 2: MPHS Stage 2

Source: NBRS (MPHS-NBRS-ZZ-ZZ-DR-A-000201[4])

1.5 Significance of Environmental Impacts

Based on the identification of potential issues, and an assessment of the nature and extent of the impacts of the proposed development, it is determined that:

- The extent and nature of potential impacts are low and will not have significant impact on the locality, community and/or the environment.
- Potential impacts can be appropriately mitigated or managed to ensure that there is no significant impact on the environment.

Section 2 Transport Goals

2.1 Visions and Objectives

The general goals of any STP are as follows:

- To proactively identify and meet school travel demand safely, efficiently, and sustainably.
- To maximise the use of active and public transport modes to reduce car traffic before and after school day start and end times.
- To decongest the road networks around schools.
- To increase active travel to and from school in a safe transport environment.
- To enhance connectedness to neighbourhood and community through safe travel to and from school.
- To meet the DoE's duty of care of students which extends beyond the school boundary, if there's foreseeable risk of injury or harm to students as they travel to and from school.
- To "reduce the administrative burden" on a school principal (managing kiss-and-drop behaviour, parent and community complaints, calling bus companies etc) by reducing the time and effort for schools / principals to manage transport.

This project specific STP aims to:

- Encourage students to walk or cycle where possible, using the highly walkable existing and future local catchment in Melrose Park and improved infrastructure being provided by this project such as zebra crossings, footpath widening and on-site bicycle facilities.
- Encourage students to catch public transport where possible, and safely manage the bus zone facilities outside the school site.
- Ensure good operation of the new kiss & ride zones at Wharf Road and NSR-4.
- Reduce the number of staff travelling by car to site and, when staff do choose to drive, reduce the impact of staff parking on the amenity of the local area.

2.2 Mode Share Splits

As discussed in Section 1.2 & 1.3, MPHS will be constructed in 2 stages. It is anticipated that approximately 560 students and 52 staff members will be accommodated in Stage 1. At full capacity in Stage 2, the student and staff numbers will be increased to 1,000 and 79, respectively. The projected student travel splits for stage 1 and 2 are shown in Table 2, and projected staff travel splits for stage 1 and 2 are shown in Table 3.

The projected travel mode splits for students and staff travelling to school are presented for three different scenarios including baseline, moderate and reach mode splits. The different scenarios are discussed in Section 4.3 of the TAIA prepared by TTW, submitted separately as part of this REF. The scenarios are summarised as follows:

- Baseline – calculated through an assessment of existing travel data collected at other comparable high school sites
- Moderate – reflects the strategy of the project by aiming for an uptake in active and public transport, and reductions in car travel, which are achievable due to the implementation of this STP as well as the improved infrastructure provided by the project and the future Melrose Park North developments.
- Reach – outlines the long-term, more ambitious mode split scenario, including a significant uptake in active transport, and associated reductions in car travel.

In accordance with the reach mode split scenario, the project is seeking to use the opportunities presented by a new site to establish new targets for travel behaviour which differs from other existing schools. In transport

planning terminology, this is the change from a 'predict and provide' methodology based on existing behaviours to a 'decide and provide' methodology to achieve a preferred future and vision. In order to avoid generating high levels of additional vehicular traffic through induced demand, transport provisions and capacity are specifically targeted and are supported with infrastructure and services across the full spectrum of transport options.

This strategic vision is also consistent with the recently released Future Transport Strategy, which in relation to schools, states that a specific priority action is to be implemented (which are "actions to be implemented as a priority, with the view to delivery outcomes in 1-5 years"):

> *"Partner with the Department of Education and key stakeholders to improve safe walking, cycling and public transport access to schools."*[1]

This priority action indicates that higher levels of walking, cycling, and public transport, and conversely lower levels of private vehicle travel, are of high importance to the success of local neighbourhoods, and that existing travel behaviours are expected to change as new facilities or services are implemented.

On these grounds, the travel mode splits presented in the following tables are considered realistic and feasible. The reach travel demands outlined in Table 1 have been developed considering the catchment size of the proposed high school, and in light of this, with a greater emphasis on active and public transport, and seeking to minimise private vehicle usage for both students and staff as much as possible.

It is acknowledged that these reach mode splits are ambitious and depart reasonably significantly from the baseline scenario. However, as mentioned, the mode splits are considered achievable due to the considerations listed above, and the opportunity for the new school to establish new travel habits. The proposed infrastructure and management measures to support the achievement of these targets are documented throughout this STP. Further to this, it is important to note that the reach targets are not expected to be achieved in the opening year of the school, but rather reached over time as the school grows. This behaviour change will be able to occur in parallel to the gradual growth of the school population over time.

Table 1: Mode Share Scenarios

Travel mode	Students			Staff		
	Baseline	Moderate	Reach	Baseline	Moderate	Reach
Walk	20%	20%	35%	3%	5%	5%
Bicycle	1%	5%	8%	0%	3%	5%
Bus	41%	48%	30%	3%	17%	5%
Train	9%	0%	0%	5%	5%	5%
Light rail	0%	0%	12%	0%	0%	20%
Car, passenger	27%	25%	15%	2%	15%	10%
Car, driver	2%	2%	0%	87%	55%	50%
Total	**100%**	**100%**	**100%**	**100%**	**100%**	**100%**

As shown in Table 1, moderate bus travel mode targets are anticipated to reflect 2027 opening year and propose 48% of students and 17% of staff will travel to / from MPHS via bus. Reach bus travel mode targets are anticipated to reflect ultimate capacity in 2036 once the Parramatta Light Rail (PLR) Stage 2 is operational,

[1] TfNSW Future Transport Strategy, Action P2.1g

resulting in a proposed reduction bus travel modes to 30% for students and 5% for staff, noting that PLR Stage 2 is intended to replace a number of bus services.

These targets also focus on promoting active transport where possible with a walking target of 20% for students and 8% for staff in opening year, increasing to 35% of students and 10% of staff once the Melrose Park precinct is fully developed by 2036.

The proposed travel mode targets align with the objectives and goals set out for the wider Melrose Park precinct. Table 2 and Table 3 provide a summary of the travel demand projections for Stage 1 & Stage 2 student and staff numbers.

Table 2: Student Travel Demand Projections

Students	Stage 1			Stage 2		
Travel mode	**Baseline**	**Moderate**	**Reach**	**Baseline**	**Moderate**	**Reach**
Walk	112	112	196	200	200	350
Bicycle	6	28	45	10	50	80
Bus	230	269	168	410	480	300
Train	50	0	0	90	0	0
Light rail	0	0	67	0	0	120
Car, passenger	151	140	84	270	250	150
Car, driver	11	11	0	20	20	0
Total	**560**	**560**	**560**	**1,000**	**1,000**	**1,000**

Note: Totals may slightly differ due to rounding

Table 3: Staff Travel Demand Projections

Staff	Stage 1			Stage 2		
Travel Mode	**Baseline**	**Moderate**	**Reach**	**Baseline**	**Moderate**	**Reach**
Walk	2	3	3	2	4	4
Bicycle	0	2	3	0	2	4
Bus	2	9	3	2	13	4
Train	3	3	3	4	4	4
Light rail	0	0	10	0	0	16
Car, passenger	1	8	5	2	12	8
Car, driver	45	29	26	69	44	40
Total	**52**	**52**	**52**	**79**	**79**	**79**

Note: Totals may slightly differ due to rounding

Section 3 Policies and Procedures

The following sections outline the main policies which the school will follow and implement through this STP and are used to guide the selection and application of operations and programs at the school. Wherever a school operation or program meets any of these policies, these are to be implemented as far as practical. If a school operation or program conflicts with any of these policies, these should be reviewed.

3.1 Reduce Car Travel

The primary policy of this STP is to prioritise travel by means other than cars. Through prioritisation of alternative travel modes, both kiss & ride (K&R) activity and usage of staff car parking will reduce. Non-car travel will be maximised through the provision of infrastructure and services to make public and active transport accessible and desirable. To further limit car usage, on-site car parking will not be available for students or parents, and will only be provided for a proportion of staff.

To achieve the target mode split (i.e., 50% of staff driving) as the school grows over time, it is recommended to introduce sustainable practices during early operational phases. This could involve implementing sustainable strategies such as rotational reservation or monthly first-come-first-serve bookings. As part of the school's hiring process, it is suggested that staff should be made aware that on-site car parking is limited, and that alternative travel options should be considered as staff numbers reach the car park's capacity.

