

**WORKPLACE TRAVEL PLAN
FOR THE
LORETO KIRRIBILLI SCHOOL
AT
85 CARABELLA STREET, KIRRIBILLI**

Prepared By:



Assessed and Approved by:



1 Introduction

McLaren Traffic Engineering (MTE) was commissioned by Artazan Property Group to provide a Workplace Travel Plan (WTP) for the Loreto Kirribilli School at 85 Carabella Street, Kirribilli. This Workplace Travel Plan (WTP) has been prepared in response to comments issued by the *Department of Environment and Planning* (DPE) on the proposed alterations and additions to the school. The relevant comments from the DPE are provided below.

Whilst the site includes parking in accordance with the requirements of North Sydney Council, it is noted that 90% of the staff currently use their car as the principal mode of transport. In this regard, the application should include a Workplace Travel Plan (WTP) that encourages a modal shift away from private motor vehicles to more sustainable travel modes. The WTP is required to incorporate site-specific measures that will be implemented to promote and maximise the use of more sustainable travel modes and should include:

- *Objectives and targets (i.e. site-specific, measurable, achievable and timeframes for implementation) to define the direction and purpose of the WTP;*
- *Actions to help achieve the objectives, including incentives for using sustainable transport modes;*
- *Measures to promote and support the implementation of the plan; and*
- *A process for monitoring and review that allows for the effectiveness of the WTP to be measured.*

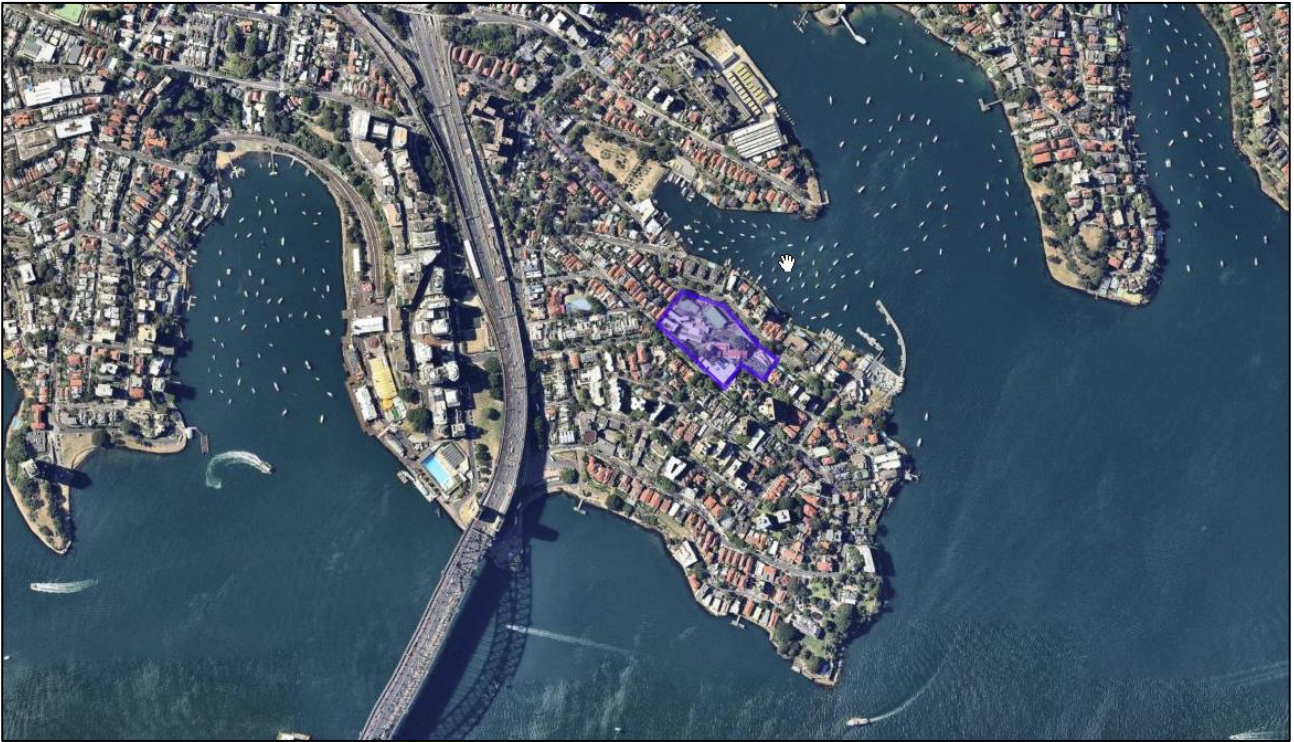
The North Sydney Development Control Plan 2013 also includes requirements with regards to the submission of a Green Travel Plan, which are also to be satisfied by this Workplace Travel Plan.

