

Green Travel Plan

The Scots College

For TSC
February 2021

parking;
traffic;
civil design;
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ptc.

Document Control

The Scots College, Green Travel Plan

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1. Introduction

ptc. has been engaged to prepare a Green Travel Plan (GTP) for the operation of the Scots College in Bellevue Hill.

The Scots College (the college) is located at 53 Victoria Road, Bellevue Hill, as shown in Figure 1.

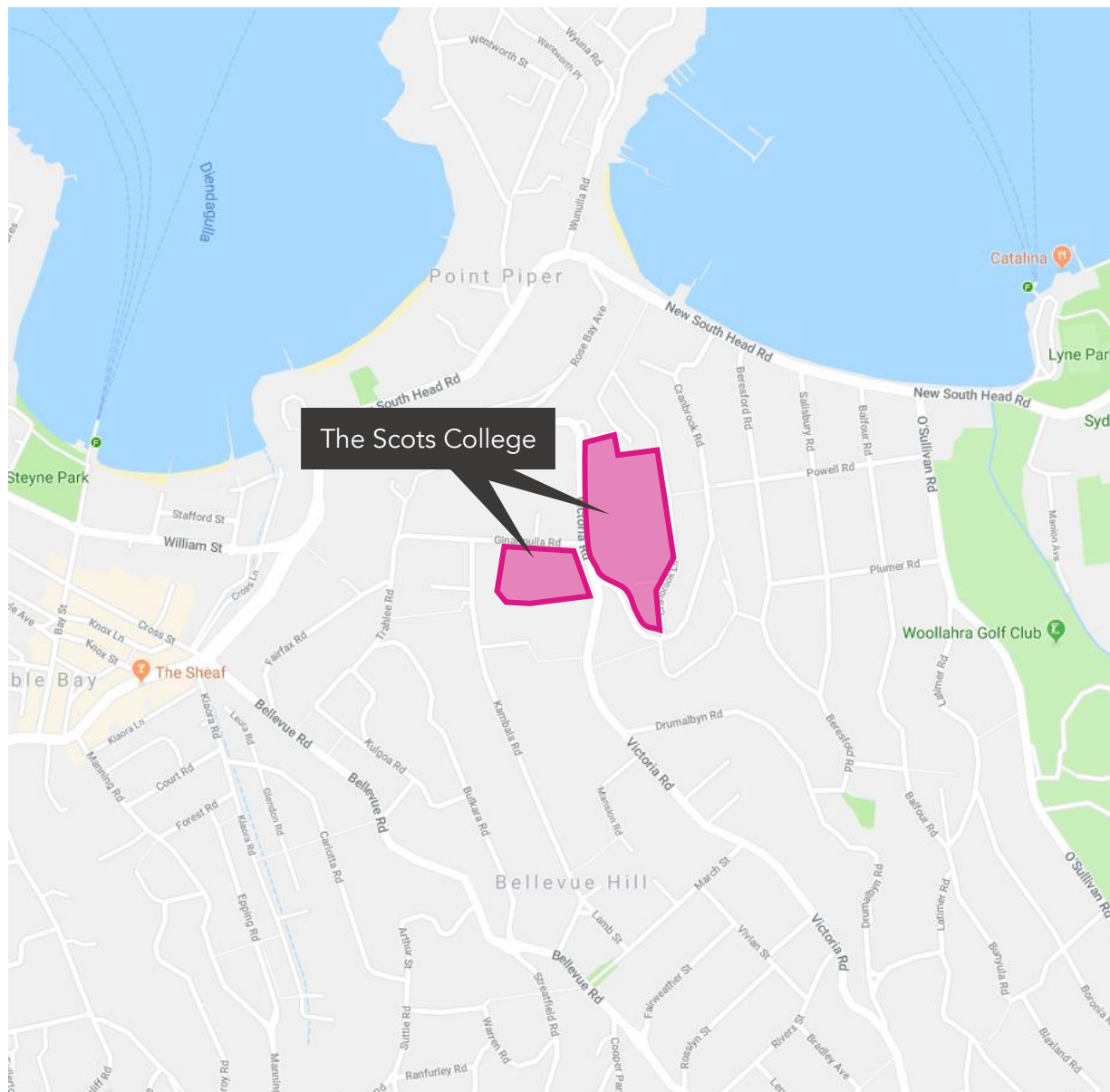


Figure 1 – The Scots College Location

1.1 Purpose of this Report

This Green Travel Plan (GTP) has been prepared to present available transport options and to define a sustainable transport plan for the college.

The purpose of the GTP is to provide a package of measures with the aim of increasing the opportunities for people to travel to and from the college by transport modes other than private cars and to encourage and support more sustainable ways to travel to the college. This may be achieved through the review of existing policies and identifying programmes to encourage staff, students, and visitors to adopt more active and sustainable forms of transport.

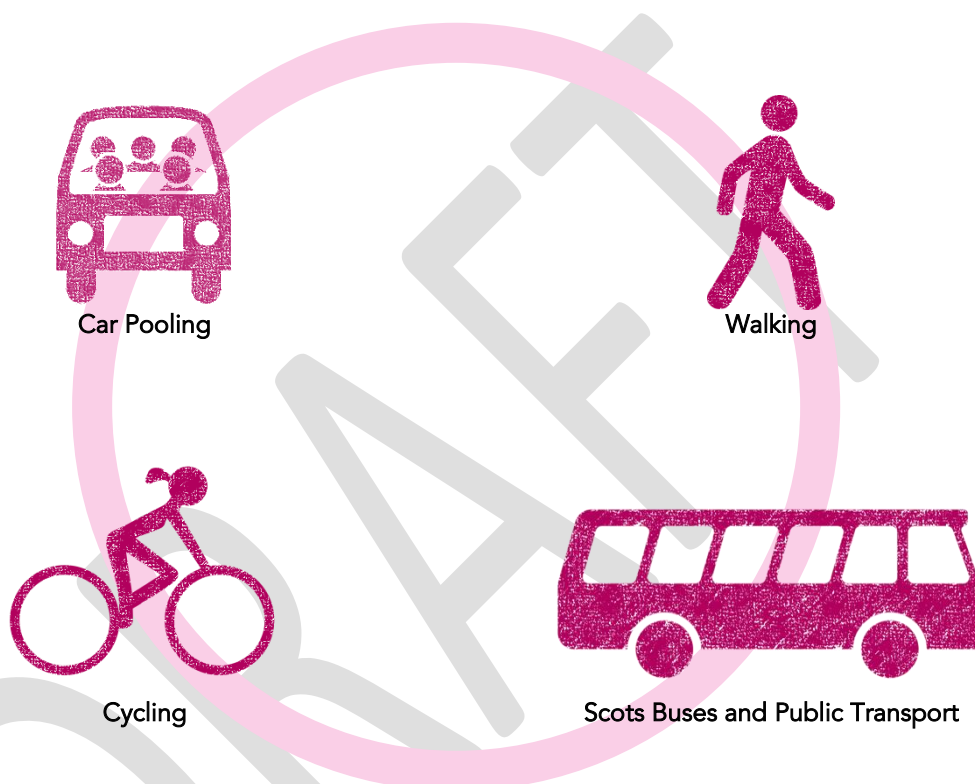


Figure 2 – Transport options

This GTP contains information for the management of the ongoing transport needs of the college. It includes strategies to achieve the sustainable transport targets established in this document; However, it does not directly communicate to users of the college.

This information is envisioned to be passed on to parents, students, staff and visitors of the college via measures recommended in the supporting information. The flow of information is illustrated in Figure 3 below.

