

12 February 2025

File No: NTH25/00039/001
Your Ref: DA/1200/2024

Chief Executive Officer
Central Coast Council
PO Box 20
WYONG NSW 2259

Attention: Megan Hamm

DA/1200/2024, Alterations and Additions to Mackillop Catholic College, Lot 71-72 DP1258149, 91 Sparks Road Woongarah

Thank you for referral of the abovementioned Development Application referred to Transport for NSW (TfNSW) on 21 January 2025 for advice in accordance with Section 3.58 of State Environmental Planning Policy (Transport and Infrastructure) 2021.

TfNSW key interests are the safety and efficiency of the transport network, the needs of our customers and the integration of land use and transport in accordance with the *Future Transport Strategy*.

Sparks Road (MR509) is a classified (State) road and, Mary Mackillop Drive, Tenison Woods Close and Mataram Road are local roads. Council is the roads authority for all roads and all other public roads in the area, in accordance with Section 7 of the *Roads Act 1993*.

TfNSW has reviewed the referred information and provides the following comments to assist the consent authority in making a determination:

1. Council should be satisfied that the number of bus services sufficiently cater for the increase in student numbers.
2. Consideration should be given to constructing the missing section of footpath along Mary MacKillop Drive to encourage active transport and safe pedestrian pathways.
3. TfNSW recommends an updated Workplace Travel Plan, as per the requirements set out in Annexure A, is provided prior to occupancy of the primary General Learning Areas.

ADVICE TO CONSENT AUTHORITY

- TfNSW notes the AM through movement on Minnesota Road goes from a LOS C to a LOS E. Council is generally responsible for identifying and addressing capacity related upgrades on local roads.
- Council should ensure that appropriate traffic measures are in place during the construction phase of the project to minimise the impacts of construction vehicles on traffic efficiency and road safety within the vicinity.
- TfNSW highlights that in determining the application under Part 4 of the *Environmental Planning & Assessment Act, 1979* it is the consent authority's responsibility to consider the environmental impacts of any road works which are ancillary to the development.

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- All matters relating to internal arrangements on-site such as traffic / pedestrian management, parking, manoeuvring of service vehicles and provision for people with disabilities are matters for Council to consider.

On Council's determination of this matter, please forward a copy of the Notice of Determination to TfNSW for our records. Should you require further information please contact Bec Shaw, Development Services Case Officer, on 1300 207 783 or 0499 269 213 or by emailing development.north@transport.nsw.gov.au.

Yours faithfully



Holly Taylor
A/ Team Leader Development Services
Transport Planning
Planning, Integration & Passenger

Enc. ATTACHMENT A - Requested considerations for Workplace Travel Plan

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ATTACHMENT A - Requested considerations for Workplace Travel Plan

For context, this attachment must be read with Transport for NSW (TfNSW) letter of 12 February 2025 reference number NTH25/00039/001.

The TfNSW Travel Demand Management (TDM) Team asks for an updated Workplace Travel Plan (WTP) to be provided with enough time to review, prior to occupancy. The following recommendations are provided to the applicant:

Prepare and update the Workplace Travel Plan or Green Travel Plan (GTP) [Guide to Transport Impact Assessment](#) | [Have Your Say](#)

The Guide to Transport Impact Assessment (GTIA) was published in 2024, after extensive engagement with industry professionals.

The GTIA provides technical guidance for transport practitioners, consent authorities, local councils, and specialist consultancy firms, who work with development applications. The purpose of the guide is to support the preparation and review of transport impact assessments.

Key updates include:

- consideration of the wider multimodal transport network,
- context-based parking rates,
- updated trip rates,
- guidance for travel demand management
- guidance for transport impact statements.

Update the current Workplace Travel Plan or Green Travel Plan (GTP) to be ready for implementation

The TDM Team appreciate the current WTP provided, but ask that a WTP is prepared with the following below requirements, ready for Day 1 of occupancy.

A GTP is a management strategy for delivering long-term behavioural change and sustainable travel patterns across an organisation or precinct. It is about understanding how people make their transport decisions and using this to influence behaviours that lead to better customer outcomes, while reducing adverse impacts such as congestion.

The GTP should:

- a) Be prepared by a suitably qualified transport or traffic consultant in consultation with TfNSW; this includes a Traffic Impact Assessment (TIA) and Green Travel Plan;
- b) Include objectives and modes share targets to reduce car use and increase public and active transport (i.e. site and land use specific, measurable and achievable and timeframes for implementation) to define the direction and purpose of the GTP;
- c) Include specific tools and actions to help achieve the objectives and mode share targets;
- d) Include measures to promote and support the implementation of the plan, including financial and human resource requirements, roles and responsibilities for relevant employees, staff and students involved in the implementation of the GTP;
- e) Include consideration of car parking management strategies that may be required to encourage sustainable transport use / mode share targets;
- f) Include a detailed Implementation Plan comprising specific tasks needed to complete the proposed actions, the person/s responsible for completion of the task, completion date and anticipated costs; and

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- g) Include details regarding the methodology and monitoring/review program to measure the effectiveness of the objectives and mode share targets of the GTP, including the frequency of monitoring and the requirement for travel surveys to identify travel behaviours of users of the development.

The applicant can refer to our TfNSW website for Travel Demand Management (TDM) [here](#). The site has useful resources and templates for GTPs. For GTP travel plan initiatives please see here [hard activities](#) and [soft activities](#). The GTP should also include a Travel Access Guide (TAG) as a separate appendix. An attached TAG is provided in this email for reference.

Travel Access Guide (TAG)

The TAG should include:

- A comprehensive map showing all modes of public and active transport, including buses (private and public), trains, light rail, walking and cycling routes, as well as times for these public transport options.
- Provide information advising about service routes and timetables for buses and trains is available on the Trip Planner at transportnsw.info/
- Provide information about walking routes is available on the Trip Planner at transportnsw.info/
- Number and location of End of Trip facilities and bicycle parking (bicycle racks, showers, lockers, change rooms) and locate on map.
- Provide detail and locations of any shuttle bus provision of dedicated carpooling area / share car parking spaces.

For further helpful information – please check this link How to Create a Travel Access Guide doc [here](#).