1.1 Development Characteristics and Approvals

Loreto Kirribilli includes classes from year groups Kindergarten to Year 12, with an existing approval for a total of 1100 students. The school has the following characteristics:

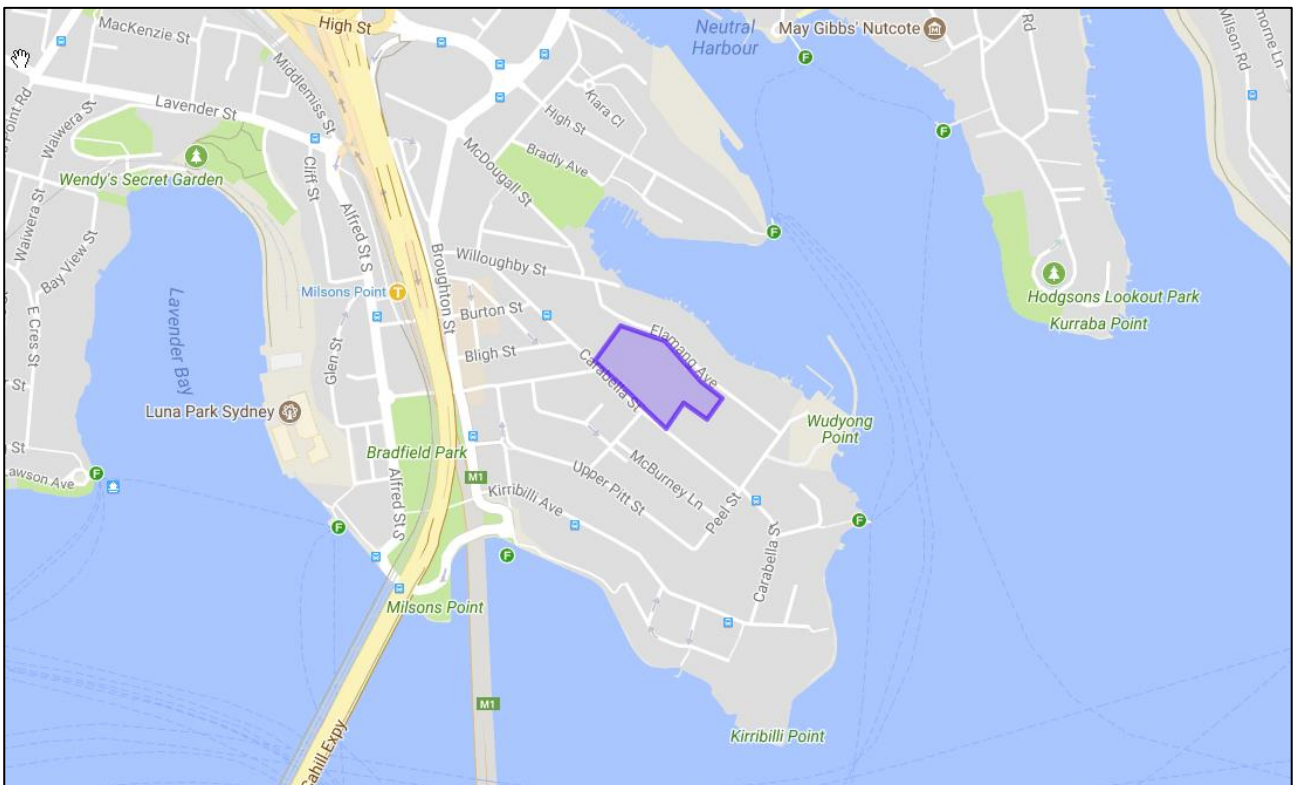
- A total of 1095.8 students enrolled in 2017 including:
 - 137 students in years K – 4;
 - 112 students in year 5 - 6;
 - 582 students in years 7 - 10;
 - 264.8 students in years 11 – 12;
 - Typical absenteeism of 4%.
- Total of 185 staff members;
- School start time of 8:29 am, finish at 3:10 pm.