A reduction in car travel provides safety benefits by reducing the total number of vehicle movements around the site. The operation and efficiency of the kiss & ride zones would also be improved as the overall demand is decreased.

In addition, as the wider Melrose Park precinct is currently undergoing significant development a Transport Management and Accessibility Plan (TMAP) was developed for the precinct. The TMAP specifies when the new infrastructure is required to be delivered relative to the growth of the Melrose Park precinct. TMAP transport planning objectives note that the Melrose Park precinct has been planned with the goal of delivering balanced, integrated and sustainable outcomes to achieve the proposed transport targets of 5% walking and cycling mode share, 45% public transport mode share and 50% car mode share.

Reducing the reliance on private car travel will provide significant benefits for future employees and residents of Melrose Park. A non-car mode share of 50% represents a sizeable shift from the existing travel characteristics of the area. However, through the delivery of significant new infrastructure, including PLR Stage 2 and Sydney Metro West will enable this step change in travel behaviour.

In relation to the proposed MPHS integration of new public transport infrastructure will significantly assist with working towards a reduced car travel demand for the proposed MPHS.

3.2 Prioritise Non-Car Movements and Access

To prioritise active transport modes such as walking, cycling, and public transport, movements and access to these modes will be favoured over private vehicle travel, encouraging safe usage while accommodating the increased demand. As part of this approach, additional crossings on Wharf Road and Hope Street, as well as footpath widening works on Wharf Road and on-site bicycle facilities have been proposed to further facilitate active transport options.

In addition, as the Melrose Park precinct grows as outlined in the objectives of the TMAP prioritising non-car movements will be favoured within the vicinity of the site.

3.3 Spread Travel Demands

To reduce the impacts of congestion for vehicle travel that does occur (including buses), the travel activity generated by the school is to be spread over time as far as reasonably practical. Distributing traffic over time reduces delays during K&R activities and within the surrounding road network.

3.4 Manage Complex Travel Activities

To ensure all travel modes operate smoothly and safely around the site and the precinct, any transport activities which are particularly complex or intensively used should be actively managed by staff or by dedicated SINSW certified school crossing supervisors (as required).

This includes a management system for the K&R zones and bus zones to ensure smooth and efficient operation of these facilities and promote safety for all users.

Section 4 School Transport Operations

4.1 Site Transport Access

Figure 3 summarises the overall transport accesses to the site, including pedestrian and vehicle access points and the connections to the external network. The school is bound by Wharf Road to the east, Hope Street to the south and the future road NSR-4 to the west. NSR-4 and the Melrose Park North road network are under construction at the time of writing. NSR-4 is scheduled for completion prior to the opening of the school, as agreed between SINSW and the developer.

The main pedestrian access to the school is on NSR-4 on the west side of the site. Additional secondary access points are provided on each of the site frontages including on Hope Street to the south and Wharf Road to the east. Two pedestrian access points are also available to the north, providing connection to the future playing fields and Linear Park on Wharf Road.

The vehicle entry point to the northwest corner of the site is a shared vehicle access for both private vehicles accessing the staff car park as well as service vehicles accessing the waste collection area and loading dock.

Stage 2 works include construction of Block D, located at the north-west corner of the site. Stage 2 will be completed while the school is in operation. As a result, this may impact pedestrian and vehicle access via NSR-4. To ensure minimal impact to pedestrian and vehicle movements a detailed CTMP will be provided once a contractor has been appointed.

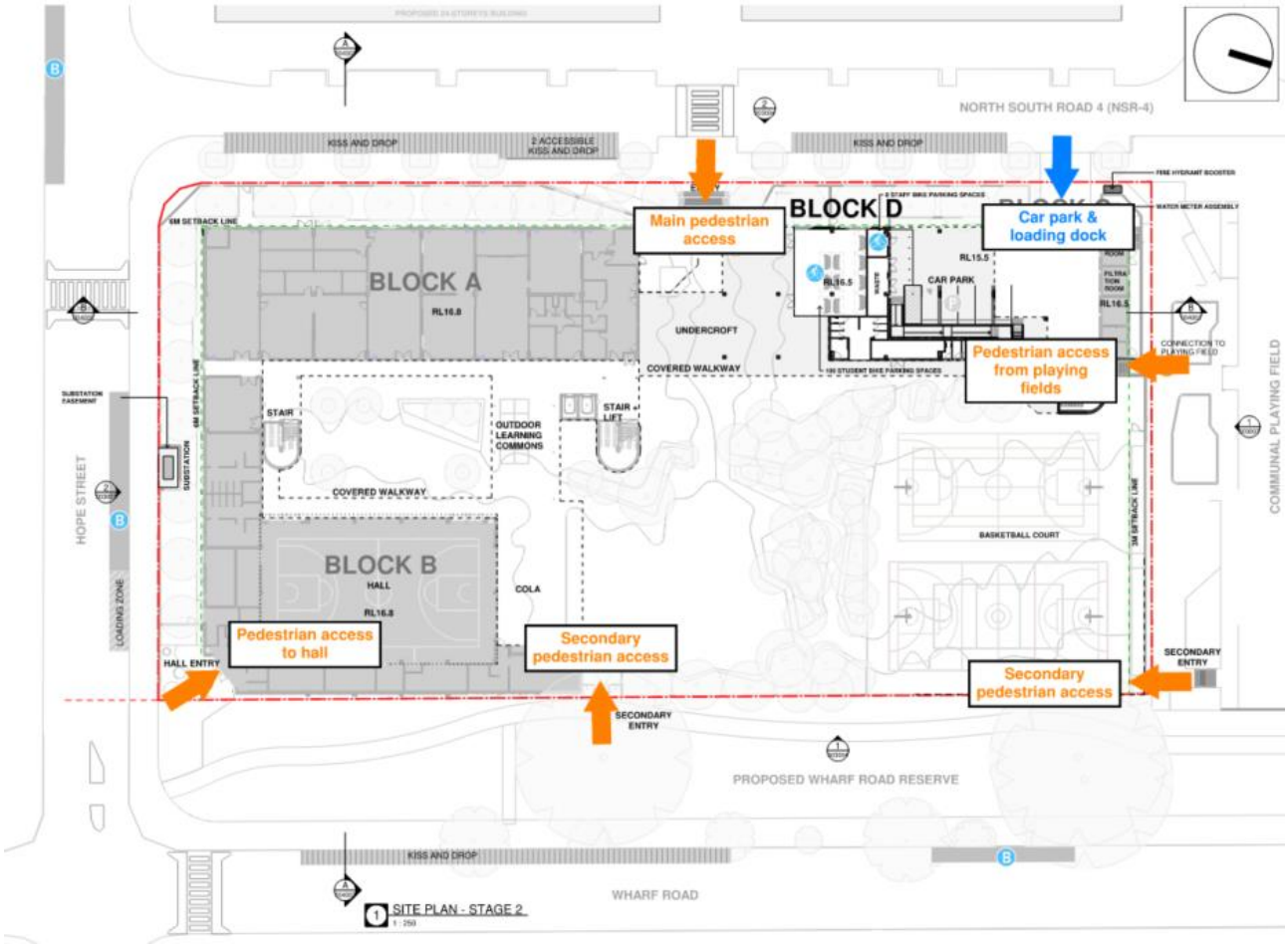

Figure 3: Proposed Site Plan and Access Points
Source: Modified from NBRS (MPHS-NBRS-ZZ-ZZ-DR-A-000201[4])

4.2 Transport Operations

An overview of the transport operations around the school site are shown in Figure 4. This includes the locations of the pedestrian crossings, bicycle parking, bus bays, K&R zones, on-street loading zones and on-street parking. Each of these transport elements and their operations are described in detail in the following sections.

