Department of Education

New High School for Medowie

School Transport Plan

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Medowie High School
School Transport Plan

Department of Education

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WSP acknowledges that every project we work on takes place on First Peoples lands.
We recognise Aboriginal and Torres Strait Islander Peoples as the first scientists and engineers and pay our respects to Elders past and present.

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1 Introduction

This Transport and Accessibility Impact Assessment (TAIA) has been prepared to support a Review of Environmental Factors (REF) for the proposed New High School for Medowie (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 3.37A of the T&I SEPP.

The activity will be carried out at 6 Abundance Street, Medowie (the site). The purpose of this report is to provide an overview of the proposed school operation arrangements as well as an approach towards increasing sustainable travel to and from school.

1.1 Project context

The New High School for Medowie will be located in the township of Medowie, within the Greater Hunter region and Port Stephens council area, an approximately 40-minute drive north of Newcastle. According to the Hunter Regional Plan 2041 (NSW Government, 2022), the region is envisioned to be a leading regional economy with significant population and housing growth by 2041. The population of Medowie is also projected to increase to 15,000 by 2040 (current population of 10,879, Australian Bureau of Statistics 2021), as more people and businesses move to the area (Medowie Place Plan, Port Stephens Council, 2023). The proposed Medowie High School will support this growth, providing educational facilities for current and future residents who would otherwise be required to travel further south to access secondary education, such as in Raymond Terrace or Newcastle.

A Rapid Transport Assessment (RTA) was previously developed by the Department of Education (DoE)and WSP, providing a high-level assessment of the proposed activity with regards to active and public transport connectivity. Building from the recommendations provided in the RTA, the design for the proposed Medowie High School has been further refined. A Transport Working Group (TWG) has been established to facilitate collaboration across Port Stephens Council, Transport for NSW (TfNSW), DoE and the project team to ensure the successful planning and delivery of the activity. The TWG meetings explored access arrangements and impacts to the local road network to minimise the potential impacts on the road environment and transport network. Furthermore, The TWG has agreed on the approach towards the traffic modelling and assessment reported on in this report.

1.2 Report Objectives

The purpose of this report is to outline the proposed transport operations for the new Medowie High School, as well as an approach to encouraging a mode shift to sustainable travel modes (public transport, walking and cycling), for travel to and from the school site.

Specifically, this report has the following objectives:

- **Detail the school transport operations plan**, covering site access, operating hours, and transport logistics (including kiss and ride, bus bay, and service vehicles).
- Present a feasible strategy to achieve the **sustainable travel mode share targets**.
- Develop a **Communications Plan** and establish methods for **data collection and monitoring** to support ongoing school operations.

1.3 Structure of the Report

- **Section 1 Introduction:** Describes the context of Medowie High School within the broader region and outlines the objectives of this report.
- **Section 2 Key findings from the TAIA:** Provides a summary of the key findings from the existing conditions assessment undertaken in the Transport and Access Impact Assessment.
- **Section 3 Proposed school site:** Outlines the proposal, highlighting key details including student and staff numbers, parking provision and access arrangements.
- **Section 4 Guiding policy and mode share targets:** Outlines the policies underpinning the School Travel plan and the proposed scenario mode share targets. An approach towards demand management for each scenario is also provided in this section.
- **Section 5 School travel plan:** Outlines the proposed implementation plan and communications strategy to support the initiatives and actions undertaken at the school, to encourage the use of sustainable travel modes.
- **Section 6 School transport operations:** Outlines the proposed transport operations for the school access and parking arrangements.
- **Section 7 Governance Framework:** Outlines the government framework for supporting the implementation plan and activities at the school
- **Section 8 Monitoring and evaluation:** Outlines the proposed approach to data collection, program evaluation and ongoing management of school transport operations.
- **Section 9 Mitigation measures:** Identifies the various mitigation measures that will support the school transport operations.
- **Section 10 Conclusions:** Summarises the key findings from the assessment.

2 Key findings from the TAIA

The location of the proposed new school site is depicted below in Figure 2.1.

Figure 2.1 Existing Site Context

As outlined in Section 1, a detailed Transport and Access Impact Assessment has been developed for the new Medowie High School. This report assesses the existing conditions and outlines recommendations to minimise the impact of the new school site. The key findings from this report are summarised below.

Table 2.1 Summary of the findings from the existing conditions assessment

	Existing conditions and recommendations
Road network	**Conditions** — Key access roads to the school are Ferodale Road (east-west running) and Abundance Road (north-south running) — Key intersection of Ferodale and Abundance Road is currently stop-controlled and whilst the Port Stephens Council proposes this intersection to be upgraded to a roundabout within the Medowie Planning Strategy (Port Stephens Council, 2016), the Transport and Access Impact Assessment concludes that no upgrade is required to support the new high school
Active transport	**Conditions** — Footpath along the northern side of Ferodale road supports pedestrian access to the new school site — Children's crossing on Ferodale Road opposite Medowie Public School and refuge's along Ferodale Road towards Medowie town centre support student access to the school