The proposed alterations include increasing student numbers by 100 to 1200, staff numbers by 2 and demolition and construction works. The school is located to the northeast of The Sydney Harbour Bridge and Luna Park Sydney to the east as shown in **Figure 1** and **Figure 2**.



Site Location —

FIGURE 1: SITE CONTEXT – AERIAL IMAGE



Site Location —

FIGURE 2: SITE CONTEXT - MAP

1.2 References

A number of sources have been consulted to inform the preparation of this report including:

- NSW State Government Long Term Transport Master Plan;
- North Sydney Council DCP 2013- Section 10;
- Metropolitan Plan for Sydney 2036;
- ABS Census Data;
- NSW Bureau of Transport Statistics Journey to Work Data;
- Public Transport or Private Vehicle: Factors That Impact on Mode Choice, Grace Corpuz (Transport Data Centre, New South Wales Ministry of Transport);
- Architectural plans prepared by FJMT.

2 Objectives

Alternative modes of transport including walking, cycling and public transport quantifiably promote positive transport and health outcomes. The NSW State Government *Long Term Transport Master Plan* emphasises the importance of alternative transport options in the growth of Greater Metropolitan Sydney. Locally, North Sydney Council provides a number of objectives related to sustainable transport options in its Development Control Plan 2013, emphasising the importance of:

“Encouraging employees within an organisation to make greater use of public transport, cycling, walking and car sharing for commuting and work-related journeys.”

This Workplace Travel Plan has been constructed to advise employees of Loreto Kirribilli of sustainable and alternative transport options, with the overall objective to shift travel from private cars to active or public transport options, with the following positive implications:

- Reduced parking demand and occupancy;
- Reduced traffic congestion and trip duration;
- High benefit to cost (BCR) ratio;
- Positive health outcomes from walking and cycling;
- Improved air quality and reduced per-capita emissions.

3 Implementation

3.1 Management and Authority

The distribution of and implementation of the measures detailed in this Workplace Travel Plan is the responsibility of the management of Loreto Kirribilli Ltd.

3.2 Distribution

Loreto Kirribilli will be responsible to inform and provide access to the Workplace Travel Plan for all school staf.

4 Alternative Transport Strategy

4.1 Timeframe

This Workplace Travel Plan will apply from the issue of the Occupation Certificate for any works performed under this development application.

4.2 Existing Transport Use of School Staff

The 90% private car travel expressed in the Traffic and Parking Impact Assessment dated 25 July 2017 was a conservative estimate, used to provide a reasonable worst case for staff travel mode choice.

To provide a more accurate assessment, a staff travel mode survey was undertaken on 12 December 2017 to determine the existing travel modes employed by staff members. Four questions were asked of staff to determine both their existing travel mode choice and the general origin of their travel including:

1. How did you travel to work today?
2. How will you travel home from work today?
3. What is your postcode?
4. If you do not currently travel to/from work by public transport, why not?

The complete results of this survey are provided in **Annexure A**, with a summary of the results of questions 1 and 2 provided in **Table 1**.