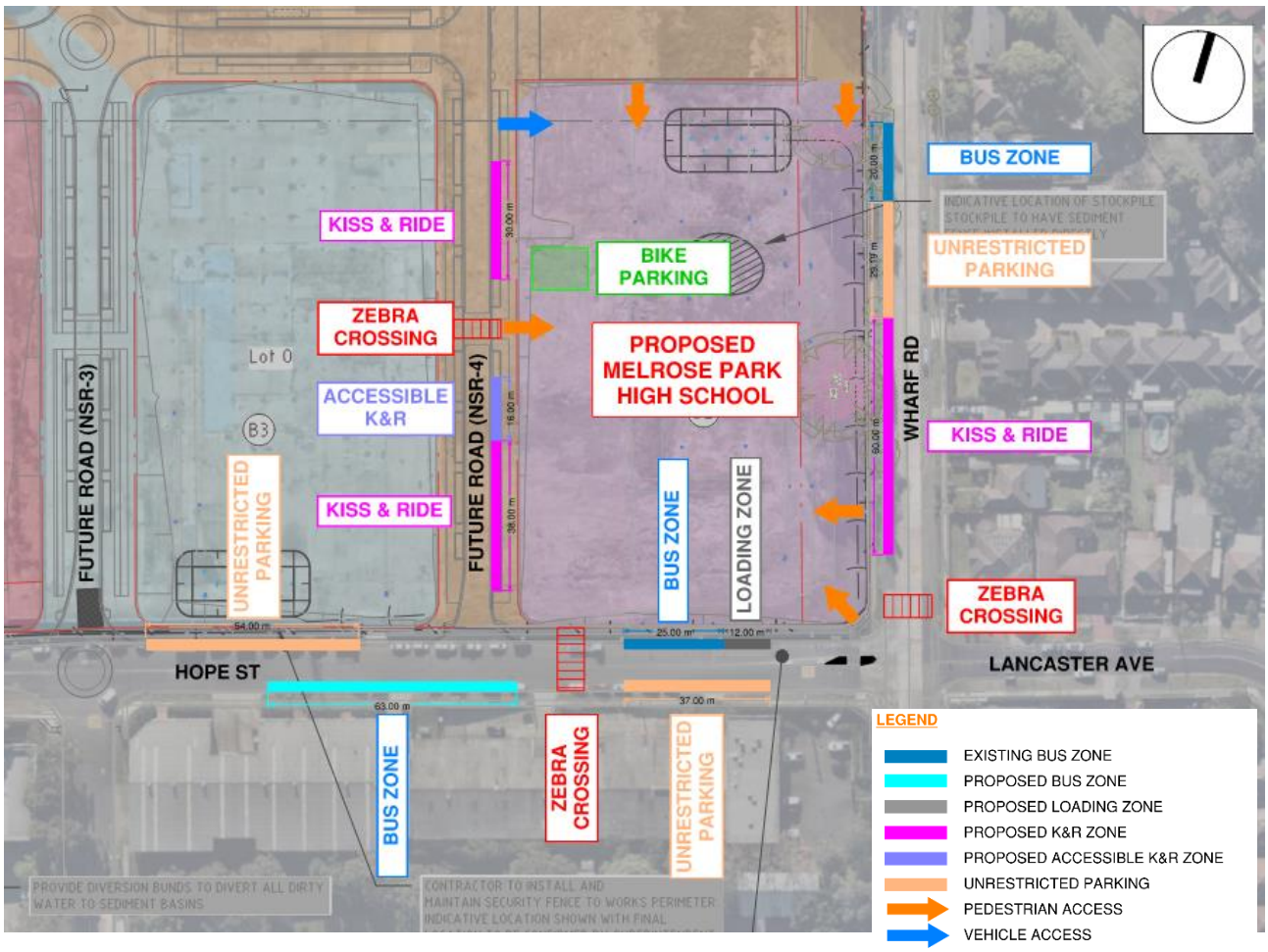

Figure 4: Proposed Transport Operations
Source: TTW

4.3 Active Transport Operations

Active transport activity to and from the site will be self-managed by staff and students, with no off-site supervision. Additional controlled measures such as three new raised zebra crossings will be available on NSR-4 (delivered separately by others) Wharf Road and Hope Street, to further promote the usage of active transport, and prioritise pedestrian movements to and from the school.

Sufficient footpaths are also provided in the vicinity to encourage students travelling to school on foot. Future footpaths will be constructed along NSR-4 to the west of the site, as well as across the entire Melrose Park North precinct. However, these footpaths will be delivered separately by others outside the scope of the MPHS project.

Student and staff bicycle parking is provided on-site, as shown in Figure 4. This includes 56 student bicycle parking spaces and 6 staff bicycle parking spaces in Stage 1. A total of 100 student bicycle parking spaces and an additional 2 staff bicycle spaces in Stage 2. End-of-trip facilities for staff include 2 unisex shower and change areas as well as 10 lockers.

An overview of the confirmed pedestrian infrastructure (at the time of writing) that will be available during future operations of the school is identified below in Figure 5.

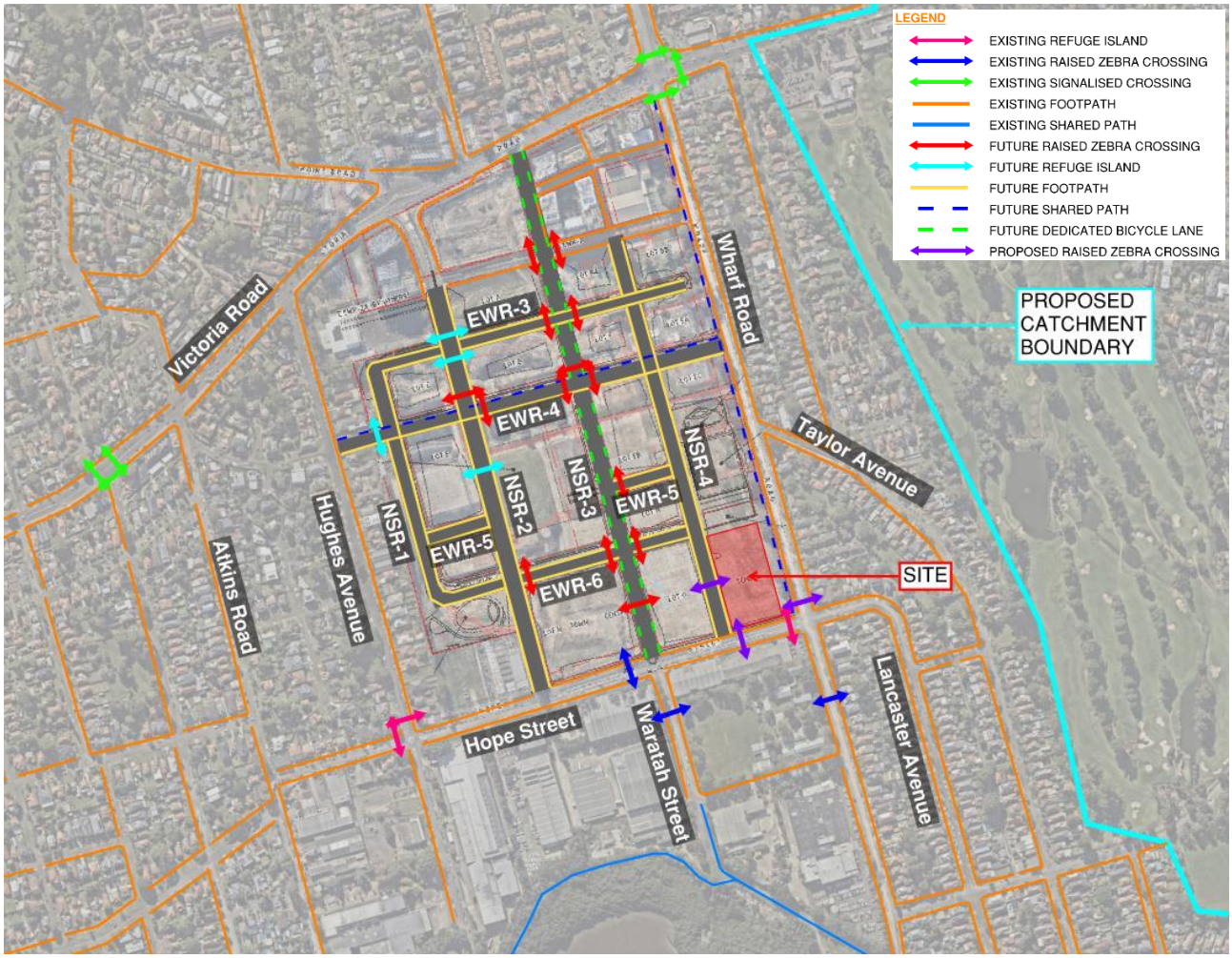

Figure 5: Confirmed Active Transport Infrastructure

Source: Modified from Nearmap

4.4 Public Transport Operations

Public transport movements will be supervised at the school entry gate by at least one staff member in the afternoon pick-up period. However, there will be no supervision during the morning drop-off period as there is a more gradual influx of students compared to the conclusion of a school day.