	— No footpaths are currently provided along Abundance Road or the new school frontage — Cycling infrastructure is limited within the new school site locality, however students under the age of 16 are permitted to ride on footpaths **Recommendations** — Recommend new shared paths along the school frontage on Abundance Road, which has been provided in the proposed design for the new school — Recommend providing a raised pedestrian crossing at the school entry, which is proposed in the design on Abundance Road — Implement education and behaviour change programs to encourage students to walk and cycle to school, as outlined in this School Transport Plan
Public transport	**Conditions** — Several public and school bus services operate at bus stops within walking distance of the new school site **Recommendations** — The existing public transport services are likely acceptable for supporting the new school site; however, recommendations have been made to monitor the demand on public transport services (monitoring and evaluation specifications outlined in Section 0) — Whilst there are no endorsed plans by TfNSW to update the public transport services in the local area, future consideration to providing a dedicated shuttle or increasing the frequency of public and school buses will improve the public transport service offering for both students and residents
Catchment analysis	**Conditions** — Less than 4 per cent of the forecast enrolments are within the 15-minute walking catchment of the new school site — Over 65 per cent of the forecast enrolments have accessible cycling routes (on footpaths or on the road) within a 10-15 minute distance of the new school site — Over 16 per cent (approximately 44 per cent of students located outside of the SSTS Exclusion Zone) do not live within a walkable distance to public transport services to the high school site. These students will likely comprise the group of students who drive or are driven to school — Currently, walking, cycling, and public transport routes are somewhat indirect, with a significant 10 percent difference between the notional and actual accessibility for a 400-meter walking distance to a public transport stops
Road safety	**Conditions** — Relatively low number of collisions occurred within the vicinity of the new school site, however majority of collisions (67 per cent) resulted in an injury — Only one collision occurred between a vehicle and a cyclist and no collisions involved a pedestrian — Several collisions, including a recent fatality, occurred from vehicles entering the roadway from an adjacent driveway colliding with another vehicle **Recommendations** — The extension of the school zone for the new Medowie High School is likely to improve road safety, particularly during the busy pick-up and drop-off periods — Traffic calming measures along the local road network (e.g. zebra crossings, speed humps, signage etc) will support a safer traffic environment for both students travelling to the new school and residents
Parking availability	**Conditions** — There are approximately 385 unrestricted and 42 restricted on-street parking spaces provided along Ferodale Road and Abundance Road within proximity to the new school site. Approximately 55 unrestricted on-street spaces are provided along the school frontage on Abundance Road

	Recommendations
	— This provision can accommodate visitors to the site, with the following measures in place to reduce the strain on the on-street parking:
	  — Developing the Travel Access Guide (TAG) to encourage students to use sustainable modes for travel to and from school
	  — Staggering school bell times with Medowie Public School (AM and PM bell times 8:55 AM and 2:50 PM respectively) to minimise short-term on-street parking demand
	  — Implementing the various behaviour change programs set out in this School Transport Plan

Traffic assessment	**Conditions** — Existing performance at the intersection of Ferodale Road and Abundance Road is good, experiencing Level of Service (LoS) A, with the maximum 95th percentile queue occurring on Abundance Road at 7.3 metres (just over one cars length) — The performance of this intersection with the inclusion of the proposed school site (assessed for 2026 and 2036 background traffic growth) remains satisfactory, operating at LoS A and B at the approaches **Recommendations** — An intersection upgrade is not required to support the new school site, however the Port Stephens Council's plan to upgrade the intersection to a roundabout as part of the Medowie Planning Strategy to 2036 (Port Stephens Council, 2016), will support the anticipated growth in residents in the future — Staggering the school bell times with Medowie Public School will minimise the peak traffic demand — Ongoing monitoring of the traffic conditions will support the continuing management of local traffic conditions (monitoring and evaluation plan outlined in Section 8)

Source: Medowie High School Transport and Accessibility Impact Assessment, 2024

2.1 Traffic Impacts and Mitigation Measures

A traffic impact assessment has been conducted to evaluate the potential future impacts of the proposed high school site (refer to the *Medowie High School Traffic Impact Assessment, 2024*). The findings indicate that the neighbouring intersection of Ferodale and Abundance Road will not require upgrade to support the additional traffic generation from the new school site. With the new school, the Level of Service (LoS) for each approach will remain satisfactory, ranging from Level of Service A to B, with minimal delays and queuing.

Adopting staggered school bell times with Medowie Public School can be implemented to alleviate peak traffic demand and improve safety. Typically, 15 to 20 minute staggering is sufficient to achieve these outcomes.

3 Proposed activity

3.1 Overview

The proposed activity involves the construction of school facilities on the site for the purpose of the New High School for Medowie. The site contains a densely vegetated area to the southwest corner which is identified as land with high biodiversity values corresponding to the areas of remnant native vegetation (PCT 3995 – Hunter Coast Paperbark-Swamp Mahogany Forest). The existing dwelling house and other structures on the site will be demolished as part of the works. No other works are proposed within this area.