TABLE 1: STAFF TRAVEL MODE SURVEY RESULTS

Transport Mode	Travel to Work		Travel from Work	
	Number	Percentage	Number	Percentage
Private Car	88	69%	87	70%
Train	21	16%	21	17%
Bus	4	3%	2	2%
Ferry	5	4%	3	2%
Walk	8	6%	9	7%
Other	2	2%	3	2%

The answers to question 4 have been generally categorised into the following reasons for not using public transport:

- Time and Convenience– The travel time using public transport is unacceptably longer than driving and/or can't get me to/from work on time;
- Limited Access – Public transport is not accessible from home;
- Active Transport User – I walk, cycle or run to work;
- Other Commitments – I have other commitments before or after work that require me to have a car.

The answers provided to question 4 are summarised in terms of the above categories in **Table 2**.

TABLE 2: REASONS FOR NON-PUBLIC TRANSPORT MODE CHOICES

Reason Given for Non-Use of Public Transport	Number of Answers	Proportion
Time and Convenience	47	48%
Limited Access	9	9%
Active Transport User	15	15%
Other Commitments	27	28%

Based on the above, there is a reasonable chance that some staff members would change their mode of travel if a convenient alternative was available such as:

- Improved access to public transport;
- Improved public transport service connecting to Kirribilli;
- Implementation of a car-pooling scheme.

4.3 Existing Transport Use in Surrounding Area

To assist in setting the targets and milestones for transport use, the NSW Bureau of Transport Statistics Journey to Work data has been consulted for the suburbs of Kirribilli and Milsons Point. The data show that on average 37% of workers in these areas drive to and from work, with the detailed travel mode split illustrated in **Figure 3**.

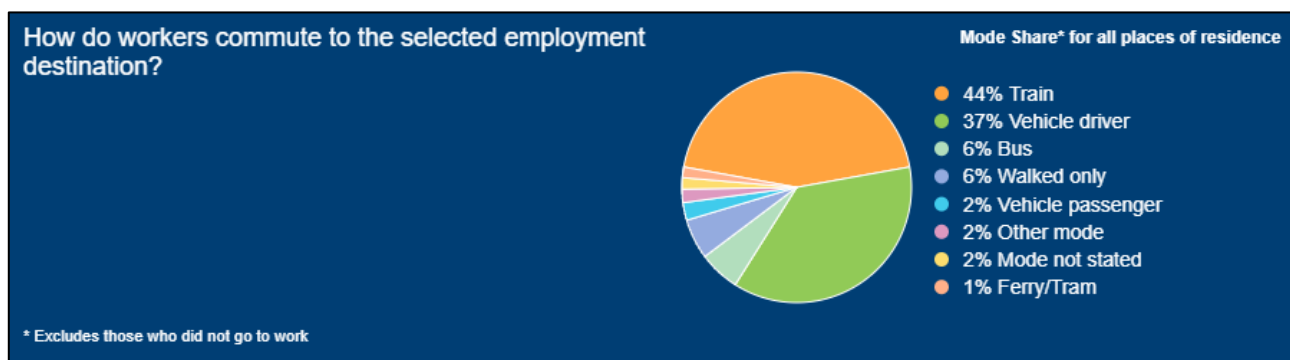


FIGURE 3: NSW JTW DATA – MILSONS POINT AND KIRRIBILLI

4.4 Targets and Milestones

Through the implementation of the actions described in **Section 5**, continuous increases in alternative transport use are anticipated for the duration of this Workplace Travel Plan's effectiveness, with the overall target a 2% year on year growth in the use of public transport options for the first five years, with a target of 1% year on year growth for the following five years. Considering the Sydney Metro is scheduled for completion by 2025, it is expected that the shift to public transport modes will continue to increase in the future. **Table 3** depicts the 1, 3, 5, and 10-year goals for travel mode split.