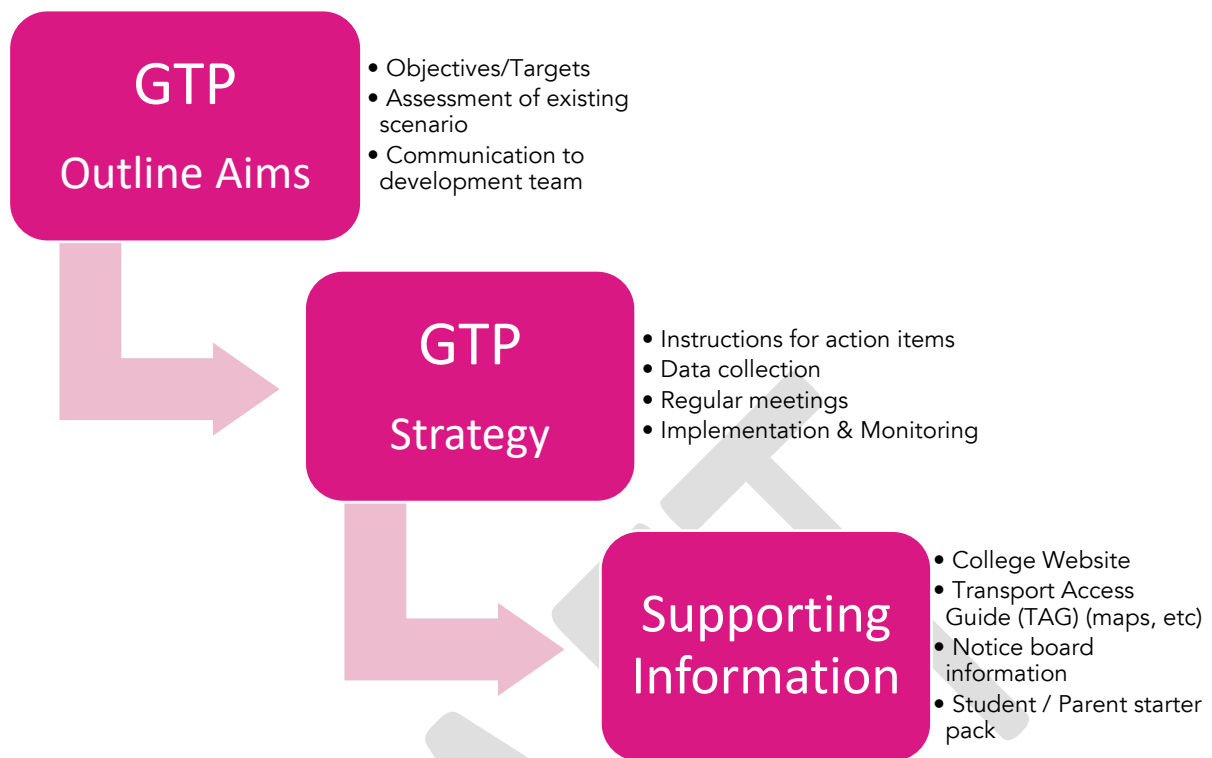


Figure 3 – Flow of information of the GTP

This document presents the following:

- Existing public transport infrastructure and future transport options;
- Current travel patterns to and from the college;
- A travel mode share target for students and staff;
- A framework to identify and respond to travel demand associated with the college;
- Strategies to implement post development; and
- The monitoring strategy to track the performance of the GTP.

2. Green Travel Plan

2.1 What is a Green Travel Plan?

A GTP is a document which outlines how a property intends to make travel to and from the site safer and more sustainable for employees and visitors. The GTP addresses local traffic issues around the site and encourages active, safe and sustainable travel methods, such as walking, cycling, motor cycling, public transport or carpooling.

A GTP is not just the installation of bike racks or provision of end-of-trip facilities. A good GTP aims to promote and maximise the use of more sustainable modes of travel via a range of actions, promotional campaigns and incentives. The plan includes site management tools that encourage students, staff and visitors to make more sustainable transport choices. A GTP requires ongoing implementation, monitoring and review. As such, nominating an individual or a team to oversee the implementation of a GTP is a crucial component of success.

An effective GTP can offer many benefits¹ such as health and environmental benefits, increased safety by reduction of vehicles on the roads and less congestion on the public road network.



2.2 Why is a Green Travel Plan required?

The development of a GTP is widely accepted² as one of the most effective ways to increase sustainable transport to and from employment and public facilities. A successful GTP offers many benefits for students, staff and visitors, including:

- Building confidence and improving social interaction by walking and/or cycling;
- Assists in the implementation of health, fitness and wellbeing programs;
- Provides opportunities for student education in relation to environment, road rules and safety;
- Helps students to become more independent by enabling safe journey to and from school;
- Improving social interaction within the community to be more interested and involved within the Bellevue Hill area as they walk or cycle;
- Improving safety by reducing traffic and local road congestion;
- Improving the environment by reducing air pollution from private vehicles;
- Creating opportunities for healthier lifestyles and more vibrant, cohesive and accessible communities; and

¹ NSW Healthy Eating and Active Living Strategy 2013-2018

² Workplace Travel Plan Guidance, Premier's Council for Active Living; Draft Travel Planning Guidelines, City of Sydney

- Providing individuals with leadership opportunities in promoting and driving GTP strategies.

It is likely that staff and students / parents with a good understanding of an active and sustainable mode of transport will follow a healthy and active lifestyle, care about the environment and prioritise location and lifestyle over car ownership.

2.3 Relevant Priorities from Local Policies

No documents have been found relating to Council or localised GTPs or any active and public transport targets and initiatives. However, the Woollahra Municipal Council Development Control Plan references the need to prepare a GTP for large development:

Green travel plans are required for larger developments to reduce the carbon footprint of workers and visitors travelling to a new development.

3. GTP Development Methodology

There are five key steps to follow to commence its operation:

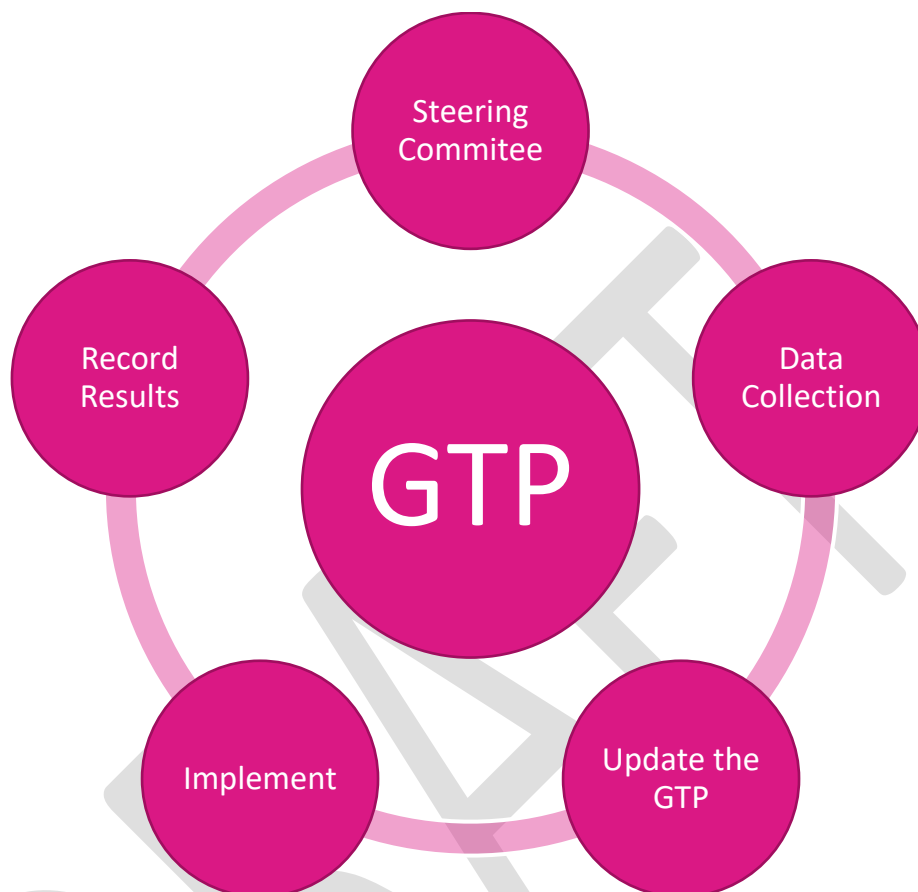


Figure 4 – Steps to develop and implement a GTP

The progress of GTP implementation at the college is summarised in Table 1 and discussed in more detail in the following subsections.

Table 1 – GTP Implementation Progress at the Scots College

Actions required	Progress
Step 1 – Set up a Steering Committee	In progress, to be finalised within 1 month following the completion of the McIntyre car park
Step 2 – Data Collection & Review	Data collected in 2018 (prior to COVID19). To be repeated annually.
Step 3 – Prepare/update the travel plan	In progress
Step 4 – Deliver & Implement	To be undertaken within 1 month following the completion of the McIntyre car park
Step 5 – Record Results / Recognise Process	Ongoing, once the GTP is in place

3.1 Step 1 – Set up a Travel Plan (TP) Coordinator and a Steering Committee

The success of a GTP depends on the initiatives developed, but perhaps more importantly the ongoing management and implementation of the plan. This is achieved through the establishment of a TP Coordinator and a Steering Committee, which might develop the plan for ongoing management by the School or remain as a key group of ongoing stakeholders once the plan is implemented.