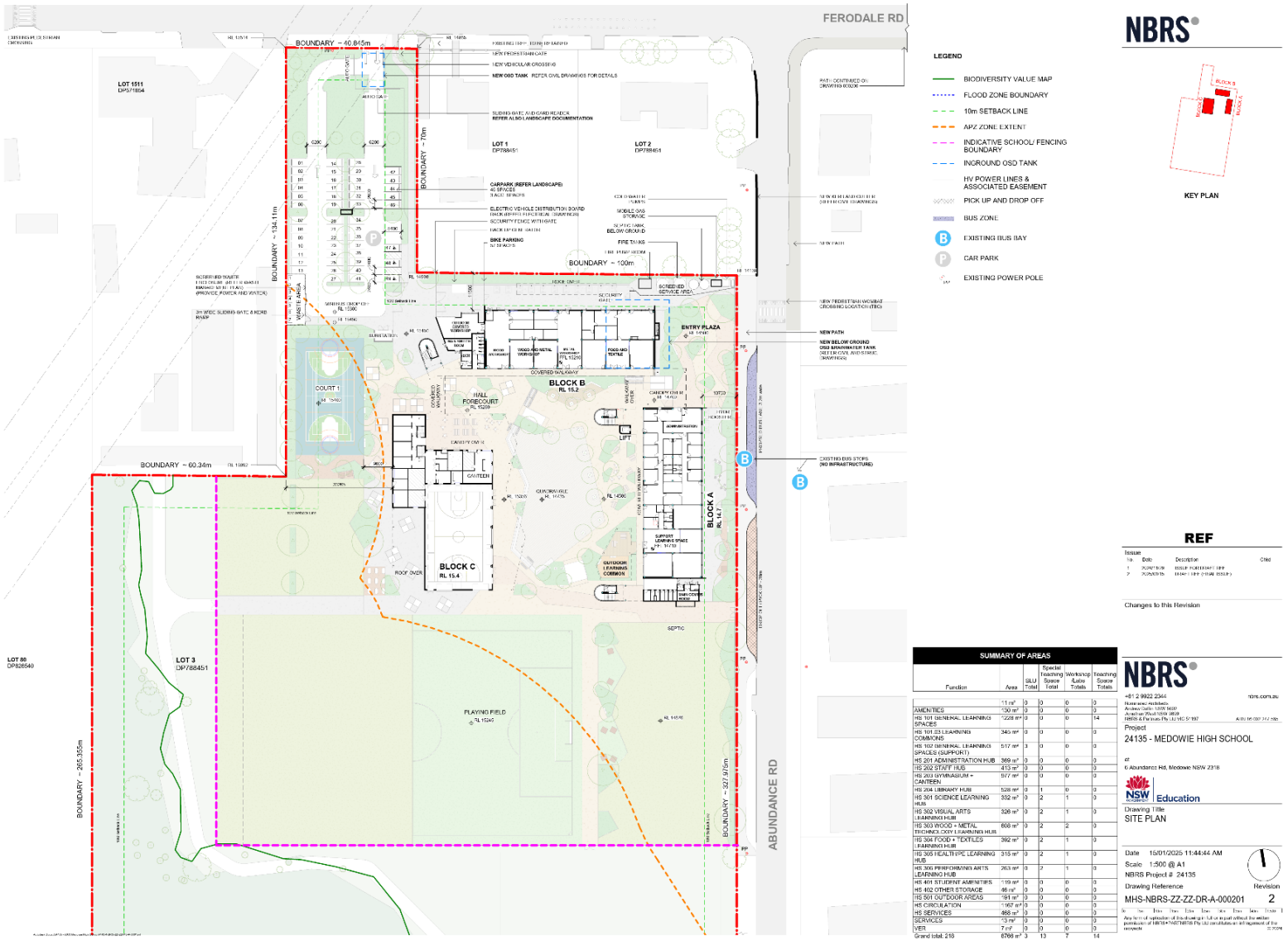
The proposed new school will accommodate 640 students in 29 permanent teaching spaces including 3 support teaching spaces across 3-storeys of buildings on the site. The proposed activity be delivered across 1 stage, and will consist of the following:

29 permanent teaching spaces including 3 support teaching spaces, to accommodate 640 students, and school hall . Approximately 10,500 sqm of GFA is proposed.

- Main vehicular ingress and egress to Ferodale Road to the north, with a new pedestrian and vehicle crossing proposed.
- Main pedestrian access to Abundance Road.
- Kiss and ride, and bus drop and pick up areas to Abundance Road (5 x parallel spaces).
- New pedestrian wombat crossing to Abundance Road
- 46 x car parking spaces and 3 x accessible car parking spaces.
- 57 x bicycle parking spaces.
- Block A (Admin) consisting of administration and learning spaces.
- Block B (Foodtech/Workshop) consisting of food technology rooms and workshops.
- Block C (Hall) consisting of school hall to accommodate 1,000 students.
- Central quad, 1 playing field, and 1 sports courtyard.

The proposed school development will include the following spaces; general learning spaces, General support learning spaces, administrative services, staff areas, gym and canteen, library areas for science, wood and metal, food and textiles, health PE, performing arts, additional learning spaces, student amenities, storage, movement (stairs and covered walkways).

A detailed outline and assessment of the proposed access arrangements and design is provided in the *Medowie High School Transport and Access Impact Assessment.*



Source: NBRS, 2024

Figure 3.1 New Medowie High School proposed site

4 Guiding policy

4.1 Transport objectives and guiding policy

The new Medowie High School aims to prioritise sustainable transport modes to and from school (walking, cycling and public transport) first and foremost. TfNSW's movement hierarchy in their Road User Space Allocation Policy (2021), sets the tone for prioritising active transport above all other modes.