TABLE 3: TARGETED TRANSPORT MODE SPLIT

Mode of Transport	Usage Rate				
	Existing	1yr	3yr	5yr	10yr
Private Car	69%	67%	63%	59%	54%
Train	16%	16%	17%	19%	22%
Bus	3%	3%	4%	4%	5%
Ferry	4%	4%	4%	5%	5%
Walk	6%	6%	6%	6%	6%
Other	2%	2%	2%	2%	2%
Car Pool	0%	2%	4%	5%	6%

The initial focus of the alternative transport initiatives will be implementing the initiatives described in **Section 5** of this report. It is expected that this scheme will reach saturation after three to five years, after which the focus will shift to encouraging public transport use.

4.5 Measurement and Reporting

4.5.1 Frequency

Travel mode surveys will be undertaken annually for the first three years of the school employees, and once every three years thereafter.

4.5.2 Method

The school executives will conduct surveys digitally once per year. The surveys will also include a feedback field such that staff can suggest schemes or initiatives for the school to adopt to encourage alternative transport use.

4.5.3 Reporting

Following the completion of surveys, the results will be compiled into a report for review and further initiatives if required.

5 **Projects and Programs**

The following actions form the basis for the implementation of the Workplace Travel Plan.

Collectively, these actions have been designed to help achieve the targets and milestones set out in **Section 4.4**. It should be noted, that these actions are not necessarily a compulsory task but rather potential options that should be investigated and implemented as appropriate.

5.1 **Public Transport Initiatives**

The following actions are focused on encouraging staff to partake in public transport when travelling to and from the site. The strategies to be implemented are not limited to the following actions as shown in **Table 4**, but these are the basis for further development of public transport options.

TABLE 4: POSSIBLE PUBLIC TRANSPORT INITIATIVES

Action	Cost	Date
Develop a map showing public transport routes to work	Minimal	Ongoing
Put up a notice board with leaflets and maps showing the main public transport routes to and from work	Minimal	From date of implementation
Prepare a Transport Access Guide (TAG) for the site	Minimal	From date of implementation

5.2 **Walking and Cycling Initiatives**

5.2.1 Walking

The following actions are focused on encouraging staff to partake in walking when travelling to and from the site. The strategies to be implemented are not limited to the following actions as shown in **Table 5**, but these are the basis for further development of active transport options.

TABLE 5: POSSIBLE WALKING INITIATIVES

Action	Cost	Date
Identify employees living near work that may be interested in walking to work	Nil	Ongoing
Produce a map showing safe walking routes to and from your site with times, not distances, to local facilities, such as shops and public transport	Minimal	From date of implementation
Provide showers, lockers and changing room facilities	As per construction	From date of implementation
Implement incentive schemes to encourage employees to walk to work.	Minimal	From date of implementation
Take part in 'National Walk to Work Day'	Nil	Annually
Have some 'TravelSmart Get to Work' days encouraging staff to commute by alternative transport modes	Nil	Annually

5.2.2 Cycling

The following actions are focused on encouraging staff to partake in cycling when travelling to and from the site. The strategies to be implemented are not limited to the following actions as shown in **Table 6**, but these are the basis for further development of active transport options.

TABLE 6: POSSIBLE CYCLING INITIATIVES

Action	Cost	Date
Provide sufficient bicycle parking to meet peak needs	As per construction	From date of implementation
Have good, secure parking in an easily accessible location	As per construction	From date of implementation
Provide bicycle parking for visitors	As per construction	From date of implementation
Ensure bicycle parking is clearly visible or provide signage to direct people to cycle bays	As per construction	From date of implementation
Provide showers, changing rooms and lockers	As per construction	From date of implementation
Circulate maps of cycle paths in the vicinity	Nil	Ongoing
Participate in annual events such as 'Ride to Work Day'	Nil	Annually

5.3 Sustainable Transport Initiatives

5.3.1 Carpooling

The following actions are focused on encouraging staff to partake in carpooling and limiting the number of cars used to travel when travelling to and from the site. The strategies to be implemented are not limited to the following actions as shown in **Table 7**, but these are the basis for further development of alternative transport. A map of the home postcodes of all staff who currently drive to work has been compiled and is reproduced in **Annexure B**.

