



Minutes

23 October 2020

Project	North Kellyville School (NKPS) Catchment Analysis	From	Chris Platts
Subject	Bus Services Review	Tel	+61 2 92397626
Venue/Date/Time	Teleconference (MS Teams) / 15.10.20 / 15:00	Job No	12530056
Copies to	All attendees and Name (Company)		
Attendees	Chris Platts (GHD) - CP Alison Lee (GHD) - AL Thomas Uthaug (Hillsbus) - TU Rosie Pitt (SINSW) - RP Max Chen (Hillsbus) – MC	Apologies	N/A

Minutes	Action
1. Introductions	N/A
2. NKPS Green Travel Plan overview	
- AL provided an overview of the NKPS Green Travel Plan (GTP) and Transport Access Guide (TAG).	
3. Future bus travel targets	
- CP Provided an overview of the future bus travel targets derived from the NKPS Green Travel Plan.	
- TU requested a copy of the NKPS population data and future forecast data.	RP to request permission to share NKPS school population data with Hillsbus
4. Bus Service Review	
- CP provided an overview of the NKPS Bus Services Review analysis done to date.	
- TU noted that generally only kindergarten to year 2 students will travel with parents on the bus.	CP to review bus travel assumptions for

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	parents/guardians accompanying students
- TU asked if it is likely that NKPS will continue to allow enrolments from outside the NKPS catchment area. - RP responded: This is likely to become less common as the school-age population within the NKPS catchment is growing.	
- MC: Noted that there are already a number of school services serving the north of the catchment at Stringer Road and Celia Road (2099, 2533, 2575). TU to circulate the link to these details.	TU to circulate web links for these bus services CP and AL to incorporate these services into the Green Travel Plan and Bus Services Review
- AL asked if the existing services have capacity to meet NKPS travel demands. - MC responded: existing demands are being met but services would not meet the projected demands presented in the meeting slides. - TU noted that the timings of these services should be reviewed to better facilitate AM and PM travel to NKPS from the north of the catchment	CP to include the opportunity to increase bus service provision and to review service timings in the NKPS Bus Services Review opportunities log
- TU noted that it is not currently possible to provide bus services at Hillview Road as there is no bus turning infrastructure at present. - CP noted that walking distances for students living in this area from their residences to the nearest bus stop can be greater than 400 metres.	CP to include the bus turn constraints at Hillview Road in the NKPS Bus Review Issues log
- MC: noted that a bus stop directly opposite the school will be installed as part of the Hezlett Road upgrades. - RP noted that this crossing is currently un-signalized but is managed by a crossing controller at peak times. - CP noted the potential for a gap in time between the current managed crossing being stood down and the signalized crossing being installed. - RP: Noted this may already be part of the Construction Traffic Management Plan (CTMP) for the Hezlett Road upgrades.	CP to include the potential gap in student crossing provision at NKPS in the NKPS Bus Review Issues log

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- RP asked whether the bus bay directly outside NKPS (northbound) would be indented. - TU responded: the bus will be in 'lane 1'. Additionally, Hillsbus has requested to Council that railings be installed to manage to queue at NKPS mass egress.	CP to include a recommendation for fencing at the bus stops directly outside NKPS to facilitate safe queuing
- TU noted that students in Kindergarten to Year 2 are entitled to free travel even when within the 1600 metres SSTS exclusion zone -this should be promoted to parents and students. - TU also noted that Hillsbus only have 33 students with SSTS Opal cards currently.	AL And CP to ensure this is reflected in NKPS reports and output-
- TU noted that Rouse Hill School has operated a walking school bus. This could be considered for NKPS. - AL responded: This possibility has already been floated as part of the GTP work but it is not something that was being considered currently.	
5. Summary of opportunities	
- CP provided an overview of opportunities identified in initial Bus Service Review analysis. - AL noted that a review of the 615X public bus service should be considered as parents are more likely to use these services with their kids (and continue onward in their journey to work etc). - TU noted that the 605 service is more popular with commuters as it links to Rouse Hill Station and the Metro.	CP to include 615X opportunities in the NKPS Bus Services Review opportunities log the.
6. Next steps	
- MC noted that the next step for NKPS bus planning is to identify future demand with a view to submitting a request for additional services to meet these growing demands. - AL asked as to the required timelines for provision of information. - MC responded: Timelines for this are end of October 2020 but noted that requests can be submitted on an ongoing basis. Data is needed to support the business case. - MC noted that if Hillsbus can receive the school population data quickly there is potential for additional services to be available for Term 1 of 2021.	RP to confirm timelines regarding availability of school enrolment numbers and declassified residential information. CP to note the potential gap in receipt of declassified student information and ability to request additional bus services for Term 1 2021 in the NKPS Bus Services Review issues log.

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- RP noted that updated declassified student residential data is not likely to be available until after February 2021.
 - CP noted that there is likely to be a gap between the need for updated services at the start of Term 1 of 2021 and the availability of updated declassified residential information.
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Chris Platts

Senior Transport Planner