3.1.1 Steering Committee

Examples of who might be represented on the Steering Committee include:

- School Principal
- School staff member
- Representative from the Parent-Teacher Association
- Council officer
- Bus operator

The Steering Committee for the College (as at January 2021) comprises:

Table 2 – The Scots College Steering Committee

Name	Title

General enquiries or suggestions can be made to members of the Steering Committee.

3.1.2 Travel Plan Coordinator (TP)

The TP coordinator will coordinate specific actions and track the progress of implementation of the GTP. They will be appointed within one month from the commencement of operations, and required to fulfill the following criteria:

- Background in travel planning, the traffic and transport field or similar
- Strong consultation and negotiation skills
- Strong communication and inter-personal skills
- Strong planning and organisational skills
- Good analytical skills
- Understanding of marketing
- Passionate about sustainable transport
- Submission of resume and two references

3.2 Step 2 – Data Collection & Review of Existing Situation

Travel mode data assists with developing and reviewing travel planning schemes and how the existing facilities can be improved around the site area and beyond. It also helps contribute to the goal of encouraging more sustainable modes of transport.

New travel surveys will need to be undertaken within three months of commencement of operation and the targets developed for this GTP will need to be assessed and adjusted as required. The results of the survey will assist with developing travel planning schemes and how existing facilities are able to improve around the site area and beyond. It will also help contribute towards Council's vision and planning to encourage more sustainable modes of transport. The college would like to express an interest in being involved in the coordination of bike plans implemented by Council.

Travel surveys will be conducted at least every 12 months on-line via a platform such as Survey Gizmo. As a minimum, questions presented in Attachment 1 shall be included.

Once the survey findings are available, methods to achieve specific targets will be identified with proposed time frames. This will include adopting relevant strategies outlined in Section 4, which will be undertaken by the Steering Committee. These methods and targets will then be available for monitoring by the Department of Education and Council (refer to Section 5).

3.3 Step 3 – Prepare the Travel Plan

This travel plan includes information for the TP Coordinator to communicate to the respective attendees of the school and it includes instructions on how to undertake these via recommended strategies and a respective action plan.

Based on the mode share splits, an overall vision on the modal travel has been considered with clear objectives. The GTP has been prepared based on those objectives, notably:

- Build a school culture that supports sustainable travel by motivating and encouraging students, parents and staff to get involved;
- Set specific SMART (Specific, Measurable, Achievable, Relevant, Timed) targets;
- Develop an action plan that lists activities and strategies that eliminates the community's barriers to active travel to meet the objectives;
- Estimate the budget required to meet the objectives, identify funding source and develop implementation strategies; and
- Review and consult with Council.

This GTP represents the preparation of the plan, although when adopted it will need to be updated and monitored to ensure that the targets are being met and/or adjusted.

3.4 Step 4 – Deliver & Implement

After the launch of this GTP, regular monitoring every 6 to 12 months is required by the Steering Committee as part of the implementation strategy. This is to be done with an appointed TP Coordinator who is employed by the Department of Education.

The implementation of the GTP will occur on commencement of term 1 in 2021. This is the responsibility of the Steering Committee.

3.5 Step 5 – Record Results / Recognise Process

It is recommended that the student/parent and staff travel survey be completed by the School once a year (as a minimum) to monitor and track mode share and to adjust targets and incentives where necessary.

The successes of the GTP will be celebrated regularly, for example at key events. The plan will be reviewed annually and appropriate new ideas, targets and benchmarks will be included. This should be undertaken by the TP Coordinator.

3.6 Opportunities and Targets

A GTP is not a one-off document – it is a process of ongoing implementation, review and improvement. As such, setting out the objectives and targets are the first step in preparation of a GTP. When developing objectives, site context is important.

Targets must be specific, reasonable and achievable, and should be associated with measurable improvement in mode share. They need to be realistic but ambitious and must be time-bound so that progress is assessed against targets.

Objectives and targets should also consider any overarching Council policies; However, it is noted that no government targets or policies for sustainable transport have been found.

An analysis of the existing active and public transport infrastructure within the enrolment catchment, gaps in the infrastructure and the proposed future land zones and infrastructure have been undertaken as a basis to derive targets and strategies to achieve a travel mode shift.

The results of this analysis for individual travel modes have been presented in Section 4.2, Section 4.3, Section 0 and Section 4.5. The targets and strategies are presented in the individual subsections for the different travel modes, as well as in Section 4.6, where general strategies have been summarised.

4. Transport Analysis

4.1.1 Overview

The school has the following number of students and staff (as of 2019):

- School Staff:
 - Full Time Equivalent (FTE) Teaching Staff –
 - (FTE) Non-Teaching Staff –
- student enrolments
- School bell times:
 - 8.45am in the morning and
 - 2.45pm in the afternoon.
- OOSH provides before and after school as well as vacation care services. The timetable are as follows:
 - Before School: 7:00am-9:00am
 - After School: 2:00pm-6:00pm, and
 - Vacation Care: 7:00am-6:00pm.

A summary of the existing and future student populations across each campus is shown in Table 3

Table 3 - Existing and Future Student Populations (Source: The Scots College)

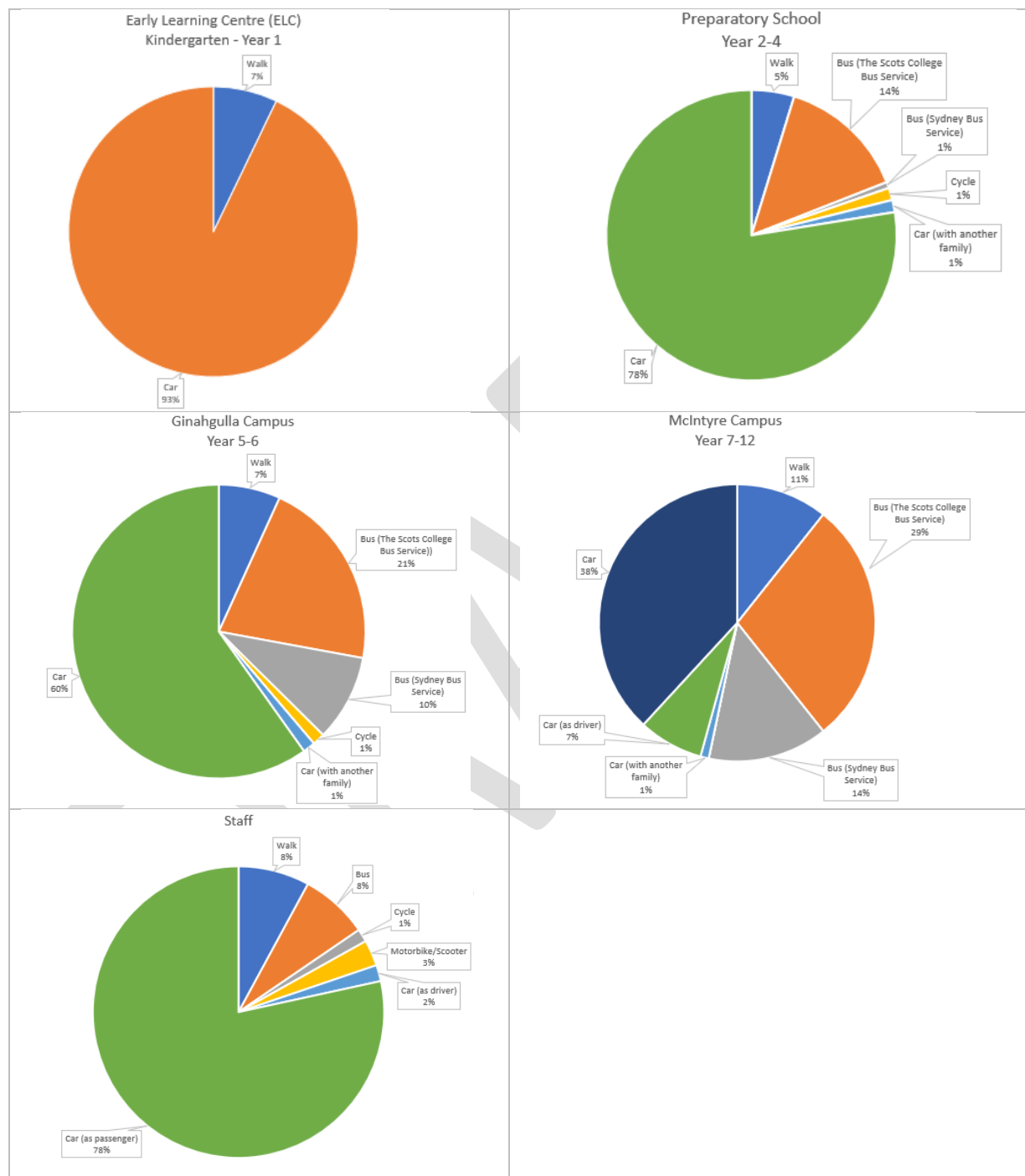
College Unit	Location	Academic Year	Student Cap	Existing Student Population
Victoria Road Campus	Ginahgulla Campus	5-6	1,120	253
	Main Campus	7-12		1,122*
Glengarry				114
Sub-total				1,489
Preparatory School	Mansion Road/Victoria Road	2-4	500	270
Early Learning Centre	Kambala Road/Mansion Road	K-1		196
Sub-total				409
TOTAL			1,620	1,898