TABLE 7: POSSIBLE CARPOOLING INITIATIVES

Action	Cost	Date
Set up a carpooling database	Nil	From date of implementation
Priority parking for carpooling vehicles	Nil	From date of implementation

5.3.2 Car Parking

The following actions are focused on encouraging staff to partake in alternative options when travelling to and from the site. The strategies to be implemented are not limited to the following actions as shown in **Table 8**, but these are the basis for further development of alternative transport.

TABLE 8: POSSIBLE CAR PARKING INITIATIVES

Action	Cost	Date
Identify priority users of car park e.g. people with disabilities, shift workers, carpoolers	Nil	From date of occupation
Re-allocate car parking spaces for bicycle spaces	As per construction	From date of occupation

5.4 Use of Incentives

Many of the alternative transport initiatives described above require the willing participation of employees and would not otherwise be effective. The incentivisation of alternative transport options could increase the number of employees using alternative transport options.

A review of the NSW Household Travel Survey by Grace Corpuz identified a number of factors that affected the use of alternative travel options, identifying the following factors as most influential on alternative transport use (in order of importance):

- Parking capacity and arrangements (destination factor);
- Where a vehicle is not available or accessible (origin factor);
- Where it is cheaper (origin & destination factor);
- Travel time (origin & destination factor);
- Convenience (origin & destination factor);
- Accessibility (origin & destination factor).