Source: TfNSW, 2021

Figure 4.1 TfNSW's Road User Space Allocation Policy

The new Medowie High School aims to achieve this active and public transport prioritisation by improving access in the proposed design as well as the following measures:

- Mode share targets and scenarios that promote a shift to sustainable travel modes
- Implementing on-going educational and behaviour change programs that encourage students to walk and cycle to school.

4.2 Mode share scenarios

Three mode share scenarios have been explored for the Medowie High School site, as summarised below:

- The **'Baseline Scenario'** for travel to Medowie High School represents typical student mode splits in NSW, with a higher level of public transport use (70 per cent), followed by private vehicles (23 per cent) and active transport modes (7 per cent). The targets for the baseline scenario have been informed by travel surveys undertaken by the Department of Education for the adjacent existing schools of Hunter River and Irrawang, which share similar demographics and travel behaviours, as no travel surveys were available for this new high school.

  It is anticipated that the Baseline Scenario will be achieved from day one (no behavioural change required to support this scenario).

- The **'Medium Scenario'** reflects a moderate increase in sustainable transport modes compared with the baseline scenario. In this scenario active travel mode share will increase to 17 per cent (10 per cent walking and 7 per cent cycling), public transport mode share will increase to 70 per cent and private vehicle use will decrease to 13 per cent (10 per cent decrease).

  To encourage an increase in active transport and reduction in car use, this scenario will require students and staff members to actively change the way they would typically travel to school. This will be supported through the application of the implementation plan (see Section 5.1), with particular focus on the 'general', 'walking and cycling' and 'reducing car use' measures. Ongoing monitoring and evaluation (see Section 0) will help ensure that the mode share targets are achieved in this scenario.

- The **'Reach Scenario'** represents the aspirational mode splits for Medowie High School, specifying an increase in active transport to 20 per cent, increase in public transport to 75 per cent and a decrease in private vehicle mode share to 5 per cent of the student population.

  This scenario will require more significant behavioural change, supported through the application of the implementation plan (Section 5.1) with a focus on all items covered in the plan. Ongoing monitoring and evaluation (see Section 0) will help ensure that the mode share targets are achieved in this scenario.

Table 4.1 Scenario student travel mode share

Mode	Scenario 1 – Baseline		Scenario 2 – Medium (Moderate)		Scenario 3 – Reach (Best Case)	
	Percentage of students	Number of students	Percentage of students	Number of students	Percentage of students	Number of students
Walk	5%	32	10%	64	10%	64
Bicycle	2%	13	7%	45	10%	64
Public transport	70%	448	70%	448	75%	480
Private vehicle	23%	147	13%	83	5%	32
Total	**100%**	**640**	**100%**	**640**	**100%**	**640**

4.3 Scenario demand management

The management of demand for each mode will vary across each scenario and it is important to consider the infrastructure, operations and behaviour change measures that may be required for each. Table 4.2 summarises the different infrastructure, operations and behaviour change programs that may be required to support the target mode share for each scenario at the school site.

Table 4.2 Summary of infrastructure, operations and behaviour change required across all three scenarios (Baseline, Medium and Reach)

Considerations		Baseline Scenario	Medium Scenario	Reach Scenario
Active travel	Walking Infrastructure	Type 3 footpaths recommended for the site boundaries as per the Transport for NSW Walking Space Guide (2020), which allows for 70 – 400 pedestrians per hour. Type 3 footpaths typically provide 3 metre widths, allowing for travel in pairs, and passing. This will support the students walking, cycling and catching public transport to school across all three scenarios.		
	Cycling Infrastructure	Proposed provision of 57 bicycle parking spaces supports both the anticipated cycling demand for the 'Baseline' and 'Medium' mode share scenarios.		Proposed provision of 57 bicycle parking spaces does not support the 'Reach Scenario' (10 per cent cycling demand). Additional bicycle parking facilities will need to be provided to support the active travel demand for this scenario. Specifically, at least 69 bicycle parking spaces will be needed in this scenario.
	Operations	It is important that staff members actively monitor the proposed raised pedestrian crossing on Abundance Road and other pedestrian access points to the school, to ensure the safety of students. No behavioural change assumed to be required for the baseline scenario.	It is important that staff members actively monitor the proposed raised pedestrian crossing on Abundance Road and other pedestrian access points to the school, to ensure the safety of students. Some investment in behavioural change programs required to support a moderate mode shift from private vehicle use to walking and cycling.	It is important that staff members actively monitor the proposed raised pedestrian crossing on Abundance Road and other pedestrian access points to the school, to ensure the safety of students. A larger investment in behavioural change programs required to support a more significant mode shift from private vehicle use to walking and cycling.