* Includes 198 Boarders

It is noted that the college proposes to increase the existing student cap of 1,120 for the Victoria Road Campus to 1,520.

4.1.2 Current Mode Split

Travel mode surveys were undertaken in 2018 in the preparation of two development applications. The data indicates the following mode share percentages.



4.2 Walking

Walking is a viable transport option for distances under one kilometre (approximately 15-20min) and is often quicker for short trips door to door. Walking is also the most space efficient mode of transport for short trips and presents the highest benefits. Co-benefits where walking replaces a motorised trip include improved health for the individual, reduced congestion on the road network and reduced noise and emission pollution.

The NSW Guidelines to Walking & Cycling (2004) suggests that 400-800m is a comfortable walking distance when considering the distance to public transport, which equals a 5–10-minute walk. 1.2km is also considered an acceptable walking distance (15min walking).

4.2.1 Walking Catchment Area

The walking catchments (400m, 800m and 1,200m), “as crow flies” are presented in Figure 5.

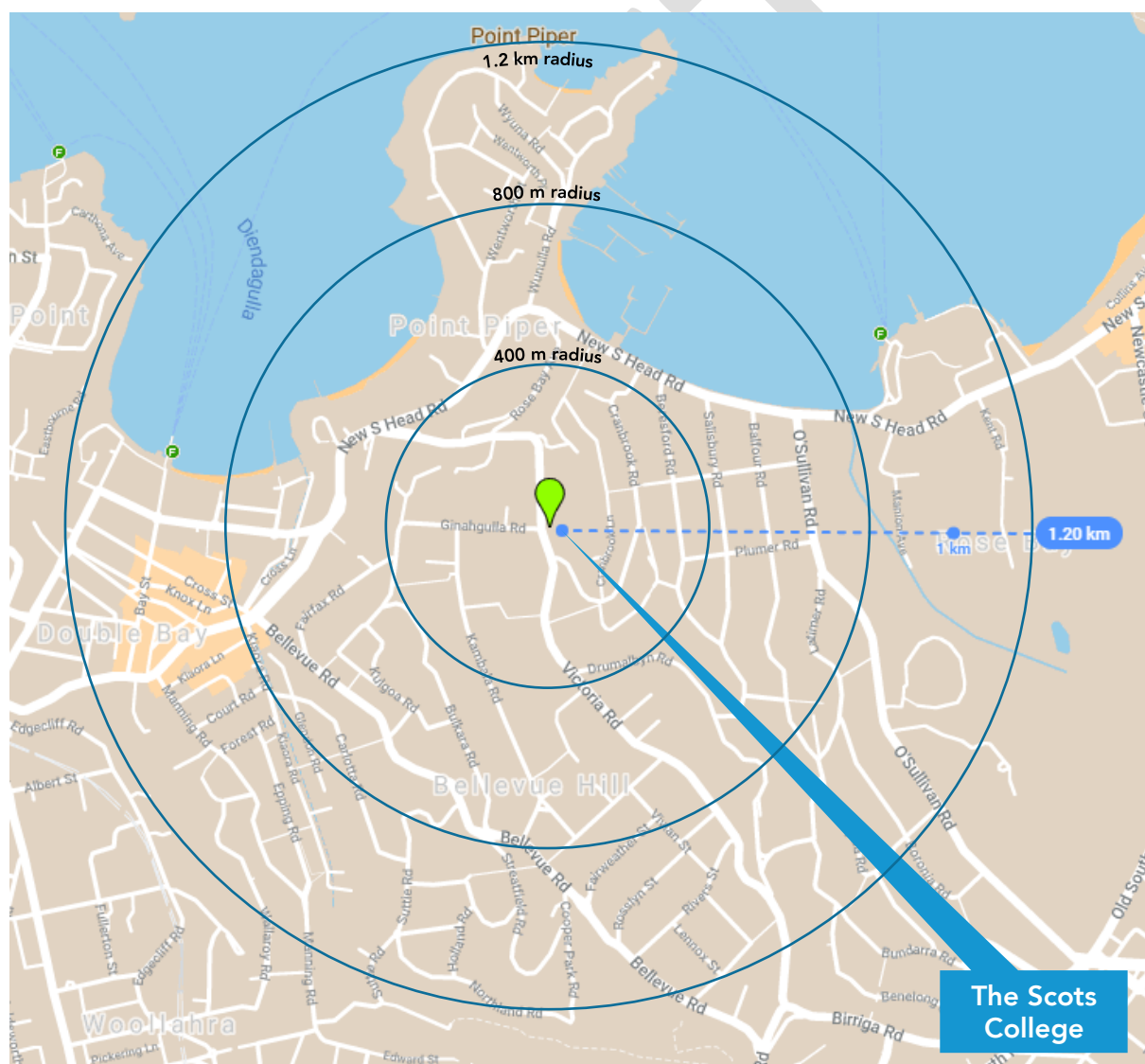


Figure 5 – “As Crow Flies” walk catchment

4.2.2 Pedestrian Facilities

Facilities are available to the public within the vicinity of the site. These are summarised in Table 4 and shown in Figure 6.

Table 4 - Pedestrian Facilities	
Victoria Road	East Side – 4.0m wide footway West Side – 4.0m wide footway Signalised crossings on all arms of the Victoria Road / Ginahgulla Road intersection
Cranbrook Road	East Side – 1.5m wide footway West Side – 1.5m wide footway
Cranbrook Lane	East Side – 1.2m wide footway



Figure 6 - Pedestrian Facilities

4.2.3 Targets

Targets for walking are presented in Table 5.

Table 5 – Walking Targets

User	Current Travel Mode Share	Short-term Target	Long/Medium-term Target
Students	0%	0%	tbc%
Staff	0%	0%	tbc%

4.2.4 Strategies

Although no mode shift towards walking is expected in the short-term, some strategies can already be implemented to build a basis for the future. In particular, educational programs will help create the active transport culture and will build up confidence for when walking becomes a viable option.