ANNEXURE A: STAFF SURVEY RESPONSES



Respondant #	Q1) How did you travel to work today?	Q2) How will you travel home from work today?	Q3) What is your post code?	Q4) If you do not currently travel to/from work by public transport, why not?
1	private car	private car	2087	time - would need to catch 2 forms of public transport. Car is quicker and often have to go directly to pick up children after work.
2	private car	private car	2317	I must move my car each day from my place of temporary residence
3	walk	walk	2061	I walk
4	train	train	2009	I usually travel be car because it is faster than public transport
5	private car	private car	2112	travel time is longer by ferry/train
6	private car	private car	2230	After work commitments not near the train line or ferry stops.
7	private car	private car	2095	I occasionally get the ferry although often drive. This is due to the unpredicatble nature of how long I stay at work.
8	train	train	2220	Respondent skipped this question
9	private car	private car	2095	too time consuming
10	train	train	2745	Respondent skipped this question
11	private car	private car	2063	There is none available and also i have a child that i need to bring her to school each day
12	private car	private car	2111	I don't have a bus or ferry that can get me here to school in time as I like to get to school around 7.30am
13	private car	private car	2067	Driving saves time and is equal to the cost of public transport. Driving is also easier when I need to take design projects home for marking.
14	train	train	2768	Respondent skipped this question
15	private car	private car	2038	It is quicker to drive.
16	private car	private car	2036	This is not a time efficient option for me in the morning and afternoon. It requires a 45minute bus trip to train station, and then a train from Central or Bondi. Also commitments after school require a car.
17	ferry	private car	2111	Occasionally do (by ferry) but the earliest ferry doesn't always get me to work as early as I need to be there.
18	walk	Respondent skipped this question	2060	prefer to walk
19	private car	train	2011	Too hard to get to work
20	walk	walk	2060	Because I live in the area.
21	train	train	2031	I travel by bus and train each way to school. This was not an option when answering question 1.
22	private car	private car	2074	I live too far from station and no parking at my local station
23	private car	private car	2093	I have to drop/pick up my kids on my way to and from school.
24	other	other	2193	I need to go to other workplaces after Loreto and public transport isn't efficient enough time-wise.
25	bus	walk	2093	If I don't use public transport, I run.
26	private car	private car	2112	Home is far away from public transport. Will take a long time to get to work.
27	private car	private car	2047	Respondent skipped this question
28	other	other	2102	I travel by bicycle.
29	ferry	private car	2110	Early morning music rehearsals; generally like getting to work in a short time and use the mornings for preparation!
30	private car	private car	2020	I pick children up from afternoon activities.
31	private car	private car	2088	Convenience. Commitments after work.
32	private car	private car	2100	Not easily accessible from my home.
33	private car	private car	2113	Childcare arrangements
34	private car	private car	2023	Takes too long/involves catching multiple trains and half hour walk
35	private car	private car	2099	Need my car for after school activities straight after work
36	private car	private car	2204	I arrive at school very early, and so have to leave home early - and this means that I take the car. It also takes double the time to come by public transport.
37	private car	private car	2093	Because I have odd hours to travel to and from work which makes it inconvenient to catch public transport
38	private car	private car	2038	School trainings at different venues, 1 hour via light rail and heavy rail to get to school.
39	private car	private car	2016	- Usually carrying things to and from home & work - Enjoy the personal quiet time that the drive to/from work allows
40	ferry	ferry	2041	Respondent skipped this question
41	private car	private car	2070	My son and daughter have after school commitments which I need to take them to after school, along with needing to visit elderly relatives after work.
42	train	train	2117	Respondent skipped this question
43	private car	private car	2090	I often work late
44	private car	private car	2114	not appropriate as i have children to collect after school trainings early mornings
45	private car	private car	2092	Time efficiency to allow to collect small children quickly
46	train	train	2048	I travel by car once or twice a term due to family issues or needing to carry large amounts of material
47	private car	Respondent skipped this question	2009	Because I do not live near a train station and it is very quick and convenient to drive.
48	private car	private car	2203	I work late hours.
49	private car	private car	2066	easier by car
50	private car	Respondent skipped this question	2068	Inconvenience of public transport, especially when family responsibilities require a need to get to a place quickly
51	private car	private car	2081	It is quicker in the early morning to drive.
52	train	train	2122	Respondent skipped this question
53	private car	private car	2090	Due to activities (including sport coaching) I take part in both before and after school throughout the week which require me to drive to attend (particularly due to timing and location).
54	private car	private car	2122	public transport from my house is a bit harder to access and takes significantly longer than driving. Also, I need to pick up my children after work so need the car
55	bus	private car	2088	Time and convenience - cost - carrying marking etc easier in car
56	walk	walk	2061	I walk to work each day.
57	private car	private car	2097	Not a viable option.
58	private car	private car	2093	no direct public transport options
59	ferry	ferry	2095	Respondent skipped this question
60	private car	private car	2095	I do sometimes when convenient.
61	train	train	2017	I do occasionally drive if I have an appointment I need to get to and sometimes it is easier to drive but only occasionally.
62	train	train	2074	Respondent skipped this question
63	private car	private car	2066	Because public transport would take a lot longer and I have a small car that would sit in the driveway if I didnt use it. Car takes about 10-15 mins
64	private car	private car	2230	Unreliable and takes me longer than if I travel by car
65	private car	private car	2193	I work part time (have late starts and early finishes) and have child care commitments
66	private car	private car	2099	There is not suitable public transport available. Currently, travelling by public transport would mean - bus, train and substantial time.
67	private car	private car	2065	10 minutes driving versus 20 minutes walk and 20 minutes on PT - no direct route.
68	private car	private car	2037	Because it takes 12 minutes by car and at least an hour by public transport.
69	train	train	2021	Respondent skipped this question
70	private car	private car	2089	I should walk but too physically exhausting
71	private car	private car	2023	Less convenient and takes longer.
72	private car	private car	2230	Too long a journey. Too long to get home after 3.30 or 4pm (or later). Family commitments. I use public transport sometimes. Great getting to school but painful on the way home in comparison to driving.
73	private car	private car	2074	Respondent skipped this question
74	private car	private car	2140	NA
75	private car	private car	2093	Bad bus connection that gets me to work late
76	private car	private car	2066	Inconvenient as I would have to catch 2 buses or a bus and train.
77	train	train	2043	Respondent skipped this question
78	private car	private car	2113	I have pick up of children at after school care after work.
79	private car	private car	2065	not convenient.
80	private car	private car	2089	timing due to young child.
81	private car	private car	2049	its easier by car especially if I need to stay back and also the toll is more or less the same cost as public transport
82	private car	private car	2093	With children pick ups and drop offs, I would not make it to school on time if I had to rely on buses. I have no trains in my area.
83	train	train	2039	Respondent skipped this question
84	private car	private car	2090	My hours are too long.
85	walk	walk	2061	Because I live 5 minutes away from Loreto Kirribilli
86	train	other	2065	Respondent skipped this question
87	train	train	2000	Respondent skipped this question
88	private car	private car	2046	Need to be home for family commitments as soon as possible
89	train	train	2067	Respondent skipped this question
90	private car	private car	2030	Respondent skipped this question