Considerations		Baseline Scenario	Medium Scenario	Reach Scenario
Public transport	Infrastructure	In the baseline and medium scenarios, the demand for public transport will be approximately 448 students, 70 per cent of the student population. This will require up to 15 buses per hour (as per the State Transit Bus Infrastructure Guide), compliant for buses 12.5 metres in length (please see the *Medowie High School Traffic Impact Assessment* for a guide to these calculations).		In the reach scenario, the demand for public transport will be approximately 480 students, 75 per cent of the student population. This will require up to 16 buses per hour (as per the State Transit Bus Infrastructure Guide), compliant for two buses 12.5 metres in length (please see the *Medowie High School Traffic Impact Assessment* for a guide to these calculations). This reflects an increase in the proposed provision by approximately 1 bus bay and would require a review of the proposed bus bay provision as well as increases in service provision or changes to the network. Whilst there are currently no endorsed plans by TfNSW for updating the public transport services in the local area, this may need to be considered to meet the 'Reach Scenario' public transport mode share. Potential public transport service enhancements have been outlined in the Transport and Access Impact Assessment. To support, additional locations for providing additional bus bays / holding bus bays may need to be considered in the future to support the additional demand. Note that the calculation of the required bus infrastructure under the 'Reach Scenario' assumes average bus occupancy of 50 per cent (refer to Transport and Access Impact Assessment), which could be increased in the future to support the additional demand.
	Operations	Bus bay operations outlined in Section 6.1.5 to be adhered to.		Adhere to the typical bus bay operations outlined in Section 6.1.5.

Considerations		Baseline Scenario	Medium Scenario	Reach Scenario
Private vehicles	Infrastructure	In the baseline scenario it is anticipated that 147 students will be driven to school. To meet this demand 7 kiss and ride bays are recommended to be provided at the school.	In the medium scenario it is anticipated that 83 students will be driven to school. There is an opportunity to reclaim a small amount of kerb space in this scenario, as the kiss and ride provision will potentially be able to reduce minorly to satisfy the reduced demand.	In the reach scenario it is anticipated that 32 students will be driven to school. There is a further opportunity to reclaim some kerb space in this scenario, with further reductions in demand for driving and kiss and ride. There may be an opportunity to claim further kerb-space from the reduced kiss and ride demand to support the increased bus bay demand.
	Operations	Kiss and ride operations should be undertaken in accordance with the operations outlined in Section 6.1.4. Continuous monitoring of operations is crucial to minimising delays and congestion at the kiss-and-ride bays.		

5 School travel plan

5.1 Implementation plan

The following actions have been identified as part of the School Travel Plan to help the school in achieving the mode share targets. These identified strategies include the promotion of events and activities to support these targets. Whilst these activities will not significantly alter the way students and staff members travel to and from school, they can support a gradual shift to sustainable modes as well as improved awareness of safety measures for walking and cycling to school.

Table 5.1 Implementation plan measures for the new Medowie High School

No.	Action / Description	Responsibility	Response
1. General			
1.1	**Establish a centralised Travel Plan Coordinator (TPC)** who is to take responsibility for the ongoing review and monitoring of this Plan. This person(s) shall also provide direction to staff / parents in relation to specific requirements arising from the Plan. The TPC will facilitate ongoing engagement with the School Working Group (SWG) and the Transport Working Group (TWG).	School	A TPC is to be nominated by the DoE / School to support the ongoing implementation of the School Travel Plan.
1.2	**Provide a 'Travel Welcome Pack'** for newly employed staff, highlighting alternate modes of transport other than the use of a private vehicle.	TPC / School	Travel Welcome Pack to be prepared and provided to all staff members before the start of Term.
1.3	**Ongoing review of the School Transport Plan** as a regular item on the agenda of staff / management meetings.	School	School responsible for undertaking regularly / periodically.
1.4	**Preparation of a Transport Access Guide (TAG)** to be provided to staff, students and parents as part of the start of Term materials provided each year. The TAG will outline the access arrangements, public and active transport services and infrastructure, parking arrangements and other key travel details that will inform the way students travel to school.	TPC	The TAG is to be provided to all staff, students and parents at the beginning of the school term each year. However, it is recommended that this is updated and reissued to support any changes to bus routes and service time occur.
2. Walking and Cycling			
2.1	**Ride2 Work and Ride2School Day,** which provides staff, students and parents and opportunity to participate in the annual event. This day features competitions and awards for students and will help introduce cycling into students' travel routines and demonstrate that it is a viable way to travel to school.	School / TPC	TPC and school to collaborate to develop messaging to the school community (newsletters, calendar reminders, daily announcements etc) to promote this annual activity and encourage participation.