Staff supervision duties at the school for students travelling to and from bus services will include the following:

- Monitoring student behaviour and discouraging unsafe conduct such as running and jaywalking.
- Assisting students in forming orderly queues while waiting for the bus arrival.
- As student and bus numbers increase, organise students into multiple queues if necessary.

Additionally, a free private shuttle bus service provided by Sekisui is currently in operation between the Melrose Park North precinct and Meadowbank station and Meadowbank wharf. The bus stop is located on Taylor Avenue, approximately 5 minutes' walk from the high school site. Buses run between 6 – 10am and 3 – 7pm (weekdays only), which is convenient for staff wishing to connect to train or ferry services.

4.5 Delivery and Service Vehicle Operation

The on-site loading area is accessible via the vehicle access on NSR-4 to the northwest corner of the site and is to be used for any large or bulk goods such as canteen deliveries or waste collection. The on-street loading zone to the south of the site on Hope Street is also available for any smaller deliveries as required.

Access in and out of the site at the loading dock is readily available for vehicles up to and including 10.8 metres in length. The vehicle swept path for a 10.8m waste vehicle is illustrated in Figure 6. Once Stage 2 is constructed the loading area will have a minimum head height of 4.5 metres. This head height is compliant with AS 2890.2 and ensures the waste truck can operate without any overhead obstructions.

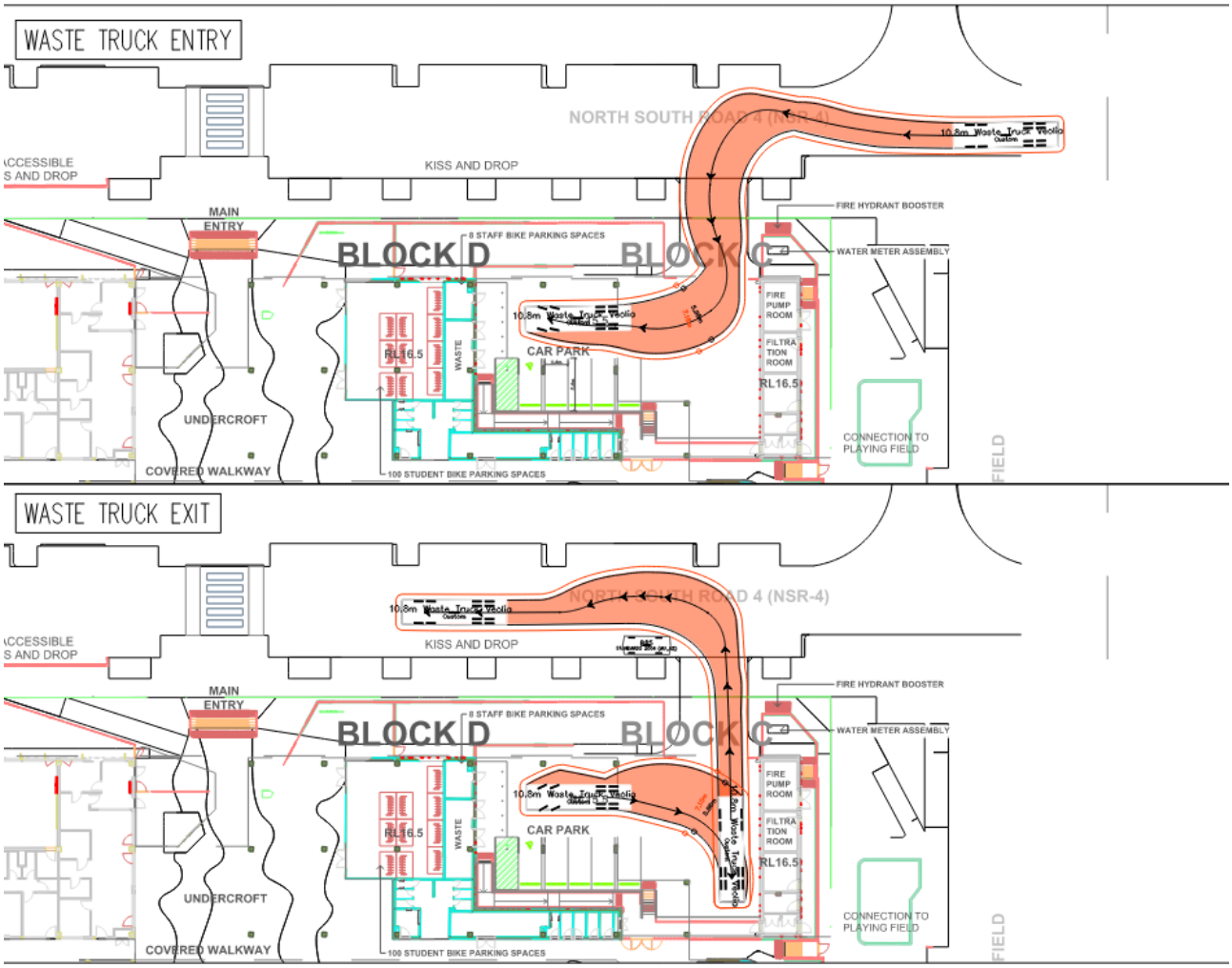

Figure 6: Service Vehicle Access for 10.8m Waste Vehicle
Source: TTW

Subject to finalisation of on-street parking signage, the K&R areas on NSR-4 and Wharf Road may be suitable locations for some deliveries during the middle of the day (when the K&R zones are not active), in the case that the loading dock and on-street loading zone are already in use. Drivers are to observe and obey all regulatory signposting.

Wherever practical, deliveries will be scheduled with some spacing (say 15 minutes) to avoid any conflicts and allow a buffer for unexpected delays.

Other considerations for the scheduling of deliveries include:

- Personnel to be available to meet vehicle drivers at the loading area, particularly for any large or new vehicles.
- Nominated external personnel (if available) to be logged and provided with induction information ahead of arrival if necessary.
- Relevant staff in departments or classrooms adjacent to loading areas to be advised of any scheduled activities which may be noisy or disruptive to classes.

Deliveries are to be scheduled with the school through the administration team.

4.6 Kiss & Ride Operations

Drop-off and pick-up facilities at schools can attract high volumes of private vehicles, with demands being generated in short periods of time in the morning and afternoon, creating risks of congestion in the road network.

Information regarding the school's pick-up and drop-off arrangements are to be distributed to inform and educate parents on the operational details and principles of the K&R zones. Subject to actual operations, this information and messaging could include elements such as encouraging drivers to use a particular one of the two roads containing K&R zones, to balance demands and reduce congestion.

As high school students are more independent, it is typical to expect students and parents to self-manage and be legally obliged to act in accordance with the signposted parking restrictions. If any issues arise or are reported to the school, these will be directed to City of Parramatta Council (CoP) or local police, who are responsible for the enforcement of on-street parking restrictions (including 'No Parking' or kiss & ride zones).

As the K&R zones will be self-managed, it is important that the operation procedures and expectations are clearly and regularly communicated to parents and students. This may include driving up to the first K&R space to maximise capacity, recirculating around the block if the student is not waiting and ready to be collected, and ensuring students get in and out of cars in a prompt and efficient manner. Refer to Section 6 which discusses communications in more detail.

4.7 Car Park Operations

The proposed MPHS will provide a total of 44 staff car parking spaces including 1 accessible parking space. Due to site constraints, only 5 staff car parking spaces will be located on the MPHS site, the remaining 39 car spaces will be provided within the MPPS proposed staff car park, which is only approximately a 200 metre walk to the MPHS site. The car parking provision will also be provided in stages as detailed below:

Stage 1 – 29 staff parking spaces provided:

- 5 staff parking spaces, including 1 accessible space within MPHS car park
- 24 staff parking spaces within the MPPS car park

Stage 2 – 44 staff parking spaces provided

- 5 staff parking spaces, including 1 accessible space within MPHS car park
- 39 staff parking spaces within the MPPS car park

To ensure staff maintain the habit of choosing more sustainable transport modes, particularly as the school approaches its maximum capacity, sustainable initiatives such as rotational reservations or first-come-first-serve bookings (for details refer to Section 3.1) may need to be implemented to manage the parking demand as required.