Respondant #	Q1) How did you travel to work today?	Q2) How will you travel home from work today?	Q3) What is your post code?	Q4) If you do not currently travel to/from work by public transport, why not?
91	bus	bus	2060	Respondent skipped this question
92	private car	private car	2048	I have to do daycare and school drop offs before/after work.
93	private car	private car	2107	Too many connections needed and time would take 1 1/2 hours .
94	private car	private car	2019	My commute involves dropping off children at 1 or 2 separate locations (Day Care and Primary School). If I then drove to the nearest train station, no parking would be available. I also need to rush home to pick up children from day care before they close.
95	private car	private car	2063	The drive takes 10 - 15 minutes. From where I live it is a 10 minute walk to the bus stop, then a 20-25 minute bus ride (through North Sydney), then a five minute walk to the school. Driving is obviously far more convenient and time efficient.
96	private car	private car	2074	Time
97	private car	private car	2035	Public transport takes too long from where I live.
98	private car	private car	2041	I use the ferry some days
99	private car	private car	2092	Not convenient with before and after work commitments.
100	walk	walk	2088	I walk to work for exercise and occasionally I will drive to attend family events after work.
101	private car	private car	2066	Too difficult time wise
102	private car	private car	2065	For convenience.
103	private car	private car	2087	Time, cost, convenience, late hours that i work, amount of work i carry to and from home
104	private car	private car	2093	Public transport takes twice as long as driving and service is not frequent enough.
105	private car	private car	2060	Mostly, I do. Today was a one-off.
106	private car	private car	2075	I intend to resume traveling to work by train next year.
107	private car	private car	2113	It is easier for me to pick up my kids from after-school care with my own car.
108	private car	private car	2066	No direct link from home to work Need to take and pick up children from childcare
109	private car	private car	2112	limited direct services and time of services
110	train	train	2525	Respondent skipped this questio
111	train	train	2064	I travel 3 days by train and 2 days by car. The two days are required for attending to school business in visiting students at various places around Sydney and also ensuring I am home for my two sons for sports commitments.
112	private car	private car	2066	I need the use of my car before and after work for sport trainings and attending meetings, before during and after school time.
113	private car	private car	2037	This currently requires two buses and a train - the commute is too long when I need to be there by 7:30am Thanks!
114	walk	walk	2061	Can walk
115	private car	private car	2094	Its is not an easy connection from my house. I'd have to drive to the bus stop anyway.
116	private car	private car	2093	Limited Public Transport
117	private car	private car	2095	No service
118	train	train	2145	N/a
119	private car	private car	2048	Early starts
120	private car	private car	2112	I will need to get 2 bus each way and it will take to long
121	private car	walk	2060	not suitable/available
122	train	train	2042	Respondent skipped this question
123	train	train	2036	Respondent skipped this question
124	ferry	ferry	2009	Respondent skipped this question
125	private car	private car	2017	More convenient using my car
126	private car	private car	2160	Just been using my car, due to ankle injury. Will travel by train once fully recovered
127	walk	walk	2062	I walk for exercise
128	bus	bus	2154	Respondent skipped this question

ANNEXURE B: STAFF POINT OF ORIGIN MAPS