2.2	**Walk Safely to School Day** is another annual event that schools can participate in, which encourages students to walk safely to school. This coincides with Walk to Work Day, which staff members can also participate in.	School / TPC	TPC and school to collaborate in the planning for and marketing to the school community to inform them of this initiative (newsletters, calendar reminders, daily announcements etc).
2.3	**Additional Health Events** There are a range of different events that schools can participate in, to encourage safe sustainable travel to school. These include Bike Week and Health and Wellness Fairs. Hosting these events helps inform and encourage staff and students to adopt active modes for travel to and from school.	School / TPC	TPC and school to collaborate in the planning for and marketing to the school community to inform them of the selected events (newsletters, calendar reminders, daily announcements etc).
2.4	**Provide and maintain safe active transport facilities** and access arrangements for travel to and from the school.	School / Department of Education	The Transport and Access Impact Assessment has recommended the provision of safe access facilities and arrangements for walking and cycling to and from the new school. It is the responsibility of the School and the Department of Education to monitor the feasibility and quality of these access facilities, providing routine maintenance and upgrades where necessary.
2.5	**Provide sufficient and secure bicycle parking facilities** to support the mode share targets and undertake routine maintenance.	School	The proposed bike parking provision has been deemed sufficient to support the anticipated student enrolment. It is the school's responsibility to upgrade this provision as student enrolment increases and to ensure ongoing maintenance of these facilities.
3. Education programs			
3.1	**Adapting the curriculum to inform students on road safety awareness.** Improving upon the existing student curriculum to educate students on Road Awareness, particularly when it comes to walking or riding independently to school. Liaise with the Road Safety Education page within the NSW Department of Education, to inform any updates to the curriculum.	School / TPC	The TPC and the school will review the Road Safety Education information from the NSW Department of Education to identify necessary updates to the school curriculum for educating students on road safety. It is anticipated that this curriculum will vary between year groups and should be tailored accordingly.
4. Public Transport			
4.1	Provide students with information about public transport routes and timetables e.g. displays around the school and through the TAG.	School / TPC	Prepare the TAG to inform students of the public transport routes for travelling to and from the school. Ongoing updates the School Transport Plan and TAG to reflect any changes to the public transport network.

4.2	Collaborate with TfNSW to improve public transport services to respond to increased development (e.g. residences) in the surrounding area as well as supporting the 'Reach' mode share scenario which will see an increase in public transport demand by approximately 32 students.	TPC / Schools Infrastructure NSW	The TPC and Schools Infrastructure NSW should consult with TfNSW in the case that local development or improvements to public transport mode share for travel to and from the school, renders the existing public transport provision insufficient to support the demand.
4.3	Undertake a review of any benefits (e.g. tax incentives for Government employees) that will support staff members using public transport.	School / TPC	The TPC and school are responsible for undertaking a review and informing staff members of the benefits they are entitled to. This could be communicated through newsletters, regular meetings and bulletin boards (up to the school's discretion).
4.4	Develop incentive programs for encouraging students to use public transport to travel to and from school e.g. rewards schemes	School / TPC	The TPC and school are responsible for identifying and implementing appropriate incentive programs for public transport travel to and from school.
4.5	**Participating in initiatives such as Bus Safety Week**, which aims to raise awareness for all road users on the safety rules when walking, riding or driving near buses.	School / TPC	The TPC and school are responsible for collaborating on and planning for public transport initiatives at the school.
5.0 Reducing Car Use			
5.1	Implement on-street parking restrictions around the school. This can be used to discourage students driving to and parking at school.	TPC / Port Stephens Council	TPC to collaborate with the council's Road Safety Officer to determine any additional parking restrictions that might be required.
5.1	Develop a parking management scheme to discourage single-occupancy trips for staff members driving to and from the school.	School / TPC	Consider this measure if parking management for the on-site carpark becomes unnecessary.
5.3	Car-pooling incentives for parents and staff driving to school.	TPC	The TPC and school are responsible for identifying and implementing appropriate incentive programs for encouraging car-pooling.

5.2 Communications strategy

To effectively implement the actions identified in the Implementation Plan, the following Communications Strategy has been developed. This Strategy outlines the role of the Travel Plan Coordinator (TPC) in relaying the information outlined in the implementation plan to the student body, parents and staff members.

Table 5.2 Communications strategy for the new Medowie High School

Description	Communication method	Responsibility
Providing key travel information (e.g. public transport routes, walking and	— Welcome packs at the start of the school year and for new staff and students to the school	TPC

cycling access points etc) to staff, students and parents. This includes the TAG and other documents that outline the benefit of sustainable transport modes and specify the options available to the school community.	— School website — On school bulletin boards and during morning announcements where necessary	
Updating staff, students and parents on the planned initiatives outlined in the Implementation Plan e.g. Ride-To-School Day, Walk-To-School-Day etc. This should take place in the lead up to the events.	— School website — E-newsletters — On school bulletin boards and during morning announcements — Social media	TPC
Providing information on the availability of student bus passes.	— Welcome packs at the start of the school year and for new staff and students to the school — School website	TPC
Key information on school operations e.g. kiss and ride, access and parking arrangements, road safety and school zone operations. Keep the school community up to date on any changes to operations as well as any external factors that might impact operations e.g. local construction activities.	— Welcome packs at the start of the school year and for new staff and students to the school — School website — E-newsletters — Social media	TPC

The 'Welcome packs' outlined in the communications strategy should be provided to new staff and students that join the school. This information should be provided as part of the on-site induction to the school. This welcome pack should include general information about the school, access arrangements, parking and operations etc as well as information about the school's sustainability targets, the TAG and an overview of the initiatives that are planned to occur throughout the school year.

6 School transport operations

6.1 Access Management Plan

Medowie High School is committed to managing pedestrian and vehicle movements both on-site and within the local road network. This coordination aims to meet operational requirements while ensuring student safety and maintaining on-street efficiency.