Communications between the school and staff should also be maintained by various channels, such as newsletters and e-mails, to regularly notify staff on updates / issues regarding on-street parking, in the event that the 50% mode split cannot be achieved within the target timeframe. To prevent such issues, agency / authority consultations are to be regularly maintained to ensure sufficient alternatives are available for staff.

As per the policy of the DoE, the school will not provide student parking spaces. As described throughout this STP, non-car travel will be encouraged and prioritised as the preferred travel mode. This will occur through the provision of infrastructure and services to make public and active transport accessible and desirable, so that students and visitors do not require designated on-site parking spaces. Any students and visitors who do choose to drive will be responsible for finding a suitable parking location and following all signposted parking restrictions and road rules.

The proposed staff car park layouts, are illustrated in Figure 7 and Figure 8. Parking spaces are not expected to be allocated to specific staff members and will be occupied on a first come first served basis.

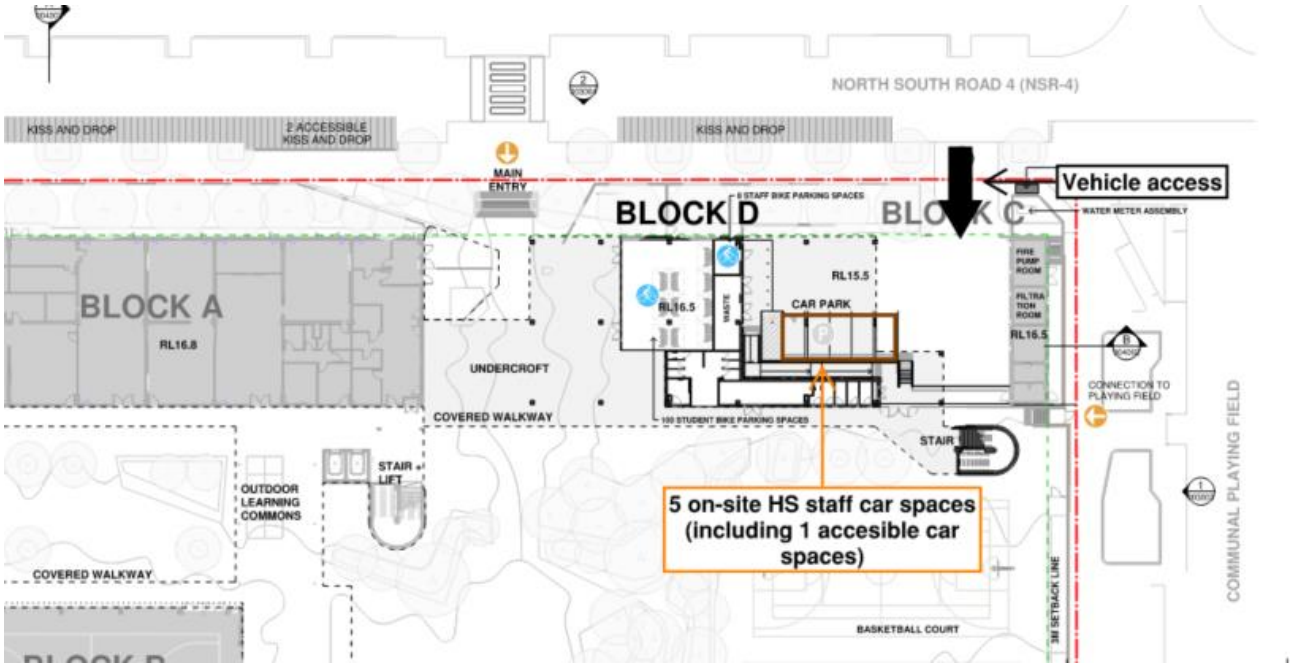

Figure 7: MPHS Staff Car Park

Source: Modified from NBRS (MPHS-NBRS-ZZ-ZZ-DR-A-000201[4])

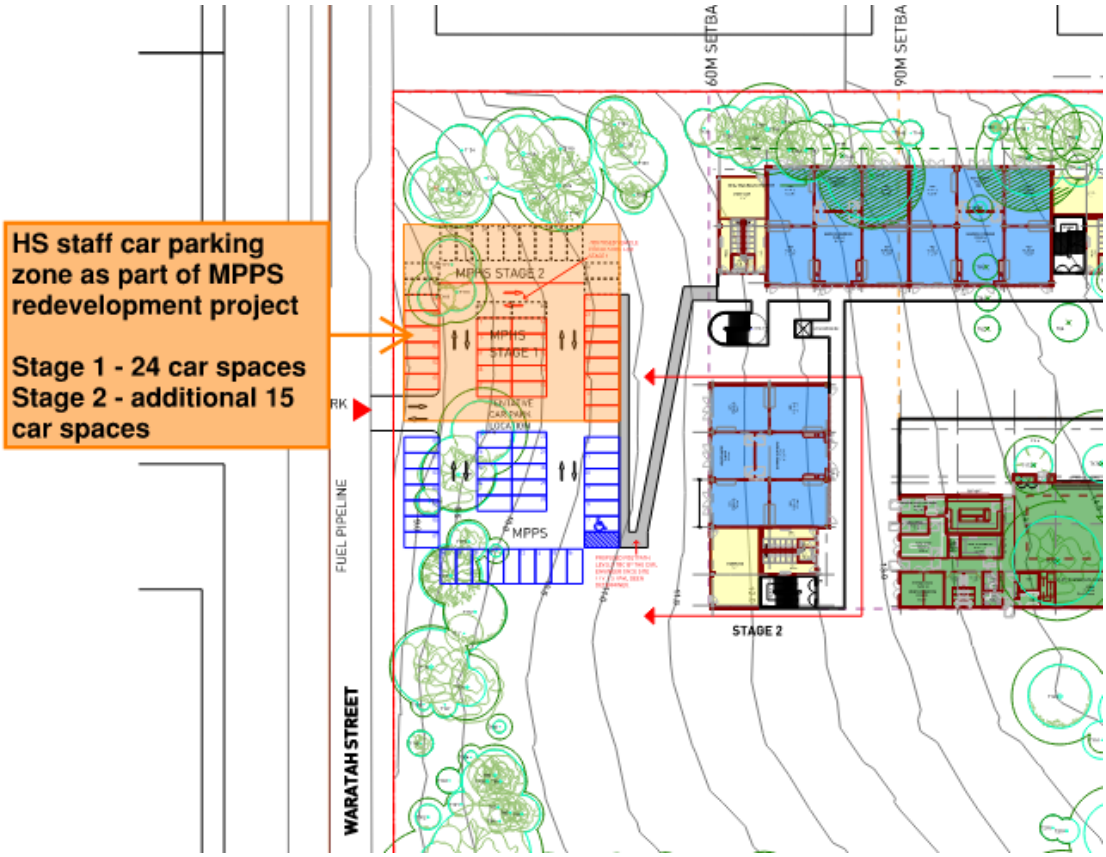

Figure 8: MPHS Staff Car Park at MPPS Site

Source: Modified from PTW Architects (Drawing is working in progress)

The path of travel for staff to / from the MPPS car park is approximately 200 metres to the MPHS access. Details are provided in Figure 9.