Short-term Strategy: Road Safety program, current and localised

Why	Allows students to be more informed about any dangers of being a pedestrian and provides ease of mind to parents/carers.
How	Pedestrian safety can be taught during class and reinforced by teachers and parents. Information can also be provided in the 'information pack'. Excursions around the schools could be organised to show potential dangers and ways to behave on a local example.
Who	Teachers and TP Coordinator
When	After completion of the McIntyre with reinforcement every 6 months to a year.
Resources	Information pack, brochures, excursions

Short-term Strategy: Education and Environmental programs

Why	Motivates students and staff to use active transport
How	Environmental programs can be toughed at school assembly and information can be provided in the 'information pack'
Who	TP Coordinator, teachers
When	Every 6 months
Resources	Assembly, information pack and brochures

Short-term Strategy: Provide sufficient storage for bulky goods (for staff)

Why	To provide storage for staff to reduce the requirement of carrying bulky goods home
How	Implementation of storage facilities in a convenient location such as staff or classrooms
Who	TSC
When	With the growth of the new development on the east of the school
Resources	Storage facilities

Short-term Strategy: Provide options to work at school after school hours (for staff)

Why	To let staff finish their work at school and avoid carrying work/bulky items home
How	Provide an after school hour working area, arrange for after hours entry / exit for staff
Who	The TP Coordinator
When	Upon analysis of the staff work demand
Resources	Working space

Long/Medium-term Strategy: Seek dialogue with Council

Why	To provide safe pedestrian crossing locations in the vicinity of the college
How	Meetings and communication via email and phone
Who	TP Coordinator, Steering Committee
When	Discussions should commence immediately
Resources	Discussions

Long/Medium-term Strategy: Seek dialog with Council

Why	To implement comprehensive pedestrian infrastructure within the vicinity of the college
How	Meetings and communication via email and phone
Who	TP Coordinator, Steering Committee
When	Discussions should commence immediately on completion of the McIntyre car park project
Resources	Discussions

Long/Medium-term Strategy: Pedometer based programs

Why	To promote active transport and healthy competition
How	Providing a cheap pedometer for each student and recording each student total for a month. Can be introduced as part of September. Can be run on a participation basis for individual students or pedometer based for entire classes / years
Who	Teachers, TP Coordinator
When	For example during the month of September, but also choosing a different month to the 'classroom competitions' action to encourage students and staff all year round.
Resources	Pedometer and a progress board to tally the progress of each class.

Long/Medium-term Strategy: WWW - Walk and Wheel Wednesday

Why	Promote active transport
How	Announcements through posters and newsletters
Who	Teachers, TP Coordinator
When	One Wednesday per month

Resources | Promotional material

Long/Medium-term Strategy: Classroom competitions

Why	Promote healthy competition between students.
How	Classroom with the most children (can include the teacher) who take sustainable forms of transport will win an incentive. Should be done as a tally over a month as children can decide to take the "greener option".
Who	Teachers, TP Coordinator
When	A program will be conducted every 3 to 6 months.
Resources	Information sheets and a progress board to tally the progress of each class.

Long/Medium-term Strategy: Walking Bus

Why	To motivate students to walk to school
How	Prepare walking bus routes and coordinate with students and parents
Who	TP Coordinator
When	Review the routes every six months
Resources	Student residential data

4.3 Cycling

The locality has been reviewed for features that would attract active transport trips with reference to the NSW Guidelines for Walking and Cycling (2004). The comfortable cycling distance is defined by the Guide to be between 800m-1.5km, which equals a 5-10 minute cycle. While Scots is a private school, as a guide, School Infrastructure considers distances up to 3.6km as reasonable for cycling.

NOTES: - All Year 9 boys have a bike as a result of bike training that takes place during the year at Glengarry. In this regard, students could be taught riding / street safety awareness.

4.3.1 Bicycle Network and Facilities

Woollahra Municipal Council has developed the Woollahra Bicycle Strategy 2009, which reviewed the 'Woollahra Waverly Bike Plan 2000' and set out to develop a bicycle strategy for future implementation. The key elements of the bicycle strategy are;

- Completing major (regional) routes that provide regional connectivity;
- Every Street a Cycling Street – promoting and facilitating cycling on local roads;
- Recreational routes for safe and family-friendly cycling in the vicinity of parks and reserves;
- Developing cycle facilities at/to public transport Interchanges and urban villages;
- Integrated policies and planning instruments – inclusion of cycle facilities and considerations within road construction and maintenance programs as well as in development planning; and
- Targets to provide a balance between civil works and encouraged programs, including a ride-to-school strategy to develop sustainable travel habits and cycling confidence from a young age.

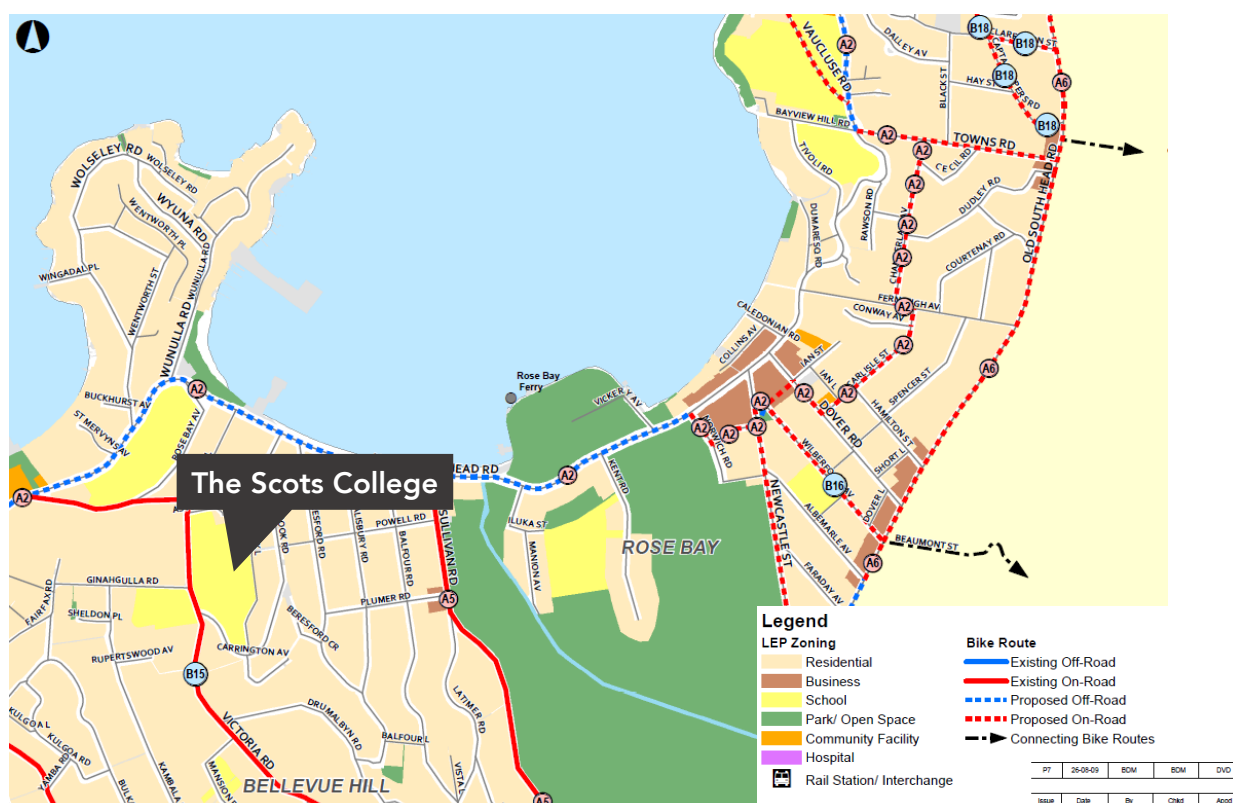


Figure 7 - Cycling Network (Source: Woollahra Municipal Council)

As shown in Figure 7, the college is served by an existing on-road cycle route along Victoria Road and a proposed off-road route along New South Head Road. These routes provide access to the local cycle network and links to the greater Sydney cycle network.

4.3.2 On-Site Bicycle Network and Facilities

Bike parking and End of Trip facilities are currently provided within the Maths and Science Building with direct access from Aston Gardens at the northern end of the campus.

The new McIntyre car park project will also include an End of Trip facility and bike parking, which will serve the southern end of the campus.

4.3.3 Targets

Targets for cycling are presented in Table 6.

Table 6 – Cycling Targets

User	Current Travel Mode Share	Short-term Target	Long/Medium-term Target
Students	0%	0%	tbc%
Staff	0%	0%	tbc%

While in the short-term it is neither expected nor recommended that students and staff cycle to school, with the planned residential developments on the eastern side of the School it is envisaged that many of the students will be able to choose this transport mode.