6.1.1 Key Responsibilities

It is the responsibility of the school to ensure that the following items are actioned:

- Provide comprehensive training to all staff to ensure they can perform their travel management roles (e.g. supervising kiss-and-ride operations, leading education programs or school initiatives) effectively. This includes making sure that staff, parents/carers, visitors, and students are well-acquainted with site-specific operations (outlined in the Communications strategy Section 5.2).
- Understand and fulfill their duty of care obligations as per the relevant state Work Health and Safety legislation.
- Maintain WHS incident logbooks and take appropriate actions to address any reported issues.

6.1.2 School Operating Hours

Medowie High School will be accessible to students, staff and members of the public from approximately 7:00 AM to 6:00 PM on weekdays (to be confirmed after the principal has been appointed). Access outside these operating hours will be restricted. The school bell times will also be confirmed once the principal has been appointed, however it has been recommended that these are staggered (by 20 minutes) with Medowie Public School. Medowie Public School's bells currently occur at 8:55 AM and 2:50 PM, for the start and finish times respectively.

6.1.3 Site Access

As outlined in Section 3, students, staff and visitors to the school will be able to access the site from two main pedestrian access points, one on Ferodale Road and the other on Abundance Road. For staff accessing the on-site carpark, a boom gate will control access. The intercom, gate control panel and video monitor will be located and controlled from the administration office or an alternate central location. Key cards will be provided to staff members and those who have permitted access to the car park (such as parents of students requiring access to the DDA accessible parking spaces), however others such as visitors will be required to use the intercom to be granted access to the site. In addition, it is typical that visitors attending the school will be required to make appointments in advanced, whereby the school can inform the visitors on the travel mode choices including that the on-site carpark is dedicated for staff members only.

6.1.4 Kiss and ride operations

The kiss and ride bay on Abundance Road will provide space for approximately 5 cars. This bay will be signposted as "kiss and ride area" between the hours of 8:00 AM – 9:30 AM and 2:30 – 4:00 PM for drop-off and pick-up respectively (consistent with NSW school zone operating hours). This will allow the kiss and ride bay to operate as a no parking zone, only allowing parents to dwell in the bay for a maximum of two minutes. It is important that members of staff monitor the kiss and ride operations both in the morning and afternoon operations, to actively minimise any risks of conflicts or delays. This includes enforcing the maximum bay dwell time of 2 minutes where necessary, to ensure the efficient operations of the bays.

As outlined in the TAIA, the access route to the kiss and ride for parents and students travelling from the north and east of the site, requires travel around the block of Ferodale Road, Fairlands Road, Lisadell Road and Abundance Road (refer

Figure 6.1). It is important that parents and students are informed of this access route before the school year, via the TAG outlined in the Implementation Plan.

Figure 6.1 Proposed kiss & ride access arrangements

6.1.5 Bus bay operations

As outlined in Section 3.1, the bus bay is to be provided on Abundance Road, just north of the kiss and ride bay, facilitating a maximum of one bus at any time. This bus bay will be operational during school morning and afternoon peak periods to allow students to travel to and from school. This bus bay may also be utilised by coaches special events and excursions. It is recommended that a member of staff supervisors the bus bay during the drop-off and pick-up periods and for excursions. This measure is in place to ensure that students safely and efficiently embarking and disembarking from the vehicle, minimising the risk of incidents or congestion.

6.1.6 Servicing and emergency vehicle operations

As outlined in Section 3.1, servicing and emergency vehicles will access the school site from Abundance Road. A flexible will be adopted, allowing these vehicles to traverse the bus bay to access the school site (flexibility to alter this arrangement in later stages of the activity). This can be facilitated given the dissimilar operating hours of the school buses and service vehicles. Access to the school will be provided by the school caretaker. Waste collection and deliveries will take place outside of school peak times (typically between 5:00 and 7:30 AM), to avoid any conflict with kiss-and-ride operations.

6.1.7 Special event operations

For any major events held outside regular school hours (such as fetes, sports events, carnivals, community gatherings in the school hall, church meetings, etc.), a specific Event Traffic Management Plan must be created to handle traffic and parking concerns. It is important that this plan considers the changes to parking demand, particularly with respect to bus

bay usage. It is important that coaches accessing the school for special events are coordinated with the existing public and school bus services, to ensure that the demand at the bus bay does not exceed the maximum demand.

7 Governance framework

To effectively manage the School Transport Plan, a Travel Plan Coordinator (TPC) will be appointed. This individual will be responsible for:

- Engagement with the School Working Group (SWG) and the Transport Working Group (TWG) on a regular basis to discuss any challenges that may arise
- Implementing and promoting the actions outlined in the School Transport Plan and implementation plan
- Monitoring the Plan's effectiveness and ensuring its ongoing maintenance as outlined in the Monitoring and evaluation plan Section 8
- Providing transport-related advice to staff, management, and visitors as needed
- Coordinating with external parties such as the Council, public transport providers, and car share operators regarding Travel Plan matters

This role does not necessarily require a full-time commitment but should be clearly defined within the key responsibilities of the building management team.