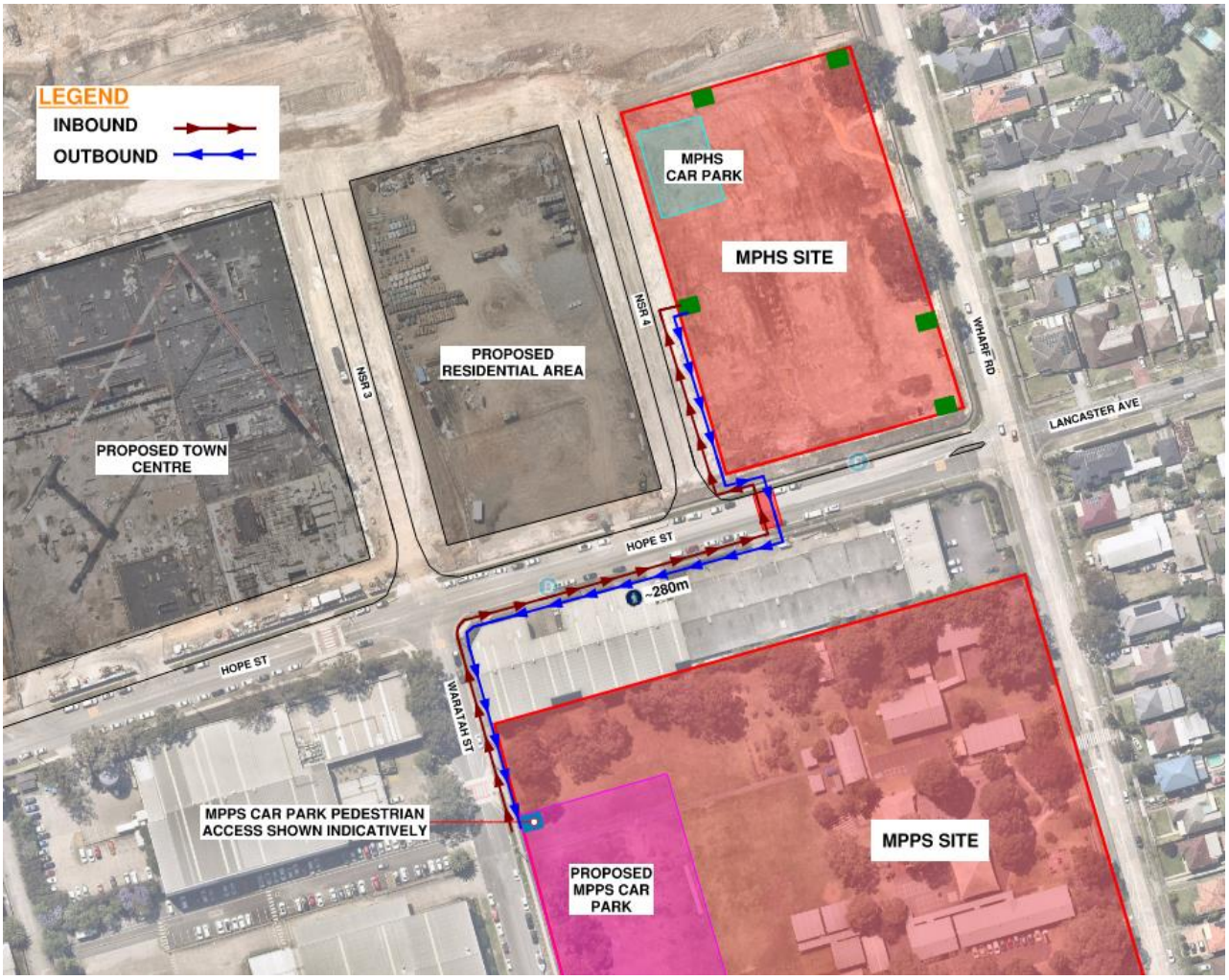

Figure 9: Proposed Travel Path Between MPHS & MPPS Staff Car Parks
Source: Modified Nearmap

4.8 Special Event Operations

The school is expected to conduct a range of special events including parent / teacher meetings, graduation assemblies, subject selection nights, and performance events. These events will vary in scale however may attract large numbers of attendees to the site, resulting in intense transport demands.

For each large event (say, over 100 attendees expected) held by the school, site access and transport are to be considered as part of event planning. Travel Access Guides may be issued to event attendees if relevant.

As special events often occur out of typical school hours (weekends and evenings), plenty of on-street parking will be available surrounding the school site. It is noted that K&R parking restrictions will not be in place outside of school hours, and so each of the road frontages adjacent to the school would be available for parking. Additionally, the nearby MPPS K&R zones would be available, as well as the potential option to utilise the parking at MPPS. Across both the MPHS and MPPS sites, the schools contain a total of 71 parking spaces, which may be available during some special events, particularly for community events where school staff are not in attendance.

4.9 Emergency Vehicle Operations

Emergency vehicles will access the site wherever and whenever required, which may include using facilities such as the K&R zones or bus zones, if safe and legal to do so under Section 307 of the NSW Road Rules.

The site does not have dedicated parking facilities for emergency vehicles. Nevertheless, it is anticipated that emergency vehicles will likely utilise roadways on any of the site frontages, or the on-site loading dock and car park could be utilised if required.

Section 5 Sustainable Transport Encouragement Programs

This section details various strategies targeted at encouraging sustainable travel choices for students and staff at the school. The following programs and initiatives are to be implemented to achieve the visions and goals of this STP.

Table 4: Transport Encouragement Programs and Activities

Program / Activity	Description and Target Outcomes	Frequency / Timing	Responsible Parties
Travel Coordinator	Subject to future arrangements by SINSW, a Travel Coordinator may be appointed for the site. This role's responsibility will be to further encourage sustainable transport measures (including the actions listed below), plus undertake all other elements of this STP.	TBC (target within 12 months of opening)	SINSW to advise and appoint a Travel Coordinator
New Starter Kits	It is important that all students and staff are aware of the travel options available to them. Particularly for new users, the default option may be to drive to the site if they are unfamiliar with the area. To ensure that users are aware of their options, a Travel Access Guide (TAG), which is further detailed in Section 6.3, and any other relevant information such as health and activity leaflets will be distributed to all users. Information could be included in induction or orientation packages for new staff and students. Inductions could also promote the benefits of cycling, walking and use of active transport for people's health. Furthermore, sustainable travel information may be shared via the school website or other online distribution (see Section 6.1). Users are more likely to engage in sustainable travel when provided information directly, rather than being required to seek it out independently.	Annually	Traffic engineer to produce updated TAG prior to operation. Travel Coordinator to develop (or arrange) future updates to TAG. Travel Coordinator (or equivalent) to source and provide any additional health and activity leaflets. The school to distribute leaflets.
Periodic Reminders	Bus and train schedules often change and may update regularly. Staff and students are to be notified of the changes that happen to ensure they will be equipped with most recent and accurate information. As such, periodic reminders will be necessary to improve accessibility to sustainable travel through ensuring accurate conveying of information. Details of this initiative can be found in Section 6.1.2.	Annually, or when any known changes occur	Travel Coordinator to stay informed regarding public transport scheduling or servicing changes and send out reminders as necessary.

Program / Activity	Description and Target Outcomes	Frequency / Timing	Responsible Parties
School Website Information	It is expected that the school's website will be regularly updated with the latest information regarding travel to and from the school. Students, parents, staff and visitors will be able to depend on the website as its central source of updated information.	Annually, or when any known changes occur	The school to update the website as needed.
Travel Access Guide (TAG)	The TAG is a leaflet providing information about the available safe and sustainable modes of travel in the local area for students and staff. Further details about the TAG are contained in Section 6.3.	Annually	Traffic engineer to produce TAG. Travel Coordinator to develop (or arrange) annual revisions of the TAG.
Ride to School Day	Various organisations and groups develop programs and events to encourage active transport. For example, Bicycle Network coordinates a National Ride2School Day each year. These events provide a good opportunity to encourage staff and students to participate in cycling, and each event can also assist in influencing the travel behaviour of others through general publicity and awareness. Events hosted at the school could include organised preferred cycling routes, bike safety programs, bike maintenance instructions, and more.	Annually	The school to participate in active transport programs and events.
Bicycle Network Maps	To encourage uptake of bicycle travel and ensure awareness of safe and convenient routes, a network map of available facilities and infrastructure could be issued to students. This could either be prepared by the Travel Coordinator (if available) or be requested from CoP.	Within 12 months of opening	Travel Coordinator to liaise with CoP.