4.3.4 Strategies

Short-term Strategy: Provide weather protection over the bicycle spaces

Why	To protect bicycles from weather and therefore, to promote bicycle use
How	Provide roof structure over bicycle spaces
Who	TP Coordinator
When	Within the first year of operation
Resources	Roof structure

Short-term Strategy: Implement wayfinding

Why	To navigate way to on-site bicycle parking spaces and EOTF
How	Provide clear wayfinding signage
Who	TP Coordinator
When	Within the first year of operation
Resources	Directional signage

Short-term Strategy: Road safety program, current and localised

Why	Allows students to be more informed about any dangers of being a cyclist and provides ease of mind to parents/carers.
How	Cycle safety can be taught during class and reinforced by teachers and parents. Information can also be provided in the 'information pack'.
Who	Teachers and TP Coordinator
When	After completion of redevelopment with reinforcement every 6 months to a year.
Resources	Information pack and brochures

Short-term Strategy: Bike training

Why	Reaches out to students who would like to participate in cycling
How	Providing courses to teach how to ride a bike and traffic rules (at Glengarry)
Who	TP Coordinator
When	Courses starting each term
Resources	Bike activities, some bicycles for those that do not own one yet

Long/Medium-term Strategy: Seek dialogue with Council

Why	To improve and develop existing cycling infrastructure in the vicinity of the college
How	Meetings and communication via email and phone
Who	TP Coordinator and Steering Committee
When	Discussions should commence immediately
Resources	Discussions

Long/Medium-term Strategy: Seek dialogue with Council

Why	To ensure that satisfactory cycling infrastructure is provided within the surrounding road network
How	Meetings and communication via email and phone
Who	Steering Committee
When	Discussions should commence immediately on completion of the McIntyre car park
Resources	Discussions

Long/Medium-term Strategy: Implement more and secure bike parking

Why	To promote cycling
How	Provide weather protected bike parking
Who	TP Coordinator
When	Upon completion of the McIntyre car park Upon analysis of the yearly cycling demand
Resources	Travel Questionnaire, bike racks

Long/Medium-term Strategy: Implement end of trip facilities (for staff)

Why	Allows active transport commuters to shower and change to be comfortable at work.
How	Including a shower and change room in the school and informing staff about its availability
Who	TSC
When	Upon completion of the McIntyre car park
Resources	Shower and change room facilities

Long/Medium-term Strategy: Implement E-charging stations

Why	To promote the use of electric bicycles
How	Provision of charging stations
Who	TSC
When	Upon completion of the McIntyre car park
Resources	Charging stations

Long/Medium-term Strategy: Implement Bike Club (for students)

Why	Motivates people to use active transport more often
How	TP Coordinator should organise regular meetings for excursions on bicycles and fun activities to motivate students to cycle
Who	TP Coordinator
When	Weekly
Resources	Excursions, fun activities

Long/Medium-term Strategy: Buddy Scheme (for students)

Why	Motivates people to use active transport more often
How	TP Coordinator should buddy up students that live close by.
Who	TP Coordinator
When	Sent out every term to accommodate new students, review after 6 months
Resources	Student residential data

Long/Medium-term Strategy: Vouchers from a local bike shop

Why	To promote the use of bicycle and provide a discounted service for students
How	Liaise with local bicycle shops and discuss potential discounts for students
Who	TP Coordinator
When	Every six months
Resources	Promotional brochures and vouchers

Long/Medium-term Strategy: "RideScore" program

Why	To support and enable more children and young people to scoot and ride a bike to school
How	<i>"students will receive a personal sensor (beacon) that is attached to their bicycle or scooter. The school bicycle storage facility is fitted with a Bluetooth reader that detects the signal from the sensor, and immediately sends a notification to the nominated contact that the student has arrived at, or departed the school gate."</i>
Who	TP Coordinator
When	Sent out an invitation every term to accommodate new students and staff
Resources	Personal sensor (beacon) and a Bluetooth reader

4.4 Public Transport

4.4.1 STA Bus Services

The subject site is well serviced by buses on Route 326 – Edgecliff to Bondi Junction (via Bellevue Hill), which operates from 5 bus stops in the vicinity of the subject site, as shown in Figure 8.

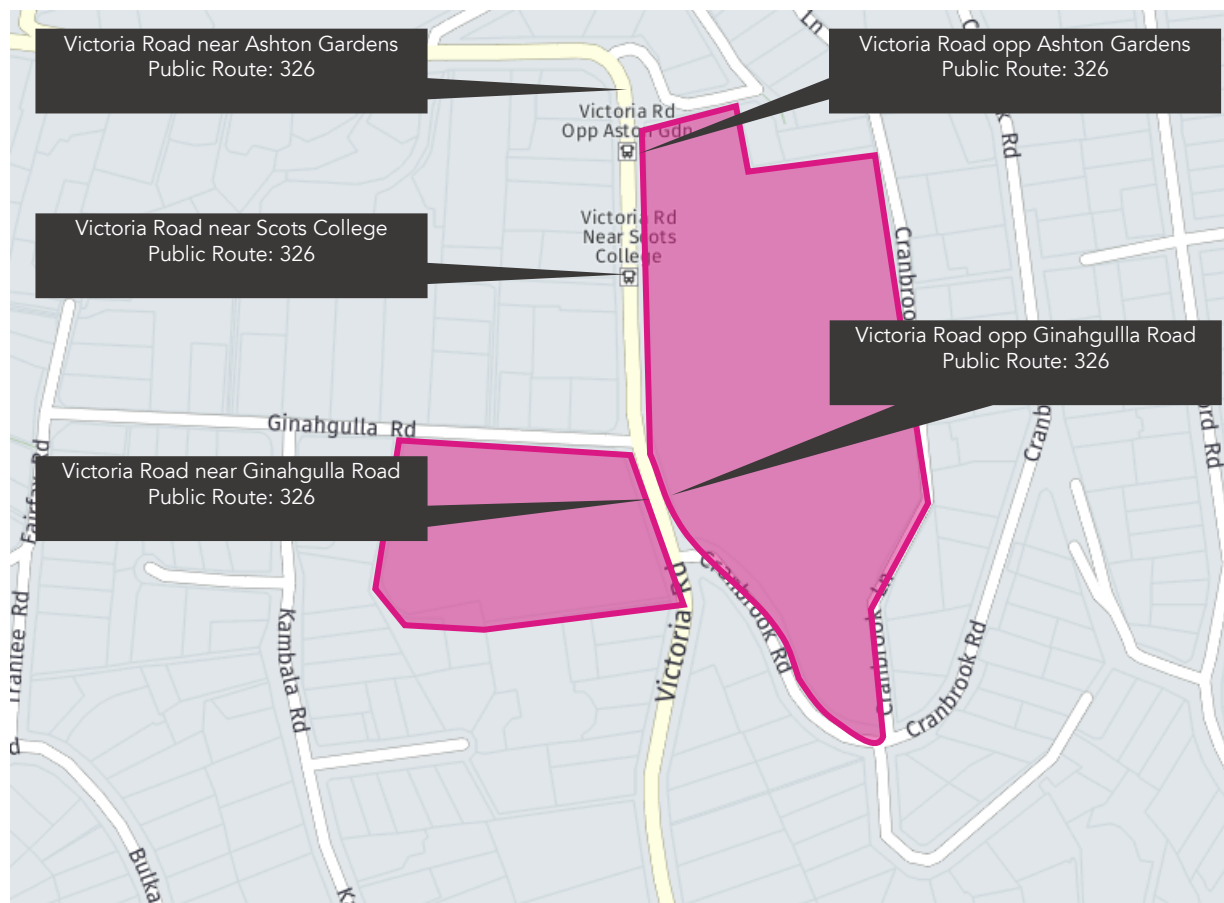


Figure 8 - STA bus services

The bus service is operational between 06:30 and 00:15 and provide access from the local area to the City at approximately 60-minute intervals, with additional services at peak times.

4.4.2 School Bus Service

The Scots College provides subsidised private bus services to students from Monday to Friday. The service is extended to other family members who attend neighbouring schools.

There are 16 College bus routes (highlighted in Figure 9) available to students in surrounding suburbs, in addition to this is the Eastern Suburbs Bus Service and State Transit Buses.



Figure 9 - The Scots College Bus Routes

4.4.3 Ferry Services

The subject site is located approximately 1.2 kilometres from Double Bay Wharf, as shown in Figure 10.