8 Monitoring and evaluation plan

8.1 School Travel Plan Maintenance

It is important that the School Travel Plan undergoes annual reviews and updates to reflect any relevant changes. Some of the key areas that may require update include:

- Updates to the summary of existing conditions based on changes in the active and public transport networks in the surrounding areas
- Progress tracking against the proposed travel mode share scenario targets
- Analysis of the data and information collected during the schools operations throughout the year, to identify any issues or challenges that need to be resolved to support the schools operations and achievement of mode share targets. This may include updating the travel mode share targets to better reflect what actually occurs at the school

It is important that updates to the School Travel Plan are tracked through revisions and document control, to ensure that the changes made to the plan are traceable.

8.2 Monitoring and review actions

The following ongoing monitoring and review actions will support the long-term adequacy of the strategies outlined in the School Travel Plan:

- Reviewing the depersonalised student data from the Department of Education once the student enrolments have been confirmed. Complete this GIS analysis and compare with the previous results and recommendations.
- Undertake travel mode surveys to determine student mode share for travel to and from school. This will validate the Baseline, Medium and Reach scenario mode share targets and identify any updates required to better reflect the travel behaviour of the enrolled students.
- Undertake counts and physical surveys to assess the adequacy of the existing transport infrastructure for supporting access to and from the school as well as the adequacy of the on-site infrastructure (e.g. parking). This includes monitoring performance at the nearby intersection and local road network and identifying any measures that may be needed to improve operations.
- Review data on participation in active travel programs implemented at the school
- Engage with the community to receive feedback on school operations and ideas for strategies that may improve travel in the local area

8.3 Travel Mode Survey

There are several options for undertaking the student travel mode survey, including: a hands-up survey and online survey. These surveys are undertaken to gauge an idea of the number of students driving, walking, cycling and catching public transport to and from school. Other areas addressed during this survey include kiss and ride and on-street parking usage (for students who are driven / drive to school).

Staff members also participate in online surveys and are asked to provide the following key information:

- Suburb and postcode of where they normally live
- Travel mode to and from school and reason for using this mode.

8.4 Complaints handling

The school will create a spreadsheet for handling complaints, and anyone wishing to file a complaint will be asked to send it to the school's general email address. All complaints received will be recorded in the School’s Complaints Register.

The school's administrative staff will monitor the emails and coordinate with the principal and TPC to address the complaints. Any actions taken will be documented in the Complaints Register.

During the first year of operations, the DoE communications team will manage all complaint handling. In the second year, this responsibility will be transferred to the school's staff.

9 Mitigation measures

Scenario demand management

- To support the achievement of the 'Medium' and 'Reach' mode share scenarios, it is important that the behaviour change programs outlined in the implementation plan are carried out to differing degrees.
- Achieving the 'Reach Scenario' public transport mode share may require increases in service provision and frequency to support the increased demand (an additional 32 students). To support this scenario, on-going collaboration between the TPC and TfNSW will be required to monitor the sufficiency of the existing public transport network.
- To achieve the 'Reach' Scenario, approximately 12 additional bicycle parking spaces will need to be provided on-site to support the increased student and staff demand. Futureproofing the design e.g. setting aside available space for future bicycle parking, is recommended to support the achievement of these scenario targets.

School transport operations

- Ongoing monitoring of the kiss-and-ride demand and bay provision will support the resilience of kiss-and-ride operations in the long-term.
- It is recommended that the school bell times are staggered by approximately 20 minutes with Medowie Public School.
- The proposed bus bay will also be used for transport to and from special events and excursions etc. It is important that this is coordinated with bus timetables, to ensure that coach parking does not interfere with bus service operations.
- It is recommended that a member of staff monitors the bus bay during peak periods (pick-up/drop-off and school excursions) to ensure student's safety and to minimise the risk of congestion at the bay.
- Ensure that waste collection and deliveries take place outside of the school peak times to avoid conflict with mini-bus parking during the drop-off and pick-up periods
- Major events held outside regular school hours will require an Event Traffic Management Plan to minimise the impact on the local traffic environment and on-street parking conditions.

Monitoring and evaluation

- Undertaking regular monitoring and evaluation of data collected once the school is operational will support adaptation to change in the local traffic environment, anticipated student and staff mode splits, actual operations of the kiss and ride, bus bays and access arrangements. It is recommended to initiate this approximately 12 months after opening, once the school operations are fully established and have been fine-tuned.

10 Conclusions

The School Travel Plan sets out the plan for the ongoing management of travel to and from school as well as operations and initiatives to support sustainable travel mode share. The implementation plan supports the achievement of the 'Baseline', 'Medium' and 'Reach' mode share scenarios, through ongoing initiatives and actions that will encourage the increased use of sustainable modes from Baseline to Reach. A review of the scenario demand management notes that the current proposal does not support the 'Medium' and 'Reach' scenario mode share targets for cycling and public transport and that increased on-site provision for each mode would be needed to achieve these targets. However, it is recommended that the TPC monitors demand for these modes across the first year, to gauge both the adequacy of the design and the likely achievement of these mode share scenarios.

The Access Management Plan outlines the operations for access arrangements to the school. By staggering the school bell times with Medowie Public School, we can reduce the local traffic demand during peak periods and therefore improve safety and ease of operations. It is recommended that ongoing monitoring and evaluation of data is undertaken by the TPC and that this School Travel Plan is updated once annually to reflect any changes to the local environment and school operations.