Program / Activity	Description and Target Outcomes	Frequency / Timing	Responsible Parties
Bicycle Sharing Schemes	To increase accessibility to active transport, the school can provide means to encourage the use of bike rentals. As bike rentals are increasingly popular, affordability and accessibility may serve as a barrier to use bike rentals. The school may initiate programs that provides subsidies. Alternatively, Transport for NSW (TfNSW) could work with bike rental companies to give special discounts to students such as Opal concession cards.	Anytime	The school to come up with their own programs / TfNSW to liaise with bike rental companies for student discounts.
Bus Safety Week	Bus Safety Week is an annual campaign which raises awareness for all road users on how to stay safe on and around buses, helping to reduce injuries and fatalities. Bus Safety Week typically occurs each year in February. The school will stay in contact with TfNSW and the local bus operator (Busways) to review and consider any promotional material or information that could be distributed to students and the school community.	Annually	The school to participate in the annual campaign. The school to stay informed about the latest promotional material or campaign information to be distributed.
Bus Network Maps	To encourage uptake of bus travel and ensure awareness of available services, a network map of available school buses and public buses could be issued to students. This could either be prepared by the Travel Coordinator (if available) or be requested from Busways. The school will also remain up to date with any proposed plans by TfNSW or Busways to increase the school or public bus services as the local area goes through future development. If the current public transport services are not meeting the demand, the school may consult with CoP and TfNSW about potential upgrades to the offered services.	Within 12 months of opening	Travel Coordinator to liaise with CoP / TfNSW

Program / Activity	Description and Target Outcomes	Frequency / Timing	Responsible Parties
Kiss & Ride Reminders	To ensure good operation of the kiss & ride zones, reminders may need to be issued to parents about the management systems in place and the requirements to ensure correct usage.	Issue information on new arrangements within 1 month of opening	The school to issue reminders to parents as required.
Carpooling Pairing System & Incentives	A strategy to encourage staff to carpool involves a pairing system that informs of other staff who live in nearby areas or along their travel route. Initiating this system may involve a meeting to provide an opportunity for staff members to discuss carpooling options, including coordination of staff by local area. Off-the-shelf alternatives such as the Liftango app may also be an option for staff to utilise. A strategy to encourage carpooling further is to allocate priority parking spaces to those committed to carpooling. Priority parking ensures that carpooling staff will be able to park on-site, once demand grows and may exceed supply in future. This may act as an incentive for others to investigate carpooling opportunities. Priority spaces could also come with other benefits, such as a better location of configuration. For example, the parking spaces on the high school site could be allocated to carpooling staff.	Meeting within 12 months of opening Incentives and programs to be ongoing	The school to initiate meetings and/or a system to pair up staff. The school to provide incentives such as parking space allocation.

Section 6 Communications Plan

6.1 Channels

6.1.1 New Starter Kits

To ensure new travellers have information regarding all their travel options, a TAG should be provided. This brochure can easily be included as part of an induction or orientation package. This is especially important for travellers new to the area and who may be completely unfamiliar with the transport options.

6.1.2 Periodic Reminders

One method to enable periodic information sharing is to include a sustainable travel section within a school newsletter. The content may include details about new travel initiatives, mode share progress updates, upcoming events or changes, as well as reminding travellers about the importance of sustainable travel. It should also allow for feedback or questions regarding any travel-related concerns.

6.1.3 School Website

The school website is to be utilised to provide up-to-date transport information, and to provide a central source of information for students and parents. External visitors would also have access to the website.

6.2 Messages

Key points of information and typical messages to the school community could include:

- Advice to staff and parents about parking restrictions
- Transport goals, safety requirements, and parent expectations
- On-site bicycle storage areas and end-of-trip facilities
- School Student Transport Scheme (SSTS) and School Term Bus Pass availability
- Changes to local public transport routes (as they occur)
- Changes to local pedestrian and cyclist facilities (as the occur)
- Out of School Hours (OOSH) service start and end times
- Opal card reminders (to ensure students tap on and off even if public transport is free)
- Any available memberships or discounts
- How to contact the Travel Coordinator or governance committee

6.3 Travel Access Guide

The aim of a Travel Access Guide (or Transport Access Guide) is to present staff and students with information about the available safe and sustainable transport options in the local area. This action involves presenting this information in a simple and understandable manner through an educational brochure. Staff and students are more likely to change their travel behaviour after being made aware of the public and active transport options and how to utilise these alternatives safely and easily.

Recommendations for the brochure content includes bus routes (for student and staff travel, or for onward journeys for parents) and how to access these from the site. Information regarding application for free or subsidised public transport under the School Student Travel Scheme (SSTS) will also be provided. It should also include information about end-of-trip facilities, such as change rooms with showers and lockers for staff, and bicycle storage for staff and students. Additionally, safe bike routes to surrounding neighbourhoods for staff and students are included to further encourage active mode of transport.

TAGs can be distributed to staff, students and parents and can be developed in-house or by an external consultant. The brochure should also be accessible online through the school's website for visitors and ease of access. A TAG should be developed according to the School Infrastructure NSW template shown in Figure 10.

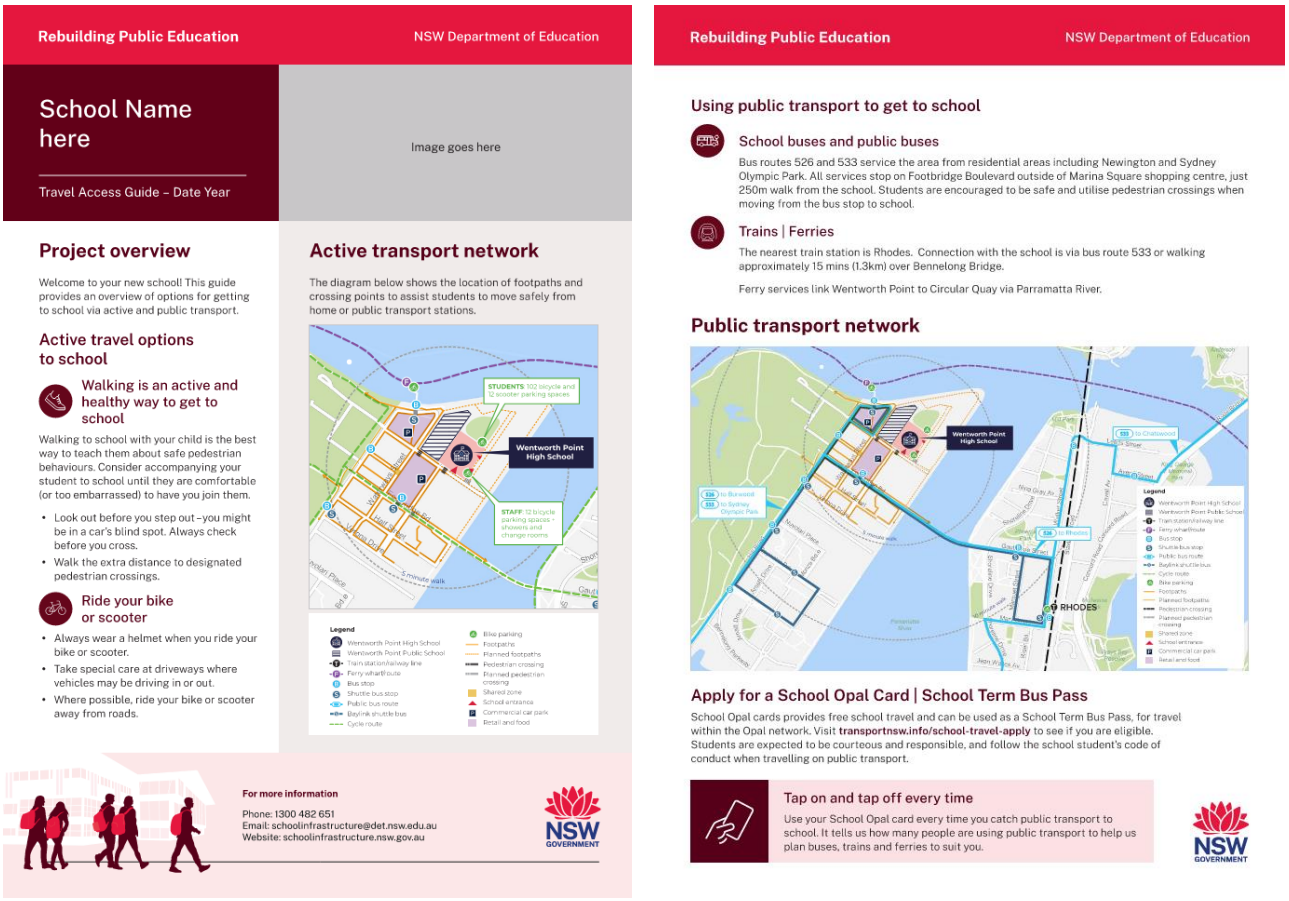

Figure 10: Travel Access Guide Template

Source: School Infrastructure NSW

Section 7 Data Collection and Monitoring

A key component of STP success is program evaluation and ongoing improvement. This section includes consideration of how the school and community will be able to adaptively respond to meet the STP goals over time.