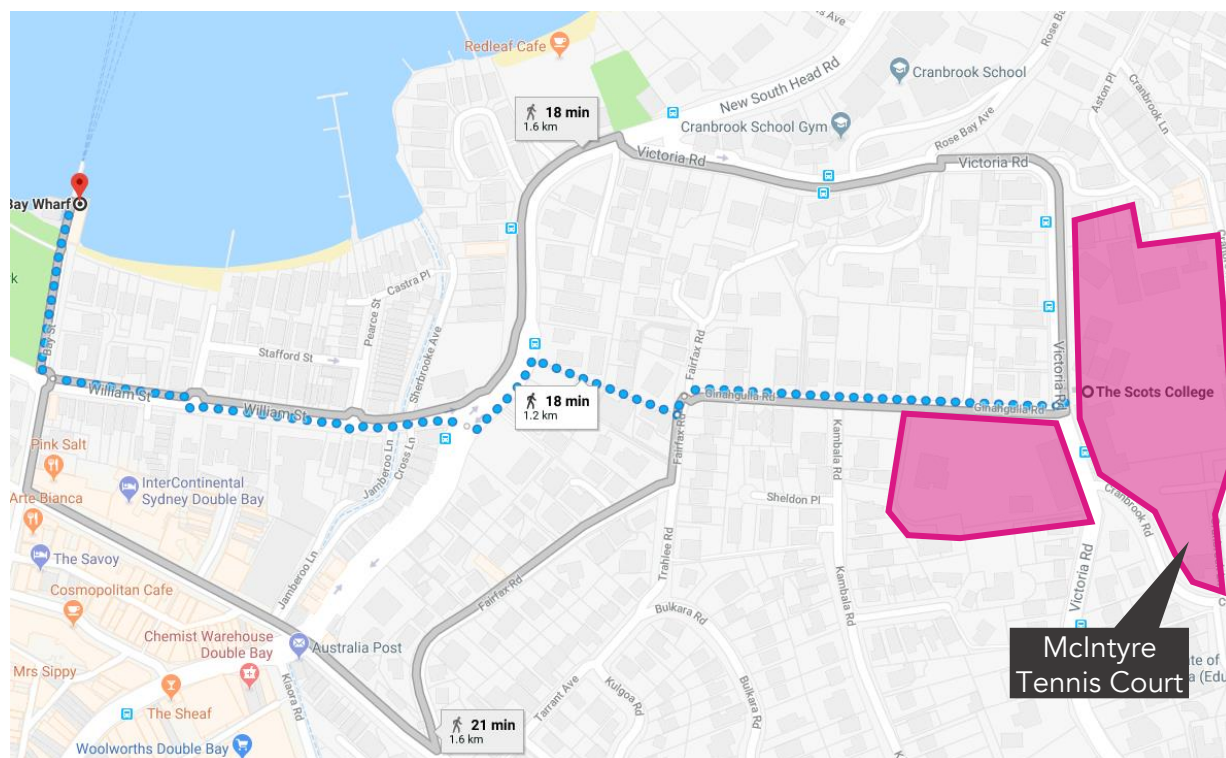


Figure 10 - Ferry Services

Double Bay Wharf is operated by Sydney Ferries and operates the F7 Eastern Suburbs service between Circular Quay and the Eastern Suburbs and are summarised as follows;

F7 Eastern Suburbs:

- Circular Quay to Double Bay – approximately 30 minutes intervals between 07:00 and 21:00
- Double Bay to Circular Quay – approximately 30 minute intervals between 06:50 and 19:20

Figure 11 – Bus facility at and around LCPS

It is proposed that the school buses service the new bus stop at the school, which provides a safe and convenient public transport connectivity for students.

It is recommended that the public bus be amended to also stop at LCPS to offer some connectivity for staff.

4.4.4 Targets

Targets for public transport use are presented in Table 7.

Table 7 – Public Transport Targets

User	Current Travel Mode Share	Short-term Target	Long/Medium-term Target
Students	65%	75%	tbc%
Staff	0%	5%	tbc%

Students already utilise the Scots buses services and public transport to a large extent. The high public transport utilisation is excellent and should be further promoted.

Staff currently do not use public transport, which can be attributed to the lack of services and bus stops located some distance away from the school. With a success in adjusting the public service services, it is expected that some staff may choose to use buses to get to and from school.

4.4.5 Public Transport Strategies

Short-term Strategy: Seek dialogue with TfNSW and the local bus operator

Why	To implement additional bus services before and after the school bell times, so that the connection is convenient for staff, which would allow staff to commute to school via bus instead of private transport
How	Communication with TfNSW and the bus service provider
Who	TP Coordinator
When	After completion of redevelopment, review demand yearly
Resources	Discussions

Short-term Strategy: Seek dialogue with the local bus operator

Why	To redirect school buses to stop at the new facility. This is to provide a safe and direct access to the bus stop.
How	Discussion with the bus operator
Who	TP Coordinator, Steering Committee
When	After completion of redevelopment
Resources	Discussions

Short-term Strategy: Seek dialogue with the local bus operator and TfNSE

Why	To implement additional bus routes for students living to the southwest (along Bonny View Drive and Houston Mitchell Drive)
How	Discussion with the bus operator
Who	TP Coordinator, Steering Committee
When	After completion of redevelopment
Resources	Discussions

Short-term Strategy: Access free / discounted bus passes

Why	To encourage more students to use public transport
How	Issuing a brochure within the 'Information Pack'. The brochure will show 1-seat trip routes and bus stops and explain the process of applying for the free / discounted bus pass
Who	TP Coordinator

When	At the beginning of each year an email or a physical copy should be provided to parents and students. A copy should also be found on the school website
Resources	Brochure

Short-term Strategy: Dynamic and passive timetables on site

Why	Provides information on approaching buses. Can be used in combination with providing distinct waiting areas for passengers of different buses
How	Provide electronic information boards with live arrival / departure data
Who	TP Coordinator
When	Within the first year of operation
Resources	Electronic boards, travel app (e.g. Trip View)

Long/Medium-term Strategy: Free / discounted travel for teachers

Why	To encourage staff to use public transport over private vehicle
How	Collaboration with TfNSW
Who	TP Coordinator
When	Commence discussions immediately
Resources	Discussions

Long/Medium-term Strategy: Review demand and provision of public transport

Why	Ensure that public vehicles are sufficient and satisfactory to cater for existing and additional staff and students
How	Questionnaire mid-year to ask about the satisfaction of public transport provision and seek ideas how the services / availability can be improved. Then, seek discussion with the bus operator and adjust bus services if needed
Who	TP Coordinator
When	Once a year
Resources	Discussions and provision of additional services if and when required

4.5 Car Share / Car Pooling

4.5.1 Catchment Area

Students who live outside of the active transport catchment and are not within walking distance to a bus stop need to use private vehicles. To promote sustainability, students should consider carpooling, particularly students who reside close to one another.

4.5.2 Targets

Targets for carpooling are presented in Table 7.

Table 8 – Carpooling Targets

User	Current Travel Mode Share	Short-term Target	Long/Medium-term Target
Students	5%	10%	tbc%
Staff	5%	10%	tbc%

Some students and staff already carpool; However, an improvement is desirable. The strategies to achieve a mode shift are presented below.

4.5.3 Strategies

Short-term Strategy: Organise potential carpooling matches

Why	Motivates people who live in close proximity to use carpooling services
How	Analise residential data and buddy up students and staff
Who	TP Coordinator
When	Sent out once a year to accommodate new students and staff, review after 6 months
Resources	Residential data

Short-term Strategy: Allocate more convenient parking spaces to carpooling staff

Why	Encourages staff to use more sustainable forms of transport
How	Signpost or line mark spaces allocated to carpooling
Who	TP Coordinator, Steering Committee
When	Within the first year of operation, then as required
Resources	Carpark space

4.6 General Strategies

Once the Travel Plan has been adopted, it is essential to maintain interest in the scheme. Each new initiative in the plan will need to be publicised by the TP Coordinator with effective sharing. The GTP has a variety of actions that guide strategies relating to promotion, facilities and policies to create incentives for sustainable travel behaviour. A staging strategy may need to be outlined for any actions which may need it.

Greater awareness of initiatives through the promotion of the travel plan tend to result in higher uptake of sustainable travel modes. To ensure all users are aware of the initiatives it is important to seek assistance from Council, Bicycle NSW, Pedestrian Council Australia, TfNSW and other stakeholders from time to time.

Below is a summary of general strategies which will help promote and educate students, parents and staff about safe sustainable travel.

Strategy: Distribute a Transport Access Guide (TAG) to all students and staff

Why	To increase awareness of the location of public transport in the vicinity. To inform commuters of different modes of transport and the platforms/apps they can use to find sustainable transport options. It should also advise safety.
How	Issue an information package both in the mail and electronically.
Who	Steering Committee, TP Coordinator
When	Can be emailed to all students and teachers instantly, however a physical copy should be provided upon completion of the redevelopment. Should also be provided on the school's website.
Resources	TAG

Strategy: Newsletter items and social campaigns

Why	Reinforces climate-friendly and active transport aspirations and targets
How	Principle or TP coordinator to incorporate information and articles in ongoing newsletters to parents and students. The information can include current topics on climate change etc. as a means to connect the public and active transport utilisation to an external goal
Who	Principle or TP Coordinator
When	At least once a term
Resources	Newsletters, website and campaigns

Strategy: Brochures and cards

Why	Promotes the use of various wayfinding apps and carpooling/sharing services available.
How	Having brochures readily available in the school office and also giving each student and staff member
Who	TP Coordinator
When	Providing brochures each year and having them readily available at the school office and incorporating this information in the Travel Access Guide.
Resources	Brochures



Why	Reinforces the idea of sustainable travel and can encourage discussion
How	Principle or TP coordinator to provide a concise presentation about the benefits of sustainable travel options.
Who	Principle or TP Coordinator
When	Once a term to show commitment to achieving targets
Resources	List of benefits and a PowerPoint

Strategy: Annual Assemblies to announce progress

Why	To inform students and staff about progress to achieving travel mode split targets. Will encourage healthy competition to beat the target.
How	Short presentation at annual assemblies
Who	Principle or TP Coordinator
When	At the beginning or end of each year
Resources	Survey results and PowerPoint

5. Monitoring and Evaluation

The GTP does not only outline actions and strategies, but also ensures monitoring and evaluating of those initiatives. This is a crucial part of the travel planning process as it ensures maximum benefits are gained. A review of the mode share and targets will be undertaken after 3 months of the completion of the redevelopment, followed by yearly tracking and reassessment. There may be cases that new initiatives may need to be implemented or new targets may need to be set if they are exceeded or too ambitious.

The overall success of the travel plan is dependent on good communication between various entities such as the TP Coordinator, Principle, Council and TfNSW. The TP coordinator must ensure all parties including students and staff are well informed about reasons for adopting the plan, promote the benefits and provide information about alternatives and initiatives. It is also important to receive feedback through the annual travel surveys (refer to Attachment 1) to ensure staff, and students and their parents/carers are understanding and realising the benefits.

The survey should be set similarly to the one described in Section 3.2.

After the data collection from each travel survey, the TP coordinator can make subsequent changes to initiatives or to the targets. The review of the data should consider the following questions.

- Are the targets still realistic? Are they still ambitious? Should they be updated?
- Are there difficulties in achieving particular targets? What are the likely reasons for this?
- Are there any gaps with regards to actions?
- What is preventing further improvement on mode share and how can this be addressed?

The ongoing cycle of the review process will ensure people's reasons for travelling are considered and understood. Any barriers to changes in their behaviour will be considered as it will help decide for the most effective actions to be identified. This review process is also an opportunity to communicate progress to the school community which can encourage more change from feedback of the results.

To ensure that all commuters to the school understand the benefits of sustainable travel, key elements to development and implementation must be practiced. These include:

- Communication – It is necessary to explain the reason for adopting the plan and all the benefits. Information on alternatives must also be readily available so it is easier for people to make the change.
- Commitment – The TP coordinator must ensure consistent action to help change established habits. Using communication and the provision of necessary resources impetus for commuters can be provided to switch from using private vehicles.
- Consensus – Broad support is necessary for the introduction of the TP. If it is not received well by the school community the targets will not be achieved.

Progress from the travel plan will also be presented to council and the TP Coordinator after each annual review for a recommended period of five years after the issue of the Occupation Certificate (OC). The progress to be presented includes:

- Number of students and staff
- Details of mode split (annual survey results)

- Progress towards the target mode split stated in the GTP
- Success of strategies as listed below, and
- Details of any rectification measures proposed.

A summary of all monitoring and evaluation strategies are presented below.

Strategy: Form an advisory committee involving staff and P&F members

Why	Monitor the progress of the GTP
How	Email invitation for expression of interest
Who	TP Coordinator
When	Completion of the redevelopment
Resources	Emails

Strategy: Annual Survey

Why	Monitor, review and evaluate the progress towards the travel mode targets
How	Online surveys to all staff and students. Can be included as part of the information pack.
Who	Steering Committee and TP Coordinator
When	Beginning or end of each year
Resources	Email and letters

Strategy: Regular meetings

Why	Discuss the effectiveness of initiatives
How	In person meeting at a specified location within the school
Who	Steering Committee
When	Every 6 months
Resources	Meeting agenda and action plan

Strategy: Update all noticeboards

Why	Ensuring all information is accurate and up to date for those travelling through active and public transport
How	Updating information on boards
Who	Steering Committee
When	Every month (or more frequently if necessary)
Resources	Information boards

Strategy: Review and update of GTP

Why	Evaluate the success of the GTP implementation and to add any new objectives.
How	Meetings with advisory committee to suggest any changes

Who	TP Coordinator
When	Every year for a 5-year period
Resources	GTP objectives, targets and progress checklist

Strategy: Presentation of annual monitoring review results to council

Why	To present to Council the progress of the GTP target and objectives
How	Submit monitoring report to Council
Who	TP Coordinator
When	Every year for a 5-year period
Resources	GTP objectives, targets and progress checklist.

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Attachment 1 - Travel Survey Questions

The following questions should be asked at a minimum. Site specific adjustments may be required.

- Are you a staff member, student, or parent / carer of a student?
- What is the postcode / suburb of your place of residence?
- Which Scots campus do you attend (Victoria Road, Ginahgulla, Mansion Road Prep, Kambala Road, Glengarry, Dolls Point)?
- Are you boarding?
- How do you currently travel to Scots and what is the distance of travel?
 - Walk / run
 - Bicycle / scooter
 - Scots bus
 - Public Bus
 - Train
 - Combination of bus and train
 - Car (Driver)
 - Car (Passenger)
 - Other _____
- If you travel by car, how many other students were with you in the car? (students / parents only)
- If you drove, please answer the following:
 - Did you park on site today? If so where?
 - Did you park on-street? If so where?
- Were you dropped off by private vehicle? If so where?
- If you drove / were dropped-off, what other purpose is the car used for? (e.g. dropping off or collecting children from school/childcare, shopping on the way home, health reasons, worried about safety, convenience etc.)
- What time do you usually arrive at the school in the morning and how long is the trip?
- What time do you leave the school in the afternoon and how long is the trip?
- Which measures would encourage you to walk or ride a bicycle more? If you already walk or ride a bicycle - what measures would you like to see more? (e.g. lower speed roads, more bicycle / helmet storage, shower / change rooms, information on safe routes etc.)
- Which measures would encourage you to use public transport? If you already use public transport, what would you like to see more? (e.g. cheaper public transport, more frequent services, improved waiting area, better connections, information about public transport etc.)

- Have you heard of car share? Do you know where the nearby car share locations are? If yes, would you use it?
- If not, what are the barriers to you using car share to travel to and from the school?
- What would make you consider using car share as a form of transportation? (e.g. free / reduced parking cost, help finding someone to carpool etc.)
- Do you have any suggestion/recommendations to encourage sustainable modes of transport?

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Attachment 2 - GTP Guide for the TP Coordinator

Steering Committee

- The formation of a Steering Committee will be coordinated by the PT Coordinator upon opening the McIntyre car park.
- The Steering Committee will assist in the progress and monitoring of the GTP; and
- The Committee will ensure the notice board is updated regularly (monthly or when necessary) with up-to-date information on sustainable transport

TP Coordinator

- Distribute information on sustainable transport options to students and staff (i.e. Transport Access Guide)
- Contribute to the promotion of car share and carpooling services
- Workshops to implement and modify initiatives on regular basis, and
- Incentives may be issued to students and staff to encourage public transport use (e.g. competition prizes)

Information Pack

- Annual Survey – via URL link
- Transport Access Guide
- Information on platforms/apps including sustainable transport information (i.e. TripView, etc), and
- Information on sustainable transport facilities available on-site and in the vicinity of the site (i.e car share (GoGet), carpool (CoHop), bicycle parking, etc)

Annual Survey

- An initial survey should be done 3 months after completion of the redevelopment to track progress. This can be done through websites such as Survey Gizmo. (<https://www.surveygizmo.com/>), and
- An annual survey should be conducted by the TP Coordinator to collect information on new travel patterns.

Regular Meetings

- Regular meeting should be held every 6 months involving the TP Coordinator and the Advisory Committee members, and
- Sustainable transport is to be discussed including feedback from the initial survey data.