7.1 Data Collection

The school will collect the following data:

- Transport catchment:
  - GIS analysis of the school catchment boundary and current student locations should be undertaken whenever this STP is reviewed, using depersonalised student location data.
  - The school catchment should be assessed against the latest available public transport data available from TfNSW and the latest pedestrian and cyclist networks.
- Staff and student travel demand:
  - Annual questionnaires should be undertaken to accurately determine travel habits and transport usage.
- Transport audits and travel data:
  - When updating the STP, counts should be undertaken at the bus zone to review demand for individual bus services and to observe general operations. Feedback should be provided to TfNSW if necessary.
  - When updating the STP, counts and measurements should be undertaken at the kiss & ride zones (Wharf Road and NSR-4). Measurements should include average set-down times and total duration of operations. Observations should include any issues with queuing or problem points in the system.
  - When updating the STP, spot checks of staff car park capacity should be undertaken, to gain an understanding of trends in travel behaviour.
  - When updating the STP, pedestrian movement counts should be undertaken at all entry/exit points into the site, to accurately determine the spread of demand across the site and the local precinct.
- Transport events and initiatives:
  - Where the school hosts any transport events or initiatives (for example, a Ride 2 School Day), attendance rates at these events is to be recorded. Data should differentiate between students and parents, if appropriate.
  - Where these events involve or are relevant to external authorities such as CoP or TfNSW, consider consulting with these authorities about the types of data to be collected, or share data with them once collected.
- Digital communication strategies:
  - Where available, data should be recorded on any available digital communication such as hit rates for travel articles on the school website, click-through of links provided through email or the school apps, or downloads of the TAG.
  - Any digital communications that relate to specific events (for example, a Ride 2 School Day) should also include (if possible) data collection that can correlate digital engagement to event attendance.

7.2 Program Evaluation

The data collected as outlined in Section 7.1 shall be used to evaluate the STP performance as follows:

- Progress on mode share targets:
    - The outcomes of annual questionnaires are to be reviewed against the travel targets put forward in the most current revision of the STP at the time.
    - Where mode splits fall short of targets, initiatives and communications are to be reviewed in these areas. Targets could be shifted to other sustainable travel modes if appropriate (for example, low uptake of cycling could be better addressed with higher public transport targets).
    - Where mode splits have been achieved beyond the targets, these targets could be made more ambitious and some resources may be able to be re-directed to other areas.
- Bus network and operations:
    - Usage of the bus zones, in particular the usage and demand for different bus routes, is to be closely analysed with information provided to TfNSW for review. Services in high demand may need to be bolstered with additional services, subject to TfNSW servicing capacity. Services with low demand may be able to be re-routed or adjusted to better suit the overall population.
- Car park occupancy:
    - Usage of the staff car park is to be closely monitored (as described elsewhere in this STP), in order to understand demand for car parking over time.
- Engagement with school transport articles and links:
    - Varying types of articles and links should be reviewed (where possible) for engagement and success. For example, “bite-sized” pieces of information might have more engagement with particular audiences or content, and longer form “articles” may have success in different areas.

7.3 Documentation Updates

This STP, and other associated documentation (such as the TAG) are to be reviewed regularly and updated as required. It is recommended that this occurs 12 months after opening the new school, and then every 2 years.

The review and update process shall include:

- Updating to reflect any travel-related changes in the local area such as future light rail services, changes to bus services, new cycle routes or pedestrian crossings (this should occur as changes arise, particularly as the Melrose Park North and South precincts are further developed).
- Reviewing progress against the proposed mode share targets and update targets if required
- Identifying any shortfalls in the STP and updating sustainable initiatives and programs to address these shortfalls.
- Distributing an updated travel mode survey to all staff and students. Collect data including residential postcodes to inform where staff and students are travelling from.
- Consulting with staff, students and parents to understand travel behaviours and any barriers and facilitators to shift to sustainable travel.
- Adjusting initiatives and targets based on the updated survey results and in response to any issues that may arise.

Section 8 Governance Framework

8.1 Travel Coordinator

Transport programs must be implemented to achieve travel behaviour change. The school principal and teachers are not travel coordinators, so a dedicated role must be provided to implement and manage these programs.

To ensure that the ongoing review of this STP is carried out as expected, responsibility of this task will be allocated to a specific staff member or Travel Coordinator. This staff member could form a sustainability group that will assist in updating the STP and champion the travel initiatives. Responsibilities of the Travel Coordinator may include:

- Liaise with the school principal as the nominated transport representative for the school
- Liaise with other internal stakeholders
- Coordinate communications and publications to staff and students as required
- Directly oversee implementation of transport programs where relevant
- Consult and engage external parties to implement transport programs where relevant
- Liaise with the Contractor prior to the construction phase to review and approve proposed construction traffic and access methodologies
- Liaise with the Contractor during the construction phase to maintain safe operations at and around the site

At time of writing, arrangements for this role are under discussions between the school, SINSW, the DOE, and TfNSW.

In the interim period until a Travel Coordinator is appointed, the school will endeavour to undertake the STP procedures and initiatives on an ongoing basis.

8.2 Internal School Working Group

An internal school working group is recommended to be formed to support the Travel Coordinator and other important school leaders. The group may include the following relevant stakeholders:

- School Principal
- Other school Executive Staff as relevant
- Road Safety Education Officer
- Asset Management
- Grounds Management
- WHS Representative
- P&C

This group must meet on a regular basis (~ quarterly) within the first 12 months of operation. Following this, the group is recommended to meet annually or as needed.

8.3 External Transport Working Group

An external Transport Working Group (TWG) provides a forum for discussing transport-related issues and seeking opportunities for improving the traffic and transport systems at the school. The group consists of stakeholders including CoP, TfNSW and local bus operators.

It is recommended that this group meet after the first six months of operation to review the initial progress of the STP and the various transport operations at the school. The Travel Coordinator (once available) will organise and chair these meetings.

Items to be discussed within this group may include the following:

- Progress of achieving the goals of the STP and implementing recommended programs and strategies
- Operation of kiss & ride zones and any impacts to local traffic
- Usage of on-street parking by staff or students and any impacts to community
- Usage of the bus zone, taking note of capacity along the different public and school bus routes

Section 9 Mitigation Measures

An overall summary is provided below to outline the infrastructure upgrades and operational measures to be implemented as part of this REF to mitigate its impacts. All mitigation measures listed have been included in the design proposal for this REF; no measures need to be further investigated

Table 5: Mitigation Measures

Project Stage	Mitigation Measures	Section reference
Design / Operation	**School Transport Operation** ▪ Three new wombat crossings will be provided within the vicinity of the site to encourage students to travel safely to school on foot ▪ School staff will supervise students that are using public transport to travel to the school at the pedestrian gate entry for student safety. ▪ Delivery service vehicle will be scheduled with some spacing to avoid any conflicts and allow buffer for unexpected delays. All deliveries are to be scheduled with the school through the administration team ▪ Kiss and ride operation will be self managed by students. However, it is important that the operation procedures and expectation are regularly communicated to parents and students. ▪ The car parking would be available for 50% of HS staff. Sustainable initiatives will need to be implemented to manage the parking demand as required.	School Transport Operation - Section 4
Operation	Staff and students are encouraged to use a more sustainable travel choice to travel to the school. Programs and initiatives, such as travel coordinator will be discussed in further detail when the school is nearing completion to achieve the vision and goals of the School Transport Plan.	Sustainable Transport Encouragement - Section 5

Project Stage	Mitigation Measures	Section reference
Operation	Implementation of a School Transport Plan (noting a Preliminary version has been prepared by TTW and submitted separately with this REF), including: ▪ Regular communication and reminders to the school community ▪ Regular monitoring of school operations and traffic conditions around the site. For example, if certain points along the road network are becoming congested, the school can encourage parents to use alternative approach routes and/or kiss & ride zones to spread vehicular traffic (refer to Section 9 for discussion of multiple kiss & ride zones) ▪ Regular data collection and monitoring of transport strategy progress ▪ Publishing a Travel Access Guide ▪ Seeking a Travel Coordinator for the school (subject to availability); and ▪ Maintaining a governance framework between SINSW, Council, and TfNSW. ▪ Seeking additional bus services to the site, through coordination of enrolment and depersonalised location data with Transport for NSW on an ongoing basis.	Communication Plan – Section 6 Travel Access Guide – Prepared following approval

Section 10 Conclusion

Subject to implementing the recommendations/mitigation measures set out in Section 9 of this report, the conclusion of this assessment is that the proposed Activity is not likely to significantly affect the environment in relation to transport operation matters.

This preliminary STP has been prepared for the proposed MPHS. The plans aim to assess the school travel demand and provide a plan that encourages students and staff to use active and public transport, improve the sustainability of the school operation and define the necessary management process by implementing mitigation measures to the operation of the project.